iLab Charge Entry

Using Charge Entry:

1. Click on the Charge Entry Tab

2. Step 1: Add New Charges
    a. Search FOPs > Start entering a FOP if you know the FOP
    b. Select Owner > Enter the customer's name
        i. If you entered a FOP in step a, the owner drop down will populate with all users who are assigned that FOP
    c. Service Charge > Add the Service you would like to charge for
    d. Notes > Include any notes that pertain to the charge
        i. These will appear on invoices below the charge
    e. Quantity > Enter the Quantity
    f. Date Purchased > Choose the date that the service was done on
    g. Entered By > Select who worked on/completed the service
    h. Add to List > Select to add service on list in step 2

3. If you have multiple charges to enter, click '**Add to List'** and scroll back up to the top and follow steps A – G.

4. Step 2: Review New Charges
   a. In this step you will review all charges, you can make changes here if needed
   b. When ready click '**Create Request and Confirm Charges'**

5. Step 3: Provide Payment Information
   a. Select a FOAPAL from the Dropdown List for Internal users. Select an option from the dropdown list for External users.
   b. Click '**Submit Request'** when ready. This will create the request and complete it at the same time.

6. Once submitted you will be able to see all confirmed charges under the View Confirmed Charges Section.