

Adjust Selected Bill Lines--Credit Line

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The **Adjust Selected Bill Lines** component should only be used for invoices that consist of multiple bill lines where one or more lines require adjustment. This process should be used to correct billing mistakes. It should not be used for write-offs.

The **Credit Line** action of the **Adjust Selected Bill Lines** component allows the Billing Processor to create a reserving entry for each original bill line selected.

Core-CT requires that users select an adjustment reason. Two reasons are provided:

- **OTHER** (Other Adjustments)
- **WO** (Write-Off)

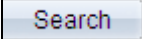
The appropriate adjustment reason for the **Credit Line** action is **OTHER**. The **WO** option should not be selected with this action.

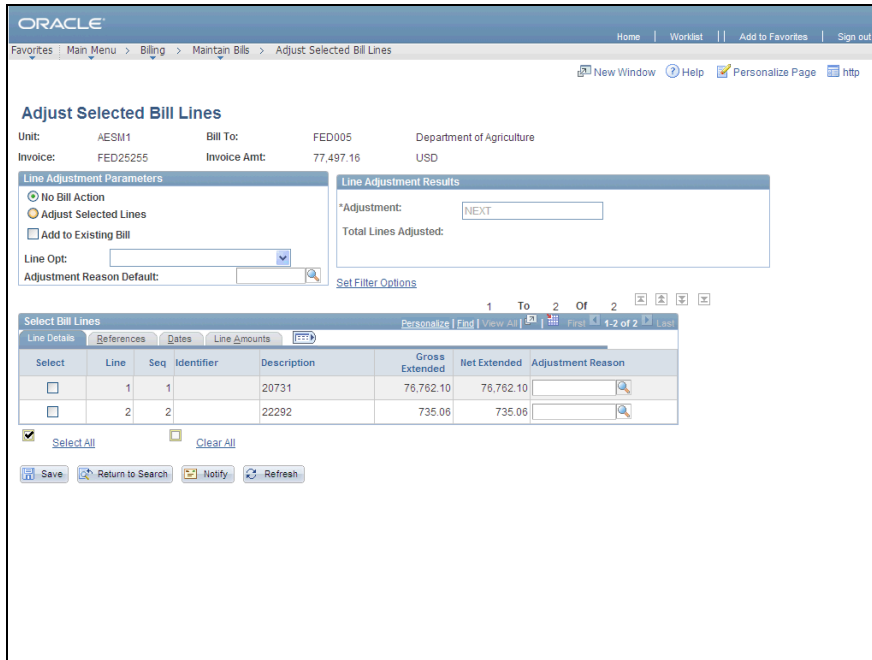
Core-CT 9.1 creates a new Adjustment Bill consisting of a credit line for each line. This bill is assigned a unique Invoice ID. The credit bill requires approval. See the *Working with Credit Bills* topic for details on working with credit bills.


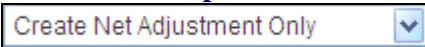




A bill line can only be adjusted once.

Procedure

Navigation: Billing > Maintain Bills > Adjust Selected Bill Lines

Step	Action
1.	<p>Use the Adjust Selected Bill Lines Find an Existing Value page to locate the invoice.</p> <p>The Business Unit field may default based on User ID. It is a required field.</p> <p>Enter AESM1 into the Business Unit field.</p>
2.	<p>Enter FED25255 into the Invoice field.</p>
3.	<p>Click the Search button.</p> 



Step	Action
4.	Click the Adjust Selected Lines option. 
5.	Do Not select Add to Existing Bill .
6.	Click the Line Opt list. 
7.	Click the Credit Line list item. 
8.	Core-CT requires an Adjustment Reason for all adjustments. The Credit Line action is used to correct billing mistakes. Always select OTHER as the adjustment reason when using the Credit Line action. Do not select WO as the Adjustment Reason when using the Credit Line action. Adjustment reasons can be selected using the Adjustment Reason Default field in the Line Adjustments Parameters group box or using the Adjustment Reason field on the Select Bill Lines grid Line Details tab.
9.	Click the Look up Adjustment Reason Default button. 
10.	Click the OTHER link. 
11.	Click the Select option for Line 2. 
12.	The Adjustment Reason field in the Select Bill Lines grid Line Details tab populates based on the value selected in the Adjustment Reason Default field.

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Favorites | Main Menu > Billing > Maintain Bills > Adjust Selected Bill Lines

New Window | Help | Personalize Page | http

Adjust Selected Bill Lines

Unit: AESM1 Bill To: FED005 Department of Agriculture
 Invoice: FED25255 Invoice Amt: 77,497.16 USD

Line Adjustment Parameters

No Bill Action
 Adjust Selected Lines
 Add to Existing Bill

Line Opt: Credit Line

Adjustment Reason Default: OTHER

[Set Filter Options](#)

Line Adjustment Results

*Adjustment: NEXT

Total Lines Adjusted:

Select Bill Lines

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input type="checkbox"/>	1	1		20731	76,762.10	76,762.10	
<input checked="" type="checkbox"/>	2	2		22292	735.06	735.06	OTHER

Select All Clear All

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Step	Action
13.	Click the Save button.

Save

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Adjust Selected Bill Lines

Unit: AESM1 Bill To: FED005 Department of Agriculture
 Invoice: FED25255 Invoice Amt: 77,497.16 USD

Line Adjustment Parameters

No Bill Action
 Adjust Selected Lines
 Add to Existing Bill

Line Opt: Credit Line

Adjustment Reason Default: OTHER

[Set Filter Options](#)

Line Adjustment Results

*Adjustment: FED36990 [Header Info 1](#)

Total Lines Adjusted: 1 [Bill Line Info 1](#)

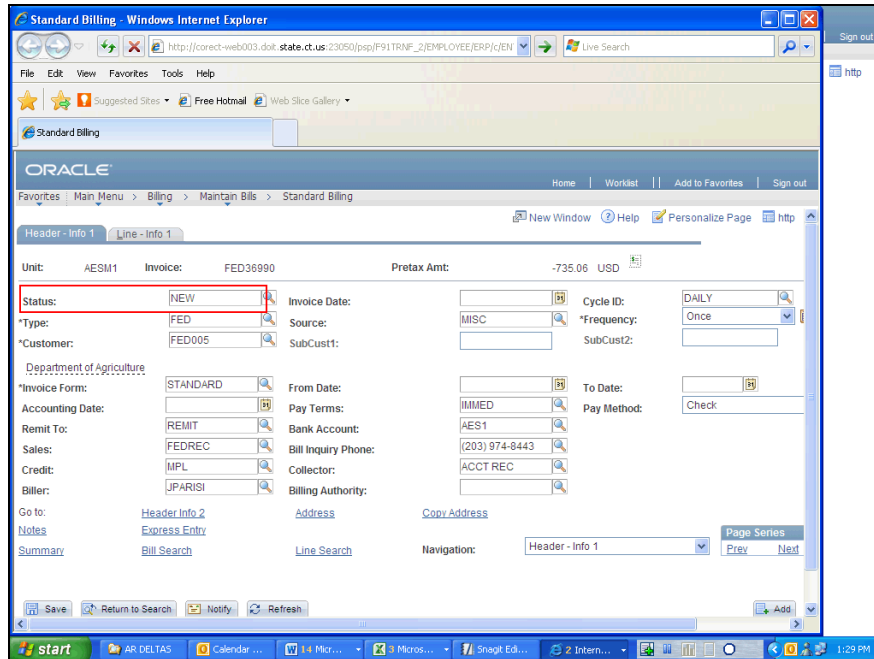
Select Bill Lines


Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input type="checkbox"/>	1	1		20731	76,762.10	76,762.10	
<input checked="" type="checkbox"/>	2	2		22292	735.06	735.06	OTHER

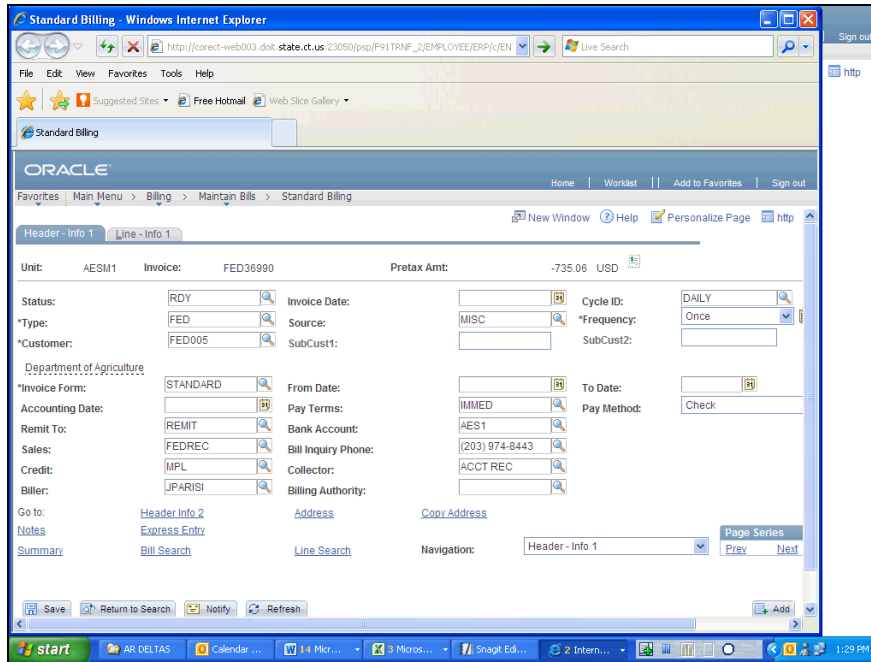
Select All Clear All

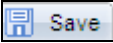
[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

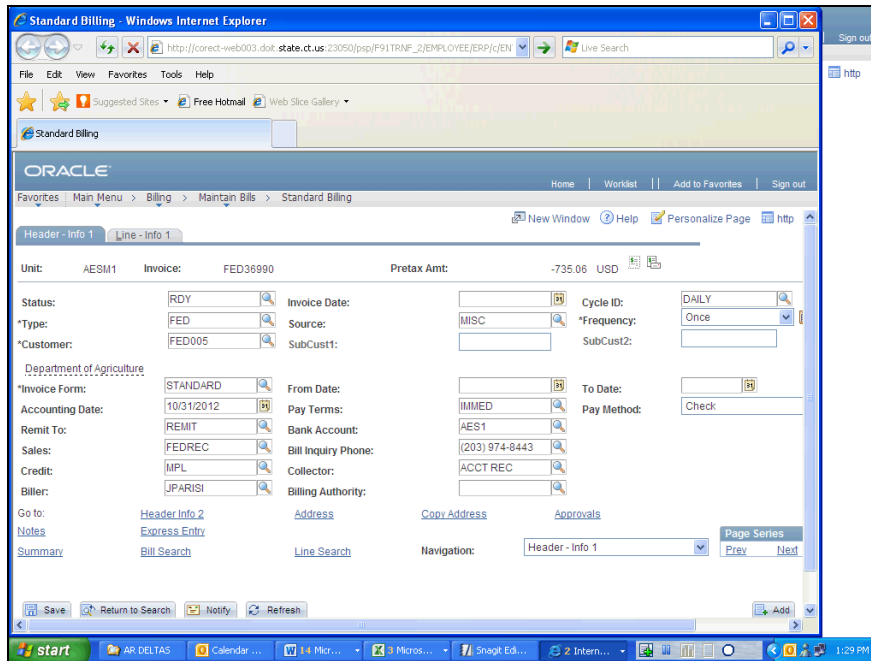
Step	Action
14.	Click the Header Info 1 link. Header Info 1



Step	Action
15.	A window will open to the Header-Info 1 page of the Adjustment Bill. The Credit Bill has a status of NEW.
16.	Click the Look up Status button. 
17.	Click the RDY link. RDY



Step	Action
18.	Click the Save button. 



Step	Action
19.	<p>An Approvals link now displays on the Header - Info 1 page. This link is triggered by clicking the Save button.</p> <p>The Credit Bill cannot be processed through the Finalize and Print Invoices process until it has been submitted for approval, supporting documentation has been supplied, and the bill has been approved.</p> <p>For details on the approval process see the UPK topics in the <i>Credit Bill Approvals</i> section.</p>
20.	End of Procedure.