

iLab-FAMIS integration: How to create a billing event

1. Move all relevant charges to the Billing tab by Confirming Usages (calendar events) and completing projects.
 - a. Confirm usage: Under Schedule Equipment go to Confirm Usage and confirm everything that you want to move over to billing.

Microscopy and Imaging Center

ATM

TEXAS A&M UNIVERSITY

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Timeline View

Confirm Usage

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More

► Optical Microscopes (5)

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Microscopy and Imaging Center

Unconfirmed reservations

Back to core

04/01/2022 to now

Issues

Warnings

Owner name

Source

Clear all filters

Start date

Owner	Resource	Start date	Duration	Usage type	Cost	Source	Status	Confirm	
Richard Littleton Admin (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	01 Apr 2022 11:00 AM	2.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm	
Kwanghae Noh Su, Hung-Jue (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	01 Apr 2022 01:30 PM	2.50 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm	
Marko Baloh Sorg, Joseph (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	04 Apr 2022 11:00 AM	3.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm	
Kwanghae Noh Su, Hung-Jue (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	07 Apr 2022 09:30 AM	5.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm	
Richard Littleton Admin (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	07 Apr 2022 02:30 PM	5.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm	
Angela Arambolotome Duran Bankaitis, Vytautas (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	11 Apr 2022 10:00 AM	1.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm	
Angela Arambolotome Duran Bankaitis, Vytautas (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	11 Apr 2022 11:00 AM	1.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm	
Angela Arambolotome Duran Bankaitis, Vytautas (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	11 Apr 2022 12:00 PM	1.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm	
Kwanghae Noh Su, Hung-Jue (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	12 Apr 2022 04:00 PM	1.50 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm	
Richard Littleton Admin (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	13 Apr 2022 12:00 PM	5.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm	
Marko Baloh Sorg, Joseph (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	18 Apr 2022 03:30 PM	1.50 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm	
Richard Littleton Admin (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	26 Apr 2022 09:00 AM	6.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm	
Marko Baloh Sorg, Joseph (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	27 Apr 2022 01:00 PM	3.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm	
Mingzhen Zhao Su, Hung-Jue (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	29 Apr 2022 01:00 PM	6.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm	
Frank Jakubka McCreedy, Dylan (TAMU) Lab	Zeiss Lightsheet Z.1 (Zeiss Light Sheet Z.1)	02 May 2022 10:05 AM	0.67 hrs	Normal Business Hours \$65.00/hr (Trained)	\$43.33	Log matched	Valid	Confirm	
Jiadong Xie, Yu (TAMU) Lab	FEI Tecnai ST_Materials (FEI Tecnai ST_Materials)	02 May 2022 10:25 AM	2.43 hrs	Normal Business Hours \$65.00/hr (Trained)	\$158.17	Log matched	Valid	Confirm	

Select resources

Type a resource or category name

Show all resources

Optical Microscopes

Leica DM 6B upright microscope

Leica SP8 WLL FALCON STED 775nm Confocal Microscope

Zeiss Lightsheet Z.1

Olympus FV1000 confocal microscope

ZEISS AXIOPHOT

Scanning Electron Microscopes

TFS Helios-5-CK DualBeam FIB-SEM with Cryo

FEI Quanta 600 SEM

Tescan Vega 3 SEM

Transmission Electron Microscope

NanoMEGAS ASTAR

FEI Tecnai Twin (Biology)

FEI Tecnai ST_Materials

JEOL 1200 TEM Ex

JEOL 2010 TEM-This TEM is now offline. For similar work, please contact Hansoo Kim, luminesc@tamu.edu, to use the FEI Tecnai ST Materials TEM.

Supporting Equipment

Cressington 108 Sputter Coater (Gold)

- i. You can make changes here: billable times, payment accounts, no charge, add on charges, etc.

Microscopy and Imaging Center

Unconfirmed reservations -

04/01/2022 to now Issues Warnings Owner name Source Clear all filters Start date

Owner	Resource	Start date	Duration	Usage type	Cost	Source	Status	Confirm
Richard Littleton Admin (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	01 Apr 2022 11:00 AM	2.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm
Kwanghae Noh Su, Hung-Jue (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	01 Apr 2022 01:30 PM	2.30 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm

Back to core

Select resources

Type a resource or category name

Show all resources +

Optical Microscopes

Leica DM 6B upright microscope

Leica SP8 WLL FALCON STED 775nm Confocal Microscope

Leica SP8 WLL FALCON STED 775nm Confocal Microscope

Details for a reservation on Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome) by Richard Littleton between 01 Apr 11:00 AM and 01 Apr 01:00 PM

Adjust Owner/Group/Project Adjust Times + Add-on Charges \$ Use and Cost \$ Total Cost Payment info Charge Name / Notes

	Start	use for billing	End	use for billing
Scheduled	04/01/2022 11:00 AM	<input checked="" type="checkbox"/>	04/01/2022 01:00 PM	<input checked="" type="checkbox"/>
Logged	04/01/2022 11:00 AM	<input type="checkbox"/>	04/01/2022 01:00 PM	<input type="checkbox"/>
Billable	04/01/2022 11:00 AM	<input type="checkbox"/>	04/01/2022 01:00 PM	<input type="checkbox"/>

Total: 2.0 Hours

Reset to default selections

- b. If you have confirmed something that needs more attention you will need to Unconfirm it.

Microscopy and Imaging Center

Unconfirmed reservations -

04/01/2022 to now Issues Warnings Owner name Source Clear all filters Start date

Owner	Resource	Start date	Duration	Usage type	Cost	Source	Status	Confirm
Richard Littleton Admin (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	01 Apr 2022 11:00 AM	2.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm
Kwanghae Noh Su, Hung-Jue (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	01 Apr 2022 01:30 PM	2.30 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm
Marko Baloh Sorg, Joseph (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	04 Apr 2022 11:00 AM	3.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm
Kwanghae Noh Su, Hung-Jue (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	07 Apr 2022 09:30 AM	3.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm
Richard Littleton Admin (TAMU) Lab	Leica UC/FC7 ultra-microtome (Leica UC/FC7 ultra-microtome)	07 Apr 2022 02:30 PM	3.00 hrs	Self Use/Trained (no charge) (Trained)	\$0.00	Scheduled	Valid	Confirm

Back to core

Select resources

Type a resource or category name

Show all resources +

Optical Microscopes

Leica DM 6B upright microscope

Leica SP8 WLL FALCON STED 775nm Confocal Microscope

Zeiss Lightsheet Z.1

Olympus FV1000 confocal microscope

ZEISS AXIOPHOT

2. Check on your project requests.

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Reload Active Requests

active requests

Searching within active requests: Results in this tab are restricted by Status (show details)
Please use the filter panels in the left-hand menu to drill down to requests of interest. You can also save filters to custom tabs! [Click here for more details.](#)

Hide Filters

Keywords

Go

Status

☐ Draft (1)

☐ Financials Approved (7)

☐ Financials Rejected (1)

☐ Processing (35)

☐ Researcher In Agreement (28)

☐ Service Center In Agree... (1)

Category

Labels

Assigned To

Lab

Owner

Institution

Account

Payment Method

Request Date

Start Date

Displaying 30 out of 73 results. (Page 1 of 3)

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date	for	service id	status	cost
May 12 (May 11 2022)	Fnu Madhu Leelavathi Narayana Shetty Ashok (TAMU) Lab	MIC-FMLN-4418 Sample Submission	Waiting for Core to Agree	\$0.00 (\$0.00)
May 11 (May 11 2022)	William DeFlorio Abbulul, Mustafa (TAMU) Lab	MIC-WD-4416 Sample Submission	Waiting for Core to Begin	\$200.00 (\$0.00)
May 09 (May 09 2022)	Ananthakrishnan Soundaram Jeevarathin McShane Research Group	MIC-ASJ-4415 Training Request	Waiting for Researcher to Agree	\$500.00 (\$0.00)
May 04 (May 04 2022)	Vikas Tyagi Bajavathannan, Muthukumar (TAMU) Lab	MIC-VT-4406 Sample Submission	Processing	\$800.00 (\$287.00)

- a. You can complete each task or charge under a Request that is ready to bill or you can Complete a whole project and move it all to billing.

May 04
(May 04 2022)

Vikas Tyagi
Bajavathannan, Muthukumar (TAMU) Lab

MIC-VT-4406
Sample Submission

Processing

\$800.00
(\$287.00)

Stanislav Viha

Complete

Overview

Payment Information

Forms and Request Details

View Form

Sample Processing/Analysis/Imaging Request (Internal and External) - CF-6781648-0

Visible

Completed

		Quantity	Unit Price	Total	Billing Status	Work Status
May 06 05:15 PM	S. Viha - Tech Charge (Consulting/Other)	0.5	\$60.00	\$30.00	Ready To Bill	Completed
May 06 05:15 PM	(HMDS), Hexamethyldisilazane reagent	0.2	\$40.00	\$8.00	Ready To Bill	Completed
May 10 01:10 AM	S. Viha - Tech Charge (Consulting/Other)	0.5	\$60.00	\$30.00	Ready To Bill	Completed
May 10 01:10 AM	(HMDS), Hexamethyldisilazane reagent	0.2	\$40.00	\$8.00	Ready To Bill	Completed
May 13 01:12 AM	S. Viha - Tech Charge (Consulting/Other)	3.0	\$60.00	\$180.00	Ready To Bill	Completed
May 13 01:13 AM	(HMDS), Hexamethyldisilazane reagent	0.2	\$40.00	\$8.00	Ready To Bill	Completed
May 13 01:13 AM	SEM Stub, 1/2" + carbon adhesive tab	23.0	\$1.00	\$23.00	Ready To Bill	Completed

Events

Resource

Tescan Vega 3 SEM (Tescan Vega 3 SEM)

Start time

13 May 12:15

End time

13 May 17:00

Total duration

2.95 hours

Expected cost

\$147.50

Total

\$147.50

- i. You can make changes here: billable times, notes, payment accounts, no charge, add services, etc.

May 04 (May 04 2022) Vikas Tyagi Bagavathiannan, Muthukumar (TAMU) Lab MIC-VT-4406 Sample Submission Processing \$800.00 (\$287.00) Stanislaw Vitha

Complete

Overview

Payment Information

Forms and Request Details

View Form: Sample Processing/Analysis/Imaging Request (Internal and External) - CF-6781648-0

Date	Time	Service	Quantity	Unit Price	Total	Billing Status	Work Status
May 06	05:15 PM	S. Vitha - Tech Charge (Consulting/Other)	0.5	\$60.00	\$30.00	Ready To Bill	Completed
May 06	05:15 PM	(HMDS), Hexamethyldisilazane reagent	0.2	\$40.00	\$8.00	Ready To Bill	Completed
May 10	01:10 AM	S. Vitha - Tech Charge (Consulting/Other)	0.5	\$60.00	\$30.00	Ready To Bill	Completed
May 10	01:10 AM	(HMDS), Hexamethyldisilazane reagent	0.2	\$40.00	\$8.00	Ready To Bill	Completed
May 13	01:12 AM	S. Vitha - Tech Charge (Consulting/Other)	3.0	\$60.00	\$180.00	Ready To Bill	Completed
May 13	01:13 AM	(HMDS), Hexamethyldisilazane reagent	0.2	\$40.00	\$8.00	Ready To Bill	Completed
May 13	01:13 AM	SEM Stub, 1/2" + carbon adhesive tab	23.0	\$1.00	\$23.00	Ready To Bill	Completed

Events:

Resource: Tescan Vega 3 SEM (Tescan Vega 3 SEM)

Start time: 13 May 12:15, End time: 13 May 17:00, Total duration: 2.95 hours, Expected cost: \$147.50

add service, add charge, add form, add milestone, sort manually

Build a quote, or add components to a new or running request using the 'add' links above.

Generate PDF quote

Comments: May 04 '22, 05:13 PM, Stanislaw Vitha said: Hi Vikas, your sample submission request is awaiting your agreement and the PI's approval. You will also need to have an account number assigned by your PI. It is described on our website: https://microscopy.tamu.edu/lab-help/lab-help-for-principal-investigators/

Attachments & URLs

add to history

3. Go to the Billing tab and View Charges.

Hide Filters

Keywords

Go

Status

Billing Errors (1)

File Sent (53)

Organization

Created By

Date Added

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View Detached Invoices

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Name	Created By	Status	Date Added	Value (# of charges)	Actions
Microscopy and Imaging Center - April	Aimee Curington	File sent	May 05 '22	\$27,642.49 (350)	Summary Invoices
Microscopy and Imaging Center - March	Aimee Curington	File sent	Apr 06 '22	\$27,528.11 (303)	Summary Invoices
Microscopy and Imaging Center - February	Ashlyn Montgomery	File sent	Mar 08 '22	\$24,907.12 (327)	Summary Invoices
Microscopy and Imaging Center - January	Aimee Curington	File sent	Feb 07 '22	\$23,045.33 (336)	Summary Invoices

- a. Every line item needs a \$ and a blue check mark. If it is a pencil, it needs attention: choose an account, PI assign an account, approve a PO, etc.

May 02 08:32 PM	Mark Goodrich	MIC-MG-4380 Leica DM 6B upright microscope (Leica DM6B) Monday, May 02	0.15	\$25.00	\$3.75	Ready To Bill	Completed
May 02 05:20 PM	Sara Maynard	MIC-SM-4388 Olympus FV1000 confocal microscope (Olympus FV1000) Monday, May 02	2.1	\$40.00	\$84.00	Ready To Bill	Completed
May 02 02:15 PM	Lawrence Griffing	MIC-LG-4382 Tescan Vega 3 SEM (Tescan Vega 3 SEM) Monday, May 02	0.83333	\$50.00	\$41.67	Ready To Bill	Completed
May 02 01:39 PM	Mark Goodrich	MIC-MG-4380 Leica DM 6B upright microscope (Leica DM6B) Monday, May 02	0.15	\$30.00	\$4.50	Ready To Bill	Completed
May 02 12:58 AM	Yu Xi	MIC-YX-4260 Fixation, dehydration and resin embedding for Transmission Electron Microscopy	0.9	\$299.00	\$269.10	Ready To Bill	Completed
May 01 09:58 PM	Mark Goodrich	MIC-MG-4380 Leica DM 6B upright microscope (Leica DM6B) Sunday, May 01	0.16667	\$25.00	\$4.17	Ready To Bill	Completed

- b. Stop signs are a warning that something will expire soon: account, PO, etc.

4. Create a billing event. Give a title, choose an end date, sort by payment number, include internal/external customers, load charges.

▶	May 01 08:07 PM	Mark Goodrich	MIC-MG-4380 Leica DM 6B upright microscope (Leica DM6B) Sunday, May 01 Optical Microscopes	Quantity [0.16667]	Unit Price \$25.00	Total \$4.17	Billing Status [Ready To Bill ▼]	Work Status [Completed ▼]	 
▶	May 01 05:01 PM	Mark Goodrich	MIC-MG-4380 Leica DM 6B upright microscope (Leica DM6B) Sunday, May 01 Optical Microscopes	Quantity [0.16667]	Unit Price \$25.00	Total \$4.17	Billing Status [Ready To Bill ▼]	Work Status [Completed ▼]	 
▶	May 01 02:56 PM	Mark Goodrich	MIC-MG-4380 Leica DM 6B upright microscope (Leica DM6B) Sunday, May 01 Optical Microscopes	Quantity [0.28333]	Unit Price \$25.00	Total \$7.08	Billing Status [Ready To Bill ▼]	Work Status [Completed ▼]	 
▶	May 01 12:36 PM	Yu Ting Lin	MIC-YTL-4402 FEI Tecnai Twin (Biology) (FEI Tecnai FE-TEM) Sunday, May 01 Transmission Electron Microscopes	Quantity [3.31667]	Unit Price \$55.00	Total \$182.42	Billing Status [Ready To Bill ▼]	Work Status [Completed ▼]	 
▶	May 01 12:16 PM	Dong Gi Ha	MIC-DGH-4358 FEI Quanta 600 SEM (FEI Quanta 600 SEM) Sunday, May 01 Scanning Electron Microscopes	Quantity [1.98333]	Unit Price \$55.00	Total \$109.08	Billing Status [Ready To Bill ▼]	Work Status [Completed ▼]	 

[create a billing event](#)

Return to Core

Create a New Billing Event

1. Select which charges to view

End Date

May 31, 2022

Event Name


Microscopy and Imaging Center - May

Include:

all

Group By

payment info

 Load Charges

2. Review and select which charges to include

3. Save the billing event with all included charges and view invoices







Please load charges first.

cancel





- a. Exclude any items you want to exclude.

2. Review and select which charges to include

included charges

date	customer	service id	discount	total	payment number	status	actions
05/13	Vikas Tyagi Bagavathiannan, Muthukumar (TAMU) Lab	MIC-VT-4406 SEM Stub, 1/2" + carbon adhesive...		\$23.00 (23.0 x \$1.00)	Multiple 100.0% 06-505591-96040	Ready To Bill	 
05/13	Vikas Tyagi Bagavathiannan, Muthukumar (TAMU) Lab	MIC-VT-4406 (HMSD), Hexamethyldisilazane rea...		\$8.00 (0.2 x \$40.00)	Multiple 100.0% 06-505591-96040	Ready To Bill	 
05/13	Vikas Tyagi Bagavathiannan, Muthukumar (TAMU) Lab	MIC-VT-4406 S. Viltha - Tech Charge (Consulti...		\$180.00 (3.0 x \$60.00)	Multiple 100.0% 06-505591-96040	Ready To Bill	 

- b. Create.

05/01	Akbulut, Mustafa (TAMU) Lab	MIC-DGH-4358 FEI Tecnai Twin (Biology) (FEI T...	\$109.08 (3.31667 x \$55.00)	Multiple 100.0% 28-514370-00004	Ready To Bill	 
05/01	Dong Gi Ha Radovic, Miladin (TAMU) Lab	MIC-DGH-4358 FEI Quanta 600 SEM (FEI Quanta 6...	\$109.08 (1.98333 x \$55.00)	Multiple 100.0% 28-212608-00000	Ready To Bill	 

[excluded charges](#)

3. Save the billing event with all included charges and view invoices

[Create](#) [Save as Draft](#) [cancel](#)

Return to Core

5. Return to Core, Billing, Invoices.

Hide Filters

Keywords

Go

Status

Billing Errors (1)

File Sent (53)

Organization

Created By

Date Added

Apply Filters

Reset Filters

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New Billing Event

View Detached Invoices

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Microscopy and Imaging Center - February	Ashlyn Montgomery	File sent	Mar 08 '22	\$24,907.12 (327)	Summary Invoices
Microscopy and Imaging Center - January	Almee Curington	File sent	Feb 07 '22	\$23,045.32 (236)	Summary Invoices
Microscopy and Imaging Center - December	Almee Curington	File sent	Jan 06 '22	\$16,407.30 (198)	Summary Invoices
Microscopy and Imaging Center - November	Almee Curington	File sent	Dec 03 '21	\$22,096.20 (288)	Summary Invoices
Microscopy and Imaging Center - October	Almee Curington	File sent	Nov 05 '21	\$27,174.12 (307)	Summary Invoices
Microscopy and Imaging Center - September	Almee Curington	File sent	Oct 06 '21	\$24,911.49 (298)	Summary Invoices

6. Here you can go bulk mail the invoices from iLab to all invoice owners.

Microscopy and Imaging Center - April

Return to Core

Summary

Invoices

Credits

Reload Invoices

Invoices

Bulk Invoice Mailer

☒ send invoices to all invoice owners

☐ send invoices to selected invoice owners...

☐ send invoices with selected price types to invoice owners...

☐ send unpaid invoices

☐ send invoices missing billing information to selected invoice owners...

☐ Prepend custom message to invoice emails?

Send Invoices

Mark all Invoices as Update status

Download one PDF of All Invoices

Invoice List

Hide Filters

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Total Cost Over

Owner

Owner Institution

Lab

Payment Number

Invoice Dates

Editorial

Approved By

Lab And Institution

Invoice Owner

Invoice Number

Payment Numbers

Total Cost

Status

Comment

Get PDF of Invoices

Download Results as CSV

Email Admins with Access to Invoices

7. IF YOU ARE INTEGRATED WITH FAMIS-iLab automated billing--Go back to the Billing tab, choose Summary, click on Send file to TAMU so that these will be picked up by FAMIS overnight.

<div> <div> <div>Hide Filters</div> <div> <div>Keywords</div> <div> <input type="text"/> <input type="button" value="Go"/> </div> </div> <div> <div>Status</div> <div> <input type="checkbox"/> Billing Errors (1) <input type="checkbox"/> File Sent (53) </div> </div> <div> <div>Organization</div> <div> <input type="checkbox"/> Created By <input type="checkbox"/> Date Added </div> </div> <div> <input type="button" value="Apply Filters"/> <input type="button" value="Reset Filters"/> </div> </div> <div> <div>About Our Core</div> <div>Schedule Equipment</div> <div>Request Services</div> <div>View All Requests</div> <div>Reservations</div> <div>People</div> <div>Reporting</div> <div>Billing</div> <div>PO (4)</div> <div>Administration</div> </div> <div> <div>Merge Drafts</div> <div>View Charges</div> <div>New Billing Event</div> <div>View Detached Invoices</div> </div> </div>						
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Name	Created By	Status	Date Added	Value (if of charges)	Actions	
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Return to Core

Summary

Invoices

Credits

Billing Event Summary

Summary

Created On
Apr 13, 2022 at 10:13

End Date
Mar 31, 2022 at 23:59

Charges
6 charges totaling in \$740.50

Grouped By
payment info.

Price Type

Internal (\$1,225.00)

Billing Status

Billing Initialized (\$740.50)
Not Billable (\$484.50)

Download Files

Send File to TAMU

Internal AR File

Internal IDT File

PDF Billing Event Summary

8. The PI listed on the FAMIS account and the billing department of the account will receive the I _____ invoice from FAMIS after this has been picked up (typically one business day). If the revenue account and invoiced account share the same system part (02, 23, 28, 06, etc.) this will be processed as an IDT and all relevant parties will receive a debited receipt. If the system parts are different this will come as an AR payable invoice and the department can pay these in Aggiebuy.

Sales Tax: It is up to the billing department personnel to know what sales items are taxable and to collect this sales tax, unless proof of tax exemption is obtained. <https://fmo.tamu.edu/sales-receivables/docs/sales-tax/collecting.html> The current method for obtaining sales tax from relevant customers is to bill through iLab and then make a correction in FAMIS to route sales tax to the appropriate line items to the correct account. (You must let the customer know to only pay the second corrected invoice when it comes.)