

# Working with Invoice Corrections

Created on 2/27/2013 9:10:00 AM

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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.

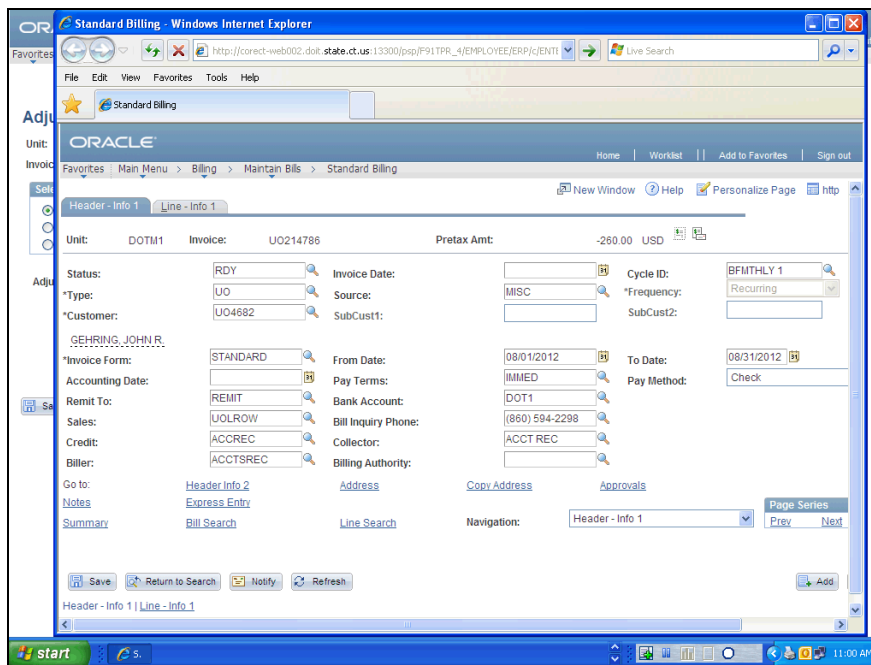
In this example, a user has created a credit bill with an **Adjustment Reason** of OTHER and submits the bill for approval.

### Procedure

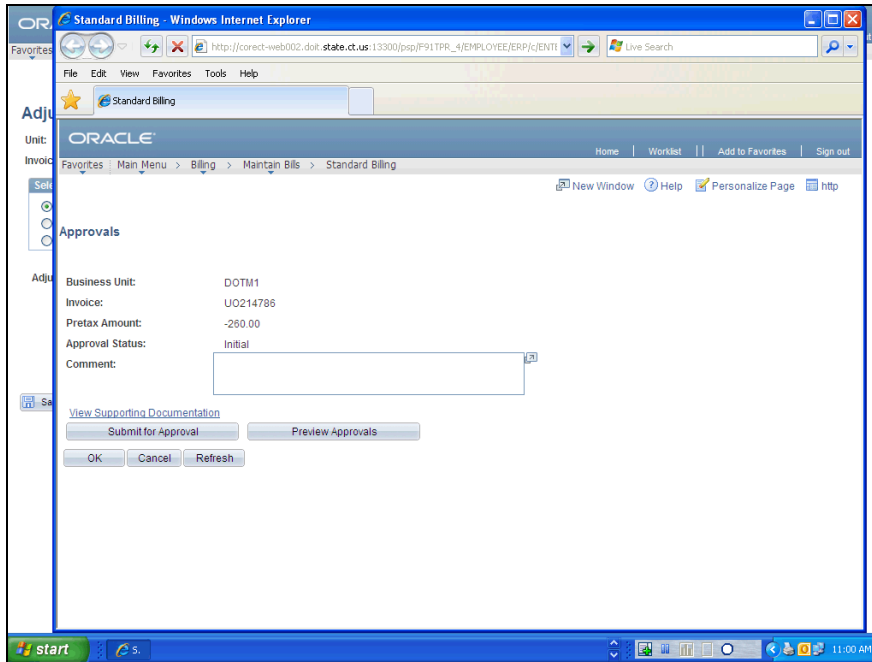
Navigation: Billing > Maintain Bills > Adjust Entire Bill

A screenshot of the Oracle 'Adjust Entire Bill' web page. The page header shows 'ORACLE' and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is 'Billing > Maintain Bills > Adjust Entire Bill'. The main content area displays bill details: Unit: DOTM1, Bill To: UO4682, GEHRING, JOHN R., Invoice: UO214775, Invoice Amt: 260.00, USD. Below this is a 'Select Bill Adjustment Action' section with radio buttons for 'No Bill Action', 'Credit Entire Bill', and 'Credit & Rebill'. To the right is an 'Adjustment Results' section with fields for '\*Credit Bill:' (UO214786) and 'Rebill Bill:' (NEXT), each with a 'Header Info 1' link. The 'Adjustment Reason:' field is set to 'OTHER'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

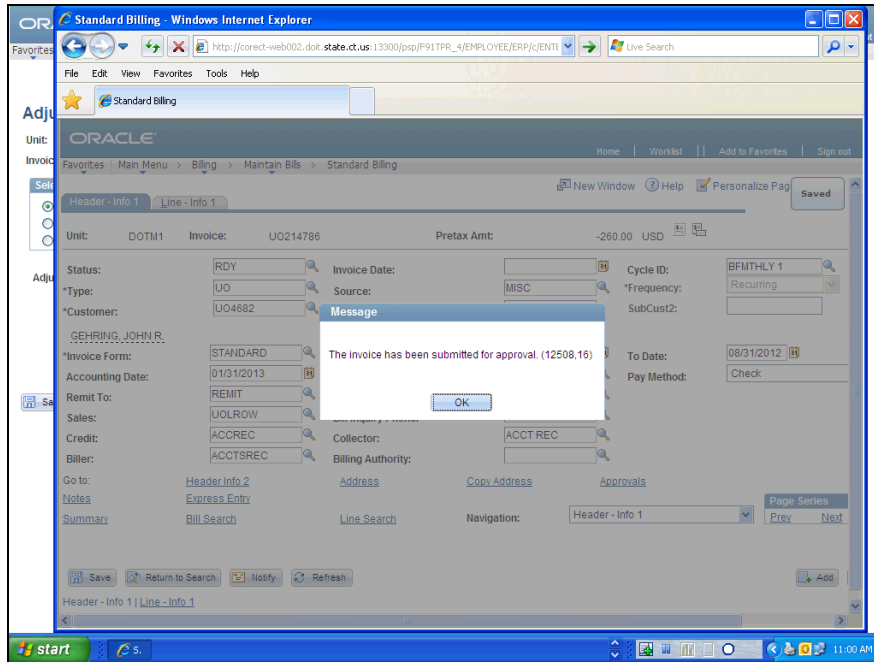
Step	Action
1.	<p>A user has completed the Adjust Entire Bill--Credit an Entire Bill action with an <b>Adjustment Reason</b> of OTHER and is now ready to review the Credit Bill.</p> <p>For more information on crediting an entire bill see the UPK topic <i>Adjust Entire Bill--Credit Bill</i>.</p> <p>Click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

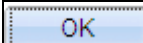


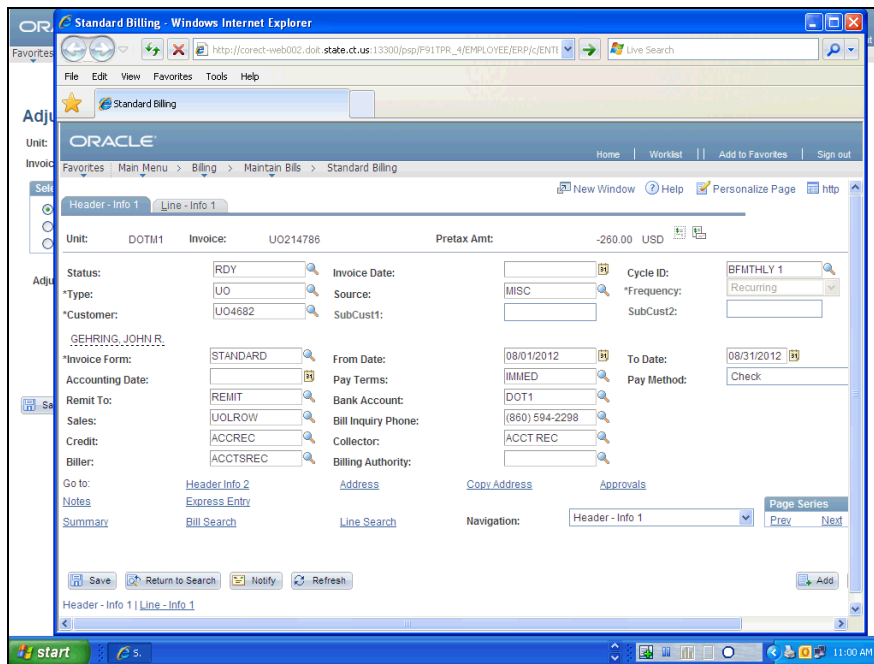
Step	Action
2.	<p>The <b>Status</b> of the Credit Bill is RDY. However, this bill must be approved before it can be picked up by the <b>Finalize and Print Invoices</b> process.</p>
3.	<p>Click the <b>Approvals</b> link.</p> <p><a href="#">Approvals</a></p>

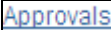


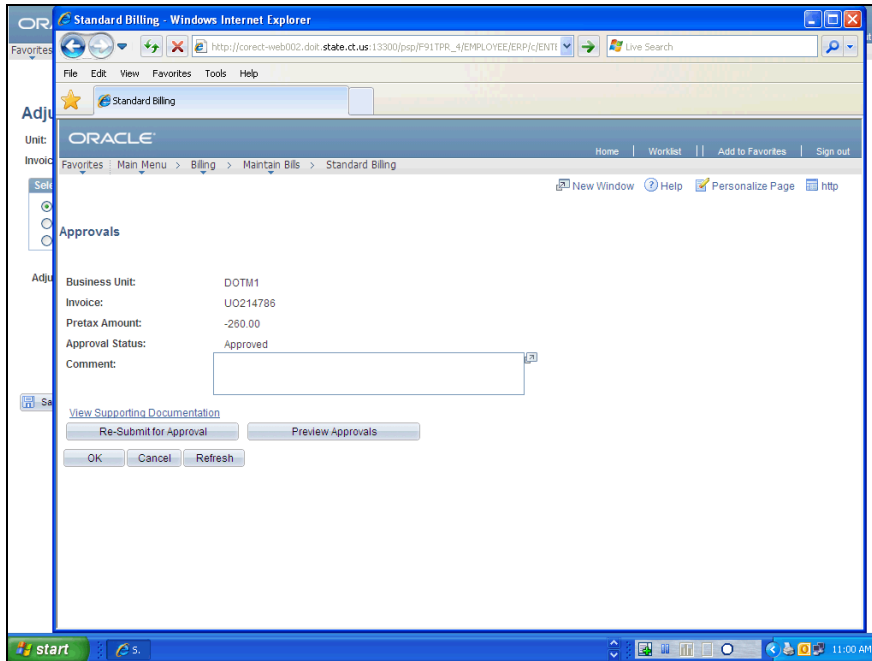
Step	Action
4.	<p>The current <b>Approval Status</b> of the bill is Initial. This bill will be automatically approved when the Biller clicks the <b>Submit for Approval</b> button.</p> <p>Credit Bills with an adjustment reason of OTHER only require Level 1 approval.</p> <p>Level 1 Approvers are Billers.</p>
5.	<p>Click the <b>Submit for Approval</b> button.</p> <div data-bbox="440 1184 841 1226" style="border: 1px solid black; padding: 2px; text-align: center;"> <p>Submit for Approval</p> </div>

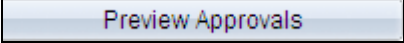


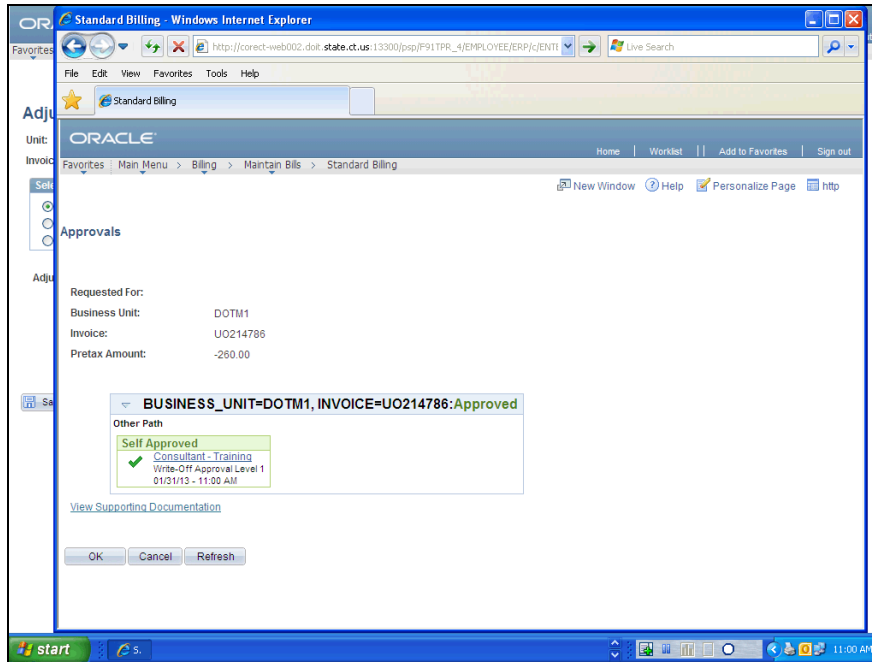
Step	Action
6.	Click the <b>OK</b> button. 



Step	Action
7.	Click the <b>Approvals</b> link to review the approval status of the bill. 



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



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