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.
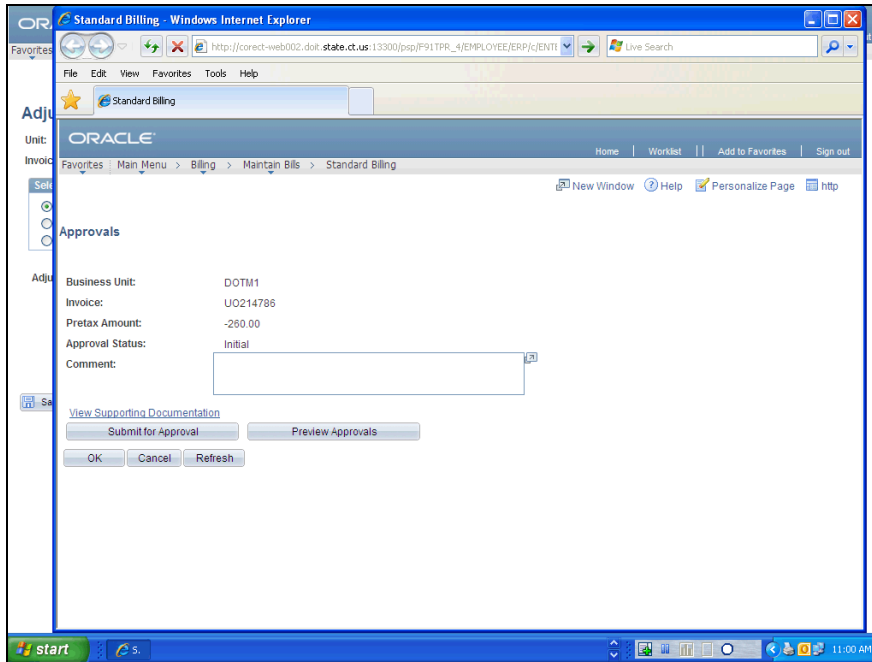
Procedure

Navigation: Billing > Maintain Bills > Adjust Entire Bill
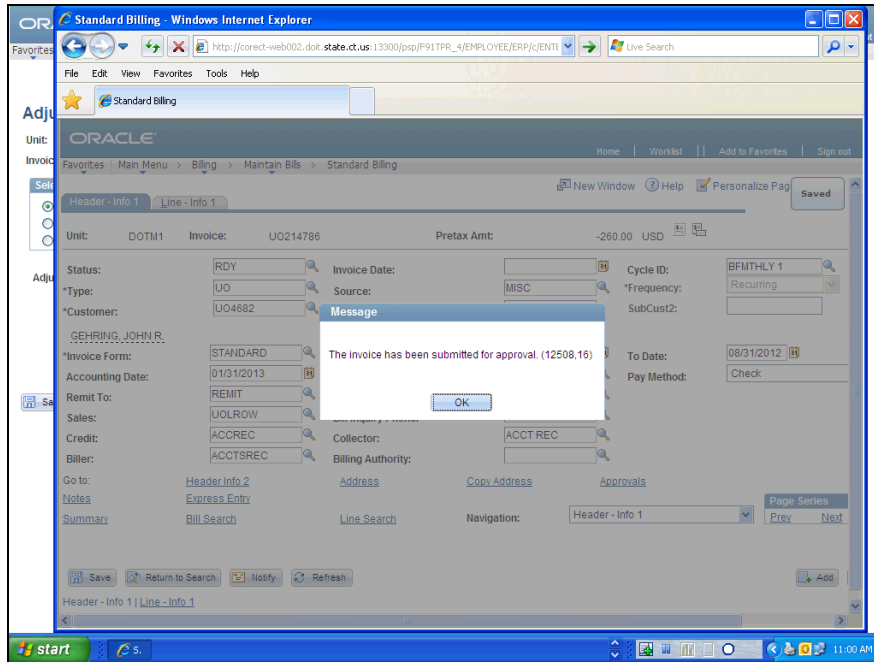
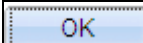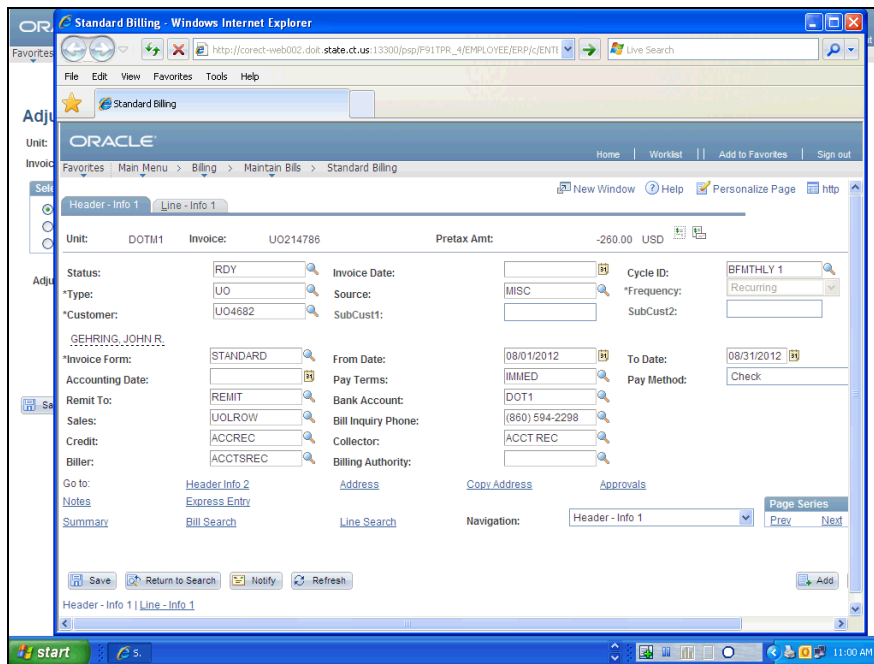| Step	Action
1.	A user has completed the Adjust Entire Bill--Credit an Entire Bill action with an **Adjustment Reason** of OTHER and is now ready to review the Credit Bill. For more information on crediting an entire bill see the UPK topic *Adjust Entire Bill--Credit Bill*. Click the **Header Info 1** link. Header Info 1
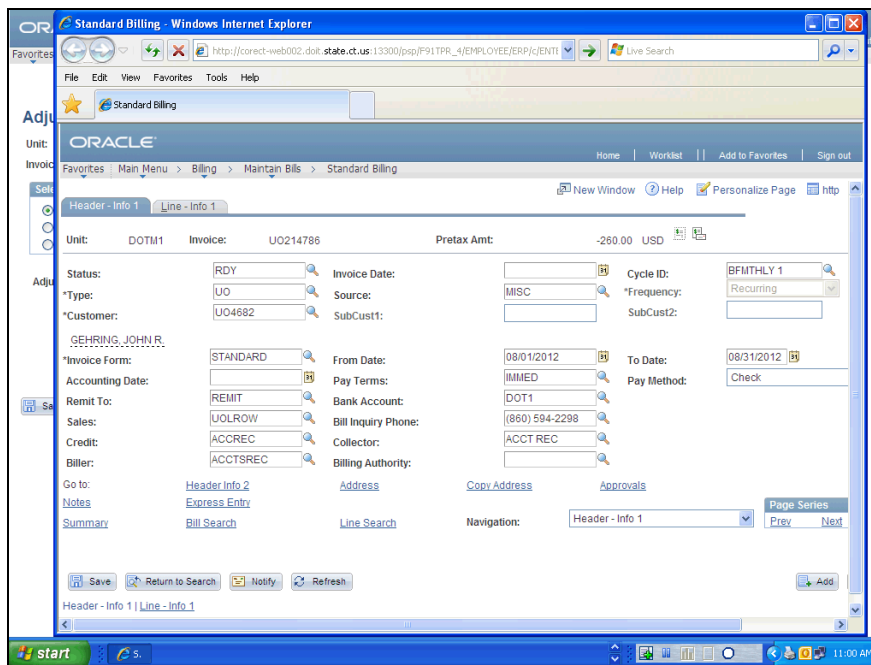
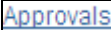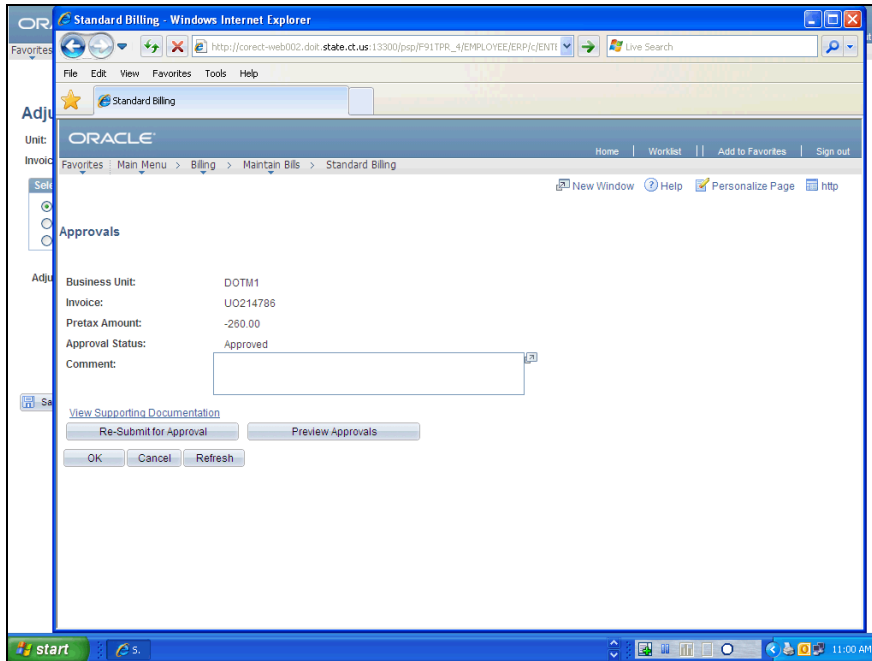| Step	Action
2.	The **Status** of the Credit Bill is RDY. However, this bill must be approved before it can be picked up by the **Finalize and Print Invoices** process.
3.	Click the **Approvals** link. Approvals

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.
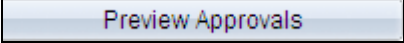
Step	Action
6.	Click the **OK** button.

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

Step	Action
8.	The **Approval Status** of the bill is now Approved.
9.	Click the **Preview Approvals** button.
	Preview Approvals
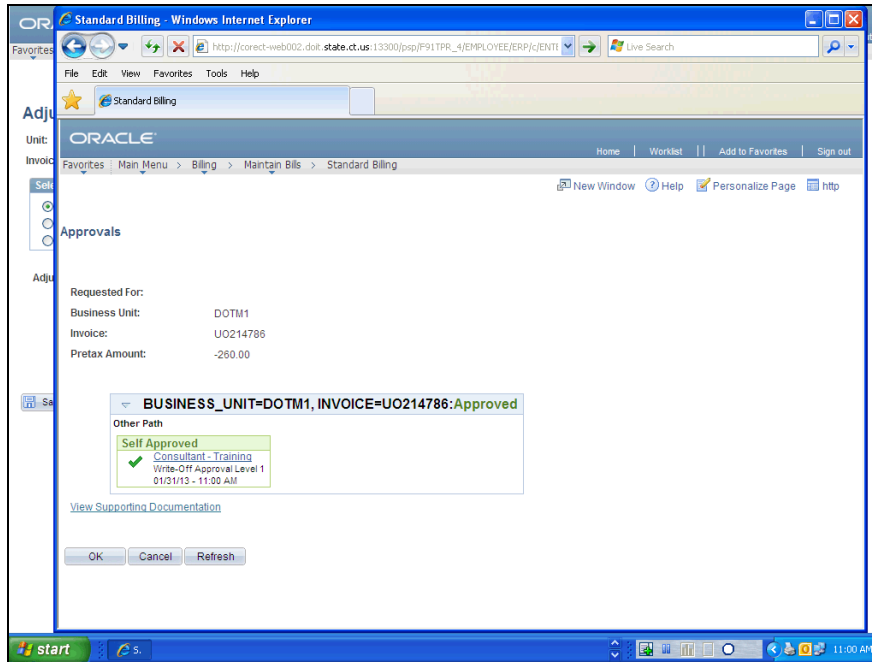
Step	Action
10.	The Approval Routing section indicates that the bill was self approved by a Level 1 approver.
11.	**End of Procedure.**