

Adjust Entire Bill--Credit Bill

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Adjust Entire Bill--Credit Bill



The **Credit Entire Bill** action of the **Adjust Entire Bill** component allows the Billing Processor to create a reversing entry of the original invoice selected. This feature is used to process write-offs.

Core-CT requires that users select an adjustment reason. Two reasons are provided:

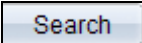
- **OTHER** (Other Adjustments)
- **WO** (Write-Off)

An Invoice can be only adjusted once.

Core-CT assigns a unique Invoice ID to the credit bill and sets its status to RDY. All credit bills require approval. See the topic *Working with Credit Bills* in the next section of this course for details about how to work with a credit bill.

Procedure

Navigation: Billing > Maintain Bills > Adjust Entire Bill

Step	Action
1.	Use the Adjust Entire Bill Find an Existing Value page to locate the invoice to view. The Business Unit field may default based on User ID. It is a required field. Enter AESM1 into the Business Unit field.
2.	Enter FED24110 into the Invoice field.
3.	Click the Search button. 

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Favorites | Main Menu > Billing > Maintain Bills > Adjust Entire Bill





New Window | Help | Personalize Page | http

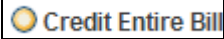


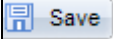
Adjust Entire Bill

Unit: AESM1 Bill To: FED005 Department of Agriculture
 Invoice: FED24110 Invoice Amt: 66,851.15 USD

Select Bill Adjustment Action	Adjustment Results
<input type="radio"/> No Bill Action <input checked="" type="radio"/> Credit Entire Bill <input type="radio"/> Credit & Rebill	*Credit Bill: <input type="text" value="NEXT"/> Rebill Bill: <input type="text" value="NEXT"/> Header Info 1

Adjustment Reason: 

 Save
  Return to Search
  Notify
  Refresh

Step	Action
4.	Click the Credit Entire Bill option. 
5.	Core-CT requires an Adjustment Reason for all adjustments. The Credit Entire Bill action is used to process write-offs of open Accounts Receivable Items. Click the Look up Adjustment Reason button. 
6.	Click the WO link. 
7.	Click the Save button. 

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Adjust Entire Bill

Unit: AESM1 Bill To: FED005 Department of Agriculture
 Invoice: FED24110 Invoice Amt: 66,851.15 USD

Select Bill Adjustment Action	Adjustment Results
<input checked="" type="radio"/> No Bill Action <input type="radio"/> Credit Entire Bill <input type="radio"/> Credit & Rebill	*Credit Bill: FED36987 Header Info 1 Rebill Bill: NEXT Header Info 1

Adjustment Reason:

Step	Action
8.	<p>Core-CT will assign a unique Invoice ID to the Credit Bill.</p> <p>The Credit Bill has a RDY status. However, it cannot be processed through the Finalize and Print Invoices process until it has been submitted for approval, supporting document has been supplied, and the bill has been approved.</p> <p>For details on the approval process see the UPK topics in the <i>Credit Bill Approvals</i> section.</p>
9.	<p>End of Procedure.</p>