

Submit Supporting Documentation for a Write-Off Credit Bill

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Users must submit supporting documentation for any Credit Bill with an Adjustment Reason of WO (write-off). Approvers will review the supporting documentation. Write-offs are not approved if supporting documentation is not provided.

Credit Bills and bills with Credit Lines with the Adjustment Reason of OTHER require approval, but do not require supporting documentation.

In this example a user submits supporting documentation for a Credit Bill with an Adjustment Reason of WO.

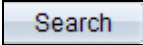
Procedure

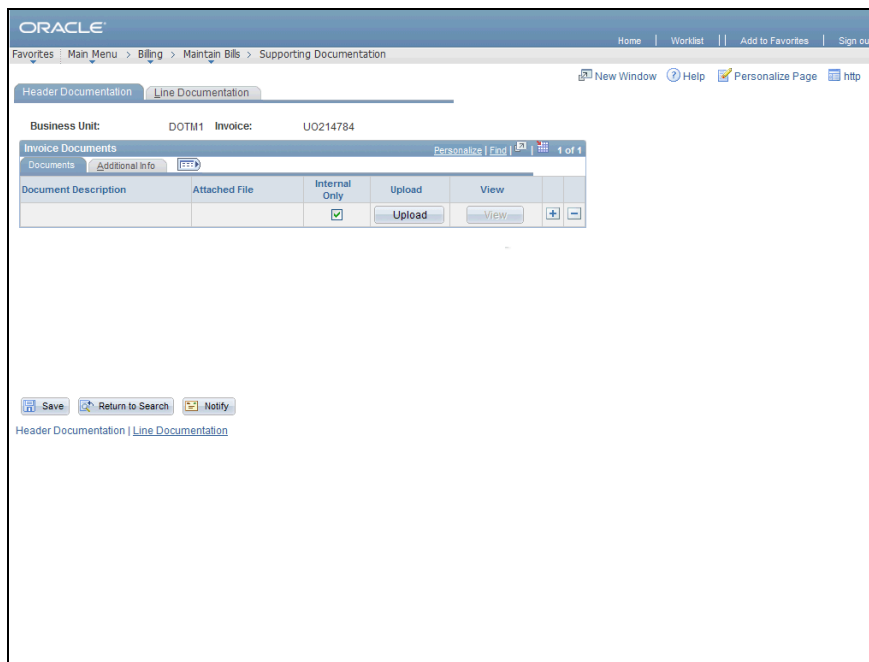
Navigation: Billing > Maintain Bills > Supporting Documentation

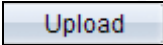
A screenshot of the Oracle web application interface for "Supporting Documentation". The page title is "Supporting Documentation" and the breadcrumb navigation is "Billing > Maintain Bills > Supporting Documentation". The page contains a search form with the following fields:

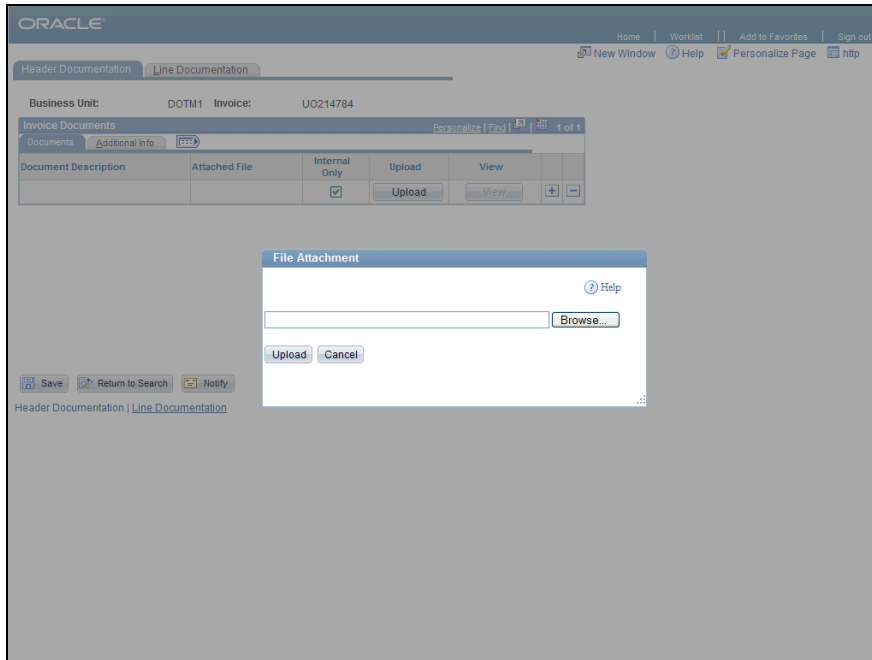
- Business Unit: = [dropdown]
- Invoice: begins with [dropdown]
- Bill Status: = [dropdown]
- Customer: begins with [dropdown]
- Contract: begins with [dropdown]
- Template Invoice Flag: = [dropdown]

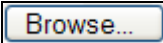
There is also a checkbox for "Case Sensitive". At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

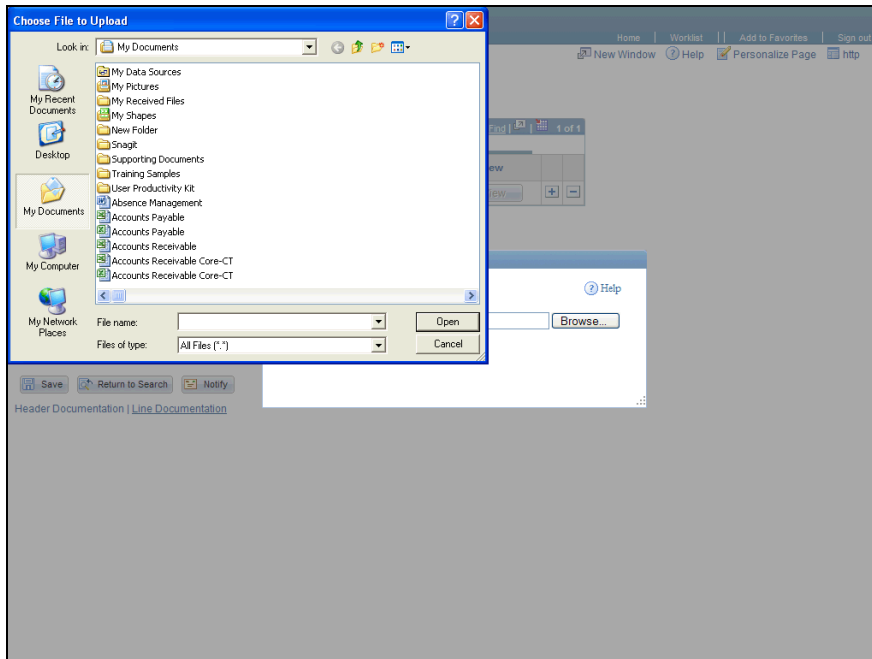
Step	Action
1.	Use the Supporting Documentation Find an Existing Value tab to locate the Credit Bill to which to attach supporting documentation. Enter DOTM1 into the Business Unit field.
2.	Enter UO214784 into the Invoice field.
3.	Click the Search button. 



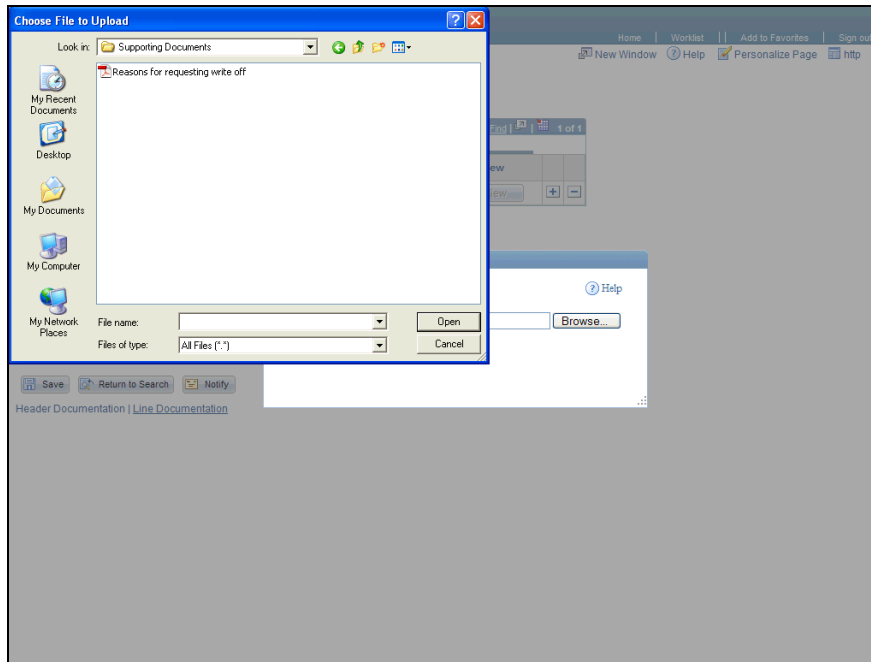
Step	Action
4.	Click the Upload button to upload supporting documentation. 

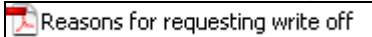



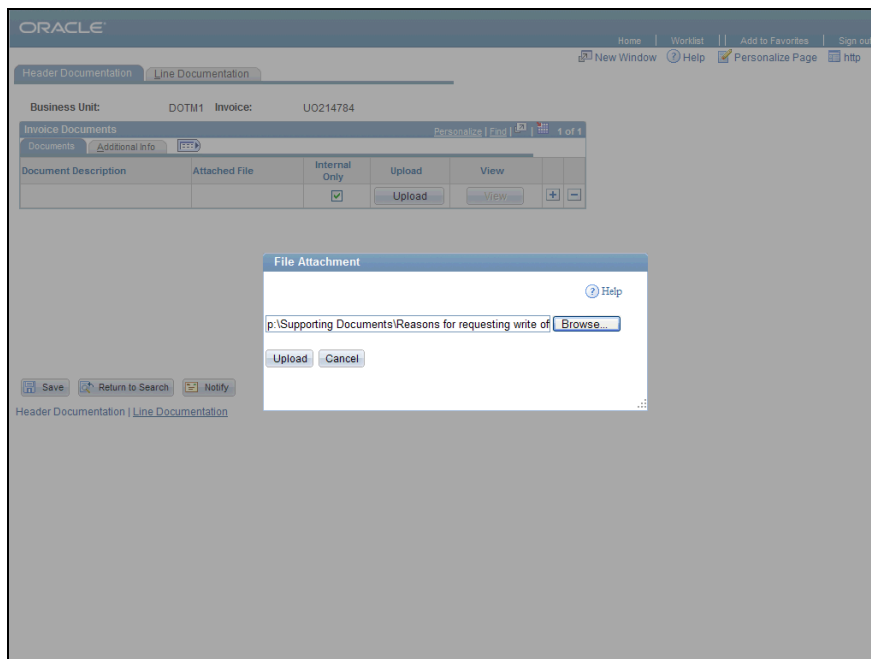
Step	Action
5.	Click the Browse... button. 

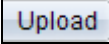


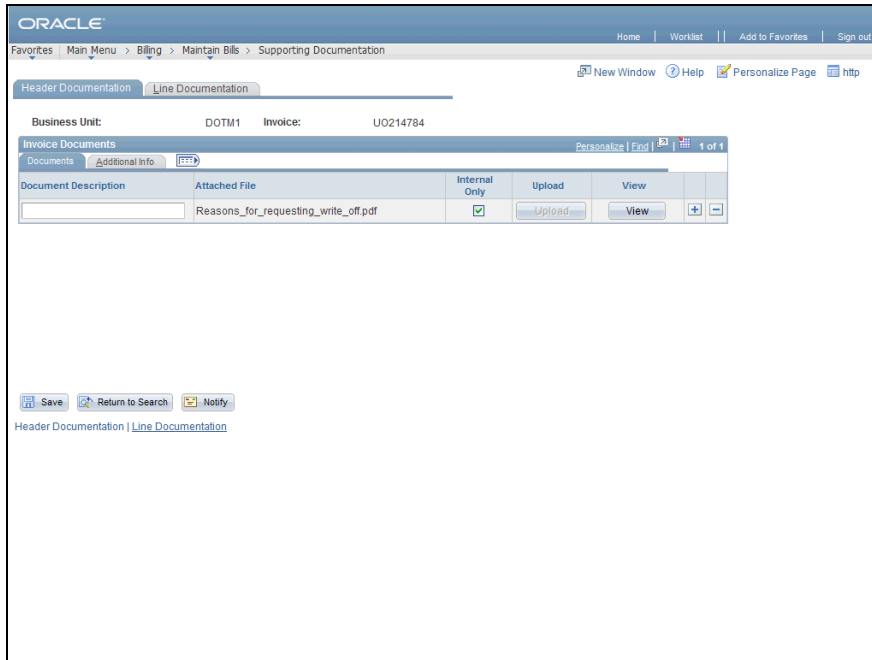
Step	Action
6.	Double-click the Supporting Documents list item.

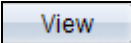


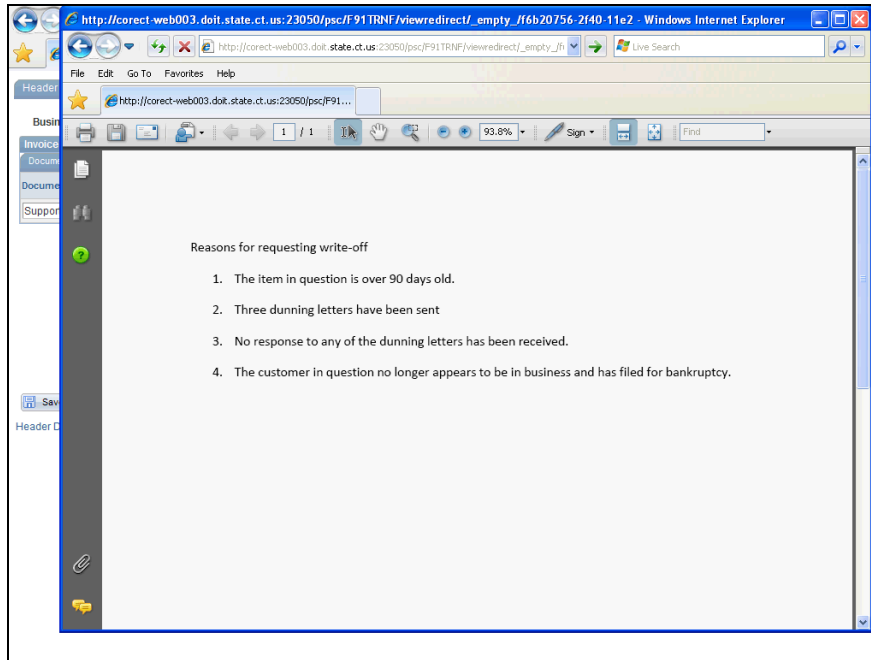
Step	Action
7.	Click the Reasons for requesting write off list item. 
8.	Click the Open button. 



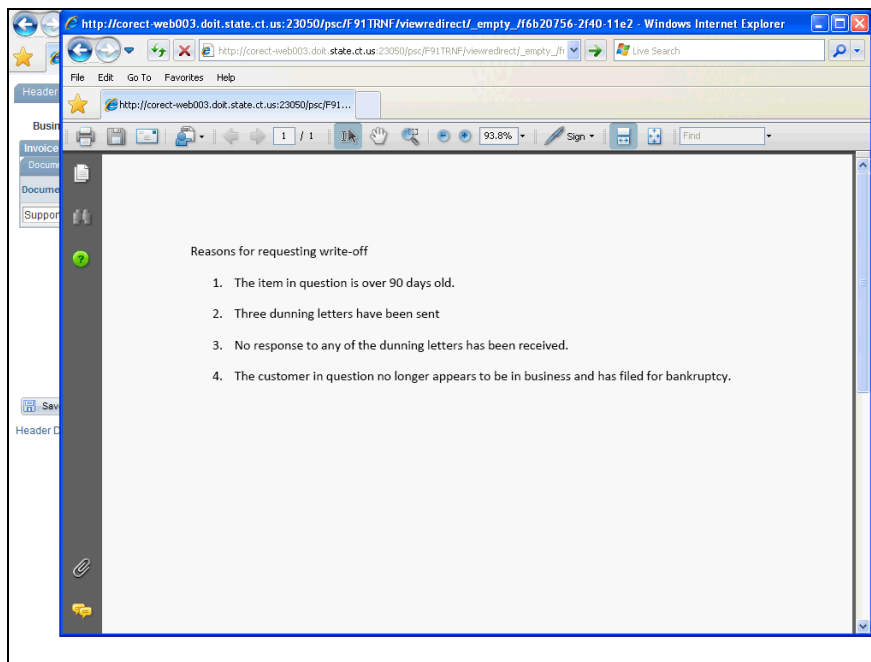
Step	Action
9.	Click the Upload button. 




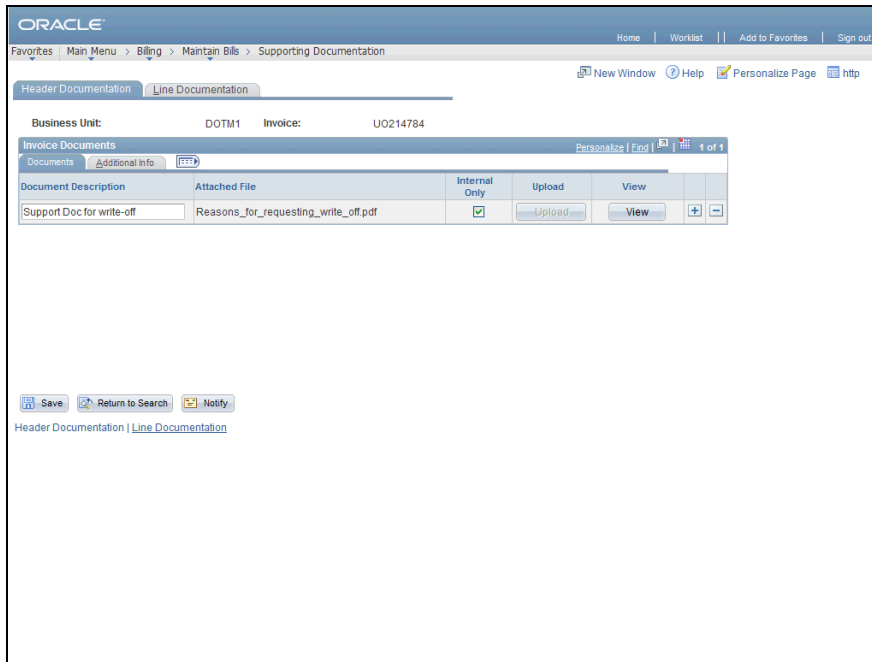
Step	Action
10.	Enter Support Doc for write-off into the Document Description field.
11.	Click the View button to view the document that was uploaded. 



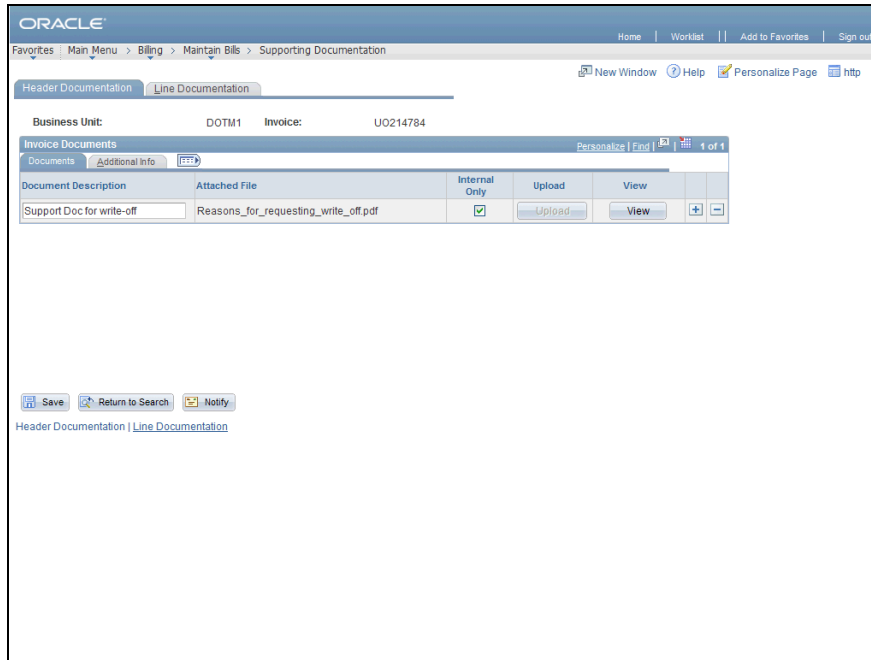
Step	Action
12.	The document displays in a new window.

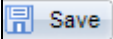


Step	Action
13.	Click the Close button. 



Step	Action
14.	<p>The Plus and Minus buttons are used to add or delete rows.</p> <p>Use the Plus button to add additional supporting documents.</p> <p>Use the Minus button to delete an existing document. (The document is deleted from this page, not the location from which it was uploaded.)</p>



Step	Action
15.	Click the Save button.  Save
16.	End of Procedure.