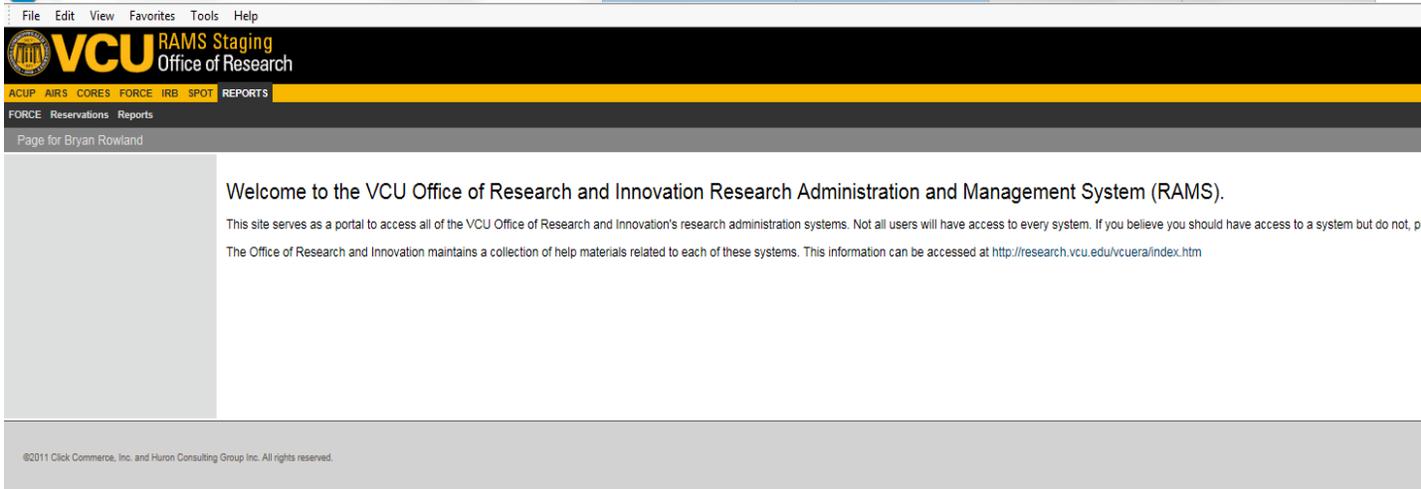


## How to Retrieve an Invoice Copy

1. Log into FORCE – <https://rams.research.vcu.edu>
2. Click on FORCE



File Edit View Favorites Tools Help

**VCU RAMS Staging**  
Office of Research

ACUP AIRS CORES FORCE IRB SPOT REPORTS

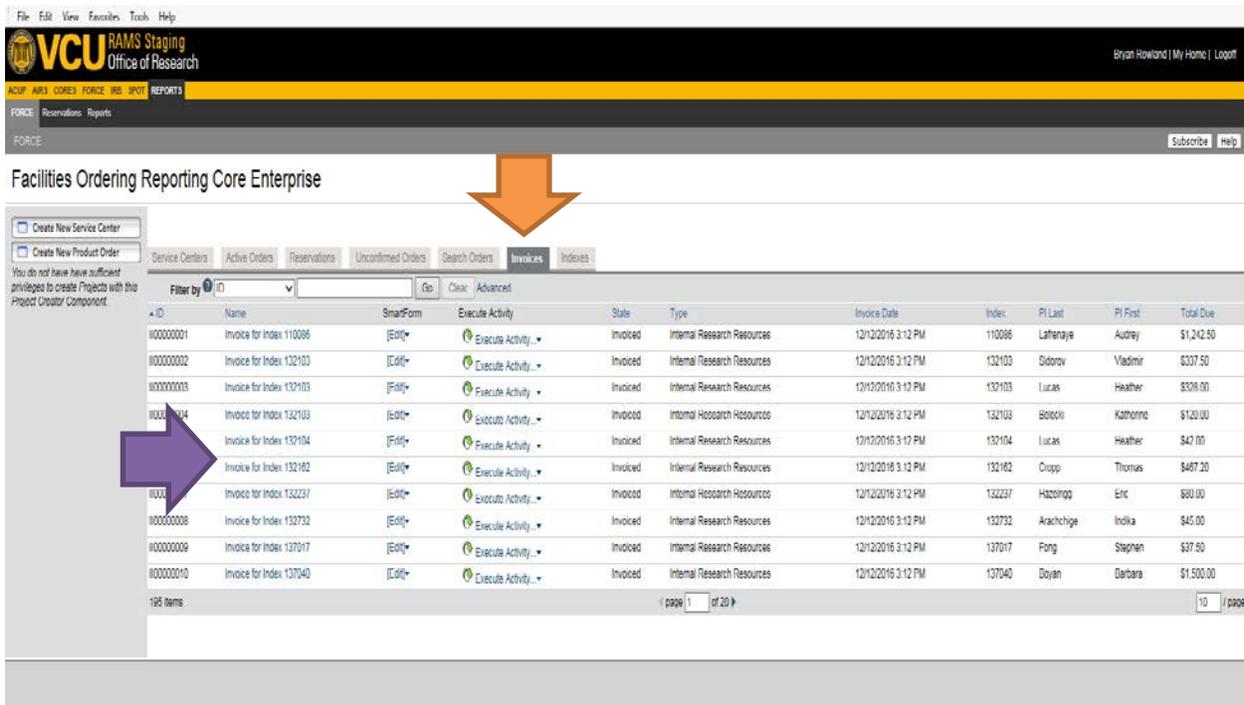
FORCE Reservations Reports

Page for Bryan Rowland

Welcome to the VCU Office of Research and Innovation Research Administration and Management System (RAMS).  
This site serves as a portal to access all of the VCU Office of Research and Innovation's research administration systems. Not all users will have access to every system. If you believe you should have access to a system but do not, please contact the Office of Research and Innovation. The Office of Research and Innovation maintains a collection of help materials related to each of these systems. This information can be accessed at <http://research.vcu.edu/vcuera/index.htm>

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3. Select the **Invoices** tab (orange arrow below).  
All invoices for indices which you are assigned will appear.



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FORCE Reservations Reports

FORCE Subscribe Help

Facilities Ordering Reporting Core Enterprise

Create New Service Center  
Create New Product Order  
You do not have sufficient privileges to create Projects with this Project Creator Component.

Service Centers Active Orders Reservations Unconfirmed Orders Search Orders **Invoices** Indices

Filter by ID [ ] Go Clear Advanced

ID	Name	SmartForm	Execute Activity	State	Type	Invoice Date	Index	PI Last	PI First	Total Due
000000001	Invoice for Index 110096	[Edit]	Execute Activity	Invoiced	Internal Research Resources	12/12/2016 3:12 PM	110096	Lafrenaye	Audrey	\$1,242.50
000000002	Invoice for Index 132103	[Edit]	Execute Activity	Invoiced	Internal Research Resources	12/12/2016 3:12 PM	132103	Sidorov	Vladimir	\$337.50
000000003	Invoice for Index 132103	[Edit]	Execute Activity	Invoiced	Internal Research Resources	12/12/2016 3:12 PM	132103	Lucas	Heather	\$338.00
000000004	Invoice for Index 132103	[Edit]	Execute Activity	Invoiced	Internal Research Resources	12/12/2016 3:12 PM	132103	Beicoli	Katherine	\$120.00
000000004	Invoice for Index 132104	[Edit]	Execute Activity	Invoiced	Internal Research Resources	12/12/2016 3:12 PM	132104	Lucas	Heather	\$47.00
000000005	Invoice for Index 132162	[Edit]	Execute Activity	Invoiced	Internal Research Resources	12/12/2016 3:12 PM	132162	Croop	Thomas	\$467.20
000000006	Invoice for Index 132237	[Edit]	Execute Activity	Invoiced	Internal Research Resources	12/12/2016 3:12 PM	132237	Hazzeing	Eric	\$80.00
000000008	Invoice for Index 132732	[Edit]	Execute Activity	Invoiced	Internal Research Resources	12/12/2016 3:12 PM	132732	Arachige	Indika	\$45.00
000000009	Invoice for Index 137017	[Edit]	Execute Activity	Invoiced	Internal Research Resources	12/12/2016 3:12 PM	137017	Fong	Stephen	\$37.50
000000010	Invoice for Index 137040	[Edit]	Execute Activity	Invoiced	Internal Research Resources	12/12/2016 3:12 PM	137040	Doyan	Barbara	\$1,500.00

195 items page 1 of 20 page 10

4. To view, print or save an invoice as PDF/Excel – click on the Invoice for Index XXXXXX under the **Name** column (purple arrow above). The invoice details will display. To view or print invoice,

choose these options on the left side of the screen under **Current State**. To save as PDF/Excel, click the export button and then save as PDF/Excel (see blue arrows below).

The screenshot displays the VCU Office of Research and Innovation portal. The main content area shows an invoice for Index 110086. On the left, a sidebar under 'Current State' contains options: 'View Internal Invoice' and 'Printer Version'. A blue arrow points to this sidebar. On the right, an export menu is open, showing options: 'PDF', 'HTML (web archive)', 'Excel', 'TIF file', and 'Word'. A blue arrow points to the 'PDF' option. Below the export menu, there are two tables summarizing invoice details.

**INVOICE INFORMATION**

Type: Internal Research Resources  
 PI: Audrey Lathenaye  
 Index: 110086  
 Service Orders: OR00000305, OR00000322, OR00000323, OR00000347, OR00000355, OR00000392

**INVOICE DETAILS**

Invoice Date: 12/13/2016 10:00 AM  
 Total Co-Pay Amount: \$0.00  
 Total Amount: \$1,242.50  
 Total Due: \$1,242.50

To save this report, click the blue disk icon and select the appropriate format.

Invoice Number: 800000001  
 Index Number: 110086  
 Invoice Date: 12/13/2016

Service Order ID	Date of Service	Resource User	Order Total	Total CoPay	PI Responsibility
OR00000305	11/2/2016	Audrey Lathenaye	\$60.00	\$0.00	\$60.00
OR00000322	11/21/2016	Audrey Lathenaye	\$60.00	\$0.00	\$60.00