How to Detach an Invoice from a billing event in iLab
(Core Managers)

1. Open your billing events page by clicking on the Billing Events tab.

People	Reporting	Billing	Administration

Note: You can only detach an invoice if the billing event has not been sent to SAP. The event status must read, Billing Initiated.

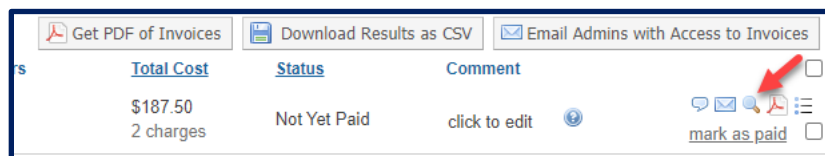| Applied Imaging Mass Spectrometry - AIMS Core / Service Center - April | Caitlin Tressler | File sent | Apr 12 '21 | $735.00 (7) | Summary Invoices |
| Applied Imaging Mass Spectrometry - AIMS Core / Service Center - March | Caitlin Tressler | Billing initiated | Mar 30 '21 | $2,989.92 (9) | Summary Invoices ✗ |
| Applied Imaging Mass Spectrometry - AIMS Core / Service Center - December | Caitlin Tressler | File sent | Dec 17 '20 | $1,090.00 (6) | Summary Invoices |

2. Open the invoice to that is to be detached by clicking on the Invoice link on the right side of the page in the Actions column.

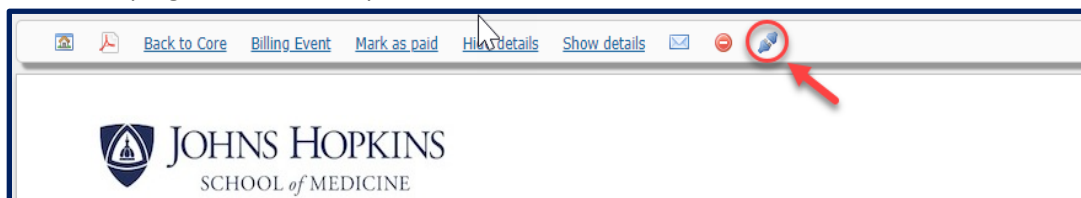| Applied Imaging Mass Spectrometry - AIMS Core / Service Center - April | Caitlin Tressler | File sent | Apr 12 '21 | $735.00 (7) | Summary Invoices |
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3. Open the invoice by clicking on the magnifying glass icon on the right side of the invoice summary.

Get PDF of Invoices	Download Results as CSV	Email Admins with Access to Invoices

	Total Cost	Status	Comment	
	$187.50 2 charges	Not Yet Paid	click to edit	mark as paid

4. Click on the "plug" icon on the tope of the invoice.

Back to Core   Billing Event   Mark as paid   Hide details   Show details

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5. The following box will open. Click Detach Invoice in the lower right side of the box. This will detach the invoice from the billing event thus allowing you to make any changes to the charges in the service request or the equipment reservation.
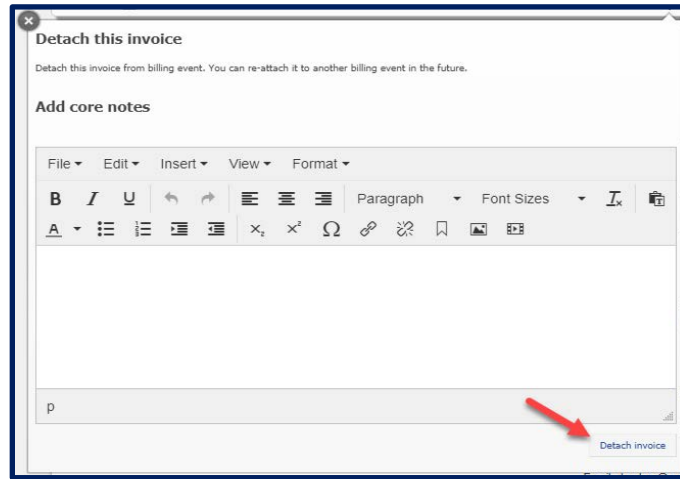
6. After your charges have been adjusted, you can create a new billing event which will populate the changes in the detached invoice. It will ask if you want to include the detached invoice in the new billing event. If you want to eliminate the invoice you can either cancel the service request or list it as non-billable.