FAQs for VUMC Users
(VUMC PIs, Lab Managers, and Lab Members)

How do I approve/dispute invoices?

Final invoices are generated once per month. The VUMC Office of Research finalizes all invoices on the second business day of each new month.

Following the upload/creation of the final invoices, you can view invoices from the left hand menu in iLab Solutions.

iLab Solutions does not require the PI or Lab to approve invoices directly in the system. If a charge is incorrect, you may request a refund by contacting the appropriate core manager.

Note: A journal entry will be required to transfer posted charges to a different center number.
Reviewing Invoices

From the left menu, click the **Invoices** label to access invoice and pre-invoice reports. Users can view all invoices created by any core for any billing number connected to the user’s department.

1. Click on **Invoices** in the left hand menu.

2. A list of invoices will appear.

3. **Use the filter panel on the left** to reduce and sort the invoices that display.
   a. **Example**: Use the ‘payment number’ filter and select the invoice number. Click ‘Apply Filters’.
   b. **Example**: Use the ‘keyword search’ and type in the **invoice number**. Click ‘Apply Filters’.

4. On the far right, click the **magnifying glass** to view the actual invoice.