

## QUICK REFERENCE GUIDE

November 1, 2019

### Credit Bill Lines

Most agencies use the “Credit an Entire Bill” or “Credit Entire Bill and Rebill” processes; however, there may be instances when you want to credit selected lines on an invoice. The “Adjusting Bill Lines Process” enables you to adjust specific bill lines for an invoice, rather than crediting the entire bill.

Although the Adjust Bill Lines Process includes different options, this guide covers how to use the Credit Line option to credit one or more lines of a bill.

Steps to Complete:

- Step 1: Complete the Adjust Selected Bill Lines page
- Step 2: Complete Entry of the Credit
- Step 3: Submit the Credit for Approval
- Step 4: Run the Single Action Invoice Process

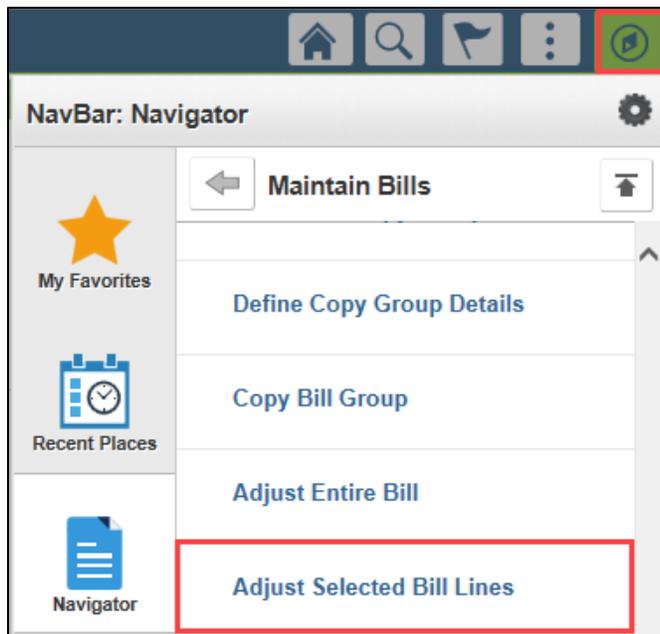
### Step 1: Complete the Adjust Selected Bill Lines page

Use this option to select one or more lines of an invoice to credit, rather than crediting the entire bill. A credit bill with a status of “NEW” is created for the selected lines.

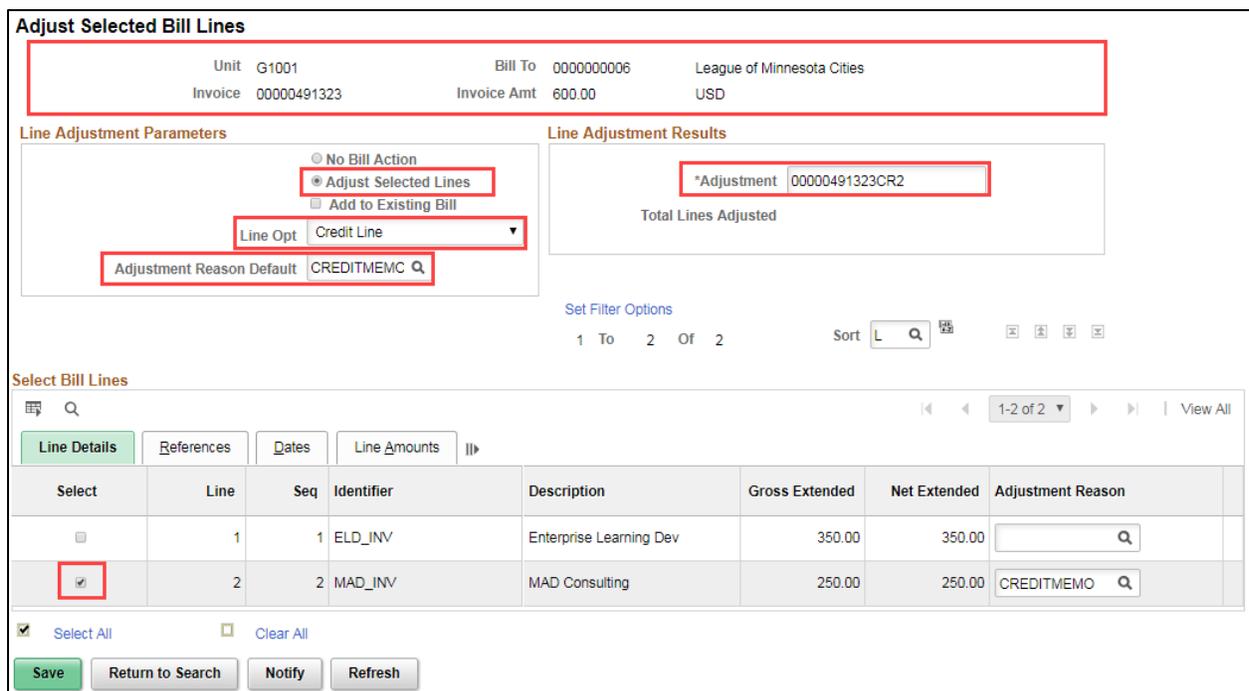
**WARNING!** Because the line(s) on the new credit bill will need to be netted with the original bill lines, the credit bill should not be modified other than ensuring that the bill dates are correct and adding any notes.

1. Navigate to the *Adjust Selected Bill Lines* page by using one of the options below.

Navigation Options	Navigation Path
NavBar Navigator	Green NavBar icon in Header, Navigator, SWIFT, Billing, Maintain Bills, Adjust Selected Bill Lines.



2. At the *Adjust Selected Bill Lines* search page, enter your *Business Unit* and the *Invoice number* that you want to credit and click the **Search** button.
3. Click on the *Invoice* link in the *Search Results* section. The *Adjust Selected Bill Lines* page displays.
4. In the *Line Adjustment Parameters* section, select the **Adjust Selected Lines** option radio button.
5. Click on the *Line Opt* drop-down and select the **Credit Line** option.



6. Click the **Adjustment Reason Lookup** and select “CREDITMEMO”. This reason will be automatically populated to each selected bill line.
7. In the *Adjustment Results* section, it is recommended that you enter your own **Credit Bill Number** consisting of the original invoice number followed by “CR” (“00000219993CR”). This practice may make it easier to find the related invoices in the future. If you accept the default “NEXT” in the *Credit Bill* field, the system will generate the next available number after you save.
8. In the *Select Bill Lines* section, select the Line(s) you want to credit. The Adjustment Reason populates with the reason you selected earlier.
9. Click the **Save** button to initiate the process. *Header Info 1* and *Bill Line Info 1* links appear in the **Line Adjustment Results** section.

**Adjust Selected Bill Lines**

Unit: G1001      Bill To: 0000000006      League of Minnesota Cities  
 Invoice: 00000491323      Invoice Amt: 600.00      USD

**Line Adjustment Parameters**

No Bill Action  
 Adjust Selected Lines  
 Add to Existing Bill

Line Opt: Credit Line

Adjustment Reason Default: CREDITMEMO

**Line Adjustment Results**

\*Adjustment: 00000491323CR2      [Header Info 1](#)  
Total Lines Adjusted: 1      [Bill Line Info 1](#)

Set Filter Options

1 To 2 Of 2      Sort: L      Q      X      X      X

**Select Bill Lines**

Line Details    References    Dates    Line Amounts    ||>

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input type="checkbox"/>	1	1	ELD_INV	Enterprise Learning Dev	350.00	350.00	<span style="border: 1px solid black; padding: 2px;"> </span> <span style="font-size: x-small;">Q</span>
<input checked="" type="checkbox"/>	2	2	MAD_INV	MAD Consulting	250.00	250.00	CREDITMEMO <span style="font-size: x-small;">Q</span>

Select All       Clear All

Save   
 Return to Search   
 Notify   
 Refresh

## Step 2: Complete Entry of the Credit

1. Click on *Header - Info 1* link and the *Standard Billing* page displays with the **Line – Info 1** tab selected.

Header - Info 1 | **Line - Info 1**

Unit G1001 Bill To 000000006 Pretax Amt -250.00 USD  
 Invoice 00000491323CR2 League of Minnesota Cities Max Rows 5

Bill Line 1 of 1 | View All

Seq 1 Line Net Extended -250.00  
 Table ID Identifier MAD\_INV Description MAD Consulting

Quantity -5.0000  
 Unit of Measure HR  
 Unit Price 50.0000  
 Gross Extended -250.00

From Date 08/01/2018 To Date 08/31/2018  
 Line Type REV Accumulate  
 Tax Code Tax Exempt  
 Exempt Cert

Less Discount 0.00  
 Plus Surcharge 0.00  
 Net Extended -250.00  
 VAT Amount 0.00  
 Tax Amount 0.00  
 Net Plus Tax -250.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge  
 Notes Express Entry

Summary Bill Search Line Search Navigation Line - Info 1 Page Series  
 Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

- WARNING REGARDING BUDGET DATES!** The Budget Date from the original bill should have been automatically entered on the Accounting Revenue Distribution for each line of the credit bill. This is necessary so that the correct budget period is affected by the credit. For example, if you are processing a credit on July 1, 2014 (FY15) for a bill that was invoiced on June 15, 2014 (FY14), the budget date of June 15, 2014, should be used.

To verify the Budget Date(s), select the *Accounting* link from the **Line – Info 1** tab and view the Budget Date. You may need to scroll over to see the date.

- Click on the **Header – Info 1** tab.
- Enter the *Invoice Date* or leave it blank and the field will be entered automatically when the Single Action Invoice process runs.

Header - Info 1 | Line - Info 1

Unit G1001 Invoice 00000491323CR2 Pretax Amt -250.00 USD

Status RDY

Invoice Date [ ] Cycle ID DAILY

\*Type MSC Source ONLINE \*Frequency Once

\*Customer 0000000006 SubCust1 SubCust2

\*Invoice Form League of Minnesota Cities XMLPUB

From Date 08/01/2018 To Date 08/31/2018

Accounting Date [ ] Pay Terms NET30 Pay Method Check

Remit To G1001 Bank Account 0001

Sales DEFAULT Bill Inquiry Phone 651-259-3628

Credit DEFAULT Collector DEFAULT

Billing Specialist BISPEC Billing Authority BISUP

Billing Specialist Billing Supervisor

Go to: Notes Header Info 2 Address Copy Address Approvals Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1 Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

5. Optionally, click on the *Header Notes* link and enter any notes.
6. On the *Header – Info 1* page, click on the **Status** lookup and select “RDY” (READY).
7. Click the **Save** button. The *Approvals* links becomes available.

## Step 3: Submit the Credit for Approval

All credits require approval. After you save, the *Approvals* link displays in the **Go to** section.

1. Click on the *Approvals* link on the **Go To** section. The *Approvals* page displays.
2. Enter a comment, if applicable.
  - You can see who has authority to approve the credit bill by clicking on the **Preview Approvals** button or view documents attached to the invoice by selecting the *View Supporting Documents* link.

Approvals

Business Unit G1001

Invoice 00000491323CR2

Pretax Amount -250.00

Approval Status Initial

Comment Line 2 was billed by mistake.

View Supporting Documentation

Submit for Approval Preview Approvals

OK Cancel Refresh

3. Click on the **Submit for Approval** button and click **OK** at the message indicating the invoice has been submitted. You are returned to the *Header Info 1* page.
4. There are several ways you can monitor the approval status:
  - Approvers and Requestors can check the **My Work** section of the **Billing WorkCenter** to view approval information. Inquiries include:
    - Invoices Pending My Approval
    - Invoices Not Submitted for Approval
    - Invoices Pending Approval for a selected Business Unit
  - You will receive a Notification () and an email indicating that the Credit Invoice was approved or denied. For more information about the approval process, refer to the "[Credit Bill Approval Process](#)" guide.

## Step 4: Run the Single Action Invoice Process

After the credit bill has been approved, the following actions must take place before the credit is fully processed and applied to the customer's account in AR:

Module	Process
Billing	<b>Single Action Invoice Process.</b> Refer to the " <a href="#">Run Single Action Invoice Process</a> " guide for instructions. This process creates a pending item in AR. Typically the person who creates bills does not have the security access to also run the Single Action Invoice process.
Accounts Receivable	<b>ARUpdate Process.</b> This process runs automatically several times a day or it can be run manually. It posts invoices (open items) to customer accounts in AR. Typically the person who creates bills does not have the security access to also run the ARUpdate Process. Refer to the " <a href="#">Run the ARUpdate Process</a> " guide.
Accounts Receivable	<b>Maintenance Worksheet.</b> This process matches the credit invoice to the original invoice and closes the items. Refer to the " <a href="#">Apply Credit Bills or On Account Amounts</a> " guide.