



Identifying iLabs Billing Expense Transactions

The tables display details of iLabs transactions that are viewable as Journal Entries and in Bill Presentation (BP).

Important: Users should be familiar with BP and InfoPorte to effectively utilize this quick reference card (QRC).

iLabs Expense Journal Entries

| Description | Data |
|------------------------|---|
| Journal Date | Date |
| Journal Source | ILB (iLabs) |
| Journal Description | Invoice Number + Core Name (Sample Data: 52811 UNC ABC Core Facility) |
| Journal Line Reference | Date of Service (Completed Date or Reservation End Date) |
| Journal Amount | Amount |

iLabs Expense Bill Presentation

| Data in Bill | Details | Sample Data |
|---------------------------------------|--|-----------------------------------|
| Journal Source/Billing Area | ILB (iLabs) | ILB |
| Bill Date | Date that the transaction was loaded to CBM | 11032024 |
| Invoice Number/Journal Line Reference | Date of Service (Completed Date or Reservation End Date) | 11012024 |
| Transaction Date | Date that the expense was incurred (MMDDYYYY) | 11012024 |
| Total | Total Amount of charge | 50 |
| BP Description 1 | Customer Name | John Smith |
| BP Description 2 | Item Description | Dissecting Microscope M125 |
| BP Description 3 | Request ID + Core name | ABC-SG-89 UNC ABC Core Facility |
| BP Description 4 | Date service was completed | 3/19/2024 11:54 |