Instructions for viewing Pending Charges and Statements

1 – Please use FireFox or Safari to access the site. Not all versions of Internet Explorer work with the systems. Login to ACAP using your NetID and Password. You will be automatically logged out of the system after one hour of inactivity. System messages regarding maintenance may show on the login screen in red.

https://uthsc.tera.tennessee.edu/acap/index.cfm

Viewing Pending Charges

2 – Choose view charges in the lower left corner
3 – Your account number(s) will be listed with the total pending charges for the current month listed to the right. The default is to view the current month’s pending charges. To see the finalized statement for any other month choose that month from the drop down menu and then click Submit Query.

To see the detailed listing of the charges, click on the account number.
4 – The IACUC protocols supported by the account will be listed along with the PI and total for each protocol. Click the protocol to see a charge break down.

5 – The detailed listing can be shown for one or more protocols at a time. The number of active cages is shown for each cage type for each day. These numbers are totaled to get the care days for that cage type and then multiplied by the cage type per diem to get the total charged thus far for that cage type. If you would like a listing of the actual cages for any one of the days click the summary number and a card ID listing will be generated.
6 – Card ID listing for a single cage type day.

Viewing Finalized Statements

1 – Choose View Finalized Statements in the lower left corner

2 – Your statements will be listed by year and month along with summary information.