

## How to select a Chartfield String (CFS) in iLab for accurate billing

### Acquisition

Use the Account Number drop-down menu under Payment information.

#### Reservation details

For: LSR11 (logged time) - [REDACTED]

Lab: [REDACTED]



Created on: April 21, 2015 14:52

Scheduled: 04/28/2015 04:00 PM - 04/28/2015 06:30 PM

Logged: 04/28/2015 04:42 PM - 04/28/2015 06:20 PM

Billable: 04/28/2015 04:00 PM - 04/28/2015 06:30 PM

Event Notes:

note visible to anyone  

#### Reserve time on a linked schedule

Reserve

#### Use and cost of reservation

2.5 hours @ \$40.0 = \$100.0 ( [USER OPERATED - Acquisition] (Internal - LCCC Members) )

Total: \$100.0 ( 2.5 hours )

► Pricing Details

#### Additional charges for this event

 Add additional service charge

#### Payment information:

Please enter the Account Number

Account Number

[REDACTED]

### Sorting

Enter the CFS in the comment section ("Any other special needs:")

Any other special needs:

SUBMISSION

1. After completing all fields in the form above, click the **SAVE COMPLETED FORM** button.  
2. Click **Submit Request to Core** button below to send your order to the core.  
3. You will receive email notification once the core has provided a quote for your order. You will need to log in and approve the quote before service can proceed.