

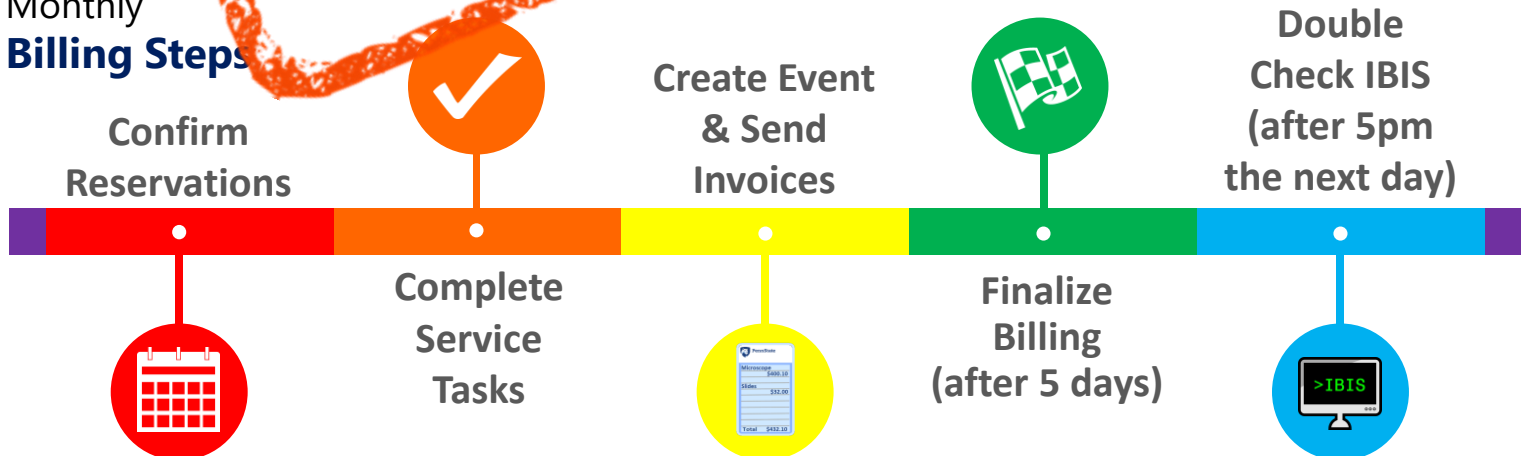
# Core Billing in iLab



## 2020 Billing Blackout Dates

- All Weekend Days
- Wednesday, January 1
- Friday, May 22
- Monday, May 25
- Wednesday, July 2
- Friday, July 3
- Friday, September 4
- Monday, September 7
- Wednesday, November 25
- Thursday, November 26
- Friday, November 27
- Friday, December 25
- Thursday, December 31
- **Need Christmas Break – Not yet announced**
- ALL PSU UP Closure Days

## Monthly Billing Steps



## 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



- ➔ Weekends
- ➔ PSU Holidays
- ➔ Blackout Dates
- ➔ UP Campus Closure Days