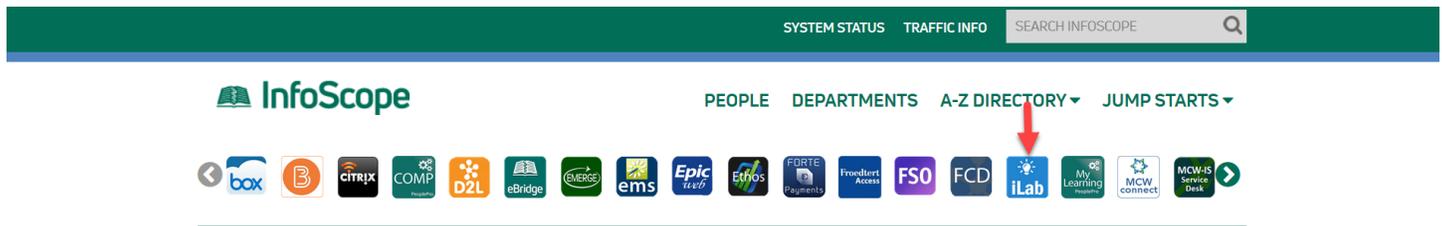


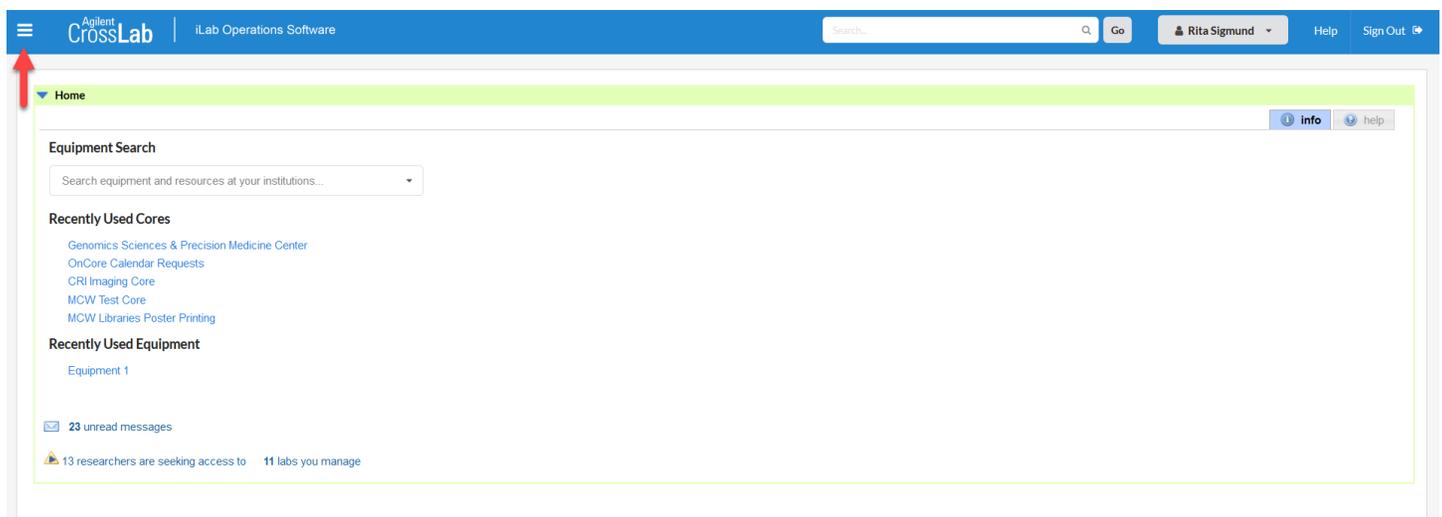
iLab Invoice Approval Instructions for Financial Managers

How to locate, review and approve invoices

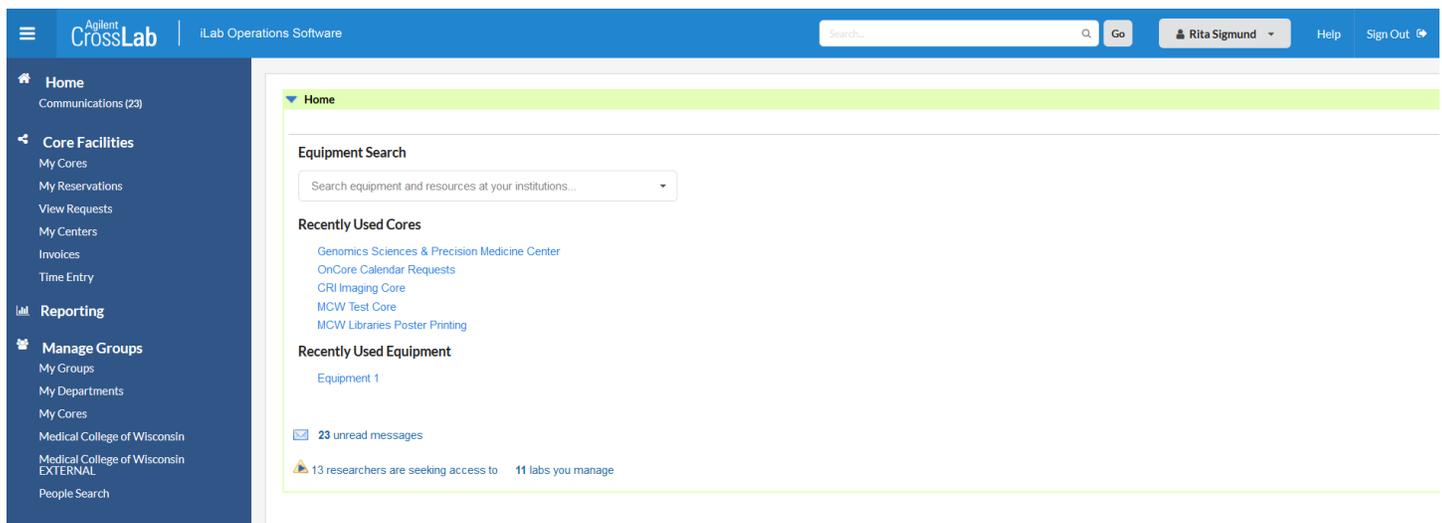
There is a link to iLab on InfoScope.



Log into iLab using your MCW credentials. The landing page will display a navigation button (Arrow points to “hamburger” icon) that you need to select to reveal the menu.



As Financial Managers, the blue menu leads to pages you have been given access to by PIs or iLab Administrators. “Invoices” will contain lists of invoices you have access to. If you can’t find an invoice, please email iLab@mcw.edu. The “(MCW) Lab” Financial Managers will be able to access invoices for their labs only. Department Managers can access invoices for all labs that appear in their “Groups” tab.



iLab Invoice Approval Instructions for Financial Managers

How to locate, review and approve invoices

The **MCW Test Core** will be used as an example for navigation. Specific invoices can be located **typing the Invoice Number in the Keyword search box** and selecting “Go”. Searches can also be performed by **expanding the Filter on the left side**. Select the search criteria options and “Apply Filter”. (Clicking on the black triangles displays more search options.)

Invoices

Hide Filters

Keywords: MTC-1502054 Go

Displaying 16 out of 16 result(s). (Page 1 of 1)

Created On	Core	Invoice Number	Lab	Owner	Payment Numbers	Price Types	Total Cost	Status	Approval Status	
Jun 20 '19	MCW Test Core	MTC-1749002	Admin (MCW) Lab	AshLeigh Sanchez	Nonsense	Internal	\$25.98	Not Yet Paid	required	mark as paid
Jun 20 '19	MCW Test Core	MTC-1748997	Admin (MCW) Lab	AshLeigh Sanchez	Nonsense	Internal	\$168.00	Not Yet Paid	auto-approval scheduled	mark as paid
Jun 17 '19	MCW Test Core	MTC-1745540	Admin (MCW) Lab	AshLeigh Sanchez	789	Internal	\$176.00	Not Yet Paid	auto-approval scheduled	mark as paid
Jun 13 '19	MCW Test Core	MTC-1742469	Admin (MCW) Lab	AshLeigh Sanchez	789	Internal	\$56.00	Not Yet Paid	required	mark as paid
May 30 '19	MCW Test Core	MTC-1718236	Admin (MCW) Lab	AshLeigh Sanchez	789	Internal	\$96.00	Not Yet Paid	auto-approval scheduled	mark as paid
May 30 '19	MCW Test Core	MTC-1716118	Admin (MCW) Lab	AshLeigh Sanchez	789	Internal	\$496.00	Not Yet Paid	auto-approval scheduled	mark as paid
	MCW Test			AshLeigh				Not Yet		mark as paid

Make sure to Apply Filters at the bottom of filter menu

The **“Not yet paid”** invoice below was selected to focus on the approval workflow. (The status will change to “Paid” once the iLab billing file is recognized by Oracle.) The icons on the right are useful tools for communication and viewing details. The **“conversation bubble”** icon expands “Notes for Core” and contains a comment text box. The **“open envelope”** icon provides a list of who received the email notification regarding the current invoice. The action of the core sending emails “opens” the envelope and begins the 30 day tacit approval timer. (**“open” envelope = auto-approval scheduled**) The orange circle **“alert”** icon enables quick approvals of invoices without opening the invoice to view details. (**Arrow points to the “magnifying glass” icon which fully displays the current invoice.**)

Invoices

Hide Filters

Keywords: 1748997 Go

Displaying 1 out of 1 result(s). (Page 1 of 1)

Created On	Core	Invoice Number	Lab	Owner	Payment Numbers	Price Types	Total Cost	Status	Approval Status	
Jun 20 '19	MCW Test Core	MTC-1748997	Admin (MCW) Lab	AshLeigh Sanchez	Nonsense	Internal	\$168.00	Not Yet Paid	auto-approval scheduled	mark as paid

How to locate, review and approve invoices

The magnifying glass icon opens the invoice to display a green banner at the top of the invoice: MCW has an institutional 30-day tacit approval setting. Invoices that have been submitted with a valid payment account will be auto-approved on the thirtieth day following notification. It is important that the Financial Manager review the invoice for accuracy and APPROVE the invoice BEFORE the 30 day window. (Arrow points to where approval can be confirmed by a member given the role of Financial Manager)

This invoice will be auto-approved at Jul 20 '19
Please review this invoice and [click here to approve.](#)

Invoice No. MTC-1748997
Invoice Date June 20, 2019
Lab Admin (MCW) Lab

The magnifying glass icon opens the invoice to display the following features for review identified in red:

(Arrow points to “\$” icon with blue check mark)

This invoice will be auto-approved at Jul 20 '19
Please review this invoice and [click here to approve.](#)

Invoice No. MTC-1748997
Invoice Date June 20, 2019
Lab Admin (MCW) Lab

From: MCW Test Core

To: Admin (MCW) Lab | AshLeigh Sanchez

[show additional contacts](#) (Click to display INVOICE OWNER & full list of members with access to invoice.)

Subtotal: + \$168.00

Invoice Total \$168.00

Invoice Summary

Payment Number Invoice Totals
Nonsense \$168.00

This invoice has not been approved by a financial administrator.

Invoice Details						
DATE	ITEM DESCRIPTION	PMT.#	QTY	PPU	STATUS	TOTAL
▼ Request: MCWTC-AS-23 Start: February 07, 2019 Owner: AshLeigh Sanchez (project requestor)						
May 14, 2019	Service 2 (Internal)	Nonsense	3.0	\$56.00/ea	Completed	\$168.00
Actual cost: \$267.98		Projected cost: \$20.00			Invoice cost: \$168.00	

Subtotal: + \$168.00

Invoice Total \$168.00

How to locate, review and approve invoices

The \$ icon opens to display the following features for review identified in red. Project accounts can be used to request services after activation dates and before expiration dates, and invoices can still collect on an expired project for up to 30 days.

The screenshot shows the iLab invoice approval interface. On the left, there is a sidebar with 'Request: MCW', 'May 14, 2019', 'Actual cost: \$267', 'Invoice Total', and 'Powered by iLab'. The main area is titled 'Payment Information' and contains a table with the following data:

Charge	Billing Status	Project or General Ledger Account	Amount
Service 2	Billing Initialized	Nonsense	\$168.00

Below the table, it says 'Selected charge(s) total: \$0.00'. To the right, there is a red text annotation: 'Pull down menu reveals the payment funds linked to the Admin (MCW) Lab. Changes can be made to prior to invoice approval. SAVE to complete the action.' Below this, there is a dropdown menu for 'Project or General Ledger Accounts' with the following options: 'Nonsense - 123 (Warning: Expired on May 31, 2019)', 'Select Project or General Ledger Account...', '789 - (Does not expire)', and 'Nonsense - 123 (Warning: Expired on May 31, 2019)'. The 'Nonsense - 123 (Warning: Expired on May 31, 2019)' option is highlighted in blue. A 'Split Charge' button is located at the bottom right of the dropdown menu.

Common Invoice Approval Errors related to this workflow:

1. An individual is no longer assigned to a Group as a member but submitted a request to a core in the past as part of a group. Prematurely removing a member from a lab before an invoice is completely processed will cause a billing error. **(Refer to guide for Navigating Accounts in iLab.)**
2. An individual is a current member of a group but access to a payment account is denied because the box linking the member to the account is not checked. **(Refer to guide for Navigating Accounts in iLab.)**
3. A department payment account assigned to a group has expired. The pull down menu displays account information including the fund number string, description and expiration date. **Currently, an account can remain active and billable in iLab 30 days AFTER the expiration date assuming errors 1 and 2 above are cleared.**

Reminder: Successful completion of a billing event by a core can be tracked in iLab by monitoring the status change from "Not yet paid" to "Paid". In addition, each service request line item will receive a string of numbers ("stamp") that represents the Oracle acknowledgement of the transaction. In addition, Department Financial Managers need to review their department's transaction logs to verify that the electronic movement of funds is accurate.

For inquiries contact ilab@mcw.edu