

# Adjust Selected Bill Lines--Create Reversal and Rebill

Created on 2/19/2013 5:13:00 PM

## Table of Contents

Adjust Selected Bill Lines--Create Reversal and Rebill..... 1

### Adjust Selected Bill Lines--Create Reversal and Rebill



The **Adjust Selected Bill Lines** component should only be used for invoices that consist of multiple bill lines where one or more lines require adjustment. This process should be used to correct billing mistakes. It should not be used for write-offs.

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 **Create Reversal and Rebill** action is OTHER. The WO option should not be selected with this action.

The **Create Reversal and Rebill** action of the **Adjust Selected Bill Lines** component allows the Billing Processor to create an adjustment bill. The adjustment bill consists of a credit line with reversing entries and a rebill line with the original entries for each line selected from the original bill. The credit line cannot be updated, while the rebill line is where changes can be made.

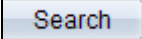
The credit bill and the rebill are assigned unique Invoice IDs.

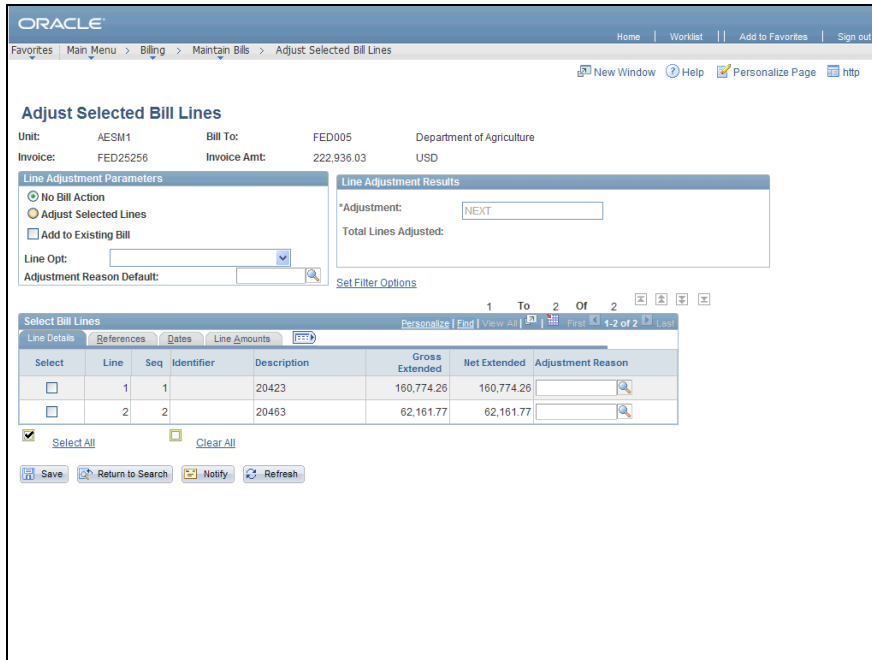
The credit bill requires approval. See the *Working with Credit Bills* topic for details on working with credit bills. The rebill bill should be edited to reflect correct billing information.

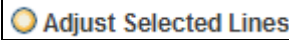





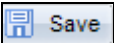
A bill line can only be adjusted once.

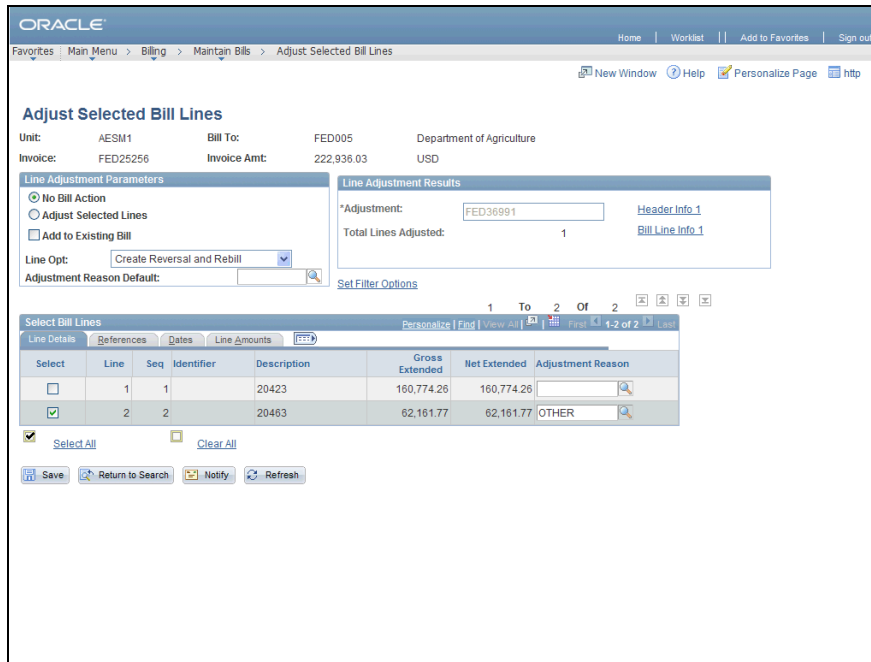
#### Procedure

Navigation: Billing > Maintain Bills > Adjust Selected Bill Lines

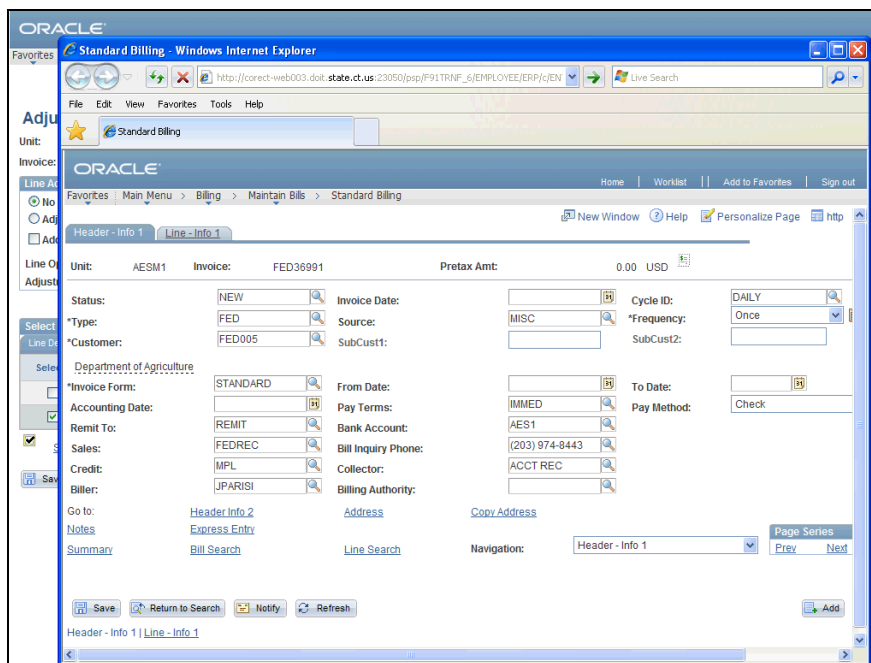
Step	Action
1.	<p>Use the <b>Adjust Selected Bill Lines Find an Existing Value</b> page to locate the invoice.</p> <p>The <b>Business Unit</b> field may default based on User ID. It is a required field.</p> <p>Enter <b>AESM1</b> into the <b>Business Unit</b> field.</p>
2.	<p>Enter <b>FED25256</b> into the <b>Invoice</b> field.</p>
3.	<p>Click the <b>Search</b> button.</p> 

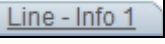


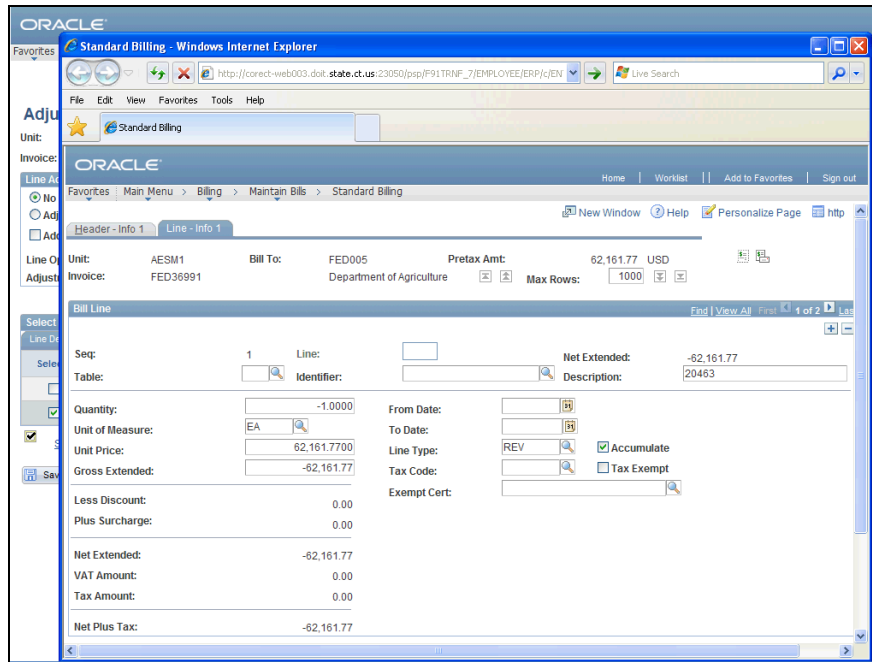
Step	Action
4.	Click the <b>Adjust Selected Lines</b> option. 
5.	Do not select <b>Add to Existing Bill</b> .
6.	Click the <b>Line Opt</b> list. 
7.	Click the <b>Create Reversal and Rebill</b> list item. 
8.	Click the Line 2 <b>Select</b> option. 
9.	Core-CT requires an <b>Adjustment Reason</b> for all adjustments. The <b>Credit Line</b> action is used to correct billing mistakes. Always select OTHER as the adjustment reason when using the <b>Credit Line</b> action. Do not select WO as the <b>Adjustment Reason</b> when using the <b>Credit Line</b> action.  Adjustment reasons can be selected using the <b>Adjustment Reason</b> field on the <b>Select Bill Lines</b> grid <b>Line Details</b> tab or using the <b>Adjustment Reason Default</b> field in the <b>Line Adjustments Parameters</b> group box.
10.	Click the <b>Look up Adjustment Reason</b> button. 
11.	Click the <b>OTHER</b> link. 
12.	Click the <b>Save</b> button. 




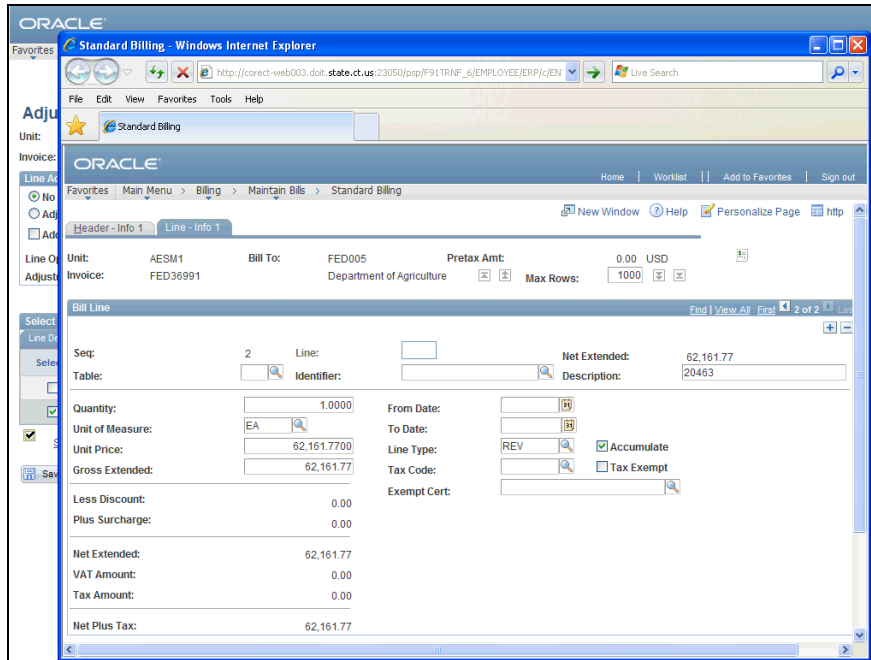
Step	Action
13.	Core-CT assigns a unique Invoice ID to the <b>Adjustment Bill</b> .
14.	Click the <b>Header Info 1</b> link. <a href="#">Header Info 1</a>




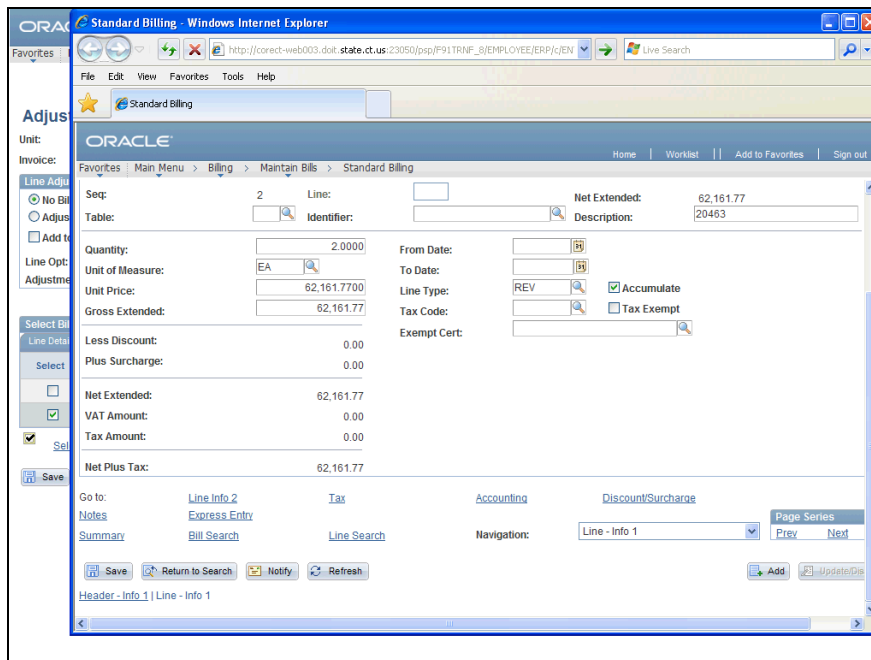
Step	Action
15.	A window will open to <b>Header-Info 1</b> page of the Adjustment Bill.  Changes can only be made to the selected Rebill Line (i.e. Bill Line Amount, Chartfield Values, etc.)
16.	Click the <b>Line - Info 1</b> tab. 

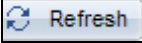


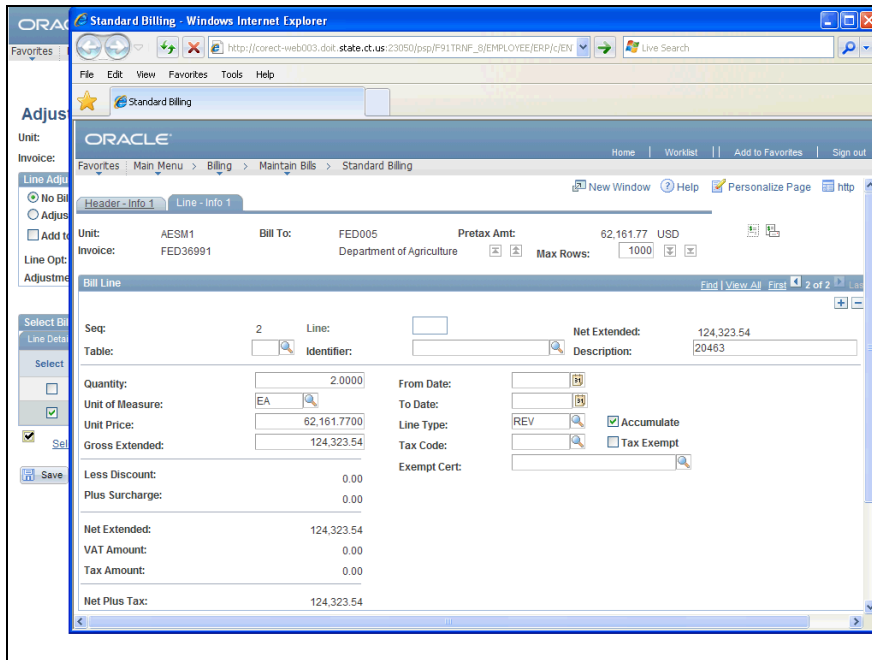
Step	Action
17.	Click the <b>Show next row</b> button to display the rebill row. 

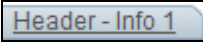


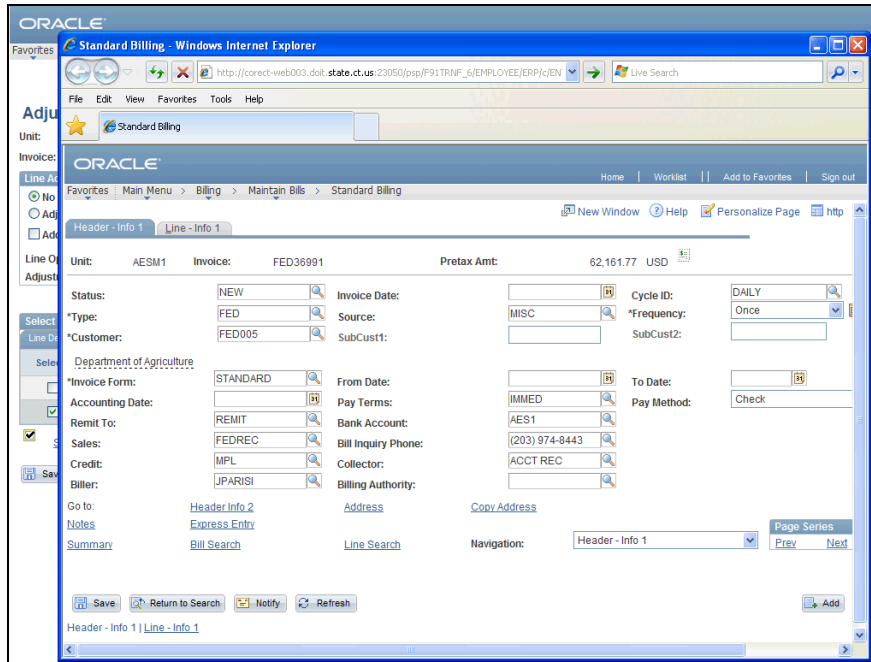
Step	Action
18.	Click in the <b>Quantity</b> field. 
19.	Enter <b>2</b> into the <b>Quantity</b> field.
20.	Click the scrollbar.



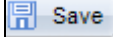


Step	Action
21.	Click the <b>Refresh</b> button. 
22.	Click the scrollbar.

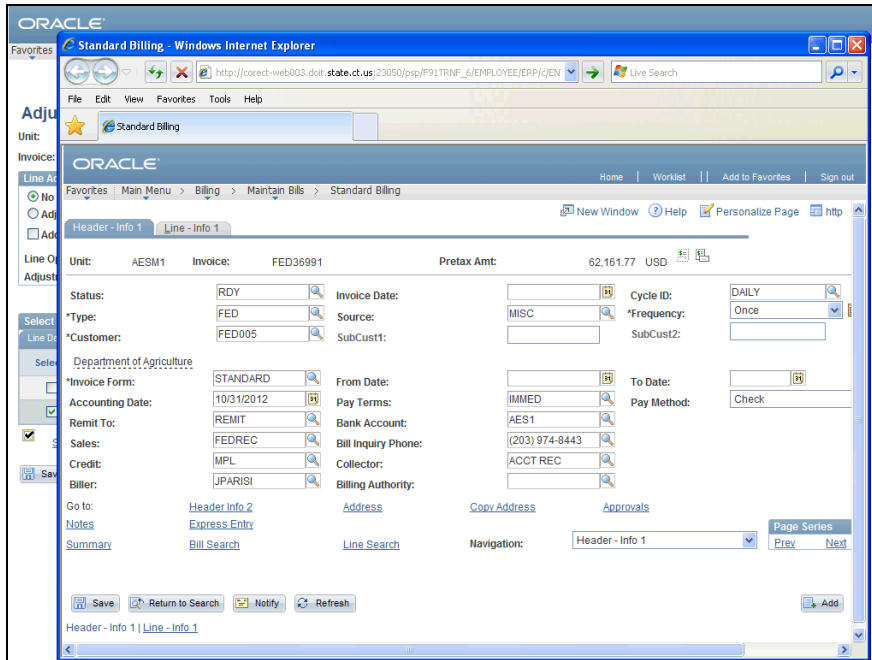


Step	Action
23.	Click the <b>Header - Info 1</b> tab. 



Step	Action
24.	Click the <b>Look up Status</b> button. 
25.	Click the <b>RDY</b> link. 
26.	Click the <b>Save</b> button. 





Step	Action
27.	<p>An <b>Approvals</b> link now appears on the <b>Header - Info 1</b> page. This link is triggered by clicking the <b>Save</b> button.</p> <p>Because the bill contains a credit line, 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>For details on the approval process see the <i>Credit Bill Approvals</i> UPK topics in the next section.</p>
28.	<p><b>End of Procedure.</b></p>