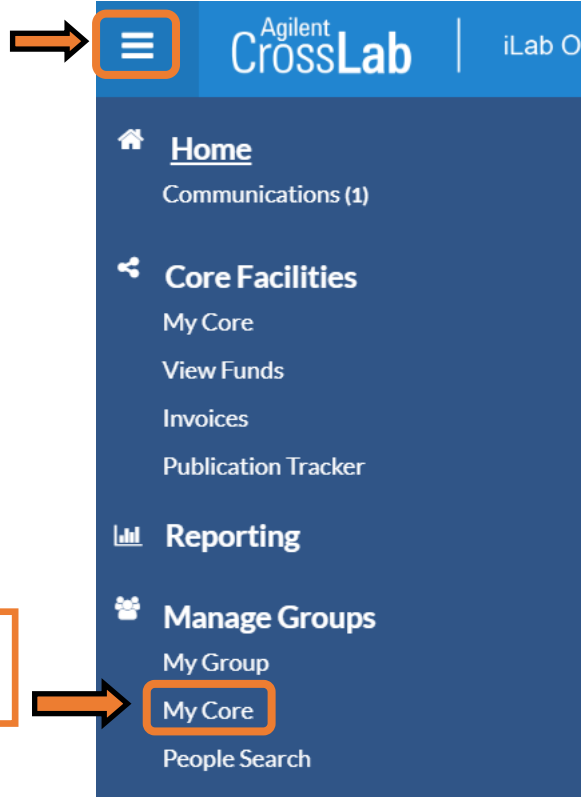




Subject and Task: Create a Not Billable billing event for \$0.00.

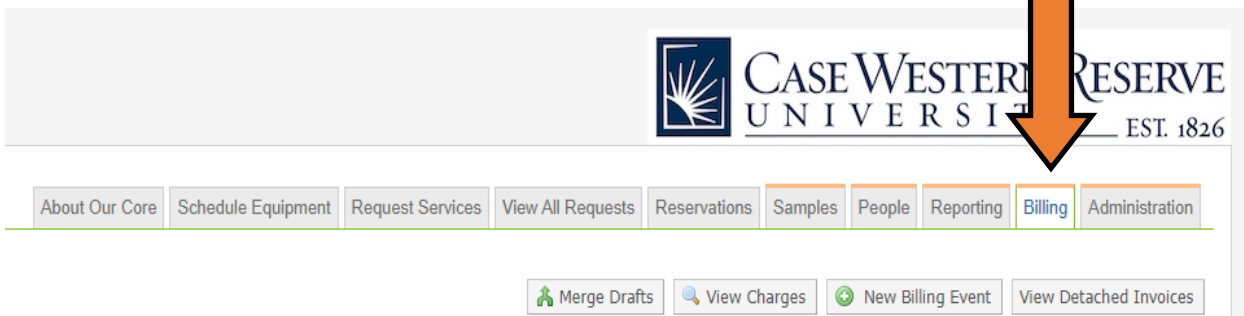
1.) After logging in, select the hamburger symbol in the top left corner.



2.) Hover over "My Core" and select your Core from the list.

Note: If you cannot see orange crowned tabs, contact cwrucores@case.edu to gain access

3.) Select the orange crowned "Billing" tab.



4.) Select "View Charges".

Note: Charges marked “Not Billable” will process for a \$0.00 amount.

billing status

Billing Status:



work status

Work Status:



5.) Make status Not Billable / Completed



Note: If you click the Red X, you will delete all records of the charge from iLab history.

CASE WESTERN RESERVE UNIVERSITY EST. 1826

About Our Core | Schedule Equipment | Request Services | View All Requests | Reservations | Samples | People | Reporting | **Billing** | Administration

Merge Drafts | View Charges | **New Billing Event** | View Detached Invoices



6.) Select “New Billing Event”.

Create a New Billing Event

Billing event parameters

Include Charges Up To:

Event Name:

Select Included Charges:



7.) Initiate a *Not Billable* billing event.



8.) Select “Review Charges”.

9.) Search "Not Billable".



Review and select which charges to include

- ▶ Invalid Charges 0
- ▼ Included Charges 1

Not Billable

Date	Customer	Service ID	Total	Payment Number	Status	Actions
06/04/2024	iLab Admin Testing (TEST) Lab	CWRUM.SR-IA-3 Test (Matt delete if needed)	\$0.00 (1.0 x \$0.00)	Multiple: No payment info set ...	Not Billable	

Cancel Save Draft from Filter Clear Search Review Charges Ready For Review



10.) Select "Ready for Review" to send file to Research Administration for processing.

11.) Complete. Your Core's billing event is now with Research Administration. There are no further steps for the Core Administrators to take.