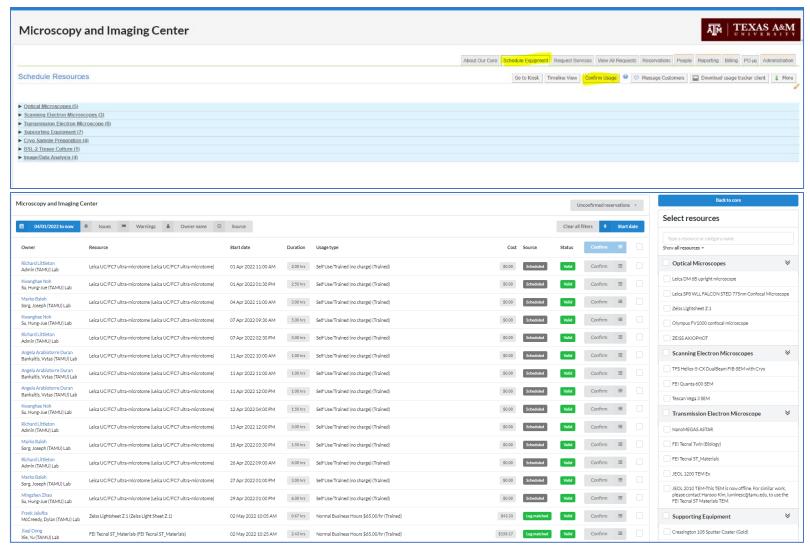
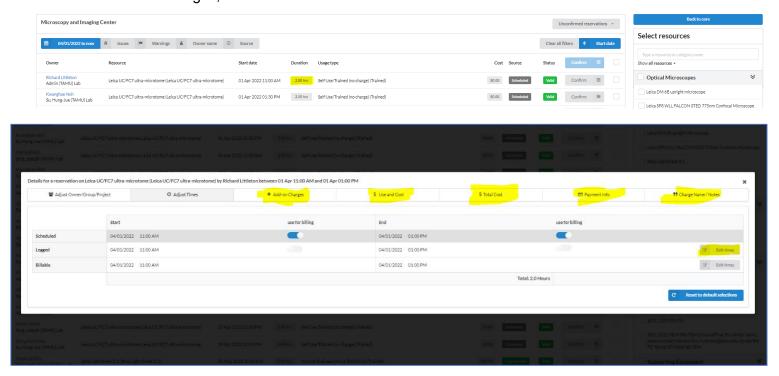
iLab-FAMIS integration: How to create a billing event

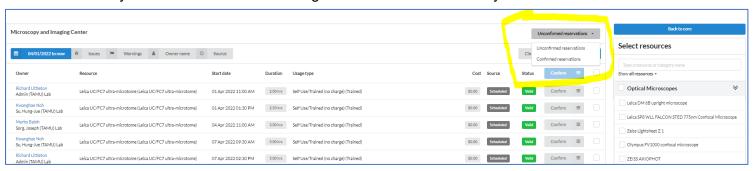
- Move all relevant charges to the Billing tab by Confirming Usages (calendar events) and completing projects.
 - Confirm usage: Under Schedule Equipment go to Confirm Usage and confirm everything that you want to move over to billing.



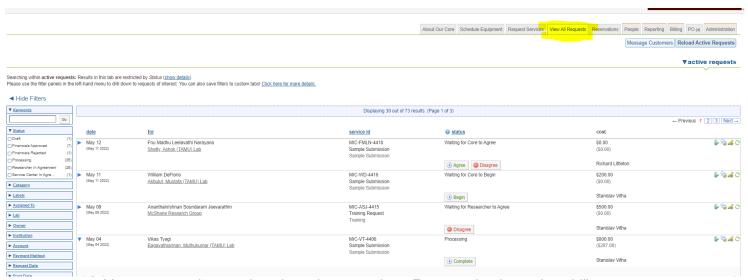
i. You can make changes here: billable times, payment accounts, no charge, add on charges, etc.



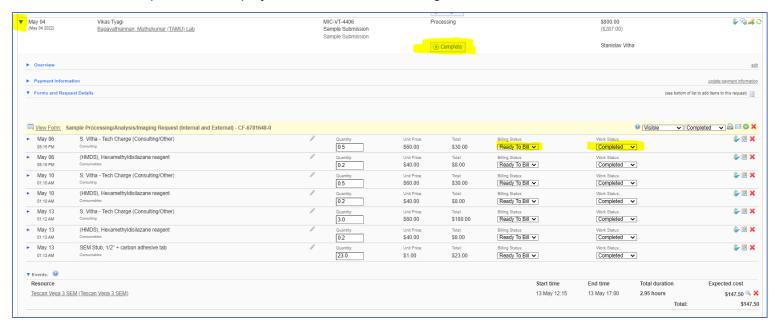
b. If you have confirmed something that needs more attention you will need to Unconfirm it.



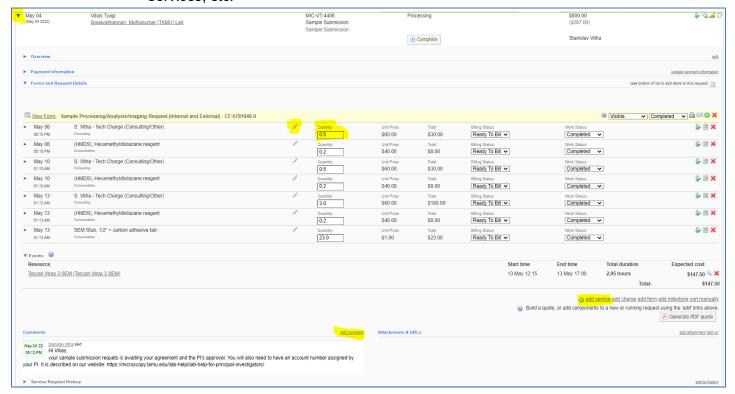
2. Check on your project requests.



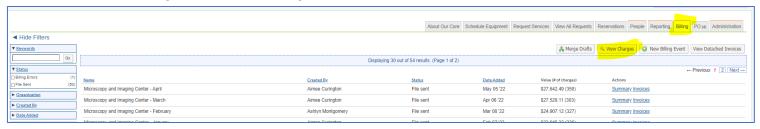
a. You can complete each task or charge under a Request that is ready to bill or you can Complete a whole project and move it all to billing.



i. You can make changes here: billable times, notes, payment accounts, no charge, add services, etc.



3. Go to the Billing tab and View Charges.



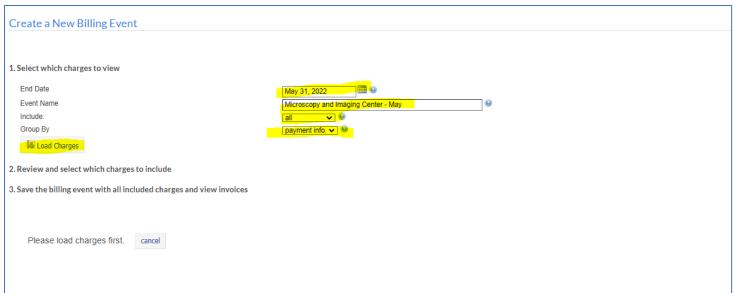
a. Every line item needs a \$ and a blue check mark. If it is a pencil, it needs attention: choose an account, PI assign an account, approve a PO, etc.



b. Stop signs are a warning that something will expire soon: account, PO, etc.

4. Create a billing event. Give a title, choose an end date, sort by payment number, include internal/external customers, load charges.





a. Exclude any items you want to exclude.



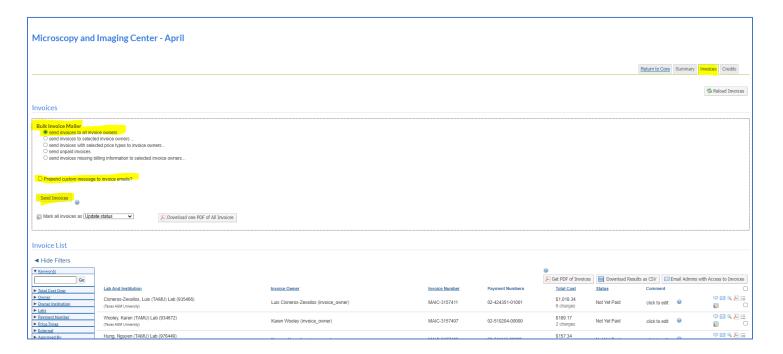
b. Create.



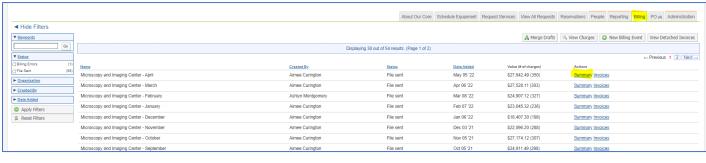
5. Return to Core, Billing, Invoices.

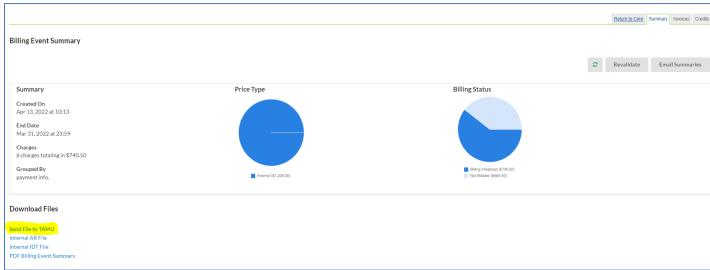


6. Here you can go bulk mail the invoices from iLab to all invoice owners.



7. IF YOU ARE INTEGRATED WITH FAMIS-iLab automated billing--Go back to the Billing tab, choose Summary, click on Send file to TAMU so that these will be picked up by FAMIS overnight.





8. The PI listed on the FAMIS account and the billing department of the account will receive the I_____ invoice from FAMIS after this has been picked up (typically one business day). If the revenue account and invoiced account share the same system part (02, 23, 28, 06, etc.) this will be processed as an IDT and all relevant parties will receive a debited receipt. If the system parts are different this will come as an AR payable invoice and the department can pay these in Aggiebuy.

Sales Tax: It is up to the billing department personnel to know what sales items are taxable and to collect this sales tax, unless proof of tax exemption is obtained. https://fmo.tamu.edu/sales-receivables/docs/sales-tax/collecting.html The current method for obtaining sales tax from relevant customers is to bill through iLab and then make a correction in FAMIS to route sales tax to the appropriate line items to the correct account. (You must let the customer know to only pay the second corrected invoice when it comes.)