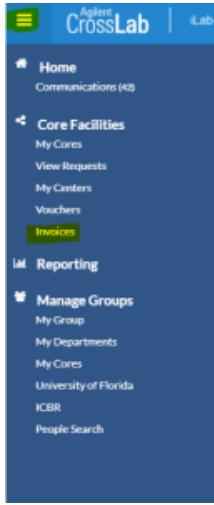


Changing the Chartfield on an Invoice

Steps

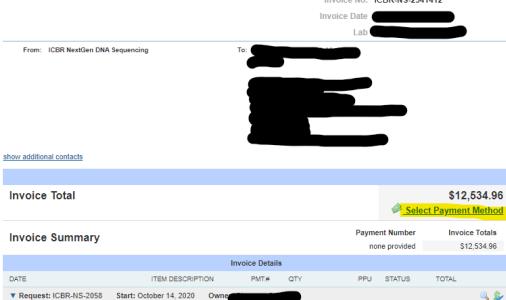
1. Log into iLab at <https://ufl.corefacilities.org/account/login>
2. Click on the **hamburger bar** in the top left corner
3. Then click on **Invoices**



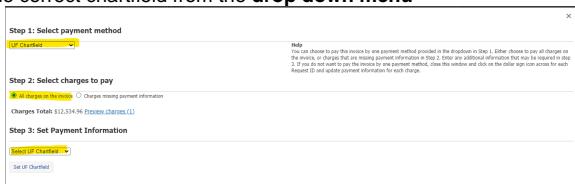
4. Search for the **invoice** you would like to make the change to
5. Select the **magnify glass** on the ride side.



6. Click on the **Select Payment Method** link



7. Select **UF chartfield**
8. Select **All charges** on the **invoice** (if applicable)
9. Select the correct chartfield from the **drop down menu**



10. Click on **Set UF Chartfield**

- Make sure that the invoice is **under 7 days old**
- **Only a financial contact or PI** can change payment methods
- Chartfields need to be **added to the lab's account** before they will show up in the drop down menu
- **Both you and the invoice owner** need to have permission to use the chartfield for it to show in the drop down menu