



Lab Animal Resource
Management System (LARS)
Quick Guide for Business
Personnel

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DCM LARS Login

To log on to LARS you must have a UTOR ID and password. Open a browser on a desktop computer.

Do not use IE. Mozilla or Chrome are recommended. You must deactivate the pop-up blocker for the smooth operation of LARS. Once you have finished those tasks, do the following:

- Open the DCM LARS web page (<https://lars.dcm.utoronto.ca>).
- Enter your UTOR ID and password.
- Land on the LARS Investigator home page.

Figure: DCM LARS Login Page



The screenshot shows the login interface for the DCM LARS system. At the top left is the University of Toronto crest and the text "UNIVERSITY OF TORONTO". Below this is a dark blue header with the text "weblogin idpz". The main login area is a light gray box containing two input fields: "UTORid / JOINid" and "Password". Below the password field is a blue "log in" button with a right-pointing arrow.

When you log in to LARS as a Business Personnel, you are directed to the Investigator Homepage. The Homepage is the action center for pending and completed animal orders. A list of available animal use protocols is also available.

To view account details, the relevant menu items are Invoices Report, Purchase Invoices Report and Reports. You can navigate to the above functions through the Investigator Submenu.

Figure: LARS Investigator Homepage

ePROTOCOL
enabling paperless research compliance

KEY SOLUTIONS
Comprehensive IT for Research

(University of Toronto)

eAnimal Ordering 2.5.78.1 | Sign Out | Help

eAnimal Ordering » Investigator » Home

Note: Click to expand the respective sections.

Protocol: All

Action Required

In Progress

Available Protocols

Completed Transactions

Figure: Investigator Submenu

eAnimal Ordering

Investigator

- Account Management
- Animal Transfer
- Get Approved Protocols
- Investigator Home
- Invoices Report
- List of Protocol(s)
- Purchase Invoices Report
- Reports
- Search Document
- Splitting and Weaning

Invoice Reports/Account Details

The DCM LARS system provides three accounting reports.

The Consolidated Invoices Report – this is a summary of the total costs for all accounts for a specific billing period. Currently, this report is only available to the Principal Investigator. Contact the PI for a copy of this report.

The Invoices Report – this is a list of the per diem charges for each active animal use protocol. You can refine searches by choosing a specific billing period and/or a specific animal use protocol.

The Purchase Invoices Report – this is a list of the charges for the purchase of animals for each active animal use protocol. You can refine searches by choosing a specific billing period and/or a specific animal use protocol.

The total cost for supplies and services is found on the consolidated invoices report. If you have specific questions about service and supply charges, contact DCM (dcm@utoronto.ca). In your email, reference the account number and the associated protocol number.

How to Access Invoice Reports:

Consolidated Invoices Report

Menu Path: Investigator>Reports>Consolidated Invoices Report

eAnimal Ordering » Investigator » [Home](#) » [Reports](#) » Consolidated Invoices Report

CONSOLIDATED INVOICES REPORT

Billing Period : *

Make the appropriate billing period selection, and click okay.

CONSOLIDATED INVOICES REPORT

Billing Period : * PI : *

A pdf file downloads automatically.

 Invoice(02_02_201....pdf ^

Open up the file.

This report typically contains at least two pages. The first page is a summary of the total charges for each account belonging to the investigator. It is not an invoice.



HST Registration#:
Invoice Number: CPI-000000005
Invoice Date: 22/02/2019

Please make cheques payable to
University of Toronto
Remit To:
Accounts Receivable

FOR GOODS AND SERVICES RENDERED BY The Division of Comparative Medicine Statement of charges for the period 02/02/2019 to 20/02/2019	Amount(\$)
Account # 1	\$2202.37
Account # 2	\$1106.28
Total Amount	\$3308.65
Please pay this amount in Canadian Funds Payment is due upon receipt of this invoice	

The second page and any subsequent pages are the statements/invoices. There is a page for each account number belong to the PI.

If you have already provided DCM with your FIS numbers, please consider this report a cost summary only. No payment is required.

If you pay through direct deposit/ wire transfer or by cheque, note that invoice numbers start with prefix "M300PAI". Remit payment referencing these invoice numbers.

ACCOUNT NUMBER:

XXXX-XXXX

CFC CC GL

HST Registration#:

Invoice Number: M300PAI-000000457

Invoice Date: 25/01/2019

Details by cost category are on this page,

FOR GOODS AND SERVICES RENDERED BY The Division of Comparative Medicine Statement of charges for the period 02/02/2019 to 20/02/2019		CUSTOMER P.O.
Animal Purchase Amount (external Users Note HST included)	See Purchase Invoices Report for details	\$303.09
Animal Care Amount	See invoices report for details on per diem charges	\$340.50
Services and Supplies Charges	Contact DCM (dcm@utoronto.ca) for details	\$462.69
Credit		-\$0.00
Debit		\$0.00
Total Amount		\$1106.28
Please pay this amount in Canadian Funds		
Payment is due upon receipt of this invoice		

For details of charges, see the following reports,

- Animal Purchase charges for animal orders: Investigator>Purchase Invoices Report
- Animal Per Diem charges: Investigator>Invoices Report
- Services and Supplies Charges, and if applicable, a credit: Contact DCM (dcm@utoronto.ca) (Please reference account number and associated protocol numbers.)

Note: the Purchase Invoices Report, Invoices Report, Services and Supplies Charges, and Credit are listed by Protocol, not Account Number. Only the Consolidated Invoices Report provides invoices by account number.

Purchase Invoices Report

Menu path: Investigator>Purchase Invoices Report

PURCHASE INVOICES REPORT

PI Name : Protocol ID : Billing Period :

For an overall view, select the billing period and the PI name.

PURCHASE INVOICES REPORT

PI Name : Protocol ID : Billing Period :

Invoice #	Invoice Date	Protocol ID	PI Name	Invoice Amount (\$)	Status
PI-000000095	02/22/2019	xxxxxxx1	PI 1	303.09	Finalized
PI-000000094	02/22/2019	xxxxxxx2	PI 1	0.00	Finalized
PI-000000092	02/22/2019	xxxxxxx3	PI 1	0.00	Finalized
PI-000000084	02/22/2019	xxxxxxx4	PI 1	0.00	Finalized
PI-000000079	02/22/2019	xxxxxxx5	PI 1	0.00	Finalized
PI-000000067	02/22/2019	xxxxxxx6	PI 1	0.00	Finalized
PI-000000065	02/22/2019	xxxxxxx7	PI 1	0.00	Finalized

If you work with multiple accounts, copy the above chart to an excel sheet, then add an “Account Number” column for a better view of cost distribution based on account/protocol numbers.

At this level of the Purchase Invoices Report, the total cost per protocol is listed. (See image above and below).

PURCHASE INVOICES REPORT

PI Name : Protocol ID : Billing Period :

Invoice #	Invoice Date	Protocol ID	PI Name	Invoice Amount (\$)	Status
PI-000000095	02/22/2019	xxxxxxxxxxxx	PI 1	303.09	Finalized

For further details on the Purchase Invoices Report, click on the hyperlink (in blue) at each level. There are 3 levels of detail that you can access.

Level 1 displays the account number and the total being charged for each account number.

Purchase Charges

Account Number	Funding Source	Amount (\$)
xxx-xxx		303.090
Total (\$):		303.090

Level 2 lists all orders placed for a given account number.

Purchase Charges

Order #	Funding Source	Amount (\$)
O-000000095		303.090
Total (\$):		303.090

Level 3 lists the order details with pricing information.

Purchase Order										
Order Send Particulars Purchase Order Negotiations Close										
Species / Strain	Pain Category	Gender	Age Range	Weight Range	Delivery Date	Ord. Qty	C. Qty	BRE / Rec. Qty	Price (\$)	Amount (\$)
Rats / Wistar	D	Female	11.00 - 13.00 Week(s)		19/02/2019	5	0	0 / 5	45.50	227.50
										Handling Charges : 8.30
										Shipping Charges : 15.80
										Crate Charges : 41.50
										Total Amount (\$) : 293.10
										Tax - J9 : 9.99
										Grand Total (\$) : 303.09

Per Diem Charges –Invoices Report
 Menu path: Investigator>Invoices Report

INVOICES REPORT

PI Name : Protocol ID : Billing Period :

For a complete summary of per diems, select the PI, the billing period and then select All for protocol ID. If you want specific costs for one protocol then select the specific protocol.

Similar to the Purchase Invoices Report, there are 4 levels of invoice report details.

Overview:

Provides the total per diem charges associated with the selected protocol.

Click on hyperlink (Invoice #) to access Level 1.

INVOICES REPORT

PI Name : Protocol ID : Billing Period :

Invoice #	Invoice Date	Protocol ID	PI Name	Invoice Amount (\$)	Status
I-000000064	22/02/2019	xxxxxxxxxxx	PI 1	335.50	Finalized

Level 1:

Provides the total per diem amount for a specific account number.

Click on hyperlink (Species/Cost Code) to access Level 2.

Per Diem Charges

Account Number and Type	Species (based on Cage Types) / Cost Code	Per Diem Rate (\$)	Direct Charge (\$)	Amount (\$)
xxx-xxxx	Rats Rat	0.50	335.50	335.50
			Total (\$):	335.50

Level 2:

Provides total number of cages and the total number of care days charged to a specific cost code.

Click on hyperlink (Species/Cost code) to access Level 3.

Billing Period :	02/02/2019 to 20/02/2019	# of Days in Billing Period :	19
Account Number and Type :	xxx-xxxx	Species (based on Cage Types) / Cost Code :	Rats Rat

Per Diem Charges

No. of cages	No. of care days charged to this Account	Per Diem Rate (\$)	Direct Charge (\$)	Amount (\$)
36	671.00	0.50	335.50	335.50

Level 3:

Provides total number of care days for each cage (barcode ID).

Click on hyperlink (barcode ID) to access Level 4.

Per Diem Charges

Split %	Barcode ID	No. of Days Billed	Total No. of Care Days	No. of care days to be charged to this Account (based on Account % split)	Per Diem Rate (\$)	Direct Charge (\$)	Amount (\$)
100.00	0000000011	19	19	19.00	0.50	9.50	9.50
100.00	0000000012	19	19	19.00	0.50	9.50	9.50

Level 4:

Provides total number of care days for a specific cage with check in and check out dates.

Bar code : 0000000011 Cost code : Rat

Care Date(s)

Cancel

From Date	To Date	Quantity	Days	Care Days
21/02/2019	20/03/2019	1	28	28

Supplies and Services Charges

If you require specific details of the supply/service charges for an account, make a request to DCM by email. We will provide the supply/service charges detail as an excel file for the protocol you request (one protocol per excel file).

Billed Unbilled Services Report(20/03/2019)			
Billing Period	02/02/2019 - 20/02/2019		
Item type	Item Name	Amount (\$)	
Other Services	Drug dispensing		
Surgery Services	Anaesthetic Time		
Surgery Services	Room Set-up and Clean		
Veterinary Supplies	Disposable Drape, Each, Each		
Veterinary Supplies	Glove - Sterile, 300/Case, Pair		
Veterinary Supplies	Meloxicam (Mouse/Rat), 10mL, Tube, Tube		

Credits

Credit details will be provided as a screen capture,

Credit/Adjustment Form

Status : In Preparation ▼

Bill Type : Animal Orders

Billing Period : 21/02/2019 - 22/03/20 ▼

PI Name : PI 1 ▼

Protocol # : xxxxxxxx ▼

Account : xxx-xxxx ▼

Credit Debit

Amount : 408.600

Comments :
Vendor credit re. purchase order #xxxxxxx - Feb 19/2019

Note : This amount shall be credited from the monthly bill of the protocol and Account

Summary of All Available Reports

The table below provides a description of all reports available to the Investigator.

Report Name	Description
Search Document	Search for a specific document related to a specific document number: protocols, requisitions, orders, barcodes, split/weans, transfers and receipts.
In Preparation Document Details Report	Requisitions which are in preparation are displayed for the selected Investigator.
Monthly Room Census Report	On selecting a specific month and year in the search criteria, the Monthly Room Census Report pops-up with Barcodes, PI, RP, Protocol ID, Species, Strain, Cost Code, Check in, Check Out dates, Account details and Total Days indicated on the report.
Daily Room Census Report	On selecting a specific day with the search criteria the Daily Room Census Report pops-up with Barcodes, building, room, PI, RP, Protocol, Species/Strain, Cost Code, Check in, Check Out dates, and Account details.
Cage Room Census	On selecting the search criteria with specific from and to Dates, the Cage Room Census Report pops-up with Barcodes, PI, RP, Protocol, Species/Strain, Cost Code, Check in, Check Out dates, Building, Room, Last Seen Date plus more.
Cage Card Report	<p>Click the binoculars icon next to barcode textbox to open the search cage card dialog box.</p> <p>Select the desired search criteria and click OK to display the related bar codes.</p> <p>Select the radio button next to the barcode and click Add. This directs you to Cage Card Report related to that barcode.</p> <p>Click OK to display the barcode details.</p>
Pending for Receipt	<p>You can view the details for any orders placed but are yet to be received from the vendor.</p> <p>Select the format; either HTML or PDF and click OK.</p>

Report Name	Description
Consolidated Invoice Report (Note that this report is only available to the Principal Investigator.)	You can view in one location the total cost for all your animal purchases, per diems and service charges for all your AUP's for a billing period.
Invoices Report (Note: this report can be found through the Investigator main menu)	You can view the invoices of per diems by AUP and/or billing period.
Purchase Invoice Report (Note: this report can be found through the Investigator main menu)	You can view the invoices of animal orders by AUP and/or billing period.
Protocol/Account Report	You can view the protocol and the account linked to it. Choose a date. Click OK. Click export to excel.
Invoice Account Report	You can view the Invoice Account details within a specific time period in HTML or PDF format. Click OK to display information specific to that account with respect to protocol, run #, invoice # and amount.
Fully Ordered Requisitions	You can view the fully ordered requisitions and the details of the requisition. Select Protocol Id, PI Name and click OK to display the details.
Pending for Order	You can view the protocols/species details for orders that have yet to be sent to vendor. Select the From Date, To Date, and HTML or PDF and Click OK .
Fully Received Orders	You can view all the fully received orders and the order details for specific protocols. Select Protocol Id, PI Name and click OK to display the details.

Logging Out of DCM LARS

When you have completed your work in LARS exit the application completely by clicking on the Sign Out link in the upper right corner of any page.

Figure: Sign Out Link



Do not close the application without signing off. Click the Sign Out link to sign off from the application