

## Topaz Elements – Viewing Animal Billing Invoices

<https://elementswb-n.urmc-sh.rochester.edu/Elements>

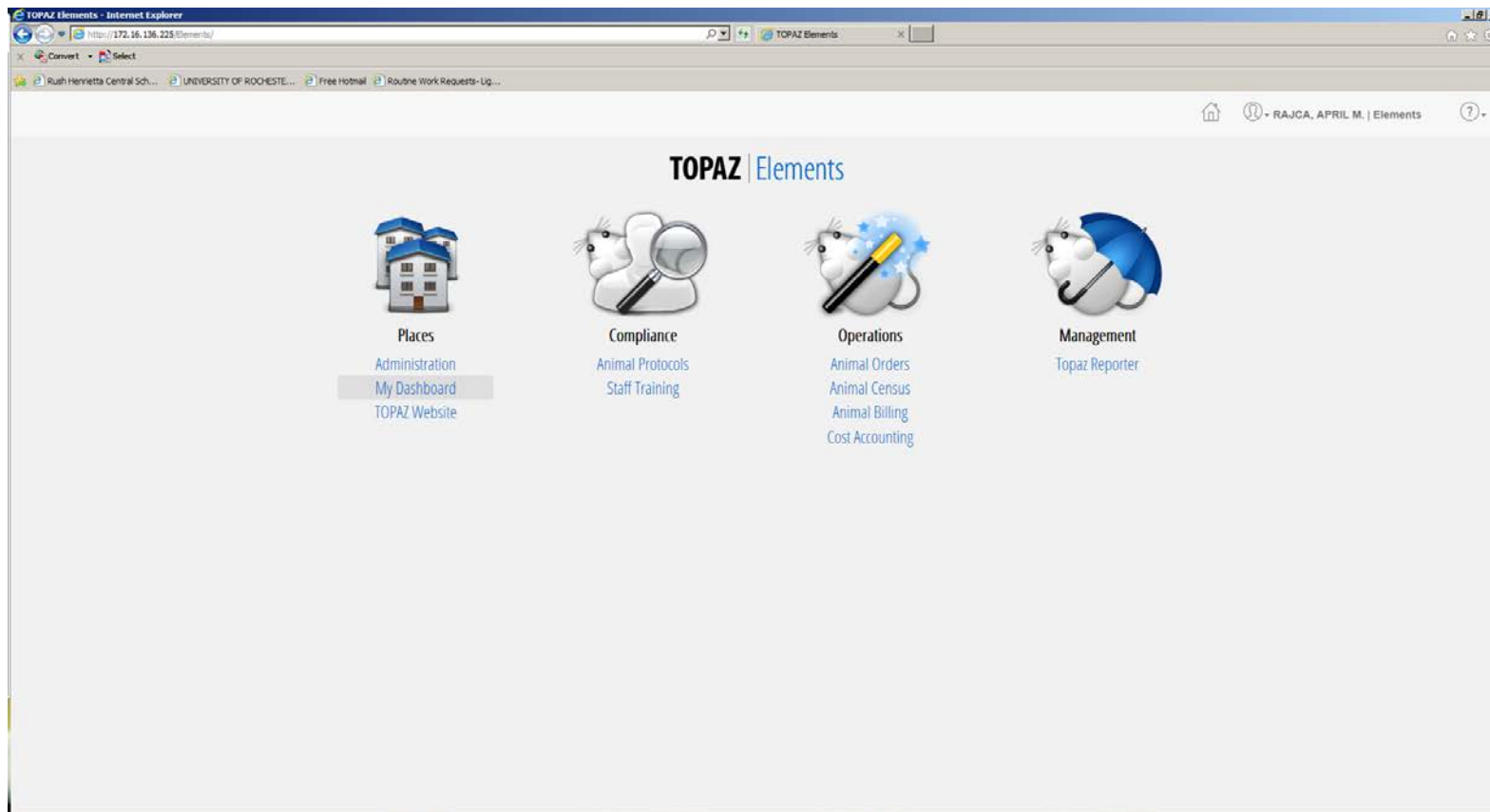
The username and password are your URMCM active directory name and password.

If they don't work please provide your URMCM active directory and list of accounts you will need to review to April Tirabassi via email

[april\\_tirabassi@urmc.rochester.edu](mailto:april_tirabassi@urmc.rochester.edu)

Your screen will not look similar to the one below but you should have Places and under that My Dashboard.

Click on My Dashboard.



Your dashboard will look different down the leftside then the one shown below. Click on My Bills. You should see a list of all the bills for the accounts you requested to see. You will need to set up filters for what you want to see, for example all bills for September 2016 or all bills for one account number.

TOPAZ Elements - Internet Explorer

http://172.16.136.225/Elements/sl/?screen=CensusMain

Convert Select

Rush Henrietta Central Sch... UNIVERSITY OF ROCHESTE... Free Hotmail Routine Work Requests- Lig...

**My Dashboard** My Dashboard

RAJCA, APRIL M.

+ Add Dashboards

My Protocols

Collapse All Print

Quick Finder Filter: Not Set...

	<input type="checkbox"/>	Staff Account	Status	Invoice #	Bill Period St:	Bill Period En:	Total
My Reviews	<input type="checkbox"/>						
Managed Reviews	<input type="checkbox"/>	ACKERMAN, KATE G. - [REDACTED]	Invoiced	1	7/1/2016	8/25/2016	\$563.71
My Meetings	<input type="checkbox"/>	ACKERT-BICKNELL, CHERYL [REDACTED]	Invoiced	2	7/1/2016	8/25/2016	\$140.00
	<input type="checkbox"/>	ACKERT-BICKNELL, CHERYL [REDACTED]	Invoiced	3	7/1/2016	8/25/2016	\$6,615.84
My Orders	<input type="checkbox"/>	ALLEN, JOSHUA [REDACTED]	Invoiced	4	7/1/2016	8/25/2016	\$0.00
Manage Order Reviews	<input type="checkbox"/>	ALLEN, JOSHUA [REDACTED]	Invoiced	5	7/1/2016	8/25/2016	\$61.50
Deliveries	<input type="checkbox"/>	ANOLIK, JENNIFER H. [REDACTED]	Invoiced	6	7/1/2016	8/25/2016	\$1,056.88
Receipts/Weanings	<input type="checkbox"/>	ANOLIK, JENNIFER H. - [REDACTED]	Invoiced	7	7/1/2016	8/25/2016	\$737.25
	<input type="checkbox"/>	ANOLIK, JENNIFER H. - [REDACTED]	Invoiced	8	7/1/2016	8/25/2016	\$17.00
My Bills	<input type="checkbox"/>	ANOLIK, JENNIFER H. - [REDACTED]	Invoiced	9	7/1/2016	8/25/2016	\$31.84
	<input type="checkbox"/>	ANOLIK, JENNIFER H. [REDACTED]	Invoiced	10	7/1/2016	8/25/2016	\$38.43
My Courses							
My Competencies							
My Training Credits							
My Cages							
Facilities Usage							

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380 total record(s) found.

To setup filters you will have to click the blue arrow (1) shown below then the orange asterisk (2).

TOPAZ Elements - Internet Explorer

http://172.16.136.225/Elements/sl/screen=CensusMain

Convert Select

Rush Henrietta Central Sch... UNIVERSITY OF ROCHESTE... Free Hotmail Routine Work Requests-Lig...

**My Dashboard** My Dashboard

+ Add Dashboards

My Protocols

My Reviews

Managed Reviews

My Meetings

My Orders

Manage Order Reviews

Deliveries

Receipts/Weanings

**My Bills**

My Courses

My Competencies

My Training Credits

My Cages

Facilities Usage

Collapse All Print

Quick Finder Filter: Not

		Staff Account	Status	Invoice #	Bill Period St	Bill Period En	Total
	<input type="checkbox"/>	ACKERMAN, KATE G. - [REDACTED]	Invoiced	1	7/1/2016	8/25/2016	\$563.71
	<input type="checkbox"/>	ACKERT-BICKNELL, CHERYL [REDACTED]	Invoiced	2	7/1/2016	8/25/2016	\$140.00
	<input type="checkbox"/>	ACKERT-BICKNELL, CHERYL [REDACTED]	Invoiced	3	7/1/2016	8/25/2016	\$6,615.84
	<input type="checkbox"/>	ALLEN, JOSHUA [REDACTED]	Invoiced	4	7/1/2016	8/25/2016	\$0.00
	<input type="checkbox"/>	ALLEN, JOSHUA [REDACTED]	Invoiced	5	7/1/2016	8/25/2016	\$61.50
	<input type="checkbox"/>	ANOLIK, JENNIFER H. - [REDACTED]	Invoiced	6	7/1/2016	8/25/2016	\$1,056.88
	<input type="checkbox"/>	ANOLIK, JENNIFER H. - [REDACTED]	Invoiced	7	7/1/2016	8/25/2016	\$737.25
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	<input type="checkbox"/>	ANOLIK, JENNIFER H. - [REDACTED]	Invoiced	10	7/1/2016	8/25/2016	\$38.43

Save Filter

Create New Filter

Add Conditions to Filter

Apply Filter to Grid

Delete Filter

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380 total record(s) found.

To make a filter you need to name it (1) then click the little down arrow (2). Pick the category you want to filter on, there will be a “little” green plus sign, click on that. You will get a search window to find your account number or whatever you are searching for. If you want to filter on more than one item click the “Big” green plus sign (3) and repeat the same steps to find your data. When all done adding items click on the “save” icon. Hitting the save icon will process your filter to the window. In the future if you change something in the filter and click on the “Big” blue arrow that will push the filter to the window but will not save it. If you don’t set a filter to the “default” you will always see all our bills when you open up “MyBills”. Your saved filters will be listed in the drop down box that says “Not set...”

The screenshot shows the TOPAZ Elements web application. The main table displays a list of bills with columns for Staff Account, Status, Invoice #, Bill Period Start, Bill Period End, and Total. The 'My Bills' section is selected in the sidebar. On the right, a filter sidebar is visible with a search bar and a dropdown menu. A yellow arrow labeled '1' points to the search bar, and a yellow arrow labeled '2' points to the dropdown menu. A yellow arrow labeled '3' points to the 'Filter: Not Set...' button at the top right of the main table.

Staff Account	Status	Invoice #	Bill Period Start	Bill Period End	Total
ACKERMAN, KATE G.	Invoiced	1	7/1/2016	8/25/2016	\$563.71
ACKERT-BICKNELL, [REDACTED]	Invoiced	2	7/1/2016	8/25/2016	\$140.00
ACKERT-BICKNELL, CHERYL [REDACTED]	Invoiced	3	7/1/2016	8/25/2016	\$6,615.84
ALLEN, JOSHUA [REDACTED]	Invoiced	4	7/1/2016	8/25/2016	\$0.00
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Here is an example. To open an invoice and see detail you click on the plus icon left of the staff account. To print the invoice you click the little white box left of the staff account then click the “print” icon.

TOPAZ Elements - Internet Explorer

http://172.16.136.225/Elements/si/7screen=CensusMain

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Manage Order Reviews

Deliveries

Receipts/Weanings

My Bills

My Courses

My Competencies

My Training Credits

My Cages

Facilities Usage

Collapse All Print

Quick Finder Filter: Not Set...

	Staff Account	Status	Invoice #	Bill Period St	Bill Period En	Total
<input type="checkbox"/>	DERTINGER, STEVE - [REDACTED]	Invoiced	76	7/1/2016	8/25/2016	\$1,164.63
<input type="checkbox"/>	MOORMAN-WHITE, DIANE [REDACTED]	Invoiced	241	7/1/2016	8/25/2016	\$65,816.72
<input type="checkbox"/>	ZAUDERER, MAURICE [REDACTED]	Invoiced	375	7/1/2016	8/25/2016	\$1,457.63

Name: Search by account number ☐ Default

Account

☐ NOT OP343381

Billing Period End Date

☐ NOT Period: Select a Period

From: 8/25/2016 To: 8/25/2016

Page 1 of 1.  
3 total record(s) found.