## Adjust Entire Bill--Credit and Rebill Created on 2/19/2013 5:07:00 PM

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## Adjust Entire Bill--Credit and Rebill

Core-

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

	Home	Worklis	t    Add to	Favorites	Sign out
Favorites Main Menu > Billing > Maintain Bills > Adjust Entire Bill			1	@	-
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Adjust Entire Bill					
Enter any information you have and click Search. Leave fields blank for a list of all values.					
Find an Existing Value	_				
· → Search Criteria					
Business Unit: = 🔽					
Invoice: begins with					
Contract: begins with v					
Case Sensitive					
Search Clear Basic Search 🕅 Save Search Criteria					

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

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Step	Action
4.	Click the Credit & Rebill 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>
6.	Click the Look up Adjustment Reason button.
7.	Click the <b>OTHER</b> link.
8.	Click the Save button.

Step	Action
9.	Core-CT will assign a unique Invoice ID to the Credit Bill.
	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. See the <i>Credit Bill Approvals</i> UPK topics in the next section for details on the
	approval process.
10.	Core-CT will assign a unique Invoice ID to the <b>Rebill Bill</b> .
11.	Click the <b>Header Info 1</b> link. Header Info 1

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