PURDUE UNIVERSITY.

This document outlines the billing process for recharge centers using iLab. Billing should occur at minimum one time per month and follow the Recharge Center Billing Calendar.

	What to Do	Who	How to Do It
1	Confirm usage, complete requests.	Recharge Center	Core administrator(s) should confirm equipment usage, and mark as complete all finished service requests. For detailed instructions, see Confirm or edit Equipment Usage QRC.
2	Prepare billing event.	Recharge Center	Select from available charges those to include on the monthly billing. Work with the user's business office to correct any account errors.
3	Submit billing event.	Recharge Center	Create billing event and send file to SAP. For detailed instructions, see Create a New Billing Event QRC.
4	Review and edit account information, as needed.	Business Office	The PI/user business office should verify the account string information is accurate on pending charges that are to be included in the upcoming months billing event. For a schedule of recharge center billing frequency and review periods, see the Recharge Center Billing Calendar. For detailed instructions, see Reviewing Account Assignments on Pending Recharge Facility Charges QRC.
5	Approve invoice.	Business Office, PI	Approve invoice to release for payment. For detailed instruction, see Reviewing Account Assignments and Approving Invoices QRC. NOTE: All invoices containing no errors will automatically approved and sent for payment 10 calendar days after the billing event occurred.
6a	Process billing through SAP.	iLab Solutions	Internal customer billings are processed through SAP via an overnight file load from iLab.
6b	Process billing through PSCD.	iLab Solutions	External customer billings are processed through PSCD via an overnight file load from iLab.
7	Verify charges have been applied to the appropriate accounts.	Business Office, Principal Investigator (PI)	Using AIMS, view the Expense Transaction Listing to verify the expected charges have hit the appropriate accounts listed for payment. If errors exist, use the Refund and Correction of Incorrect Charge – Internal business process.