Working with Write-Off Credit Bills Created on 2/27/2013 8:58:00 AM

Table of Contents

Working with Write-Off Credit Bills	1
working with write on creat binstances and a second s	•

Working with Write-Off Credit Bills

Core-

All credit bills and bills with credit lines require approvals. After creating a credit bill or a bill with a credit line through the **Adjust Entire Bill** or **Adjust Selected Bill Lines** process users should review the resulting credit bill or bill with a credit line.

An **Approvals** link appears on the **Header – Info 1** page for these bills. The **Approvals** page allows users to preview the approval routing for the bill. Billing Processors also use this page to add comments, to view any supporting documentation that has been submitted for the bill, and to submit the bill for approval.

Approvers use the **Approval** page to view comments, review supporting documents, and to approve, deny, or pushback, the credit bill or bill with one or more credit lines.

In this example a user has adjusted an entire bill with an adjustment reason of WO and reviews the Approval Routing for the resulting credit bill. In the topic *Submitting Supporting Documentation*, the user submits documents supporting the requested write-off.

The other topics in this section cover submitting the bill for approval and approving the bill— Submitting a Write-Off Credit bill for Approval and Approving a Write-Off Credit Bill.

Procedure

Navigation:

Billing > Maintain Bills > Adjust Entire Bill Billing > Maintain Bills > Adjust Selected Bill Lines Billing > Maintain Bills > Standard Bills

ORAC	LE'									1
Favorites M	ain Menu > Billing >	Maintain Bills > A	Adjust Entire Bill				Home	vvorklist	Add to Favorites	Sign out
•	• • •	*					2 New Window	(2) Help	Personalize Page	http
								0.000	,	
Adjust	Entire Bill									
Unit:	DOTM1	Bill To:	U05265		GB ENTERPRISE	S, LLC.				
Invoice:	U0214769	Invoice An	nt: 105.00		USD					
Select B	ill Adiustment Action	Adi	ustment Results							
💿 No F	kill Action		redit Dille	1021479	4	1				
O Cree	lit Entire Bill		abill Rill	NEXT	-	Header Info 1				
O Cree	lit & Rebill		ebii bii.	maxi		Header IIIIO I				
		WO								
Adjustme	ent Reason:	WO	~							
🔚 Save	Return to Search	Previous in Lis	t Next in List	Notify	C Refresh					

Step	Action
1.	A user has completed the Adjust Entire BillCredit an Entire Bill action with an Adjustment Reason of WO 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

C Sta	andard Billing - Windo	ws Internet Explorer						
G	😔 - 🔸 🗙 🙋	http://corect-web003.doit.	tate.ct.us:2309	50/psp/F91TRN	F_2/EMPLOYE	e/erp/c/en 🍟 🄶	Nive Search	₽ -
File	Edit View Favorites	Tools Help						
	🏀 Standard Billing							
0	RACLE							
Favori	ites Main Menu > Bill	ing > Maintain Bills >	Standard Billin	g			Home Worklist Add	i to Favorites Sign out
		•		ß	New Win	tow 🕜 Help 屠	Personalize Page 📰 http	1
ne - Int	fo 1							
In	voice: U021478	4	Pretax Amt:		-105	.00 USD		
	RDY 0	Invoice Date:		MISC	ii Q	Cycle ID: *Frequency:	BFMTHLY 1	
	005265	SubCust1:				SUDCUST2:		
LC.	STANDARD	From Date:		08/01/2012	B	To Date:	08/31/2012	
	25	Pay Terms:		IMMED	Q	Pay Method:	Check	✓
	REMIT	Bank Account:		DOT1	Q			
	UOLROW	Bill Inquiry Phone:		(860) 594-22	298 🔍			
	ACCREC	Collector:		ACCT REC	Q			
	ACCTSREC	Billing Authority:			9			
He	ader Info 2	Address	Copy A	ddress	App	rovals		
Exp	press Entry						Page Series	
Bill	I Search	Line Search	Naviga	tion:	Header -	Info 1	Prev Next	
to Sea	arch 🔚 Notify 🕄	Refresh					Add +	2 Update/Display
<u>nfo 1</u>								

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 to review the Approval Routing. Approvals

C	DRACLE			
Favo	🖉 Standard Billing - Windows	Internet Explorer	_ _ _ _ _ _ _ _ _ _	ut
	🔆 🖸 - 🖌 🗶 🖻 h	ttp://corect-web003.doik. state.ct.us :23050/psp/F91TRNF_2 EMPLOYEE/ERP/c/EN 🎴 🍑 餐 Live Search	🖉 🕶 nttp	
	File Edit View Favorites To	ols Help		
A	🎓 🖉 Standard Biling			
li	ORACLE			
	Favorites Main Menu > Biling	Maintain Bills > Standard Billing	i Sign out	
		Ť	? Help	
l	Approvals			
	Business Unit:	DOTM1		
	Invoice:	U0214784		
	Pretax Amount:	-105.00		
	Approval Status:	Initial		
	Comment:			
	View Supporting Documentation			
	Submit for Approval	Preview Approvals		
	OK Cancel Refr	esh		

Step	Action
4.	Click the Preview Approvals button.
	Preview Approvals

Standard Billing - Windows Internet Explorer		
Image: State of the state of	C/EN Y Y Live Search	
File Edit View Favorites Tools Help		
C Standard Biling		
	Home Worklist Add to Favorites	Sign out
-avorites Main Menu > Biling > Maintain Bilis > Standard Biling		Quals
		Help
lpprovals		
Requested For:		
Business Unit: DOTM1		
Invoice: UO214784		
Pretax Amount: -105.00		
- BUSINESS_UNIT=DOTM1, INVOICE=UO214784:Initiated		
WO Path		
Pending Not Routed		
DOT-Andaya Benedicto Write-Off Approval Level 2		
Comments:		
View Supporting Decumentation		
new Supporting Documentation		
Cubmit for Americal		
Submit for Approval		

Step	Action
5.	This bill will be routed to two approvers because it is a credit bill with an Adjustment Reason of WO. Bills related to write-offs require two levels of approval.
	The bill has not yet been routed because it has not been submitted for approval.
6.	Click the OK button.
7.	
	End of Procedure.