Step by Step Guide to Billing in NUcore

1. Login to NuCore > click on Manage Facilities
	1. Choose a Core Facility
2. Billing notifications
	1. Click on “Billing” tab
		1. Under “Transactions”
		2. Choose “Send Notifications” (in left menu)
			1. Select orders, for which, notifications will be sent
			2. Click “Send Notifications”
		3. Select “Orders in Review” (in left menu)
			1. Orders will, by default, remain in review for 7 calendar days. After the 7 days, they will automatically move to the “Create journal” section.
			2. If desired, you may push them through the review period at any time by selecting the order(s) and clicking the “Mark as Reviewed” button, found just above the orders list.
			3. The customer may dispute an order while in the review period. These disputed orders will move to the “disputed” tabs found under the “Orders” or “Reservations” tabs
		4. Disputed Orders
			1. Click the “Orders” tab
				1. Click the “Disputed” tab

Click the order ID number, make appropriate adjustments to quantity, cost, or cancel the order

Click “Save” at bottom

* + - * 1. Click the “Reservations” tab

Click the order ID number, make appropriate adjustments to cost, time (by clicking the reservation time link), or cancel the order

Click “Save” at bottom

1. Submitting a journal through NuCore.
	1. Click on “Billing” tab
		1. Under “Transactions”
		2. Choose “Journals” tab
			1. Click on “Create Journals” \*
			2. Select the line item(s) you want to include in the journal.
			3. Check the “Journal Date” (located just above the list of orders), and modify if desired. Note: The “Journal Date” must be the same or later than the latest order fulfillment date included in the journal.
			4. Click “Create”

\*You need to reconcile pending journal to create new journals.

1. Submitting statements through NuCore.
	1. Click on “Billing” tab
		1. On left menu, choose “Statements”
			1. Click on “Create Statements” \*\*
			2. Select the orders you want to include in a statement
			3. Click “Create”

\*\*You do not need to reconcile pending statements to create new statement.

1. Reconciling a journal though NuCore.
	1. Click on “Billing” tab
		1. Under “Transaction History”
		2. Choose “Journals” tab
			1. Click on “Manage Journals”
			2. Pull the Journal # from GL008. Write that JV# in reference line.
			3. Under “Status” choose one of the three options.
				1. “Succeeded, no errors”

Select this if you receive no notice from Accounting Services of any issues with the journal

* + - * 1. “Succeeded, with errors”

Choosing this status will allow changes to be made to orders within the journal, such as cost, quantity, or change of payment source. This status should be selected if any changes are made to a submitted journal, at the behest of or in conjunction with a conversation with Accounting Services.

* + - * 1. “Failed”

Once a journal has been created in NU Core, it can be failed anytime **THAT DAY** up until 4:45PM. After this time no journals should be marked as failed without contacting the NU Core support team.

* + - 1. Then click “close journal”.
1. Adding a chart string to a PI (you can’t modify a chart string, you can only add a new chart string)
	1. Click on “user” tab
	2. Search user(s)
		1. Click on “Payment Sources” tab
		2. Click on “Add Payment Source”
			1. Complete all four fields with red asterisk
				1. Owner User
				2. Payment Source Type (always choose “chart string”)
				3. Add new chart string to “Payment Source Number”
				4. Description
				5. And click create.
2. Changing the chart string for the user.
	1. Click on the “Billing” tab
	2. Choose “Orders in Review”
	3. Click on the order # (highlighted in blue)
	4. Choose the appropriate chart string from the “Payment Source” drop down list.
	5. Click “Save”
3. Reversing a journal that was created through NuCore, **but NOT yet reconciled.** According to accounting services a correction journal cannot be processed.
	1. The journal created through NuCore needs to be reversed **through NUPortal with a new journal ID.**
	2. The original NuCore journal needs to be failed (refer to reconciling section), once the reversal is posted.
	3. Once you have failed the original NuCore journal, then you can create a correct journal thorough NuCore.