BLUE SERVICES

(Powered by iLab)

University at Buffalo
Division of Finance and Administration

Topics

- **Project Overview**
  Project Team | What is Blue Services? | Goals of the Project
- **Implementation**
  Project Timeline | Live Service Centers
- **Information for Service Centers**
  Schedule Equipment | Project Requests | Billing and Accounts Receivables
- **Information for Customers**
  Registering | Managing Accounts | Approving Invoices
- **Helpful Resources**

PROJECT OVERVIEW

Project Team

Executive Sponsor
Beth Corry
Associate Vice President & Controller,
Finance and Administration

Project Leads
Jennifer Pesany
Assistant Vice President,
Financial Management

Ashley Butcher
Director, Financial Management

Project Support
Lillian Damin
Project Coordinator,
Business Reporting and Systems

Additional Team Members
Christine Koniarczyk
Accountant,
Financial Management

Sean Wong
Cost Accountant,
Financial Management

What is Blue Services?

Blue Services, powered by iLab, is a modular, web-based, asset management software tool designed to support the operation of service centers.

Features

- Resource Scheduling
- Service Request Management
- Project Management
- Customer Management
- Billing & Invoicing
- Reporting

Goals

Create a platform for departments to view all instruments and services available on campus.

Provide a tool allowing service centers to manage customers and account receivables.

Improve record keeping and reporting.

Establish calendars and workflows for resource scheduling and service requests.

Automate billing, invoicing and payment posting through integration with the university's chart of accounts.

IMPLEMENTATION

Project Timeline

- Financial Management can onboard 4 service centers every 2 months

iLab Cores

Identified	Onboarding	Live Cores
63	10	20

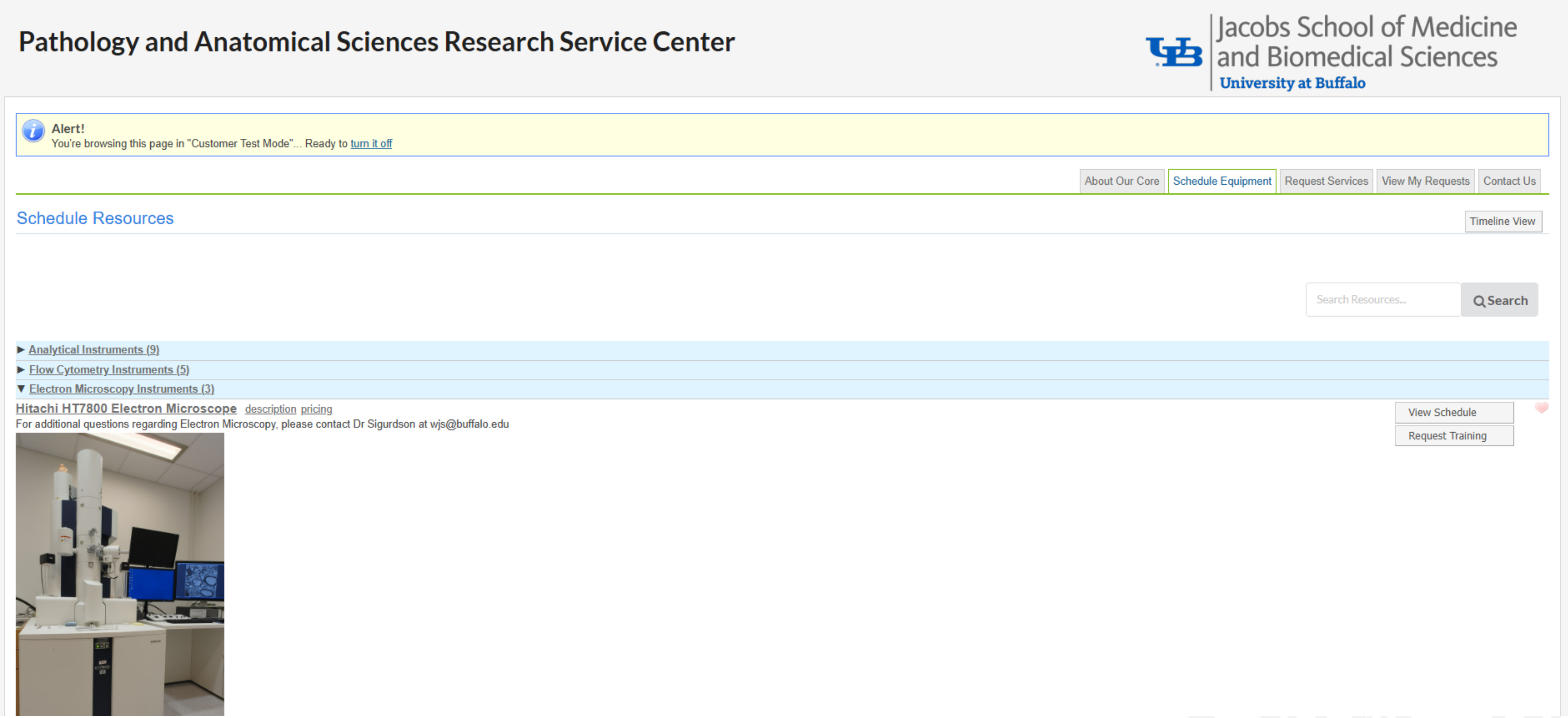
Live Service Centers

University at Buffalo — College of Arts and Sciences
CAS Chemistry Instrument Center
CAS Chemistry Stockroom
CAS Magnetic Resonance Center
University at Buffalo — Division of Finance and Administration
Parking and Transportation
University Police Service Center
University at Buffalo — Jacobs School of Medicine and Biomedical Sciences
Behling Simulation Center and Clinical Competency Center
Cardiology Study Coordinators
Center for Biomedical Imaging
Pathology and Anatomical Sciences Research Service Center
University at Buffalo — Office of the Vice President and Chief Information Officer
Network and Communication Services
University at Buffalo — Office of the Vice President for Health Sciences
Health Sciences Instrument Shops

University at Buffalo — Research and Economic Development
CBLS – Shared Lab Services
Center for Computational Research
Motivational Interviewing Center
XDMoD Service Center
University at Buffalo — School of Dental Medicine
Materials Testing Facility
Optical Imaging and Analysis Facility
University at Buffalo — School of Engineering and Applied Sciences
Shared Instrumentation Laboratories - BioDesign Core Facility
Shared Instrumentation Laboratories - Davis Hall Clean Room
Shared Instrumentation Laboratories – Materials Characterization Lab
Structural Engineering and Earthquake Simulation Laboratory
University at Buffalo — School of Management
Behavioral Research Lab

INFORMATION FOR SERVICE CENTERS

Schedule Equipment



Pathology and Anatomical Sciences Research Service Center

Jacobs School of Medicine and Biomedical Sciences
University at Buffalo

Alert!
You're browsing this page in "Customer Test Mode"... Ready to turn it off

About Our Core
Schedule Equipment
Request Services
View My Requests
Contact Us

Schedule Resources

Timeline View
Search Resources...
Search

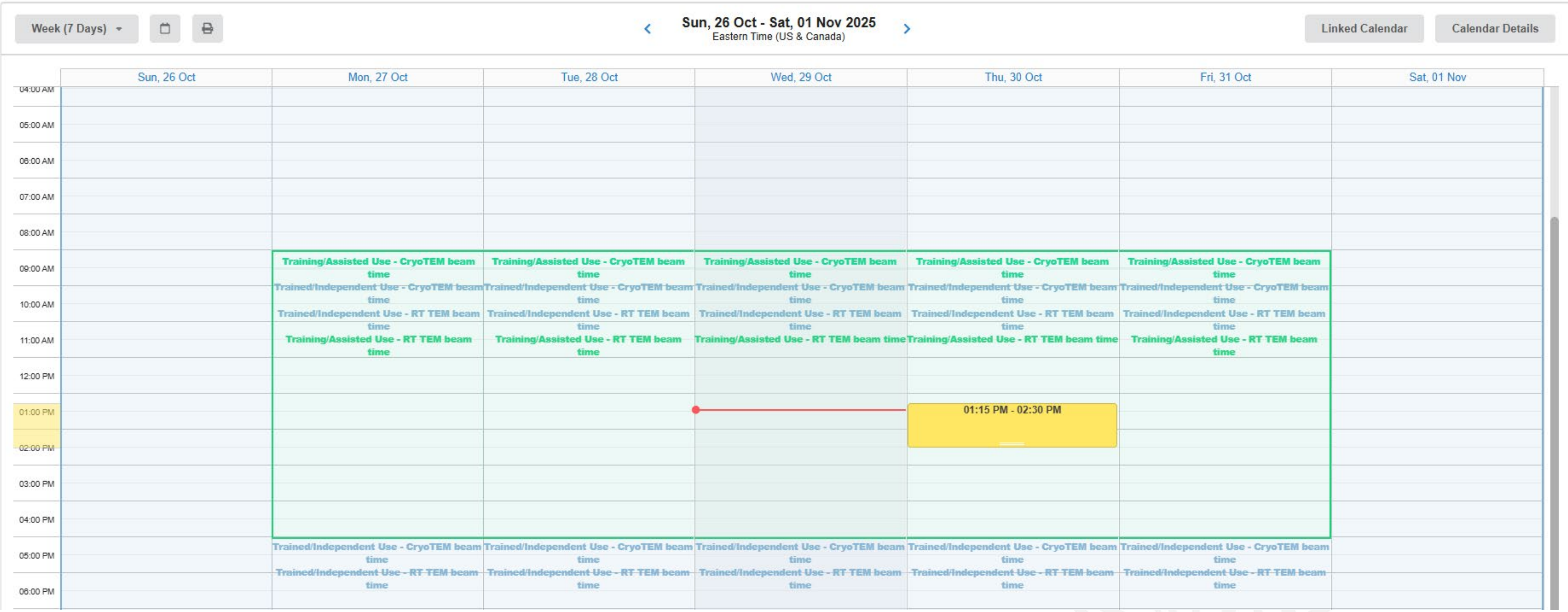
- ▶ Analytical Instruments (9)
- ▶ Flow Cytometry Instruments (5)
- ▼ Electron Microscopy Instruments (3)

Hitachi HT7800 Electron Microscope description pricing

For additional questions regarding Electron Microscopy, please contact Dr Sigurdson at wjs@buffalo.edu

View Schedule
Request Training

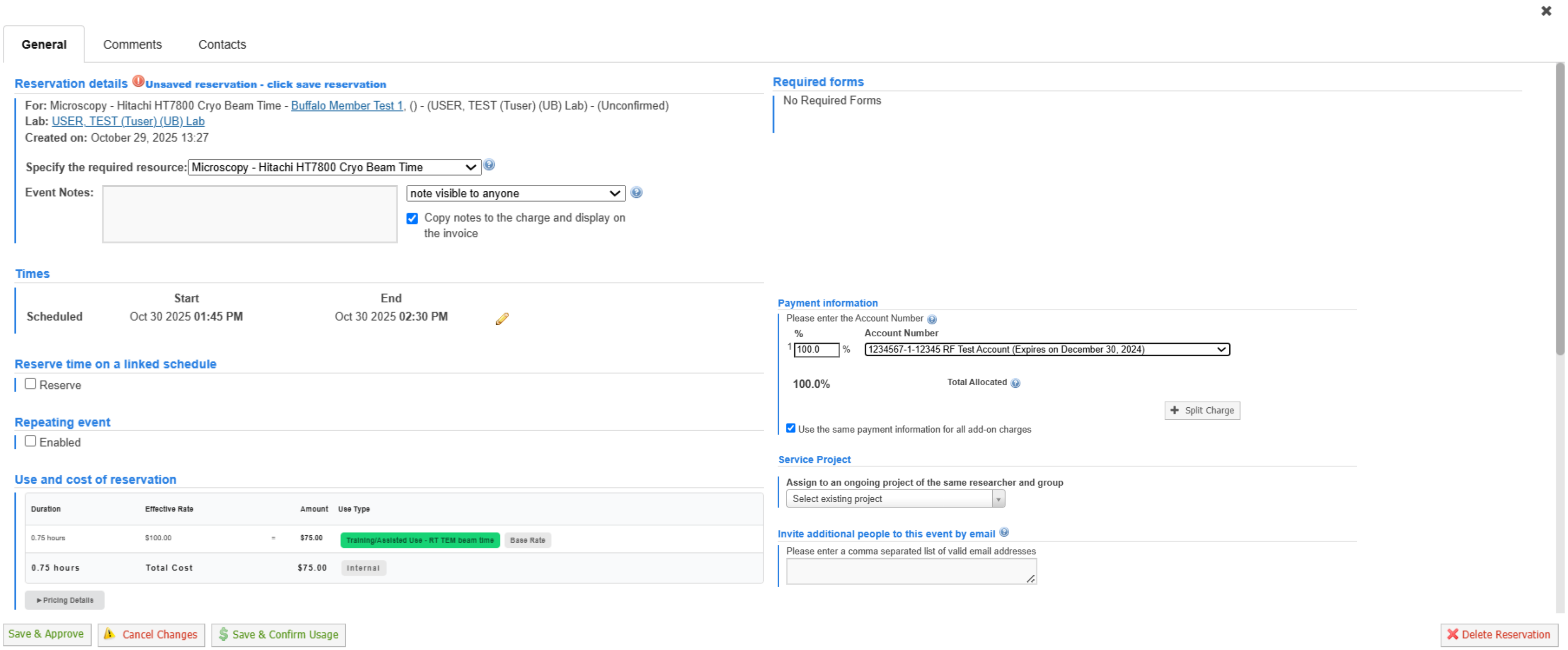
Schedule Equipment



Sun, 26 Oct - Sat, 01 Nov 2025
Eastern Time (US & Canada)

	Sun, 26 Oct	Mon, 27 Oct	Tue, 28 Oct	Wed, 29 Oct	Thu, 30 Oct	Fri, 31 Oct	Sat, 01 Nov
09:00 AM		Training/Assisted Use - CryoTEM beam time Trained/Independent Use - CryoTEM beam time Trained/Independent Use - RT TEM beam time Training/Assisted Use - RT TEM beam time	Training/Assisted Use - CryoTEM beam time Trained/Independent Use - CryoTEM beam time Trained/Independent Use - RT TEM beam time Training/Assisted Use - RT TEM beam time	Training/Assisted Use - CryoTEM beam time Trained/Independent Use - CryoTEM beam time Trained/Independent Use - RT TEM beam time Training/Assisted Use - RT TEM beam time	Training/Assisted Use - CryoTEM beam time Trained/Independent Use - CryoTEM beam time Trained/Independent Use - RT TEM beam time Training/Assisted Use - RT TEM beam time	Training/Assisted Use - CryoTEM beam time Trained/Independent Use - CryoTEM beam time Trained/Independent Use - RT TEM beam time Training/Assisted Use - RT TEM beam time	
01:00 PM					01:15 PM - 02:30 PM		
05:00 PM		Trained/Independent Use - CryoTEM beam time Trained/Independent Use - RT TEM beam time	Trained/Independent Use - CryoTEM beam time Trained/Independent Use - RT TEM beam time	Trained/Independent Use - CryoTEM beam time Trained/Independent Use - RT TEM beam time	Trained/Independent Use - CryoTEM beam time Trained/Independent Use - RT TEM beam time	Trained/Independent Use - CryoTEM beam time Trained/Independent Use - RT TEM beam time	

Schedule Equipment



Reservation details Unsaved reservation - click save reservation

For: Microscopy - Hitachi HT7800 Cryo Beam Time - Buffalo Member Test 1, () - (USER, TEST (Tuser) (UB) Lab) - (Unconfirmed)
Lab: USER, TEST (Tuser) (UB) Lab
Created on: October 29, 2025 13:27

Specify the required resource: Microscopy - Hitachi HT7800 Cryo Beam Time

Event Notes: note visible to anyone

☑ Copy notes to the charge and display on the invoice

Times

	Start	End
Scheduled	Oct 30 2025 **01:45 PM**	Oct 30 2025 **02:30 PM**

Reserve time on a linked schedule

☐ Reserve

Repeating event

☐ Enabled

Use and cost of reservation

Duration	Effective Rate		Amount	Use Type	
0.75 hours	$100.00	=	$75.00	Training/Assisted Use - RT TEM beam time	Base Rate
0.75 hours	Total Cost		$75.00	Internal	

Required forms

No Required Forms

Payment information

Please enter the Account Number

	%		Account Number
1	100.0	%	1234567-1-12345 RF Test Account (Expires on December 30, 2024)

100.0% Total Allocated

☑ Use the same payment information for all add-on charges

Service Project

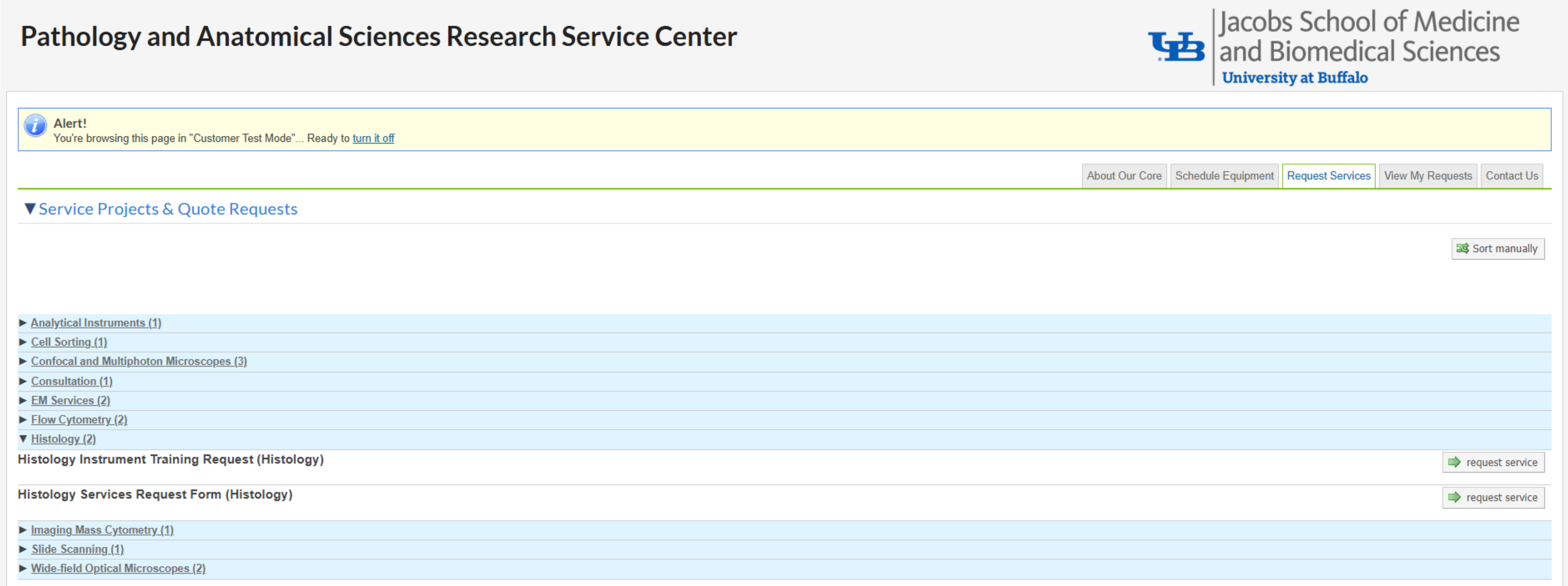
Assign to an ongoing project of the same researcher and group

Select existing project

Invite additional people to this event by email

Please enter a comma separated list of valid email addresses

Request Services



Pathology and Anatomical Sciences Research Service Center

Jacobs School of Medicine and Biomedical Sciences
University at Buffalo

Alert!
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About Our Core
Schedule Equipment
Request Services
View My Requests
Contact Us

▼Service Projects & Quote Requests

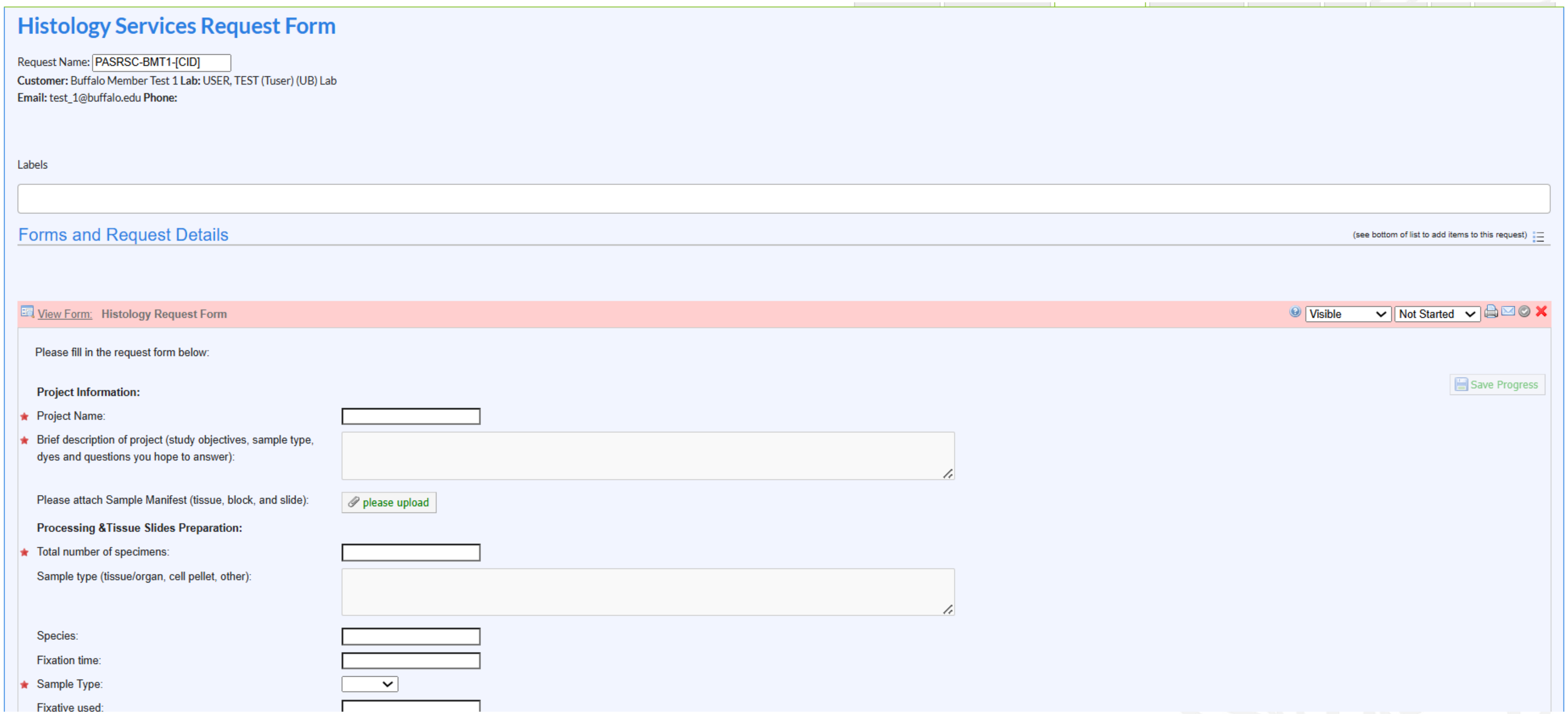
Sort manually

- ▶ Analytical Instruments (1)
- ▶ Cell Sorting (1)
- ▶ Confocal and Multiphoton Microscopes (3)
- ▶ Consultation (1)
- ▶ EM Services (2)
- ▶ Flow Cytometry (2)
- ▼ Histology (2)

Histology Instrument Training Request (Histology)	request service
Histology Services Request Form (Histology)	request service

- ▶ Imaging Mass Cytometry (1)
- ▶ Slide Scanning (1)
- ▶ Wide-field Optical Microscopes (2)

Request Services



Histology Services Request Form

Request Name: PASRSC-BMT1-[CID]
Customer: Buffalo Member Test 1 **Lab:** USER, TEST (Tuser) (UB) Lab
Email: test_1@buffalo.edu **Phone:**

Labels

Forms and Request Details

(see bottom of list to add items to this request)
View Form:
Visible
Not Started
Save Progress
please upload

Histology Request Form

Please fill in the request form below:

Project Information:

* Project Name:

* Brief description of project (study objectives, sample type, dyes and questions you hope to answer):

Please attach Sample Manifest (tissue, block, and slide):

Processing &Tissue Slides Preparation:

* Total number of specimens:

Sample type (tissue/organ, cell pellet, other):

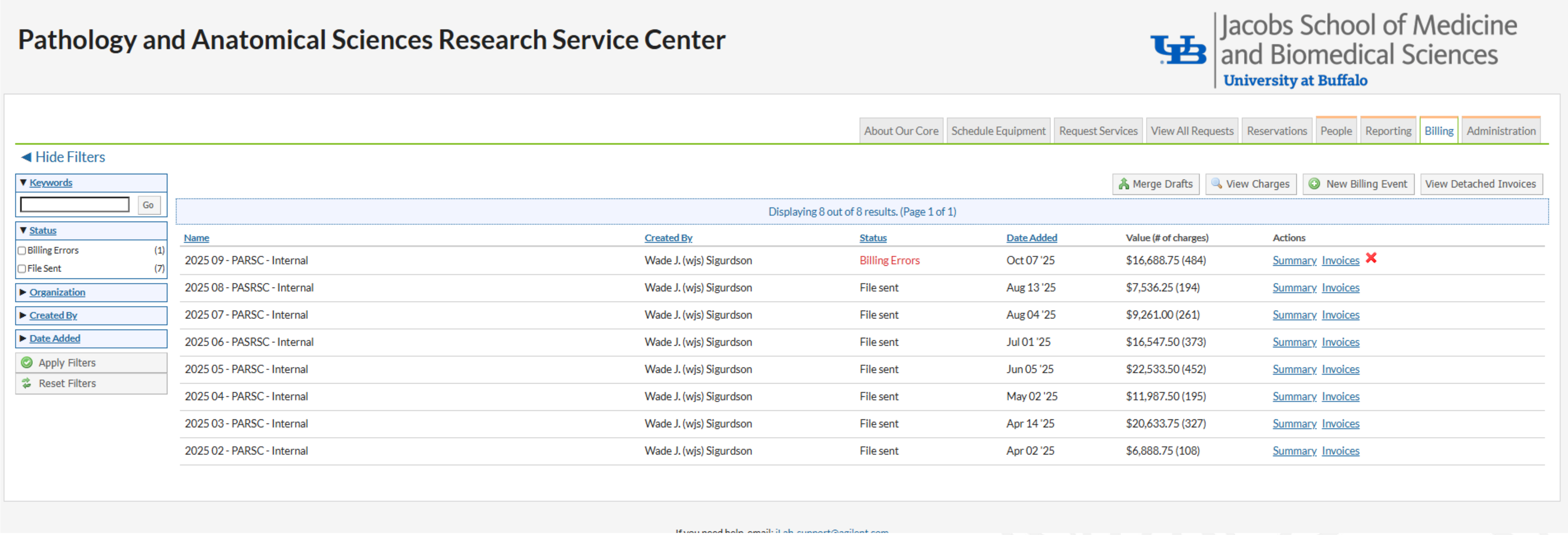
Species:

Fixation time:

* Sample Type:

Fixative used:

Billing and Accounts Receivable


Jacobs School of Medicine and Biomedical Sciences
University at Buffalo
About Our Core
Schedule Equipment
Request Services
View All Requests
Reservations
People
Reporting
Billing
Administration
◀ Hide Filters
▼ Keywords
Go
▼ Status
☐ Billing Errors (1)
☐ File Sent (7)
▶ Organization
▶ Created By
▶ Date Added
Apply Filters
Reset Filters
Merge Drafts
View Charges
New Billing Event
View Detached Invoices

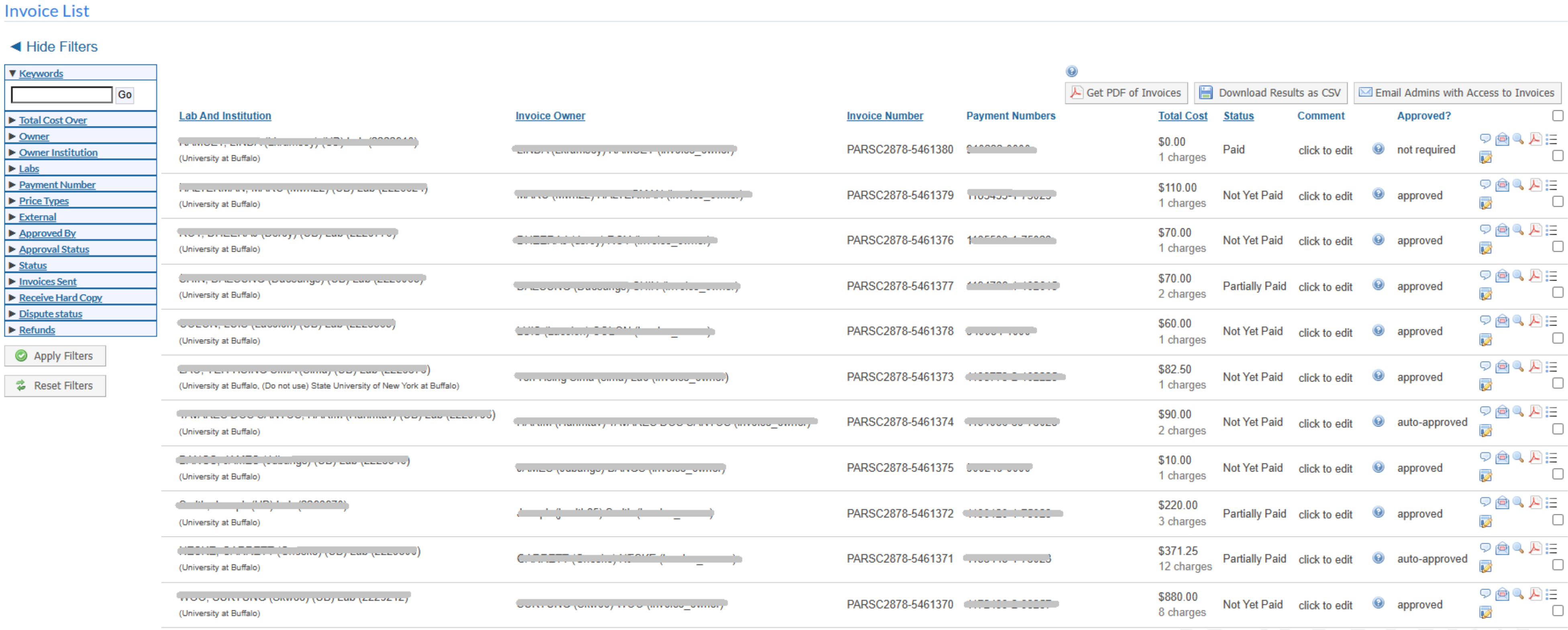
Pathology and Anatomical Sciences Research Service Center

Displaying 8 out of 8 results. (Page 1 of 1)

Name	Created By	Status	Date Added	Value (# of charges)	Actions
2025 09 - PARSC - Internal	Wade J. (wjs) Sigurdson	Billing Errors	Oct 07 '25	$16,688.75 (484)	Summary Invoices ✗
2025 08 - PASRSC - Internal	Wade J. (wjs) Sigurdson	File sent	Aug 13 '25	$7,536.25 (194)	Summary Invoices
2025 07 - PARSC - Internal	Wade J. (wjs) Sigurdson	File sent	Aug 04 '25	$9,261.00 (261)	Summary Invoices
2025 06 - PASRSC - Internal	Wade J. (wjs) Sigurdson	File sent	Jul 01 '25	$16,547.50 (373)	Summary Invoices
2025 05 - PARSC - Internal	Wade J. (wjs) Sigurdson	File sent	Jun 05 '25	$22,533.50 (452)	Summary Invoices
2025 04 - PARSC - Internal	Wade J. (wjs) Sigurdson	File sent	May 02 '25	$11,987.50 (195)	Summary Invoices
2025 03 - PARSC - Internal	Wade J. (wjs) Sigurdson	File sent	Apr 14 '25	$20,633.75 (327)	Summary Invoices
2025 02 - PARSC - Internal	Wade J. (wjs) Sigurdson	File sent	Apr 02 '25	$6,888.75 (108)	Summary Invoices

If you need help, email: iLab-support@agilent.com

Billing and Accounts Receivable



Invoice List

◀ Hide Filters
▼ Keywords
Go
▶ Total Cost Over
▶ Owner
▶ Owner Institution
▶ Labs
▶ Payment Number
▶ Price Types
▶ External
▶ Approved By
▶ Approval Status
▶ Status
▶ Invoices Sent
▶ Receive Hard Copy
▶ Dispute status
▶ Refunds
Apply Filters
Reset Filters
Get PDF of Invoices
Download Results as CSV
Email Admins with Access to Invoices

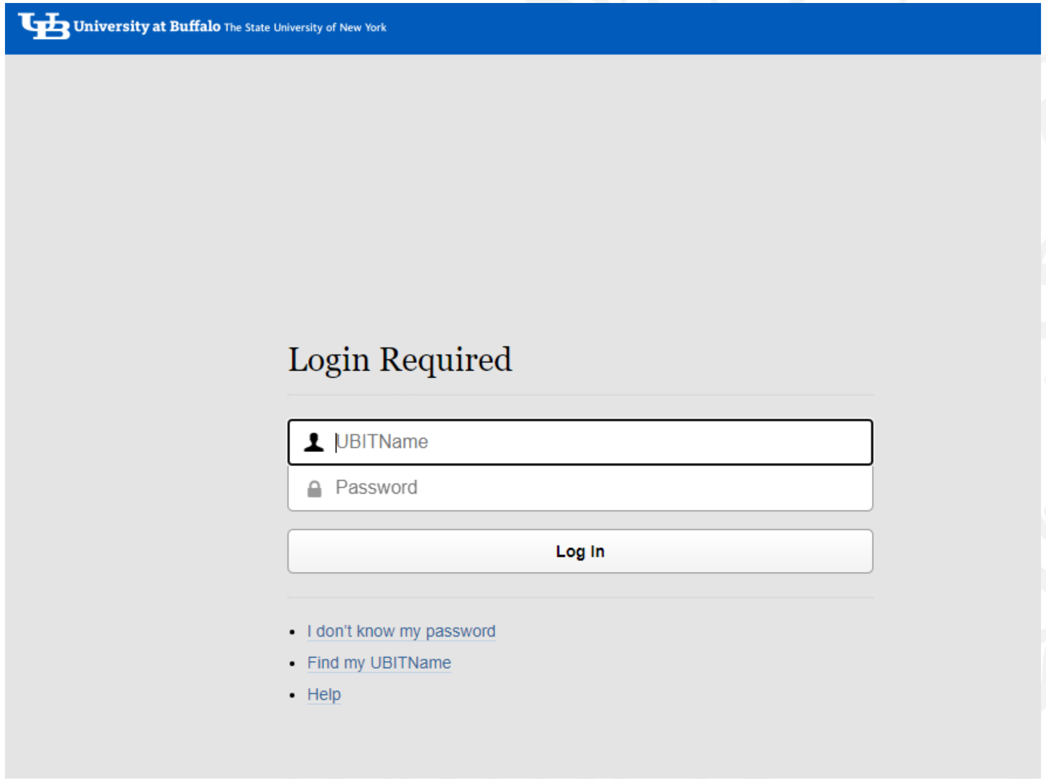
Lab And Institution	Invoice Owner	Invoice Number	Payment Numbers	Total Cost	Status	Comment	Approved?	☐
[redacted] (University at Buffalo)	[redacted]	PARSC2878-5461380	[redacted]	$0.00 1 charges	Paid	click to edit	not required	☐
[redacted] (University at Buffalo)	[redacted]	PARSC2878-5461379	[redacted]	$110.00 1 charges	Not Yet Paid	click to edit	approved	☐
[redacted] (University at Buffalo)	[redacted]	PARSC2878-5461376	[redacted]	$70.00 1 charges	Not Yet Paid	click to edit	approved	☐
[redacted] (University at Buffalo)	[redacted]	PARSC2878-5461377	[redacted]	$70.00 2 charges	Partially Paid	click to edit	approved	☐
[redacted] (University at Buffalo)	[redacted]	PARSC2878-5461378	[redacted]	$60.00 1 charges	Not Yet Paid	click to edit	approved	☐
[redacted] (University at Buffalo, (Do not use) State University of New York at Buffalo)	[redacted]	PARSC2878-5461373	[redacted]	$82.50 1 charges	Not Yet Paid	click to edit	approved	☐
[redacted] (University at Buffalo)	[redacted]	PARSC2878-5461374	[redacted]	$90.00 2 charges	Not Yet Paid	click to edit	auto-approved	☐
[redacted] (University at Buffalo)	[redacted]	PARSC2878-5461375	[redacted]	$10.00 1 charges	Not Yet Paid	click to edit	approved	☐
[redacted] (University at Buffalo)	[redacted]	PARSC2878-5461372	[redacted]	$220.00 3 charges	Partially Paid	click to edit	approved	☐
[redacted] (University at Buffalo)	[redacted]	PARSC2878-5461371	[redacted]	$371.25 12 charges	Partially Paid	click to edit	auto-approved	☐
[redacted] (University at Buffalo)	[redacted]	PARSC2878-5461370	[redacted]	$880.00 8 charges	Not Yet Paid	click to edit	approved	☐

INFORMATION FOR CUSTOMERS

Registering

SAML ID Integration

UB Faculty, Staff and Students will be able to login with their UB credentials.



University at Buffalo The State University of New York

Login Required

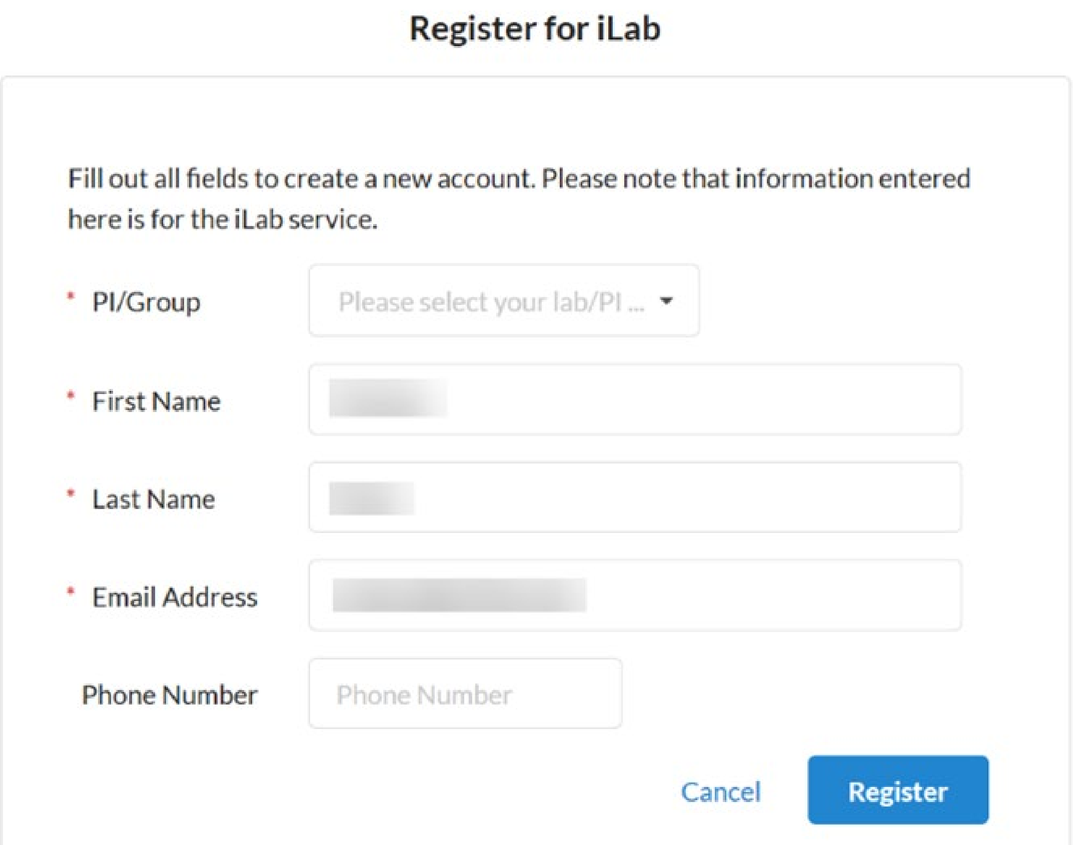
UBITName
Password
Log In

- I don't know my password
- Find my UBITName
- Help

Registering

PI/Cost Approvers automatically have access to their accounts.

General Users will have to register and request access to their PI/Group



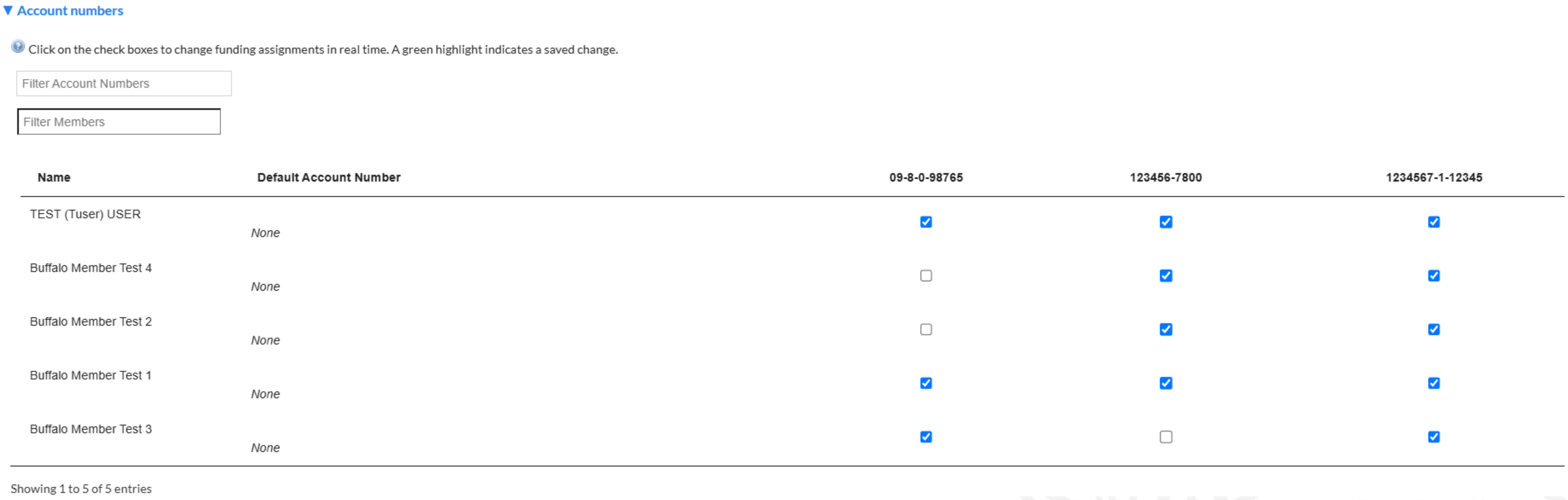
Register for iLab

Fill out all fields to create a new account. Please note that information entered here is for the iLab service.

* PI/Group	Please select your lab/PI ...
* First Name	[redacted]
* Last Name	[redacted]
* Email Address	[redacted]
Phone Number	Phone Number

Managing Accounts

PI/Cost Approvers will need to permission members of their team on accounts.



▼ Account numbers

Click on the check boxes to change funding assignments in real time. A green highlight indicates a saved change.

Filter Account Numbers

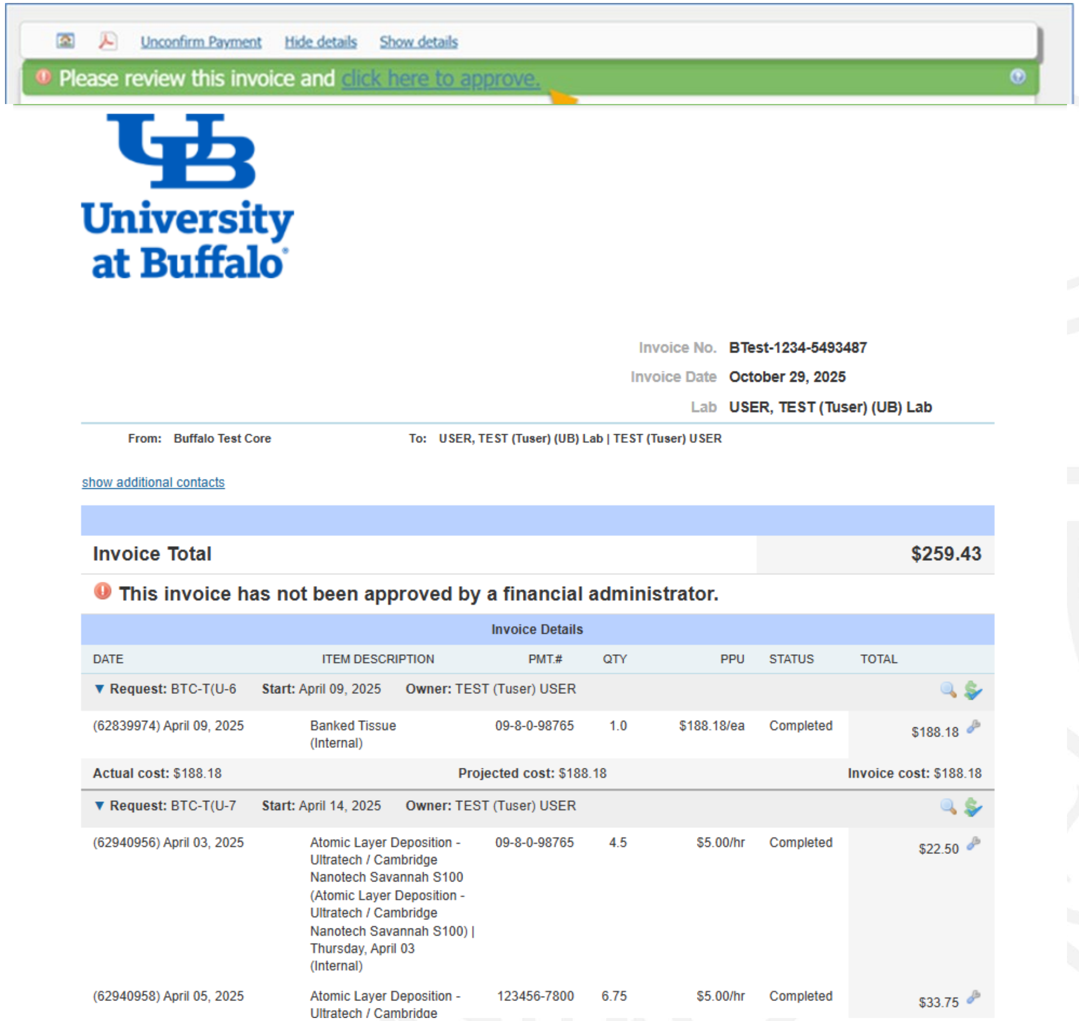
Filter Members

Name	Default Account Number	09-8-0-98765	123456-7800	1234567-1-12345
TEST (Tuser) USER	*None*	☑	☑	☑
Buffalo Member Test 4	*None*	☐	☑	☑
Buffalo Member Test 2	*None*	☐	☑	☑
Buffalo Member Test 1	*None*	☑	☑	☑
Buffalo Member Test 3	*None*	☑	☐	☑

Showing 1 to 5 of 5 entries

Approving Invoices

PI/Cost Approvers have 10 days to review the invoice and make changes. If no action is taken, the invoice will auto-approve.



Please review this invoice and click here to approve.

Invoice No. BTest-1234-5493487
Invoice Date October 29, 2025
Lab USER, TEST (Tuser) (UB) Lab

From: Buffalo Test Core
To: USER, TEST (Tuser) (UB) Lab | TEST (Tuser) USER

show additional contacts

Invoice Total	$259.43

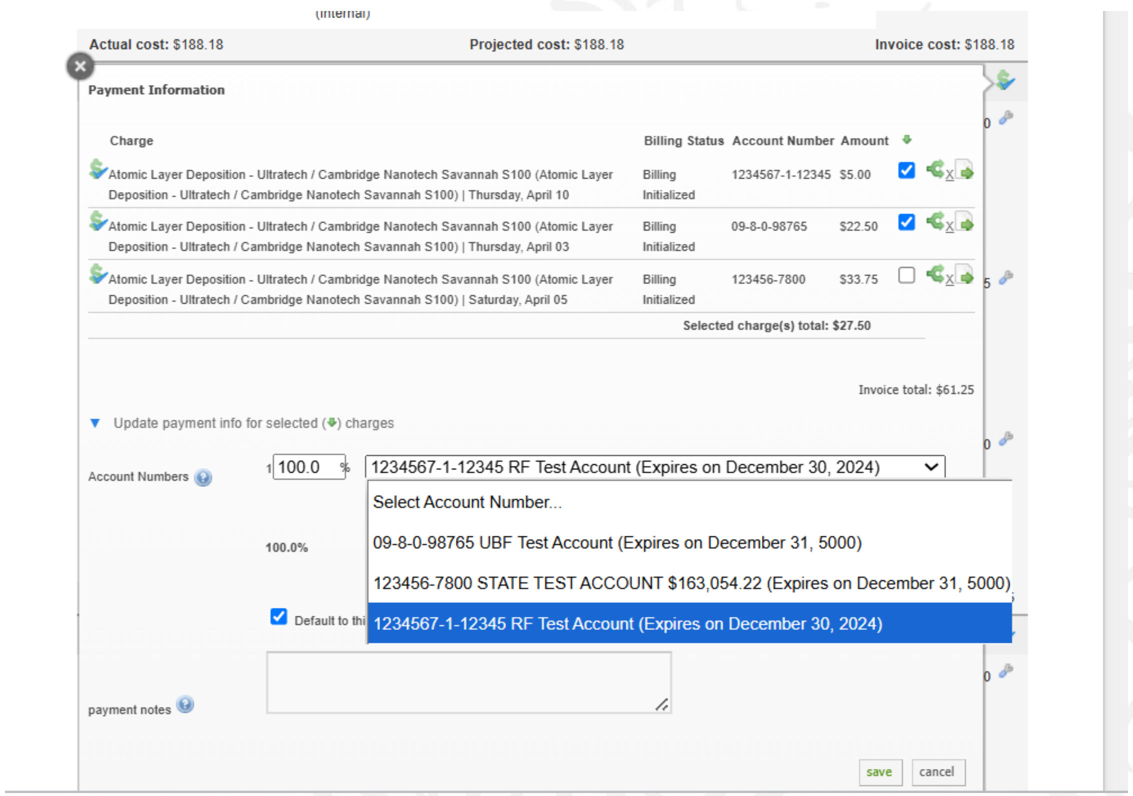
This invoice has not been approved by a financial administrator.

Invoice Details

DATE	ITEM DESCRIPTION	PMT.#	QTY	PPU	STATUS	TOTAL
▼ **Request:** BTC-T(U-6 **Start:** April 09, 2025 **Owner:** TEST (Tuser) USER						
(62839974) April 09, 2025	Banked Tissue (Internal)	09-8-0-98765	1.0	$188.18/ea	Completed	$188.18
Actual cost: $188.18	**Projected cost:** $188.18					**Invoice cost:** $188.18
▼ **Request:** BTC-T(U-7 **Start:** April 14, 2025 **Owner:** TEST (Tuser) USER						
(62940956) April 03, 2025	Atomic Layer Deposition - Ultratech / Cambridge Nanotech Savannah S100 (Atomic Layer Deposition - Ultratech / Cambridge Nanotech Savannah S100) | Thursday, April 03 (Internal)	09-8-0-98765	4.5	$5.00/hr	Completed	$22.50
(62940958) April 05, 2025	Atomic Layer Deposition - Ultratech / Cambridge	123456-7800	6.75	$5.00/hr	Completed	$33.75

Approving Invoices

PI/Cost Approvers can update account numbers before approving the invoice.



Actual cost: $188.18 Projected cost: $188.18 Invoice cost: $188.18

Payment Information

Charge	Billing Status	Account Number	Amount	
Atomic Layer Deposition - Ultratech / Cambridge Nanotech Savannah S100 (Atomic Layer Deposition - Ultratech / Cambridge Nanotech Savannah S100) | Thursday, April 10	Billing Initialized	1234567-1-12345	$5.00	☑
Atomic Layer Deposition - Ultratech / Cambridge Nanotech Savannah S100 (Atomic Layer Deposition - Ultratech / Cambridge Nanotech Savannah S100) | Thursday, April 03	Billing Initialized	09-8-0-98765	$22.50	☑
Atomic Layer Deposition - Ultratech / Cambridge Nanotech Savannah S100 (Atomic Layer Deposition - Ultratech / Cambridge Nanotech Savannah S100) | Saturday, April 05	Billing Initialized	123456-7800	$33.75	☐

Selected charge(s) total: $27.50

Invoice total: $61.25

▼ Update payment info for selected charges

Account Numbers: 100.0 % 1234567-1-12345 RF Test Account (Expires on December 30, 2024)

- Select Account Number...
- 09-8-0-98765 UBF Test Account (Expires on December 31, 5000)
- 123456-7800 STATE TEST ACCOUNT $163,054.22 (Expires on December 31, 5000)
- 1234567-1-12345 RF Test Account (Expires on December 30, 2024)

100.0%

☑ Default to thi

payment notes

Helpful Resources

Website: Visit our website to learn more about this project and to sign up for our listserv.

Email: UBS-BLUEServices@buffalo.edu

QUESTIONS?

How did we do?

Complete the session survey using your smart device:

Scan the QR code provided on your schedule.

OR

Scan the QR code shown here.

1846