Working with Invoice Corrections Created on 2/27/2013 9:10:00 AM

Table of Contents

Working with Invoice Corrections	1
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Working with Invoice Corrections

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All credit bills and bill lines with an **Adjustment Reason** of OTHER require approval by the Level 1 approver, the Biller. These credit bills must be submitted for approval and will be automatically approved once the Biller has clicked the **Submit for Approval** button on the **Approvals** page.

In this example, a user has created a credit bill with an **Adjustment Reason** of OTHER and submits the bill for approval.

Procedure

Navigation: Billing > Maintain Bills > Adjust Entire Bill

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Step	Action
1.	A user has completed the Adjust Entire BillCredit an Entire Bill action with an Adjustment Reason of OTHER and is now ready to review the Credit Bill.
	For more information on crediting an entire bill see the UPK topic <i>Adjust Entire BillCredit Bill</i> .
	Click the Header Info 1 link. Header Info 1

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Step	Action
2.	The Status of the Credit Bill is RDY. However, this bill must be approved before it can be picked up by the Finalize and Print Invoices process.
3.	Click the Approvals link. Approvals

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Step	Action
4.	The current Approval Status of the bill is Initial. This bill will be automatically approved when the Biller clicks the Submit for Approval button.Credit Bills with an adjustment reason of OTHER only require Level 1 approval.
	Level 1 Approvers are Billers.
5.	Click the Submit for Approval button. Submit for Approval

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Step	Action
6.	Click the OK button.

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Step	Action
7.	Click the Approvals link to review the approval status of the bill.

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Step	Action
8.	The Approval Status of the bill is now Approved.
9.	Click the Preview Approvals button. Preview Approvals

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Step	Action
10.	The Approval Routing section indicates that the bill was self approved by a Level 1 approver.
11.	End of Procedure.