

# Billing Statements and Invoices

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## Introduction

An invoice for services provided within UNMC are called "billing statements." Traditional invoices are only sent to core facility customers who are not internal to UNMC.

Core facilities use an automated process for billing that is completed once a month for the previous month. For example, services rendered and billed in May will be processed and posted in SAP in June. All charges are posted directly into SAP based on the cost object provided at the time of service.

The principal investigator being billed for services will receive an email from each core when billing is completed for that month.

Core facilities cannot make billing changes due to a cost object that was incorrectly provided by the customer. Should a charge need to be moved to a different account, contact your department's accounting administrator to initiate a journal transfer.

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## View/Print Billing Statements

To view or print billing statements or invoices, access the "CORE" tab in the RSS. Under "Billing," select "Billing Statements Dashboard."

The bottom of each billing statement has core-specific contact information if you have questions about the services that were billed.

# RSS - Research Support System

Friday, January 29, 2021

## [RSS Alert](#)

1. **CORE: New form to request a Non-NU Invoicing Account** ([view message](#)) (01/19/2021)
2. **New feature: Report a bug** ([view message](#)) (01/13/2021)
3. **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 "Billing Statement Dashboard" from the Core Billing menu.

# RSS - Research Support System

Friday, January 29, 2021

Search

- 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**  
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The Dashboard will load with all statements in which you have either a Billed Faculty, Contact, or Machine Operator role. This may take a moment to load if you have roles in many cores.

Classic Menu

## Billing Statements Dashboard

The most recent 25 core invoices are displayed by default. Use any of the search criteria below to find other invoices.

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

Loading Results. Please wait.....

**Only the most recent 25 statements will load on this initial view.** Let the page finish loading before selecting any of the filters.

To ensure that you have loaded all the billing statements, complete any of the filterable fields, "core name", "bill to" or "invoice begin date" and "Search" to load all statements of interest.

# Billing Statements Dashboard

The most recent 25 core invoices are displayed by default. Use any of the search criteria below to find other invoices.

core name   
  bill to   
  invoice begin date    
  invoice end date 

invoice status

  

Use the page navigation links to move between the displayed pages.

# Billing Statements Dashboard

The most recent 25 core invoices are displayed by default. Use any of the search criteria below to find other invoices.

core name   
  bill to   
  invoice begin date    
  invoice end date 

invoice status

  

Export to Excel: 

[Previous](#)    Results 1-25 of 45 total    [Next](#)

view invoice	core name	bill to	invoice date	amount	invoice status
<a href="#">View</a>	Genomics Core Facility	Kielian, Tammy L		3798.00	Pending
<a href="#">View</a>	Genomics Core Facility	Batra, Surinder K		48.00	Pending
<a href="#">View</a>	Genomics Core Facility	Gendelman, Howard E		24.00	Pending
<a href="#">View</a>	Flow Cytometry Research Facility	Case, Adam		214.50	Pending
<a href="#">View</a>	Flow Cytometry Research Facility	Hewitt, Kyle J		951.25	Pending

Finally, click "View" to pull up the details of the selected billing statement and generate a PDF version of the billing statement that can be printed, saved, or e-mailed for record keeping.



# 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 do not see any billing statements, you do not have a role that enables you to see the statements of others.

If you are an administrator managing accounts for departmental faculty please see the [Administrators Dashboard](#) page.

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