iLab Invoice Approval Instructions for Financial Managers
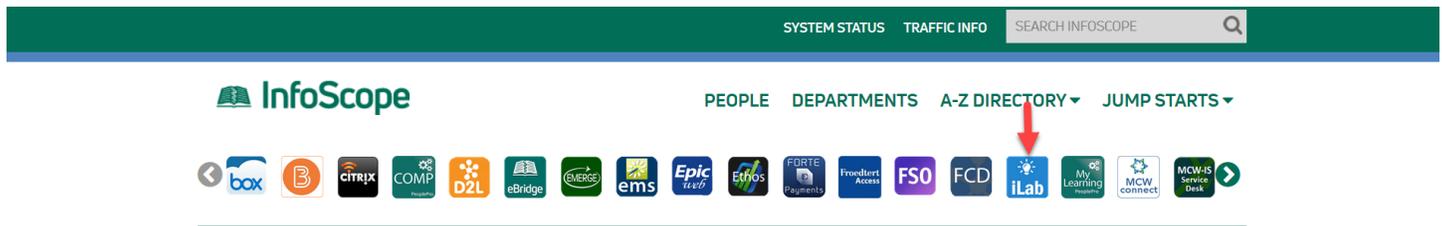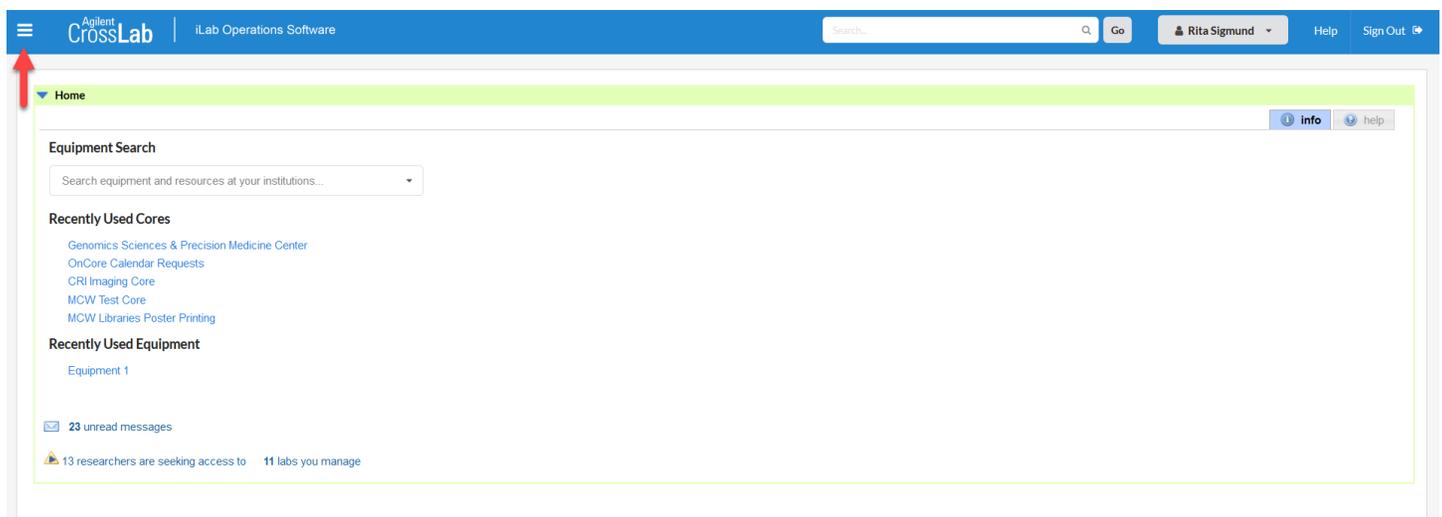
How to locate, review and approve invoices

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.
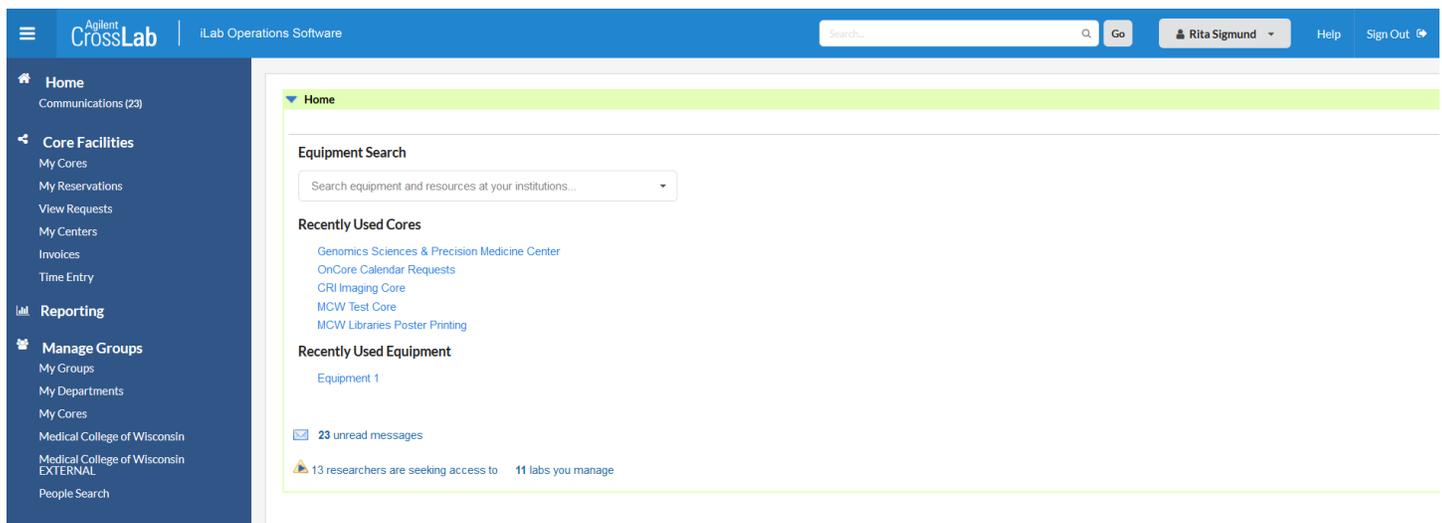
iLab Invoice Approval Instructions for Financial Managers
How to locate, review and approve invoices

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.)

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.)

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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 (payment fund)	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**

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.

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