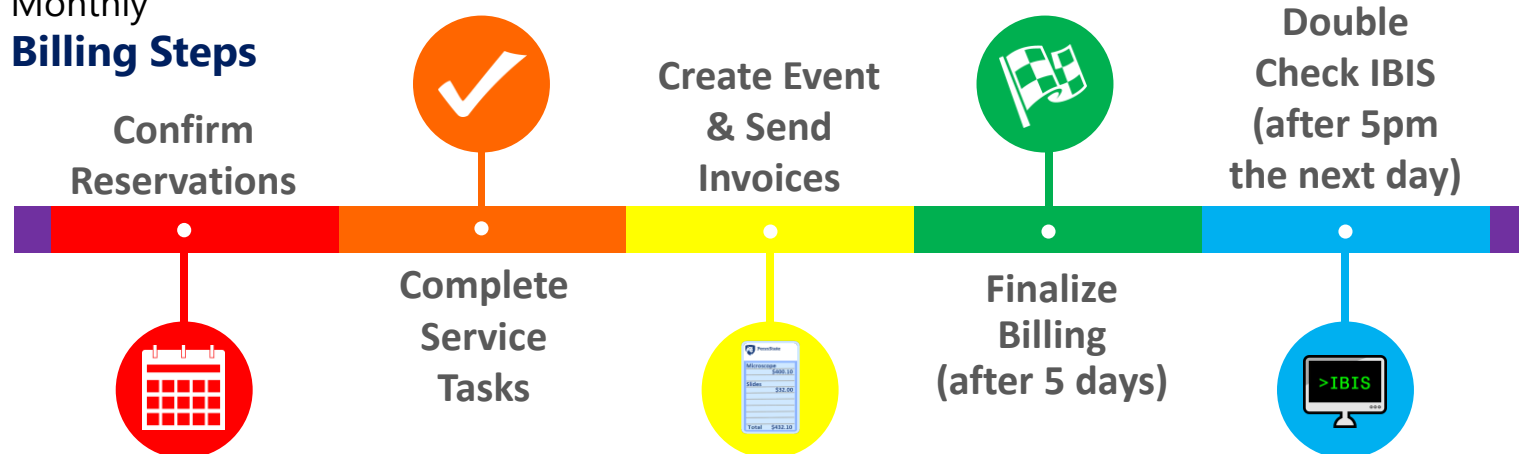# Core Billing
in iLab

2019 Billing Blackout Dates

- **All Weekend Days**
- Friday, August 30
- Monday, September 2
- Wednesday, November 27
- Thursday, November 28
- Friday, November 29
- Friday, December 20
- Monday, December 23
- Tuesday, December 24
- Wednesday, December 25
- Thursday, December 26
- Friday, December 27
- Monday, December 30
- Tuesday, December 31
- **ALL PSU UP Closure Days**

Monthly Billing Steps

Confirm Reservations

Complete Service Tasks

Create Event & Send Invoices

Finalize Billing (after 5 days)

Double Check IBIS (after 5pm the next day)

Billing
External (w/out IBIS Acct)

✔ Do put charges in separate billing event; send invoices

🚫 Do not send to IBIS (don't click Finalize button)

✉ Collect funds per department policies

Do Not Bill

DO NOT BILL

- ➲ **Weekends**
- ➲ **PSU Holidays**
- ➲ **Blackout Dates**
- ➲ **UP Campus Closure Days**

ORIS | CORES

cores@psu.edu