

Submit a Write-Off Credit Bill for Approval

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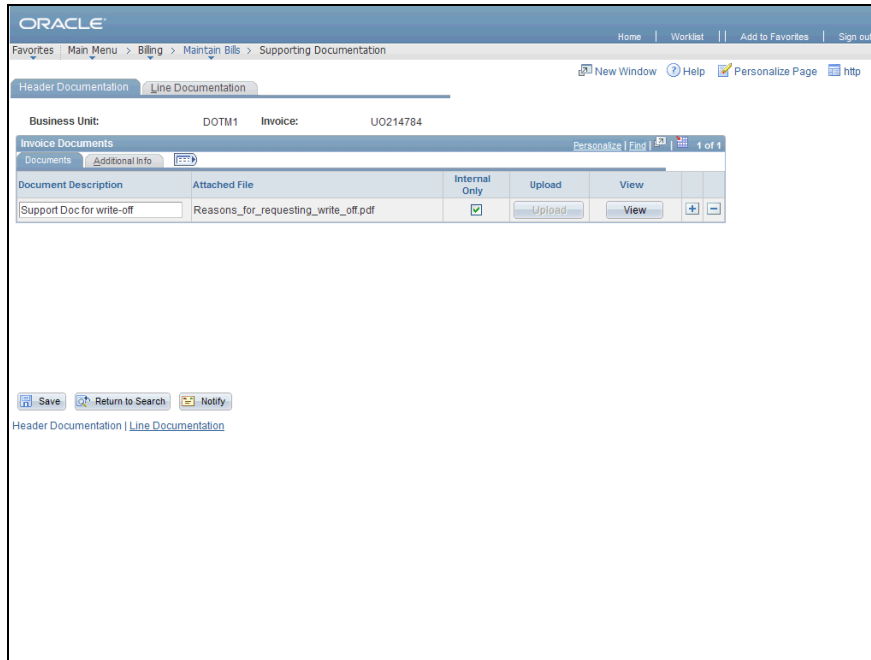
After submitting supporting documentation for credit bills with an **Adjustment Reason** of WO users must submit the bill for approval on the **Approvals** page. Users can also add comments prior to submitting the bill for approval. Once the bill has been submitted, they can preview the approval routings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

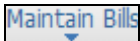
Credit bills and bills with credit lines (i.e., those with an **Adjustment Reason** of OTHER) also must be submitted for approval. These bills do not require supporting documentation. The procedure for submitting these bills for approval is the same as that used with Credit bills with WO **Adjustment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

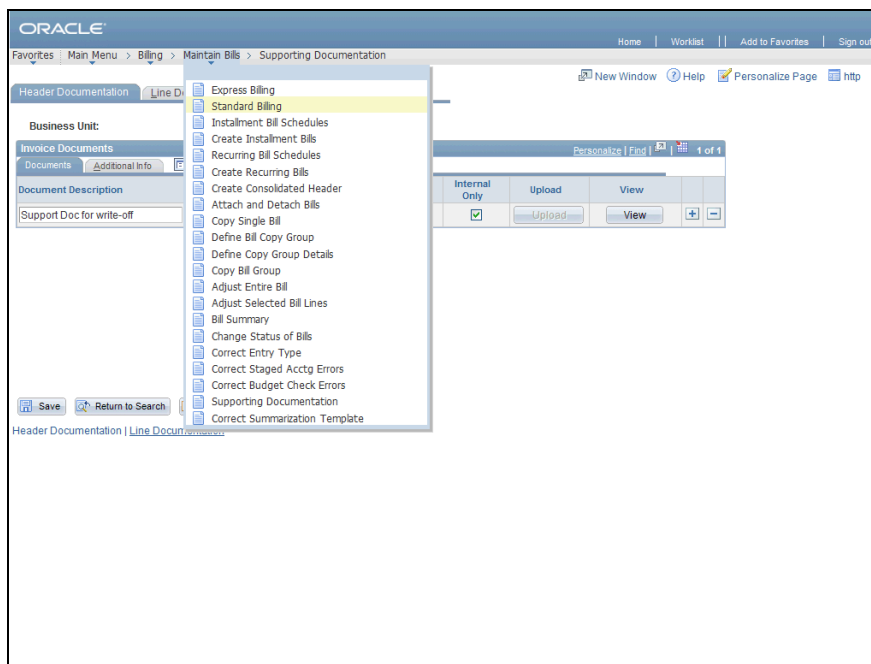
In this example a user submits a Credit bill with an **Adjustment Reason** of WO for approval. This bill is routed to two approvers.

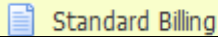
Procedure

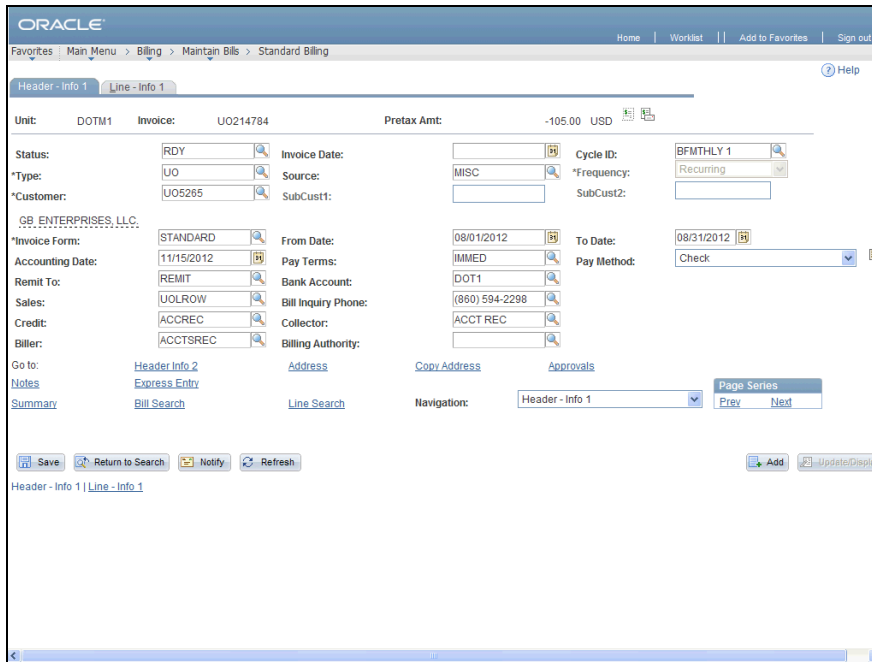
Navigation: Billing > Maintain Bills > Supporting Documentation

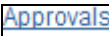


Step	Action
1.	<p>After submitting supporting documentation, use the breadcrumb navigation at the page to navigate to the Header - Info 1 page.</p> <p>Click the Maintain Bills button.</p> 



Step	Action
2.	Click the Standard Billing menu. 



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

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

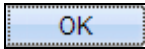
Help

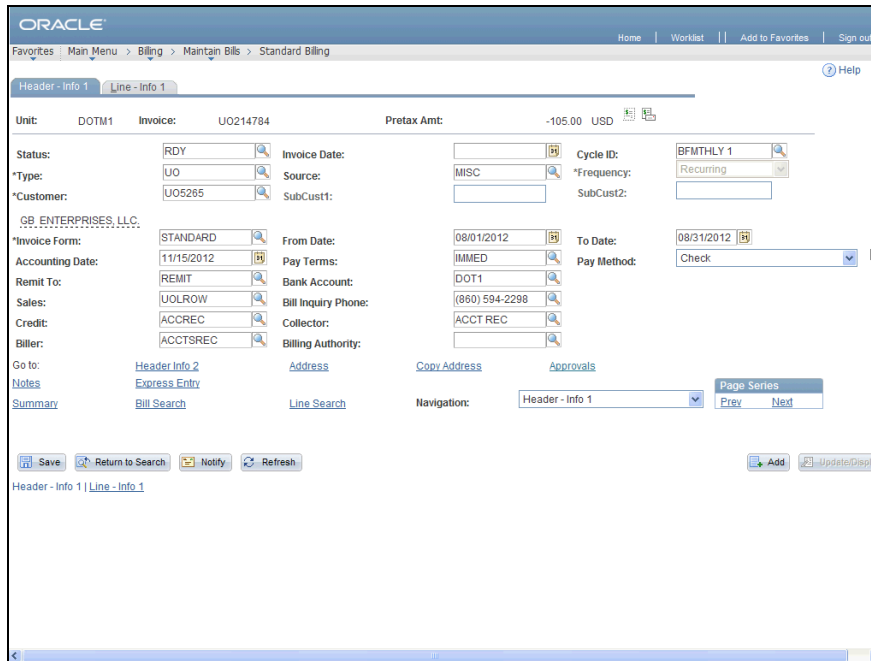
Approvals

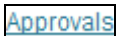

Business Unit: DOTM1
 Invoice: UO214784
 Pretax Amount: -105.00
 Approval Status: Initial
 Comment:

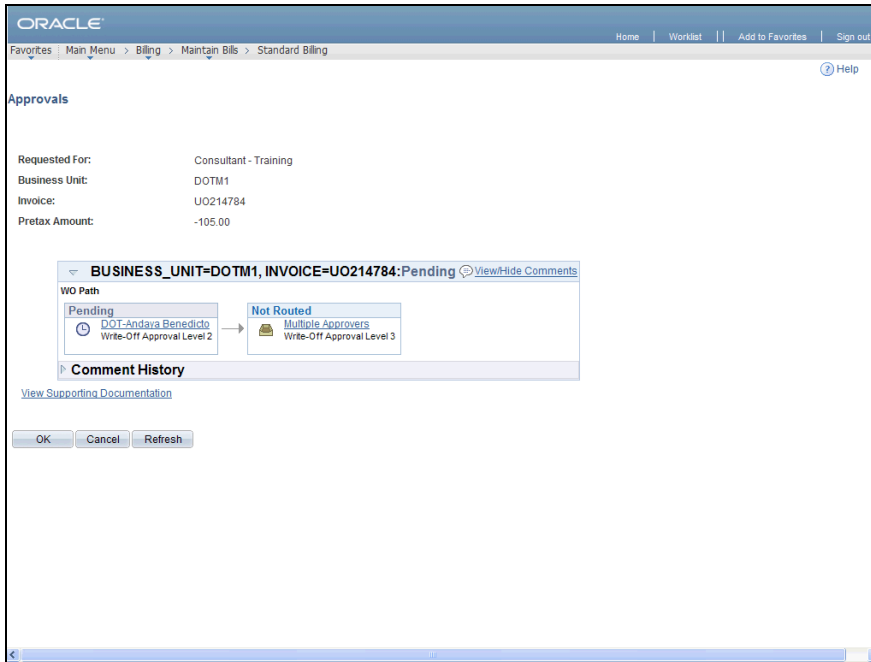
[View Supporting Documentation](#)


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

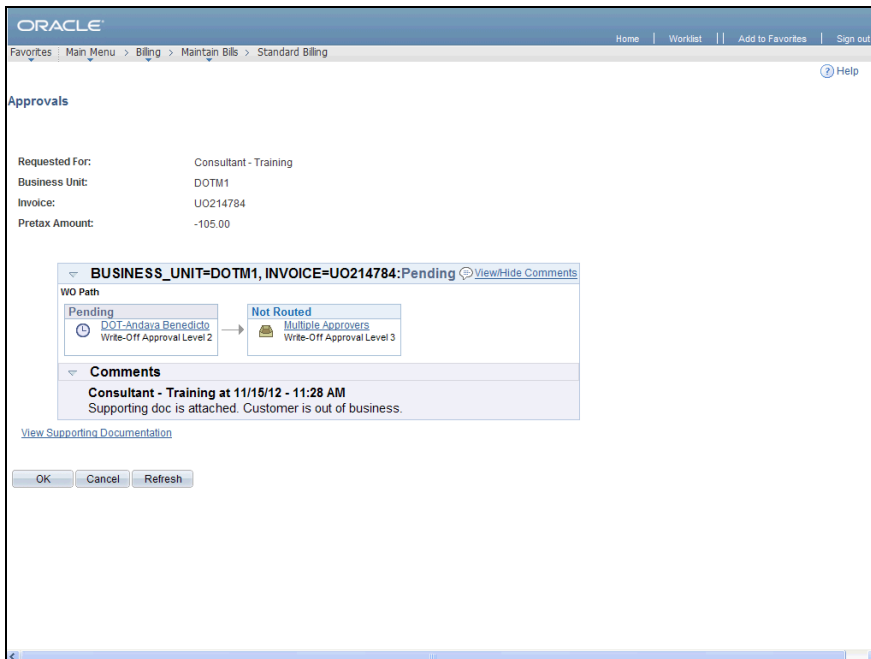
Step	Action
7.	Click the OK button. 

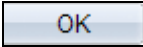


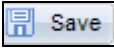
Step	Action
8.	Click the Approvals link. 
9.	The Approval Status of the Bill is now Pending. Click the Approval Monitor link. 



Step	Action
10.	<p>The bill has been routed to Write-Off Approval Level 2. It is pending that approval.</p> <p>The bill has not yet been routed to the Write-Off Approval Level 3.</p> <p>Click the Expand button.</p> 



Step	Action
11.	<p>The comments will be visible to both approvers.</p> <p>Click the OK button.</p> 

Step	Action
12.	<p>Click the Save button.</p> 
13.	<p>End of Procedure.</p>