

Topaz Elements – Viewing Animal Billing Invoices

The recommended internet browsers for viewing the invoices are Internet Explorer for PC and Firefox and Safari for Mac. Google Chrome will only work if you have the IE tab extension from the Chrome Web store .

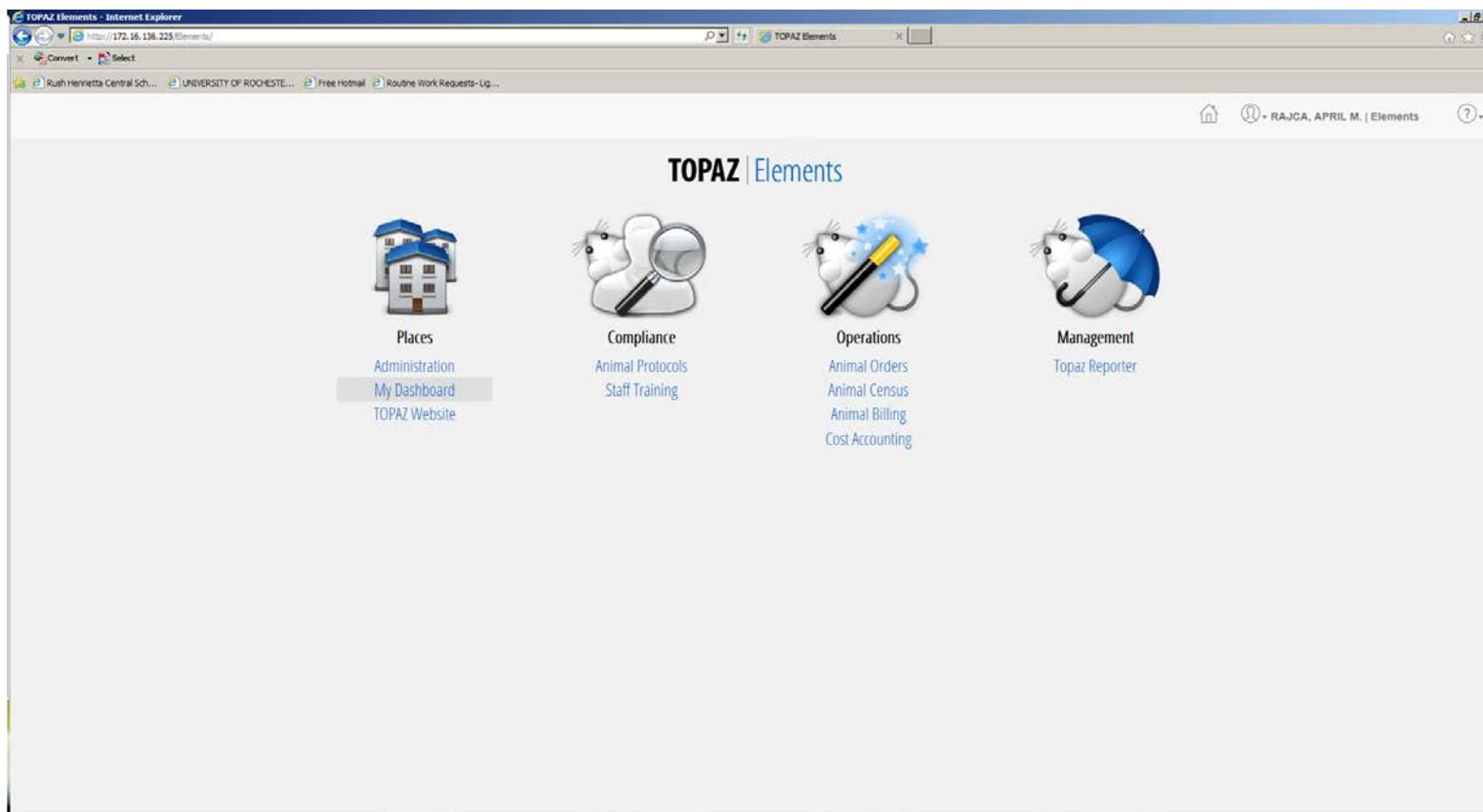
<http://elementswb-n.urmc-sh.rochester.edu/Elements/>

The username and password are your URMC-SH domain name and password.

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

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.



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

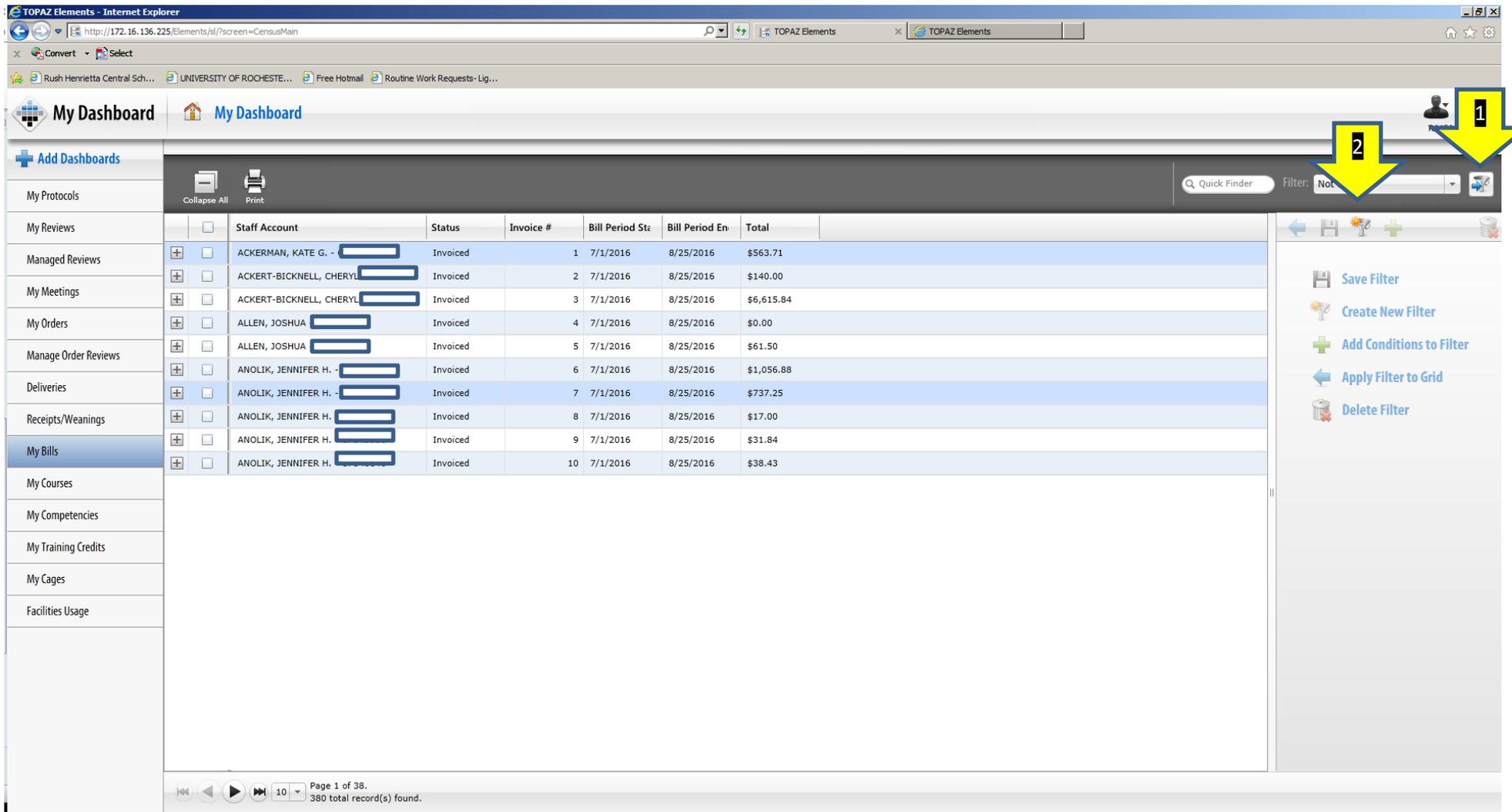
My Dashboard My Dashboard RAJCA, APRIL M.

Quick Finder Filter: Not Set...

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

Page 1 of 38.
380 total record(s) found.

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



The screenshot displays the TOPAZ Elements web application interface. The main content area features a table with the following columns: Staff Account, Status, Invoice #, Bill Period St, Bill Period En, and Total. The table lists 10 rows of invoice data, all with a status of 'Invoiced'. The sidebar on the left contains navigation links such as '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', and 'Facilities Usage'. The top right corner includes a 'Quick Finder' search bar and a 'Filter: Not' dropdown menu. A sidebar on the right side of the table contains filter management options: 'Save Filter', 'Create New Filter', 'Add Conditions to Filter', 'Apply Filter to Grid', and 'Delete Filter'. Two yellow arrows are overlaid on the image: arrow '1' points to the user profile icon in the top right, and arrow '2' points to the 'Filter: Not' dropdown menu.

	<input type="checkbox"/>	Staff Account	Status	Invoice #	Bill Period St	Bill Period En	Total
Managed Reviews	<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
My Meetings	<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
My Bills	<input type="checkbox"/>	ANOLIK, JENNIFER H. [REDACTED]	Invoiced	8	7/1/2016	8/25/2016	\$17.00
	<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

Page 1 of 38.
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 interface. The main content area displays a table of bills under the 'My Bills' section. The table has columns for Staff Account, Status, Invoice #, Bill Period Start, Bill Period End, and Total. The 'My Bills' section is highlighted in the left-hand navigation menu. A filter dropdown menu is open on the right side of the table, showing a search input field and a list of filter categories. Three yellow arrows are overlaid on the image: arrow 1 points to the search input field, arrow 2 points to the dropdown list, and arrow 3 points to the 'Filter: Not Set...' dropdown menu.

	Staff Account	Status	Invoice #	Bill Period St:	Bill Period En	Total
+	ACKERMAN, KATE G.	Invoiced	1	7/1/2016	8/25/2016	\$563.71
+	ACKERT-BICKNELL,	Invoiced	2	7/1/2016	8/25/2016	\$140.00
+	ACKERT-BICKNELL, CHERYL	Invoiced	3	7/1/2016	8/25/2016	\$6,615.84
+	ALLEN, JOSHUA	Invoiced	4	7/1/2016	8/25/2016	\$0.00
+	ALLEN, JOSHUA	Invoiced	5	7/1/2016	8/25/2016	\$61.50
+	ANOLIK, JENNIFER H.	Invoiced	6	7/1/2016	8/25/2016	\$1,056.88
+	ANOLIK, JENNIFER H.	Invoiced	7	7/1/2016	8/25/2016	\$737.25
+	ANOLIK, JENNIFER H.	Invoiced	8	7/1/2016	8/25/2016	\$17.00
+	ANOLIK, JENNIFER H.	Invoiced	9	7/1/2016	8/25/2016	\$31.84
+	ANOLIK, JENNIFER H.	Invoiced	10	7/1/2016	8/25/2016	\$38.43

Page 1 of 38.
380 total record(s) found.

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.

The screenshot shows the TOPAZ Elements web application interface. The browser window title is "TOPAZ Elements - Internet Explorer" and the address bar shows "http://172.16.136.225/Elements/si/?screen=CensusMain". The page has a navigation menu on the left with options like "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", and "Facilities Usage".

The main content area displays a table of staff accounts and their invoices. The table has columns for Staff Account, Status, Invoice #, Bill Period Start, Bill Period End, and Total. Three records are visible:

Staff Account	Status	Invoice #	Bill Period Start	Bill Period End	Total
DERTINGER, STEVE - [REDACTED]	Invoiced	76	7/1/2016	8/25/2016	\$1,164.63
MOORMAN-WHITE, DIANE [REDACTED]	Invoiced	241	7/1/2016	8/25/2016	\$65,816.72
ZAUDERER, MAURICE [REDACTED]	Invoiced	375	7/1/2016	8/25/2016	\$1,457.63

At the top of the table, there are icons for "Collapse All" and "Print". On the right side of the table, there is a "Quick Finder" search bar and a "Filter" dropdown menu set to "Not Set...". Below the table, there are navigation controls including "Previous", "Next", and "Page 1 of 1. 3 total record(s) found." The right-hand sidebar contains a search bar labeled "Name: Search by account number" and a "Default" checkbox. Below this, there are dropdown menus for "Account" (set to "NOT OP343381"), "Billing Period End Date", and "Period" (set to "Select a Period"). At the bottom of the sidebar, there are date pickers for "From" (8/25/2016) and "To" (8/25/2016).