

# Adjust Entire Bill--Credit and Rebill

Created on 2/19/2013 5:07:00 PM

## Table of Contents

Adjust Entire Bill--Credit and Rebill..... 1

### Adjust Entire Bill--Credit and Rebill



The **Credit & Rebill** action of the **Adjust Entire Bill** component allows the Billing Processor to create a reserving entry of the original invoice and also to create a duplicate copy of the original and to make changes on the copy (the Rebill). This action should be used to correct billing mistakes. It should not be used to write-off open items.

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

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

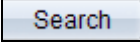
The appropriate adjustment reason for the **Credit & Rebill** action is OTHER. The WO option should not be selected with this action.

The Credit Bill and the Rebill Bill are assigned unique Invoice IDs. The Rebill Bill should be edited to reflect correct billing information. The credit bill requires approval. See the *Working with Credit Bills* topic for details on working with credit bills.

An invoice can only be adjusted once.

#### Procedure

Navigation: Billing > Maintain Bills > Adjust Entire Bill

Step	Action
1.	<p>Use the <b>Adjust Entire Bill Find an Existing Value</b> page to locate the invoice to view.</p> <p>The <b>Business Unit</b> field may default based on User ID. It is a required field.</p> <p>Enter <b>AESM1</b> into the <b>Business Unit</b> field.</p>
2.	<p>Enter <b>FED24111</b> into the <b>Invoice</b> field.</p>
3.	<p>Click the <b>Search</b> button.</p> 

ORACLE

Home | Worklist | Add to Favorites | Sign out

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: FED24111      Invoice Amt: 4,085.00      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: <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 <b>Credit &amp; Rebill</b> option. 
5.	Core-CT requires an <b>Adjustment Reason</b> for all adjustments. The <b>Credit &amp; Rebill</b> action is used to correct billing mistakes.  Always select OTHER as the adjustment reason when using the <b>Credit &amp; Rebill</b> action.  Do not select WO as the <b>Adjustment Reason</b> when using the <b>Credit &amp; Rebill</b> action.
6.	Click the <b>Look up Adjustment Reason</b> button. 
7.	Click the <b>OTHER</b> link. 
8.	Click the <b>Save</b> button. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

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

New Window | Help | Personalize Page | http

### Adjust Entire Bill

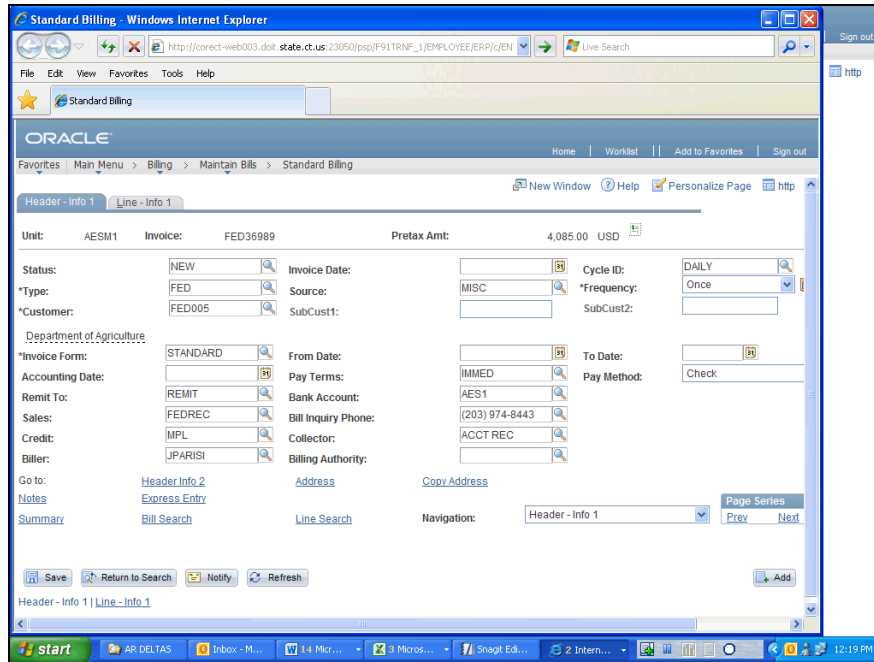
Unit: AESM1      Bill To: FED005      Department of Agriculture  
 Invoice: FED24111      Invoice Amt: 4,085.00      USD

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: <span style="border: 1px solid red; padding: 2px;">FED38988</span> <a href="#">Header Info 1</a> Rebill Bill: FED38989 <a href="#">Header Info 1</a>

Adjustment Reason: OTHER

Save | Return to Search | Notify | Refresh

Step	Action
9.	<p>Core-CT will assign a unique Invoice ID to the <b>Credit Bill</b>.</p> <p>The <b>Credit Bill</b> has a RDY status. However, it cannot be processed through the <b>Finalize and Print Invoices</b> process until it has been submitted for approval, supporting documentation has been supplied, and the bill has been approved.</p> <p>See the <i>Credit Bill Approvals</i> UPK topics in the next section for details on the approval process.</p>
10.	Core-CT will assign a unique Invoice ID to the <b>Rebill Bill</b> .
11.	<p>Click the <b>Header Info 1</b> link.</p> <p><a href="#">Header Info 1</a></p>



Step	Action
12.	<p>A window will open to the <b>Header-Info 1</b> page of the Rebill Bill.</p> <p>Once changes are made to the Rebill, change the Status to RDY; save the Rebill Bill, and run the Finalize and Print process.</p>
13.	<p><b>End of Procedure.</b></p>