How to Detach an Invoice from a billing event in iLab
(Core Managers)

1. Open your billing events page by clicking on the Billing Events tab.

Note: You can only detach an invoice if the billing event has not been sent to SAP. The event status must read, Billing Initiated.

2. Open the invoice to that is to be detached by clicking on the Invoice link on the right side of the page in the Actions column.

3. Open the invoice by clicking on the magnifying glass icon on the right side of the invoice summary.

4. Click on the “plug” icon on the top of the invoice.
5. The following box will open. Click Detach Invoice in the lower right side of the box. This will detach the invoice from the billing event thus allowing you to make any changes to the charges in the service request or the equipment reservation.

![Detach Invoice](image)

6. After your charges have been adjusted, you can create a new billing event which will populate the changes in the detached invoice. It will ask if you want to include the detached invoice in the new billing event. If you want to eliminate the invoice you can either cancel the service request or list it as non-billable.