# BEST PRACTICE ISU VDL INVOICE GUIDELINES

**1.** After you receive your ISU statement, log on to your Client Web Portal. *Statements are printed on the first day of each month.* 

IOWA STAT	te Univi	ERSITY							
page 1								=	
Customer Number	Customer N	ame			State	ement Date	Due Dat	te	
000-40-XXX0	ANIMAL C	LINIC			12	2-01-2017	12-2	20-2017	
Previous Balance	New Charges	Payments/Credits	Refunds	Total Bala	ince	Fin Aid Availabl	e Mini	mum Payment	
255.23	85.75	169.48	0.00	171.	50	0.00		0.00	
Messages: General Messages (Questions? 515-294-7388)   I. For details regarding your charges, please contact the Iowa State University department from which you received services.   Account Detail:									
Invoice	e≢ Billing∣	Date Description	1		,	Activity			
099	9999 11-2	Previous H 7-17.01-John H	Balance Doe		-	255.23 85.75 340.98	Total	Charges	
	11-1 07-1	11-10-17 Payment Check #99999999 DT-10-17Payment ISU Internal-000				-121.10 -48.38 -169.48	Total	Payments	
					-	171.50	Balan	ce	

### 2. Navigate to the Invoices tab.

IOWA STATE UNIVERSITY Veterinary Diagnostic Laboratory										
My Cases	Affiliate Cases	Invoices	Custom Reports	Submissions	Tools	Help				
Current Stateme	nt									

## 3. Filter the Statement Date Range.

Current Statement			
Statement Date Range:	12/01/2017	12/31/2017	

# 4. Select "Unpaid" as the Invoice Status and click Search.

Current Statement		
Statement Date Range:	12/01/2017	12/31/2017
Accession:		
Owner:		
Invoice Status:	All	
Search Reset	All Paid	
· Page 1 of 1 · 20 it	Unpaid	

# ISU VDL Website vetmed.iastate.edu/vdl

ISU VDL Web Portal vdpambi.vdl.iastate.edu/portal **5. OPTIONAL: Once filtered, check the invoices you want to pay, and click download (located at the bottom of the screen).** *This is useful if you want to save PDF copies to your personal computer.* 

Current State	ement													
Statement Dat	e Range:	11/01/2017	11/30/2017											
Accession:				Clin	nic:			Ve	terinarian:					
Owner:				Sit	e:			Re	ference:					
Invoice Status:	:	Unpaid		v										
Search Re	eset													
< Page 1 of 1	1 > 7 item	5												
Invoice Date	Statement	Accession	Invoice Sequence	Owner	Site	Reference	Clinic	<u>Veterinarian</u>	<u>Original</u> <u>Invoice</u>	Paid	<u>Credit</u>	<u>Owe</u>	Status	Download Invoice(s)
11/28/2017	JAN - 18	2017074396	<u>.01</u>	JJ Farms - West	JJ Farms - West		Timothy Collison	Jason Kleinpeter	55.45	0.00	0.00	55.45	Unpaid	
11/20/2017	DEC - 17	<u>2017076427</u>	<u>.01</u>	Mueller Enterprises - MO	Mueller Enterprises - MO		Broken Rings Veterinary Services	Jason Kleinpeter	37.27	0.00	0.00	37.27	Unpaid	
11/17/2017	DEC - 17	2017075959	<u>.01</u>	JJ Farms - West	JJ Farms - West		Broken Rings Veterinary Services	Jason Kleinpeter	590.75	0.00	0.00	590.75	Unpaid	
11/7/2017	DEC - 17	<u>2017073461</u>	<u>.01</u>	Mueller Enterprises - NE	Mueller Enterprises - NE		Broken Rings Veterinary Services	Katherine B Woodard	105.95	0.00	0.00	105.95	Unpaid	۲
11/7/2017	DEC - 17	<u>2017073456</u>	<u>.01</u>	Mueller Enterprises - NE	Mueller Enterprises - NE	gvl	Broken Rings Veterinary Services	Katherine B Woodard	16.06	0.00	0.00	16.06	Unpaid	
11/3/2017	DEC - 17	<u>2017073226</u>	<u>.01</u>	Mueller Enterprises - NE	Mueller Enterprises - NE		Broken Rings Veterinary Services	Katherine B Woodard	111.00	0.00	0.00	111.00	Unpaid	
11/1/2017	DEC - 17	<u>2017072387</u>	<u>.01</u>	Mueller Enterprises - NE	Mueller Enterprises - NE		Broken Rings Veterinary Services	Katherine B Woodard	14.04	0.00	0.00	14.04	Unpaid	
														Download

# 6. Export your invoices to an Excel document.

In the Excel document, include the columns: Invoice Date, Statement, Accession, Invoice Sequence, Original Invoice, Paid, Credit, Owe, and Status.

Range:													
	10/01/2017	11/30/2017											
			Clin	nic:			Ve	erinarian:					
			Sit	e:			Re	ference:					
	Unpaid		Ŧ										
set													
> 8 items	;												
<u>Statement</u>	Accession	Invoice Sequence	Owner	Site	Reference	Clinic	<u>Veterinarian</u>	Original Invoice	<u>Paid</u>	<u>Credit</u>	<u>Owe</u>	Status	Download Invoice(s)
JAN - 18	2017074396	<u>.01</u>	JJ Farms - West	JJ Farms - West		Timothy Collison	Jason Kleinpeter	55.45	0.00	0.00	55.45	Unpaid	
DEC - 17	2017076427	.01	Mueller Enterprises - MO	Mueller Enterprises - MO		Broken Rings Veterinary Services	Jason Kleinpeter	37.27	0.00	0.00	37.27	Unpaid	
DEC - 17	2017075959	<u>.01</u>	JJ Farms - West	JJ Farms - West		Broken Rings Veterinary Services	Jason Kleinpeter	590.75	0.00	0.00	590.75	Unpaid	
DEC - 17	2017073461	<u>.01</u>	Mueller Enterprises - NE	Mueller Enterprises - NE		Broken Rings Veterinary Services	Katherine B Woodard	105.95	0.00	0.00	105.95	Unpaid	
DEC - 17	2017073456	<u>.01</u>	Mueller Enterprises - NE	Mueller Enterprises - NE	gvl	Broken Rings Veterinary Services	Katherine B Woodard	16.06	0.00	0.00	16.06	Unpaid	
DEC - 17	<u>2017073226</u>	<u>.01</u>	Mueller Enterprises - NE	Mueller Enterprises - NE		Broken Rings Veterinary Services	Katherine B Woodard	111.00	0.00	0.00	111.00	Unpaid	
DEC - 17	2017072387	<u>.01</u>	Mueller Enterprises - NE	Mueller Enterprises - NE		Broken Rings Veterinary Services	Katherine B Woodard	14.04	0.00	0.00	14.04	Unpaid	
DEC - 17	2017070836	<u>.01</u>	Mueller Enterprises - NE	Mueller Enterprises - NE		Broken Rings Veterinary Services	Katherine B Woodard	83.73	0.00	0.00	83.73	Unpaid	
													Downloa
> 8 items	;												
	et > 8 /terms JAN - 18 DEC - 17 DEC - 17 DEC - 17 DEC - 17 DEC - 17 DEC - 17 DEC - 17 S /terms	Image: constraint of the constr	Image: constraint of the second se	Image: constraint of the second sec	Image: constraint of the second sec	Accession   Invoice Sequence   Owner   Site   Reference     3 R terment   Accession   Invoice   Owner   Site   Reference     JAN - 18   2017074396   .0.0   JJ Farms - West   JJ Farms - West   Invoice     DEC - 17   2017075959   .0.1   JJ Farms - West   JJ Farms - West   Invoice     DEC - 17   2017075959   .0.1   JJ Farms - West   JJ Farms - West   Interprises - NC     DEC - 17   2017073959   .0.1   JJ Farms - West   JJ Farms - West   Interprises - NC     DEC - 17   2017073959   .0.1   JJ Farms - West   Mueller Enterprises - NC   Interprises - NC     DEC - 17   2017073950   .0.1   Mueller Enterprises - NC   Mueller Interprises - NC   Interprises - NC     DEC - 17   2017072387   .0.1   Mueller Enterprises - NC   Mueller Interprises - NC   Interprises - NC     DEC - 17   2017072387   .0.1   Mueller Enterprises - NC   Mueller Interprises - NC   Interprises - NC     DEC - 17   2017072387   .0.1   Mueller Enterprise	Image: Stree:	Image: state: Image: state:<	Impaid Site: Impaid	Impaid   Site:   Impaid   Impaid </td <td>Impaid   Impaid   Impaid&lt;</td> <td>Impaid   Site   Impaid   Impaid<td>Line   Stel   Line   <thline< th="">   Line   Line   <thl< td=""></thl<></thline<></td></td>	Impaid   Impaid<	Impaid   Site   Impaid   Impaid <td>Line   Stel   Line   <thline< th="">   Line   Line   <thl< td=""></thl<></thline<></td>	Line   Stel   Line   Line <thline< th="">   Line   Line   <thl< td=""></thl<></thline<>

7. Send a copy of your invoice payment by using the exported Excel document.

This allows ISU to see which invoices you are paying.

# Payments should be directed to: ISU Treasurer's Office, 515 Morrill Rd, 1220 Beardshear, Ames IA 50011.

Invoice Date	Statement	Accession	Invoice Sequence	Original Invoice	Paid	Credit	Owe	Status
11-09-2017	DEC - 17	2017099994	.02	20.2	0	0	\$20.20	Unpaid
11-22-2017	DEC - 17	2017099995	.01	289.01	0	0	\$289.01	Unpaid
11-22-2017	DEC - 17	2017099996	.01	333.3	0	0	\$333.30	Unpaid
11-22-2017	DEC - 17	2017099997	.01	1282.6	0	0	\$1,282.60	Unpaid
11-22-2017	DEC - 17	2017099998	.01	416.88	0	0	\$416.88	Unpaid
11-22-2017	DEC - 17	2017099999	.01	401.98	0	0	\$401.98	Unpaid
						Total	\$2,743.97	

	Please detach portion	below and return with paym	nent. Retain top portio	on for your records.	
Iowa State U	niversity				
Customer Number	Statement Date	Total Balance	Minimum Payment	Due Date	Amt Enclosed
000-40-XXXX0	12-01-2017	171.50	0.00	12-20-2017	
0 0	040183407	122017 00000	0000 0000	017150	
ANIMAL C	LINIC		11 12 51	SU TREASURER'S 220 BEARDSHEAR 15 MORRILL ROAL MES, IOWA 5001	OFFICE HALL 1-2103
Address City Sta	te Zip		վի	ուիվիկիուկոլիկիկիսիկ	որեւիսուսորիկերություն

The ISU Client Web Portal only shows invoices for the ISU VDL.

These do not include charges from other ISU departments.

ISU VDL Client Services If you are not currently using the ISU VDL Client Web Portal, please contact ISU VDL Client Services (Dr. Katie Woodard or Jordan Kraft) or visit our website to sign up.