### Submit a Write-Off Credit Bill for Approval Created on 2/27/2013 9:03:00 AM

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## Submit a Write-Off Credit Bill for Approval

## Core-

After submitting supporting documentation for credit bills with an **Adjustment Reason** of WO users must submit the bill for approval on the **Approvals** page. Users can also add comments prior to submitting the bill for approval. Once the bill has been submitted, they can preview the approval routings for the bill.

Credit bills and bills with credit lines (i.e., those with an **Adjustment Reason** of OTHER) also must be submitted for approval. These bills do not require supporting documentation. The procedure for submitting these bills for approval is the same as that used with Credit bills with WO **Adjustment Reasons**.

In this example a user submits a Credit bill with an **Adjustment Reason** of WO for approval. This bill is routed to two approvers.

#### Procedure

Navigation: Billing > Maintain Bills > Supporting Documentation

ORACLE	
	Home   Worklist    Add to Favorites   Sign out
Favorites Main Menu > Billing > Maintain Bills > Supporting Documentation	
	🖉 New Window 🕜 Help 🛛 📝 Personalize Page 🔤 http
Header Documentation	
	-
Business Unit: DOTM1 Invoice: U0214784	
Invoice Documents	Personalize   Find   🚰   🚻 1 of 1
Documents Additional Info	
Document Description Attached File	Internal Only Upload View
Support Doc for write-off Reasons_for_requesting_write_off.pdf	View + -
Return to Search C Notify Header Documentation   Line Documentation	

Step	Action
1.	After submitting supporting documentation, use the breadcrumb navigation at the page to navigate to the <b>Header - Info 1</b> page.
	Click the <b>Maintain Bills</b> button. Maintain Bills

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		Copy Single Bill						
		Define Bill Copy Group						
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Step	Action
2.	Click the Standard Billing menu.
	Standard Billing

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Step	Action
3.	The <b>Header-Info 1</b> page of the Invoice displays.
	Click the Approvals link.

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Approvals					
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Invoice:	U0214784				
Pretax Amount:	-105.00				
Approval Status:	Initial				
Comment:	[2]				
l					
View Supporting Documentation	<u>n</u>				
Submit for Approval	Preview Approvals				
OK Cancel Refr	esh				

Step	Action
4.	The Approval Status of the bill is Initial. The bill has not yet been submitted for approval.Use the Comments field to add comments related to the bill.
	If the Bill is does not have an <b>Adjustment Reason</b> of WO, use the <b>Comments</b> field to indicate the reason for the adjustment/Credit Bill. These bills do not require supporting documentation prior to approval.
5.	Enter <b>Supporting doc is attached. Customer is out of business.</b> into the <b>Comment</b> field.

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Approvals		
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Approval Status:	Initial	
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Submit for Approval	I Preview Approvals	
OK Cancel I	Pofrach	
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Step	Action
б.	Click the Submit for Approval button.
	Submit for Approval

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Step	Action
7.	Click the <b>OK</b> button.

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Step	Action
8.	Click the Approvals link.
9.	The Approval Status of the Bill is now Pending. Click the Approval Monitor link. Approval Monitor

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P	Comment History				
View Sup	porting Documentation				
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Step	Action
10.	The bill has been routed to <b>Write-Off Approval Level 2</b> . It is pending that approval.
	The bill has not yet been routed to the Write-Off Approval Level 3.
	Click the <b>Expand</b> button.

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View Supporting Document	ation				
OK Cancel F	leftech				
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Step	Action					
11.	11. The comments will be visible to both approvers.					
	Click the <b>OK</b> button.					

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Step	Action
12.	Click the Save button.
13.	End of Procedure.