

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 STATE UNIVERSITY						
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Customer Number	Customer Name	Statement Date	Due Date			
000-40-XXX0	ANIMAL CLINIC	12-01-2017	12-20-2017			
Previous Balance	New Charges	Payments/Credits	Refunds	Total Balance	Fin Aid Available	Minimum Payment
255.23	85.75	169.48	0.00	171.50	0.00	0.00

Messages: General Messages (Questions? 515-294-7388)
 1. For details regarding your charges, please contact the Iowa State University department from which you received services.

Account Detail:

Invoice #	Billing Date	Description	Activity
		Previous Balance	255.23
099999	11-27-17.01-John Doe		85.75
			340.98 Total Charges
	11-10-17	Payment Check #9999999	-121.10
	07-10-17	Payment ISU Internal-000	-48.38
			-169.48 Total Payments
			171.50 Balance

- 2. Navigate to the Invoices tab.**



- 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: **Unpaid**

Search Reset

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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 Statement |

Statement Date Range:

Accession:

Owner:

Invoice Status:

Search

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Invoice Date	Statement	Accession	Invoice Sequence	Owner	Site	Reference	Clinic	Veterinarian	Original Invoice	Paid	Credit	Owe	Status	Download Invoice(s)
11/28/2017	JAN - 18	2017074396	.01	JJ Farms - West	JJ Farms - West		Timothy Collison	Jason Kleinpeter	55.45	0.00	0.00	55.45	Unpaid	<input checked="" type="checkbox"/>
11/20/2017	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	<input type="checkbox"/>
11/17/2017	DEC - 17	2017075959	.01	JJ Farms - West	JJ Farms - West		Broken Rings Veterinary Services	Jason Kleinpeter	590.75	0.00	0.00	590.75	Unpaid	<input type="checkbox"/>
11/7/2017	DEC - 17	2017073461	.01	Mueller Enterprises - NE	Mueller Enterprises - NE		Broken Rings Veterinary Services	Katherine B Woodard	105.95	0.00	0.00	105.95	Unpaid	<input checked="" type="checkbox"/>
11/7/2017	DEC - 17	2017073456	.01	Mueller Enterprises - NE	Mueller Enterprises - NE	gvl	Broken Rings Veterinary Services	Katherine B Woodard	16.06	0.00	0.00	16.06	Unpaid	<input type="checkbox"/>
11/3/2017	DEC - 17	2017073226	.01	Mueller Enterprises - NE	Mueller Enterprises - NE		Broken Rings Veterinary Services	Katherine B Woodard	111.00	0.00	0.00	111.00	Unpaid	<input type="checkbox"/>
11/1/2017	DEC - 17	2017072387	.01	Mueller Enterprises - NE	Mueller Enterprises - NE		Broken Rings Veterinary Services	Katherine B Woodard	14.04	0.00	0.00	14.04	Unpaid	<input checked="" type="checkbox"/>

- 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.

Current Statement |

Statement Date Range:

Accession:

Owner:

Invoice Status:

Search

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Invoice Date	Statement	Accession	Invoice Sequence	Owner	Site	Reference	Clinic	Veterinarian	Original Invoice	Paid	Credit	Owe	Status	Download Invoice(s)
11/28/2017	JAN - 18	2017074396	.01	JJ Farms - West	JJ Farms - West		Timothy Collison	Jason Kleinpeter	55.45	0.00	0.00	55.45	Unpaid	<input type="checkbox"/>
11/20/2017	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	<input type="checkbox"/>
11/17/2017	DEC - 17	2017075959	.01	JJ Farms - West	JJ Farms - West		Broken Rings Veterinary Services	Jason Kleinpeter	590.75	0.00	0.00	590.75	Unpaid	<input type="checkbox"/>
11/7/2017	DEC - 17	2017073461	.01	Mueller Enterprises - NE	Mueller Enterprises - NE		Broken Rings Veterinary Services	Katherine B Woodard	105.95	0.00	0.00	105.95	Unpaid	<input type="checkbox"/>
11/7/2017	DEC - 17	2017073456	.01	Mueller Enterprises - NE	Mueller Enterprises - NE	gvl	Broken Rings Veterinary Services	Katherine B Woodard	16.06	0.00	0.00	16.06	Unpaid	<input type="checkbox"/>
11/3/2017	DEC - 17	2017073226	.01	Mueller Enterprises - NE	Mueller Enterprises - NE		Broken Rings Veterinary Services	Katherine B Woodard	111.00	0.00	0.00	111.00	Unpaid	<input type="checkbox"/>
11/1/2017	DEC - 17	2017072387	.01	Mueller Enterprises - NE	Mueller Enterprises - NE		Broken Rings Veterinary Services	Katherine B Woodard	14.04	0.00	0.00	14.04	Unpaid	<input type="checkbox"/>
10/26/2017	DEC - 17	2017070836	.01	Mueller Enterprises - NE	Mueller Enterprises - NE		Broken Rings Veterinary Services	Katherine B Woodard	83.73	0.00	0.00	83.73	Unpaid	<input type="checkbox"/>

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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 payment. Retain top portion for your records.

Iowa State University

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	

00040183407 122017 0000000000 0000017150

ANIMAL CLINIC
Address
City State Zip

ISU TREASURER'S OFFICE
1220 BEARDSHEAR HALL
515 MORRILL ROAD
AMES, IOWA 50011-2103



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.