

Each recharge center is expected to bill monthly. Effective with FY25 a revision to the billing schedule will provide facility staff and business offices an additional two days to create and review monthly billings. The Core Review and Business Office and Department Account Review must occur per the schedule below.

The Core Review period includes an additional two days with an expectation that events will be created and invoices sent during the first five days and the additional two days used to provide flexibility for handle calendar fluctuations and other circumstances (staffing shortages, unusual processing of charges).

The Department Account Review period also includes an additional 2 days (7th to 14th of each month), with an expectation that normal review will occur during the first five days of the period, and the two additional days used to provide flexibility for calendar fluctuations and other circumstances (staffing shortages, unusual processing of charges).

If the billing event cannot be created during the 1st-7th, charges for that period should instead be billed during the next month's monthly billing. Once the billing event is created and invoices sent, the 14-day auto approval timer will begin. Invoices will be auto approved if not manually approved by the 14th day after the invoice is created and sent.

Schedule for Monthly Billings			
Activity Period	Core Review (billing event created and invoices sent)	Department Account Review (business offices & PI review/approve)	Billing Date (file sent to SAP)
June 1 – June 30	July 1 – July 7	July 8 – July 14	July 15 – July 21
July 1 – July 31	August 1 – August 7	August 8 – August 14	August 15 – August 21
August 1 – August 31	September 1 – September 7	September 8 – September 14	September 15 – September 21
September 1 – September 30	October 1 – October 7	October 8 – October 14	October 15 – October 21
October 1 – October 31	November 1 – November 7	November 8 – November 14	November 15 – November 21
November 1 – November 30	December 1 – December 7	December 8 – December 14	December 15 – December 21
December 1 – December 31	January 1 – January 7	January 8 – January 14	January 15 – January 21
January 1 – January 31	February 1 – February 7	February 8 – February 14	February 15 – February 21
February 1 – February 28	March 1 – March 7	March 8 – March 14	March 15 – March 21
March 1 – March 31	April 1 – April 7	April 8 – April 14	April 15 – April 21
April 1 – April 30	May 1 – May 7	May 8 – May 14	May 15 – May 21
May 1 – May 31	June 1 – June 7	June 8 – June 14	June 15 – June 21