

# Administrator Billing Statement View

## Administrator Billing Statement Access

By default, only those with a role in the service may access billing statements. However, there are a number of instances where a lab manager or administrator may need documentation for ledger transactions. This can be accessed through the Administrator Dashboard.

UNMC ITS-Application Services zoom: + - reset 🏠 🌐 📞 📺 👤 🗨️ ★ sign out

## RSS - Research Support System

Friday, January 29, 2021

[IRB](#) [IBC](#) [IACUC](#) [CM](#) [RESEARCH SPACE](#) [CORE](#) [LINKS](#) [EHS](#) [SPA/UNEHEALTH](#) [QUICK MENU](#)

[Classic Mer](#)

### RSS Alert

- CORE: New form to request a Non-NU Invoicing Account** (view message) (01/19/2021)
- New feature: Report a bug** (view message) (01/13/2021)
- Feedback Feature Available** (view message) (06/11/2020)

### Documents and Education

[IRB Policy & Procedures](#)

[IBC online instructions for an existing paper application](#)

[IBC online instructions for a new application submission](#)

[Request an External Core User ID](#)

### Quote of the Day

If you don't know where you're going, any road will get you there. -- Ancient Chinese Proverb

## Show Step-by-Step Details

First, Select "Administrator Dashboard" from the Core > Billing menu.

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# RSS - Research Support System

Friday, January 29, 2021

IRB IBC IACUC CM RESEARCH SPACE **CORE** LINKS EHS SPA/UNEHEALTH QUICK MENU

### BILLING

- Administrator Dashboard**
- Billing Statement Dashboard
- Billing Statements

### SCHEDULING

- Instrument Scheduler
- IS-G
- Project Tracker

### REQUESTS

- Non-NU Invoicing Account

message) (01/13/2021)

3. **Feedback Feature Available** (view message) (06/11/2020)

submission

[Request an External Core User ID](#)

**Quote of the Day**  
If you don't know where you're going, any road will get you there. -- Ancient Chinese Proverb

Enter the cost object of interest and a begin date for the query. Click the "Search" button to retrieve billing statements.

[Classic Menu](#)

## Billing Statements by Cost Object

To search for a billing statement, please enter a cost object and a date range then click the "Search" button. This page is used to search for billing statements by Cost Object. Fields with asterisks (\*) are required.

<input type="text" value="* cost object"/>	<input type="text" value="* invoice begin date"/>	<input type="text" value="* invoice end date"/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="01/29/2021"/>
<input type="text" value="core name"/>	<input type="text" value="bill to"/>	<input type="text" value="invoice status"/>
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>
<input type="button" value="Search"/>	<input type="button" value="Reset"/>	

### Your Favorite Reports

No Favorites Found

This will retrieve all billing statements that have used the cost object irrespective of the Billed faculty or Core.

To search for a billing statement, please enter a cost object and a date range then click the "Search" button. This page is used to search for billing statements by Cost Object. Fields with asterisks (\*) are required.

<input type="text" value="3312090854"/>	<input type="text" value="11/01/2020"/>	<input type="text" value="01/29/2021"/>
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>
<input type="button" value="Search"/>	<input type="button" value="Reset"/>	

Export to Excel: 

Results 1-1 of 1 total

Your Search Results

view invoice	core name	cost object	bill to	invoice date	amount	invoice status
<a href="#">View</a>	Research IT Office	3312090854	Wilkie, Linda M	12/31/2020	30.19	Paid

Your Favorite Reports

No Favorites Found

In the results window, click the view link to open a pdf document which can be printed or download for your records.



# University Of Nebraska Medical Center

Open in Acrobat ✕

NEBRASKA'S HEALTH SCIENCE CENTER

OFFICE OF RESEARCH  
Research IT Office  
Phone: (402) 559-9072  
Billing Ref#: 2020123131

Linda Wilkie  
Monthly Billing Statement: 12/31/2020

<u>INSTRUMENT</u>	<u>SCHD DATE</u>	<u>SERVICE TYPE</u>	<u>PROJID</u>	<u>FEE TYPE</u>	<u>CHRG BY UNIT</u>	<u>CHRG UNITS</u>	<u>TOTAL CHRG</u>
Subscriptions	12/31/2020	StoreEasy Data Storage		Flat Fee	NA	NA	\$30.19
		Contact: Linda Wilkie					
		Service Notes: Quarterly RITO Enterprise Storage Service - 242 GB of data					
						Total For Service:	\$30.19
						Payment Method: Cost Object 3312090854	\$30.19

PAYMENT METHOD TOTALS:  
Total Charges For Cost Object - 3312090854: \$30.19

Grand Total Charges For - Cost Object \*\*Cost Object(s) have been charged : \$30.19

For billing questions contact: Ashok Mudgapalli

If you wish to download a table with the statements you may use the Export to Excel feature.

Export to Excel: 

Results 1-1 of 1 total

Your Search Results

view invoice	core name	cost object	bill to	invoice date	amount	invoice status
<a href="#">View</a>	Research IT Office	3312090854	Wilkie, Linda M	12/31/2020	30.19	Paid

The export feature will generate an xml table of the results. This feature will not include the detailed statements.

## Creating a Favorites Report

If you manage multiple accounts you may find it helpful to create favorites so that your reports are ready to run as needed. Once you've run a report, you may save the result in a favorites list.

Classic Menu

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* cost object <input type="text" value="3312090854"/>	* invoice begin date <input type="text" value="10/29/2020"/>	* invoice end date <input type="text" value="01/29/2021"/>
core name <input type="text" value="All"/>	bill to <input type="text" value="All"/>	invoice status <input type="text" value="All"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

Export to Excel:

Results 1-1 of 1 total

### Your Search Results

view invoice	core name	cost object	bill to	invoice date	amount	invoice status
<a href="#">View</a>	Research IT Office	3312090854	Wilkie, Linda M	12/31/2020	30.19	Paid

### Your Favorite Reports

No Favorites Found

\* name this favorite report: \*

## Show Step-by-Step Details

You must run the Billing Statements by Cost Object report at least once in order to save the results as a favorite.

To search for a billing statement, please enter a cost object and a date range then click the "Search" button. This page is used to search for billing statements by Cost Object. Fields with asterisks (\*) are required.

<input type="text" value="3312090854"/>	<input type="text" value="11/01/2020"/>	<input type="text" value="01/29/2021"/>
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>
<input type="button" value="Search"/>	<input type="button" value="Reset"/>	

Export to Excel:

Results 1-1 of 1 total

Your Search Results

view invoice	core name	cost object	bill to	invoice date	amount	invoice status
<a href="#">View</a>	Research IT Office	3312090854	Wilkie, Linda M	12/31/2020	30.19	Paid

Your Favorite Reports

No Favorites Found

If you are satisfied with the results of your search, simply enter a name for your report in the "name this favorite report" field and "save as favorite".

Export to Excel:

Results 1-1 of 1 total

Your Search Results

view invoice	core name	cost object	bill to	invoice date	amount	invoice status
<a href="#">View</a>	Research IT Office	3312090854	Wilkie, Linda M	12/31/2020	30.19	Paid

Your Favorite Reports

No Favorites Found

The next time you launch the dashboard you will have the option to "Load" your report. This will populate the required fields and allow you to adjust those as needed, i.e. the next month's dates. You must then use the "Search" button to retrieve the data.

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<p><small>cost object</small></p> <input type="text" value="3312090854"/>	<p><small>invoice begin date</small></p> <input type="text" value="11/01/2020"/>	<p><small>invoice end date</small></p> <input type="text" value="01/29/2021"/>
<p><small>core name</small></p> <input type="text" value="All"/>	<p><small>bill to</small></p> <input type="text" value="All"/>	<p><small>invoice status</small></p> <input type="text" value="All"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

Export to Excel:

Results 1-1 of 1 total

### Your Search Results

view invoice	core name	cost object	bill to	invoice date	amount	invoice status
<a href="#">View</a>	Research IT Office	3312090854	Wilkie, Linda M	12/31/2020	30.19	Paid

### Your Favorite Reports

actions	cost object	description
<a href="#">Load Delete</a>	3312090854	Biobank Operating Acct

name this favorite report :

You can also "Delete" a report for a cost object that you no longer monitor.