



# Invoice

**ARUP Connect**

**User Manual**

**May 2015**

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**Invoice User Manual**


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May 2015 Ver. 1.4  
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# Introduction

The Invoice service allows users to:

- [Download](#) invoices in Excel, PDF, or CSV format
- [Make an online payment](#) for ARUP invoices

Since invoices contain Protected Health Information (PHI), the files are posted to a secure location on ARUP Connect™. Invoices remain in this list for six months.



## Connect

Logged in as: Kbone  
[Logout](#)

Home
Order Management <sup>11</sup>
Reports <sup>1</sup>
Services
Billing <sup>6</sup>
Account Administration
Help <sup>?</sup>

### Invoice

Payment Options

Pay Now

with an online payment

View  
ACH Payment  
Information

Please contact Accounts Receivable @ (800) 242-2787 ext. 2278 for questions about your invoice.

Show  entries Filter:

Invoice Date	Invoice #	Client ID	Invoice Due Date	Invoice Amount	Posted Payment	Balance Due	File
04/17/2015	50679153	1137	05/17/2015	\$9,529.63	None	\$9,529.63	
04/17/2015	50679157	1650	05/17/2015	\$1,388.92	None	\$1,388.92	
04/17/2015	50679165	1930	05/17/2015	\$97,766.30	None	\$97,766.30	
04/09/2015	50678324	1137	05/09/2015	\$4,112.91	None	\$4,112.91	
<b>04/09/2015</b>	<b>50678329</b>	<b>1650</b>	<b>05/09/2015</b>	<b>\$1,328.54</b>	<b>None</b>	<b>\$1,328.54</b>	
04/09/2015	50678337	1930	05/09/2015	\$108,136.07	None	\$108,136.07	
04/01/2015	50673848	1137	05/01/2015	\$4,782.37	None	\$4,782.37	
<b>04/01/2015</b>	<b>50673851</b>	<b>1650</b>	<b>05/01/2015</b>	<b>\$2,772.04</b>	<b>None</b>	<b>\$2,772.04</b>	
04/01/2015	50673857	1930	05/01/2015	\$110,684.72	None	\$110,684.72	
<b>04/01/2015</b>	<b>50675263</b>	<b>1086</b>	<b>05/01/2015</b>	<b>\$129.00</b>	<b>None</b>	<b>\$129.00</b>	

Showing 1 to 10 of 81 entries

1
2
3
4
5
Next

## Log in to Invoice

To log in to Invoice, go to [www.aruplab.com](http://www.aruplab.com) and log in to Connect.

From the Connect menu header, select **Billing** > **eInvoice**.



## Filter

Use the **Filter** field to narrow the list of invoices displayed. You may filter by: Invoice Date, Invoice #, full Client ID, Invoice Due Date, Invoice Amount, Posted Payment, Balance Due, or any partial number.

1. Enter the filter criteria.
2. Press **Enter** on your keyboard.  
The list will display only results containing the *exact* text that you entered in the field.

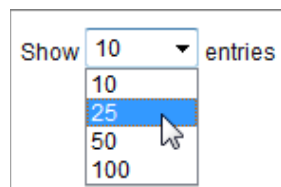
Show  entries Filter:

Invoice Date	Invoice #	Client ID	Invoice Due Date	Invoice Amount	Posted Payment	Balance Due	File
<b>02/01/2015</b>	<b>50659992</b>	<b>1650</b>	<b>03/03/2015</b>	<b>\$1,982.93</b>	<b>None</b>	<b>\$1,982.93</b>	
02/01/2015	50659998	1930	03/03/2015	\$107,513.49	None	\$107,513.49	
01/24/2015	50659178	1930	02/23/2015	\$76,214.57	None	\$76,214.57	
01/17/2015	50658352	1137	02/16/2015	\$6,119.91	None	\$6,119.91	
01/17/2015	50658362	1930	02/16/2015	\$97,136.62	None	\$97,136.62	
01/09/2015	50657548	1930	02/08/2015	\$64,684.15	None	\$64,684.15	
01/01/2015	50654460	1930	01/31/2015	\$300,810.88	02/05/2015	\$0.00	
01/01/2015	50655925	12979	01/31/2015	\$10,602.28	02/03/2015	\$1,197.90	
12/17/2014	50651430	1137	01/16/2015	\$8,491.19	01/14/2015	\$0.00	
12/01/2014	50647531	1930	12/31/2014	\$324,484.85	12/22/2014	\$0.00	

Showing 1 to 10 of 20 entries (filtered from 73 total entries) 1 2 Next

## Show Entries

Use this field to specify the number of results per page shown on the screen. The default number of entries shown on a page is 10 entries.



1. Click the **Show Entries** drop-down menu.
2. Choose to show 10, 20, 50, or 100 entries per page.  
The results are automatically updated once you select an entry number.

## Sort Table Lists

To sort the list, click on a column heading. Click the column heading once to sort in ascending order. Click again to sort in descending order.

<table border="1"> <thead> <tr> <th>Invoice Date</th> <th>Invoice #</th> </tr> </thead> <tbody> <tr> <td>07/17/2011</td> <td>101</td> </tr> </tbody> </table>	Invoice Date	Invoice #	07/17/2011	101		The arrow indicates the column is sorted in ascending order.
Invoice Date	Invoice #					
07/17/2011	101					
<table border="1"> <thead> <tr> <th>Invoice Date</th> <th>Invoice #</th> </tr> </thead> <tbody> <tr> <td>01/01/2012</td> <td>13026</td> </tr> </tbody> </table>	Invoice Date	Invoice #	01/01/2012	13026		The arrow indicates the column is sorted in descending order.
Invoice Date	Invoice #					
01/01/2012	13026					

**Note:** The **File** column may not be sorted.



















## Navigation

Click on the page symbols at the bottom of the table to view more pages of results.






## Download an Invoice

**Bold** text indicates an invoice that has not yet been downloaded. Once you download an invoice, the text is no longer bold.

Invoice Date ▲	Invoice #	Client ID	Invoice Due Date	Invoice Amount	Posted Payment	Balance Due	File
03/01/2015	50666911	1930	03/31/2015	\$71,564.02	03/30/2015	\$0.00	  
<b>03/01/2015</b>	<b>50668423</b>	<b>1086</b>	<b>03/31/2015</b>	<b>\$923.00</b>	<b>None</b>	<b>\$923.00</b>	  
<b>03/01/2015</b>	<b>50669759</b>	<b>1514</b>	<b>03/31/2015</b>	<b>\$21,337.91</b>	<b>None</b>	<b>\$21,337.91</b>	  
<b>03/01/2015</b>	<b>50669814</b>	<b>12979</b>	<b>03/31/2015</b>	<b>\$12,916.80</b>	<b>04/08/2015</b>	<b>\$6,885.40</b>	  
03/09/2015	50671358	1137	04/08/2015	\$8,864.03	04/03/2015	\$0.00	  
<b>03/09/2015</b>	<b>50671365</b>	<b>1650</b>	<b>04/08/2015</b>	<b>\$1,008.35</b>	<b>None</b>	<b>\$1,008.35</b>	  

To download an invoice, click on the icon next to the invoice you wish to download under the **File** column.

-  Excel invoices have XLS in the file name. These files open directly in Excel.
-  PDF files have the extension PDF and are opened using Adobe Reader.
-  CSV files are delimited data files that may be used for importing data into another existing program.

The format that is available for you to select is set in the Account Administration area of ARUP Connect. If you require a format not shown on your screen, contact your Connect administrator to request that format.

## Viewing Payment Details

To view the most recent posted payment of an invoice:

1. Click on the date hyperlink in the **Posted Payment** column on the invoice you want to view. The Payment Details dialog box displays.

**Payment Details** ✕

Invoice #	Posted Date ▾	Payment Amount	Payment Type
50640759	11/28/2014	\$340,885.20	Credit Card

Contact Accounts Receivable @ (800) 242-2787 ext. 2278 for questions about your invoice.

Payment Types include:

- Credit Card
- Check
- Electronic Fund Transfer

## Credit and Debit payment adjustments

The Payment Details window displays internal Credit and Debit payment adjustments.

**Payment Details** ✕

Invoice #	Posted Date ▾	Payment Amount	Payment Type
50667692	4/8/2015	\$294.52	Credit
50667692	4/7/2015	\$19,634.51	Check
50667692	4/7/2015	-\$294.52	Debit

Contact Accounts Receivable @ (800) 242-2787 ext. 2278 for questions about your invoice.

Credit Types include:

- Credit
- Debit

## Printing Payment Details

To print a hard copy of the payment information:

1. From the Payment Details dialog box, click **Print** to print a hard copy of the invoice, or click **Close** to close the dialog box.
2. The Print dialog box opens. Click **Print**.

		500 Chipeta Way, Salt Lake City, Utah 84108-1221 phone: (801) 583-2787   toll free: (800) 522-2787 fax: (801) 583-2712   web: www.aruplab.com CLIA # 46D0523978 CLIA # 46D0678613 (ARUP at UHSC) Jerry W. Hussong, MD Chief Medical Officer and Director of Laboratories	
<b>Client Billed:</b> 1650 Univ of MN Medical Center S2K			
Invoice #	Posted Date	Payment Amount	Payment Type
50652245	1/27/2015	\$897.22	Credit Card
Contact Accounts Receivable @ (800) 242-2787 ext. 2278 for questions about your invoice.			



# Payment Options

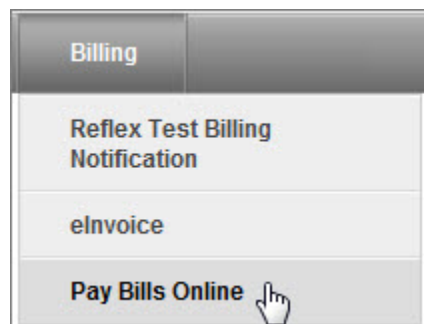
You can pay your ARUP invoices online by credit card or by transfer from a checking or savings account. Use the Payment Options table to pay for your ARUP Invoices online.

Payment Options	
<a href="#">Pay Now</a> with an online payment	<a href="#">View ACH Payment Information</a>
Please contact Accounts Receivable @ (800) 242-2787 ext. 2278 for questions about your invoice.	

## Pay Now





1. Click [Pay Now](#).  
This will take you to the secure Online Payment Page.
2. Fill the requested information.
3. Click **Submit Invoice**.

**Note:** You may also navigate to the Online Payment Page by going to **Billing > Pay Bills Online** on the main Connect menu.



## View ACH Payment Information

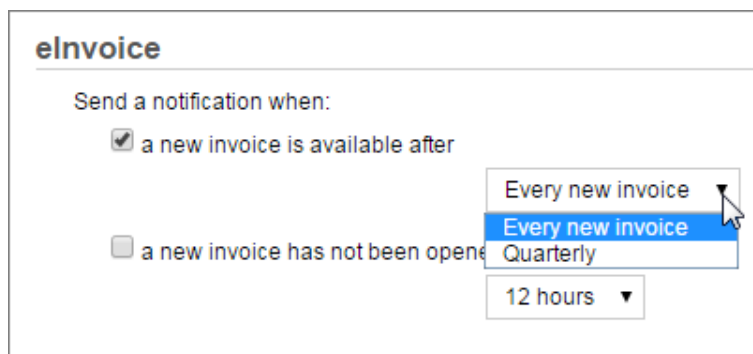
To view ARUP Laboratory's ACH Payment Information, click the **ACH Payment Information** link on the **Payment Options** table.

<div style="display: flex; align-items: center;">  <div> <p>Zions Bank, Foothill Branch 1304 Foothill Blvd Salt Lake City, Utah 84108</p> <p>Routing Number: 124000054 Account Number: 91401513 SWIFT Routing Number: ZFNBUS55 Account Name: ARUP Laboratories Checking Account</p> </div> </div>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr style="background-color: #333; color: white;"> <th colspan="2">Payment Options</th> </tr> </thead> <tbody> <tr> <td style="width: 50%; vertical-align: middle;"> <div style="background-color: #76923c; color: white; padding: 5px; display: inline-block; border-radius: 3px;">Pay Now</div> with an online payment                             </td> <td style="width: 50%; vertical-align: middle;"> <a href="#" style="color: red; text-decoration: none;">View ACH Payment Information</a>  </td> </tr> </tbody> </table>	Payment Options		<div style="background-color: #76923c; color: white; padding: 5px; display: inline-block; border-radius: 3px;">Pay Now</div> with an online payment	<a href="#" style="color: red; text-decoration: none;">View ACH Payment Information</a> 
Payment Options					
<div style="background-color: #76923c; color: white; padding: 5px; display: inline-block; border-radius: 3px;">Pay Now</div> with an online payment	<a href="#" style="color: red; text-decoration: none;">View ACH Payment Information</a> 				

# Email Notifications

To receive email notification(s) for Invoice you will need to set this up under **Email Preferences**.

1. Go to **Account Administration > Email Preferences**.
2. Scroll down to **eInvoice**.
3. Activate the check box next to the notification(s) you want to receive.
4. Use the drop-down menu to modify the frequency, if desired.
5. Click **Save**.



The screenshot shows the 'eInvoice' section of a settings page. Under the heading 'Send a notification when:', there are two options. The first option, 'a new invoice is available after', is selected with a checked checkbox. A dropdown menu is open next to it, showing three options: 'Every new invoice' (selected), 'Every new invoice', and 'Quarterly'. The second option, 'a new invoice has not been opened', is not selected. Below the dropdown menu, there is a '12 hours' label with a downward arrow.

# Visual Notifications

Visual cues display in the Header and Menu items to alert you that new information is available.

