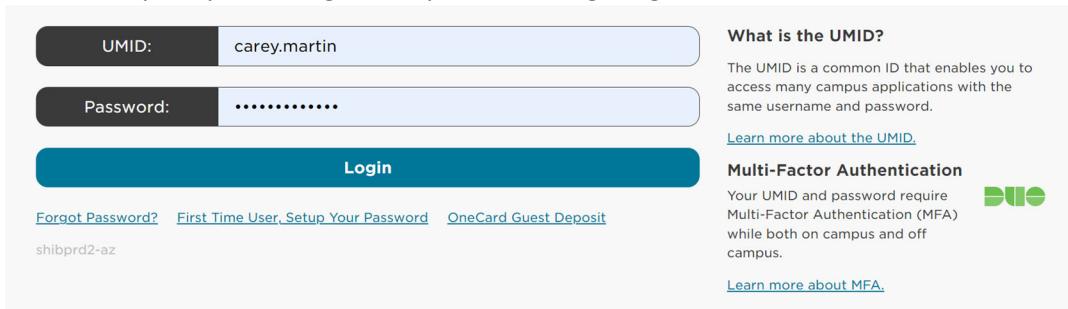


## Viewing Invoices

1. Go to <https://myvrumaryland.app.cayuse.com/>
2. You will be prompted to login with your UMB single-sign-on credentials.



UMID: carey.martin

Password: .....

Login

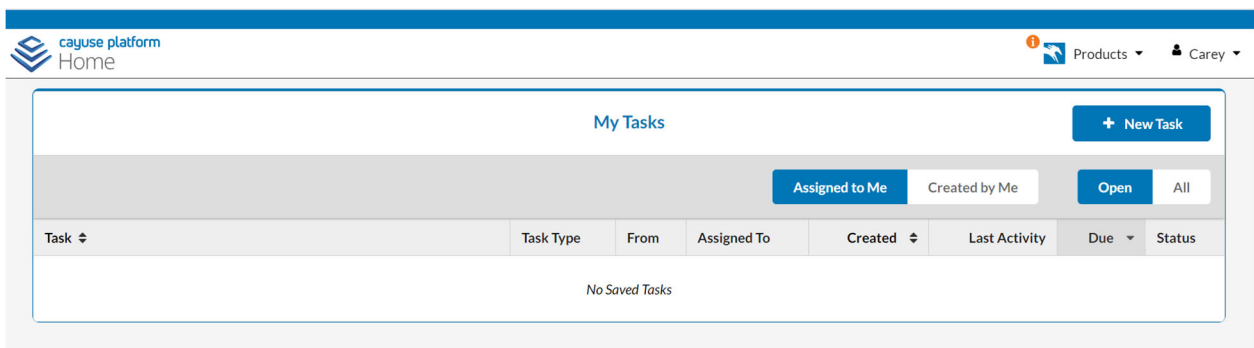
[Forgot Password?](#) [First Time User, Setup Your Password](#) [OneCard Guest Deposit](#)

shibprd2-az

**What is the UMID?**  
The UMID is a common ID that enables you to access many campus applications with the same username and password.  
[Learn more about the UMID.](#)

**Multi-Factor Authentication**  
Your UMID and password require Multi-Factor Authentication (MFA) while both on campus and off campus.  
[Learn more about MFA.](#)

3. You will come to your Cayuse Platform Home Page.



cayuse platform Home

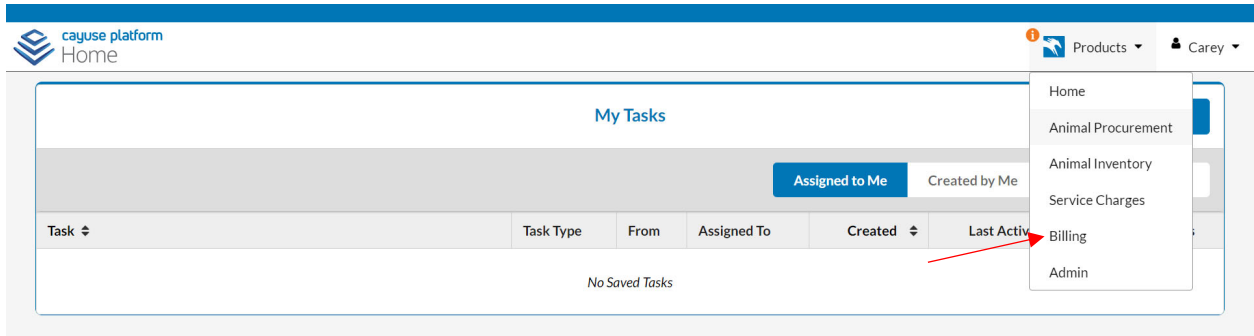
Products Carey

My Tasks + New Task

Assigned to Me Created by Me Open All

Task	Task Type	From	Assigned To	Created	Last Activity	Due	Status
No Saved Tasks							

4. From the Products dropdown, choose Billing.



cayuse platform Home

Products Carey

My Tasks + New Task

Assigned to Me Created by Me Open All

Task	Task Type	From	Assigned To	Created	Last Activity	Due	Status
No Saved Tasks							

Home  
Animal Procurement  
Animal Inventory  
Service Charges  
Billing  
Admin

5. Make sure your role is set to Researcher Staff Members, and if you manage billing for multiple PIs, verify the correct PI Group is chosen.



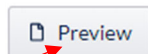
cayuse Animal Procurement

Site: UMB Role: Researcher Staff Members PI Group: Terzi, Matthew C.

6. You will see a list of trial invoices for your PI, broken down by funding source.

Trial Invoices -- View Total: \$179.40 Grand Total: \$179.40					
Find					
Customer	Invoice	Invoice Date	Expires On	Amount	
3925-205-10105030-000000-00390117-210-00-00000-000 - 1 Invoices					
Terzi, Matthew C.	51	04/30/2023		179.40	
				179.40	
Find					

7. Click any invoice you would like to view, then click Preview.



Trial Invoices -- View Total: \$179.40 Grand Total: \$179.40					
Find					
Customer	Invoice	Invoice Date	Expires On	Amount	
3925-205-10105030-000000-00390117-210-00-00000-000 - 1 Invoices					
Terzi, Matthew C.	51	04/30/2023		179.40	
				179.40	
Find					

8. The invoice will pop up for you to review.

### Trial Invoice Preview

Invoice Number	51	Invoice Date	04/30/2023	Invoice Amount	179.40	Run Date	06/16/2023
Customer Name	Terzi, Matthew C.	Account Number	3925-205-10105030-000000-00390117-210-00-00000-000	Expires On			

#### Animal Purchases

Order	Shipment	Protocol No	Description	Date Received	Quantity	Input Units	Rate	Price	Packaging	Freight	Total
V000154	V000154.2	2023-0288	C57BL/6J-4-6 weeks/F	03/20/2023	5.00	dollars	10.50	52.50	3.00	10.00	70.50

#### Animal Care Days

Housing Location	Room #	Protocol No	Housing Type	Quantity	Units	Rate	Cost	Total
Howard Hall (600 West Baltimore St.)	610	2023-0288	Mouse	90.00	care days	1.21	108.90	108.90

#### Census Activities

Housing Location	Room	Housing Type	Start Balance	Received	Weaned	Room Transfer	Used	Transfer In	Transfer Out
Howard Hall (600 West Baltimore St.)	610	Mouse	3	0	0	0	0	0	0

9. Alternately, you can click on the blue invoice number to see invoice details.

Trial Invoices -- View Total: \$179.40 Grand Total: \$179.40				
Find ↻				
Customer	Invoice	Invoice Date	Expires On	Amount
▼ <a href="#">3925-205-10105030-000000-00390117-210-00-00000-000</a> - 1 Invoices				
Terzi, Matthew C.	<a href="#">51</a>	04/30/2023		179.40
				179.40
Find ↻				

10. A Trial Invoice page will open.

Invoice Detail

Animal Purchases

Shipment	Protocol No	Description	Date Received	Quantity	Input Units	Rate	Price	Packaging	Freight
▼ V000154									
V000154-2	2023-0288	C57BL/6J-4-6 weeks/F	03/20/2023	5	dollars	10.50	\$2.50	3.00	10.00

<

11. If you see any issues with your funding information, you can correct it before the charges are reflected in Quantum.

12. From the Trial Invoices page, click on the funding source.

Trial Invoices -- View Total: \$179.40 Grand Total: \$179.40				
Find				
Customer	Invoice	Invoice Date	Expires On	Amount
▼ <a href="#">3925-205-10105030-000000-00390117-210-00-00000-000</a> - 1 Invoices				
Terzi, Matthew C.	<a href="#">51</a>	04/30/2023		179.40
				179.40
Find				

13. An Accounts Splits form will appear.

Account Splits

Save Account Splits

Split Account	Split Type	Allocation	Seq.	Date Effective	Description	Expires On
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text"/>		

- Choose your desired funding source from the Split Account dropdown.
- Choose the Split Type. You will be able to choose from percent, flat amount, or remaining balance.
- Enter the Allocation amount, as appropriate.
- If you have entered multiple funding sources, you must enter the sequence of how they should be processed.
- Enter the Effective Date. If you are reviewing December invoices, as example, you would enter 12/01/2023 to make the changes from the beginning of the billing cycle.
- Click Save Account Splits.
- The Description and Expires On fields will auto-populate.

14. If you do not see a project ID or SOAPF you are expecting to see, please contact the Veterinary Resources Business Office via [VRAccounts@som.umaryland.edu](mailto:VRAccounts@som.umaryland.edu). We may not have a charge authorization form on file for that funding source.