



In Core-CT 9.1 users must provide an adjustment reason when creating a credit bill through the **Adjust Entire Bill** or the **Adjust Selected Bill Lines** components. Adjustment reasons are required when adjusting an entire bill or adjusting selected bills lines. Aside from the requirement to supply an adjustment reason, the process for adjusting entire bills or adjusting selected bill lines is the same as it was in Core-CT 8.9.

All credit bills and any bill with a credit line must be approved before it can be processed by the Finalize and Print process and moved to the Accounts Receivable module. The approval process is covered in *Credit Bill Approvals*.

Adjust Entire Bill

An **Adjustment Reason** field is now found on the **Adjust Entire Bill** page.

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

Adjust Entire Bill

Unit: DOLM1 Bill To: DOT001 Dept. of Transportation
Invoice: ST23674 Invoice Amt: 210.00 USD

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

Adjustment Reason: WO

Core-CT 9.1 provides two adjustment reasons:

- **OTHER** (Other Adjustment)—use this reason for Credit & Rebills to correct billing mistakes
- **WO** (Write-Off)—use this reason with Credit an Entire Bill to write off open items

Adjust Selected Bill Lines

The Adjust Selected Bill Lines component is used to correct billing mistakes. It is not used to process write-offs. The appropriate choice for an adjustment reason is OTHER. WO should not be selected when adjusting a selected bill line.

An **Adjustment Reason Default** field is now found in the **Line Adjustments Parameters** group box and an **Adjustment Reason** field displays on each line in the **Line Details** tab of the **Select Bill Lines** section of the **Adjust Selected Bill Lines** page.

Favorites | Main Menu > Billing > Maintain Bills > Adjust Selected Bill Lines

Adjust Selected Bill Lines

Unit: DOTM1 Bill To: U05080 PINES CONDOMINIUM ASSOCIATION
 Invoice: U0213554 Invoice Amt: 275.00 USD

Line Adjustment Parameters

No Bill Action
 Adjust Selected Lines
 Add to Existing Bill

Line Opt: Create Net Adjustment Only

Adjustment Reason Default:

Line Adjustment Results

*Adjustment: NEXT

Total Lines Adjusted:

[Set Filter Options](#)

1 To 1 Of 1

Select Bill Lines Personalize | End | View All | First 1 of 1 | Last

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input type="checkbox"/>	1	1		U & O BILLING	275.00	275.00	<input type="text"/>

[Select All](#) [Clear All](#)

The value selected in the **Adjustment Reason Default** applies to all selected bill lines. The **Adjustment Reason** field applies to a single bill line. The value selected in this field overrides, for a single line, the value selected in the **Adjustment Reason Default** field.

The credit bills or bills with credit lines created by the Adjust Selected Bill Lines process require approval. See the next section of this course, *Credit Bill Approvals*, for details.