

# Credit and Rebill in a Current Month

**Purpose:** Use this document to apply credit to a Bill and Re-Bill in a current month in ctLink.

**Audience:** Billing Specialist.

 You must have at least one of these local college managed security roles:

- ZZ Grant Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 This process will create a 'Credit' of the original 'Invoiced Bill' and create a 'New Bill (Rebill)' that you are able to modify the Amounts and/or Accounting ChartString. Note the Credit and Rebill will be created in the current month. The following naming convention will help to retain history;

- **Original:** MSC-0000001234            OR            MSC-0000001234
- **Credit:**    **CR**-MSC-0000001234            MSC-0000001234-**CR**
- **Rebill:**    **RB**-MSC-0000001234            MSC-0000001234-**RB**

Use the [QRG 9.2 Applying Debits to Credits](#) to match or zero out the Original and Credit Bill.

## Credit and Rebill in a Current Month

**Navigation:** Billing > Maintain Bills> Adjust Entire Bill

1. The **Adjust Entire Bill** search page displays. Enter **Business Unit**.
2. Enter **Invoice**.
3. Select **Search**.
5. The **Adjust Entire Bill** page displays.
6. Select the radio button **Credit & Rebill**.
7. Select the radio button **Retain Original Invoice Value**.
8. In the Adjustment Results section, manually enter the new name for the **Credit Bill** and the **Rebill Bill**. A suggested naming convention is to prefix the original invoice with "CR-" for the

credit bill and "RB-" for the rebill. The naming convention for credits and rebills is a college business decision.

9. Select **Adjustment Reason**.
10. Select the **Save** button.

**Adjust Entire Bill**

Unit WA040 Bill To 001000463 State Board For Com & Tech Colleges Validate

Invoice MSC-0000022194 Invoice Amt 500.00 USD

**Select Bill Adjustment Action**

- No Bill Action
- Credit Entire Bill
- Credit & Rebill

**Adjustment Results**

\*Credit Bill CR-MSC-0000022194

Rebill Bill RB-MSC-0000022194 [Header Info 1](#)

**Rebill Default Action**

- Retain Original Invoice Value
- Use Current Customer Value

Adjustment Reason

Save Return to Search Previous in List Next in List Notify Refresh

11. Notice a **Header Info 1** hyperlinks displays alongside the Credit Bill and Rebill Bill fields. These hyperlinks are there so changes can be made to the new documents you are creating.
12. The Credit Bill is a copy of the original with a negative Total Amount and will be in a 'RDY' status. Optional to select the Credit Bill Header Info 1 to Review or Submit for Approval depending upon your local college business process.
13. Select the Rebill Bill **Header Info 1** hyperlink.

**Adjust Entire Bill**

Unit WA040 Bill To 001000463 State Board For Com & Tech Colleges

Invoice MSC-0000022194 Invoice Amt 500.00 USD

**Select Bill Adjustment Action**

- No Bill Action
- Credit Entire Bill
- Credit & Rebill

**Adjustment Results**

\*Credit Bill CR-MSC-0000022194 [Header Info 1](#)

Rebill Bill RB-MSC-0000022194 [Header Info 1](#)

**Rebill Default Action**

- Retain Original Invoice Value
- Use Current Customer Value

Adjustment Reason

Save Return to Search Previous in List Next in List Notify Refresh

14. The **Billing General** page displays in a new window.
15. For the Rebill portion of the credit rebill, the **Bill Status** = "NEW" and the dollar amounts are the old prior amounts.
16. The **Invoice Date** defaults to blank and will default to current date. Adjust as needed.
17. Adjust the dollar amounts for **Unit Price** and **Gross Extended** as needed.
18. Optional to select the **Header Notes** link to navigate to Header Note page and add revised invoice details.
19. Select the **Pro Forma icon** to preview the Rebill Invoice.

The screenshot displays the 'Billing General' page. At the top, there are fields for Unit (WA040), Invoice (RB-MS-0000022194T), and Pretax Amt (600.00 USD). Below this, there are several dropdown menus and search fields for Bill Status (NEW), Invoice Date, \*Bill Type (MSC), Bill Source (ONBILLING), Cycle ID (ON-DEMAND), \*Frequency (Once), and \*Invoice Form (XMLPUB). The page is organized into sections: Customer Information, Payment Information, and Header Detail. A table titled 'Bill Lines' is shown, with one line highlighted: Room Rental - Sept 2, Quantity 1.0000, UOM EA, Unit Price 600.0000, Gross Extended 600.00, and AR Account AR Account. At the bottom, there are navigation links like 'Header Notes Bill Search' and 'Accounting Distributions Line Search', and buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

20. The **Pro Forma** or draft invoice displays on a new page. Review as needed. Close out to return to Billing General page.

 Note the **Original** and **Prior Adjustment** bill numbers are displayed on Rebill. Also the Header Note has been adjusted to read 'Revised Invoice'.

<b>PRO FORMA</b> <b>Invoice No:</b> RB-MS-0000022194T <b>Invoice Date:</b> 11/2/23 <b>Page:</b> 1 of 1																													
<b>Remit To:</b> SKAGIT VALLEY COLLEGE Attn to: Business Office 2405 E COLLEGE WAY MOUNT VERNON, WA, 98273	<b>Customer Number:</b> 001000463 <b>Payment Terms:</b> Net 30 <b>Due Date:</b> 12/2/23																												
<b>Bill To:</b> State Board For Com & Tech Colleges Jackie Eppler-Clark Instruction Commission 1300 Quince St SE Olympia WA 98504-2495 United States	<b>AMOUNT DUE:</b> <b>600.00 USD</b>  Net 30  <hr/> <b>Amount Remitted</b>																												
For billing questions, please call 360-416-7801																													
Original Invoice: MSC-000022194 10/24/23 Prior Adjustment: CR-MS-000022194																													
<table border="1"> <thead> <tr> <th>Line</th> <th>Identifier</th> <th>Description</th> <th>Quantity</th> <th>UOM</th> <th>Unit Amt</th> <th>Net Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Room Rental - Sept 2023 570--265-20501-4030020-- Room rental for September 18 - 23, 2023 Health Benefits Update Meeting arranged by J.R.Smith</td> <td>1.00</td> <td>EA</td> <td>600.00</td> <td>600.00</td> </tr> <tr> <td colspan="6"><b>Subtotal:</b></td> <td>600.00</td> </tr> <tr> <td colspan="6"><b>Amount Due:</b></td> <td><b>600.00</b></td> </tr> </tbody> </table>	Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount	1		Room Rental - Sept 2023 570--265-20501-4030020-- Room rental for September 18 - 23, 2023 Health Benefits Update Meeting arranged by J.R.Smith	1.00	EA	600.00	600.00	<b>Subtotal:</b>						600.00	<b>Amount Due:</b>						<b>600.00</b>	Original <hr/> 600.00 <hr/> 600.00
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21. Select the **Bill Status** to "**RDY**"= Ready to Invoice OR "**PND**" = Pending Approval. For more information on Billing Approvals, please refer to QRG [Submit Billing Invoices for Approval](#).
22. Select the **Save** button.
23. Close the **Billing General** window.
24. Process complete.

The screenshot shows a software interface for managing billing. The main window is titled "Billing General" and displays invoice details for Unit WA040, Invoice RB-MS-0000022194T, with a Pretax Amt of 600.00 USD. The "Bill Status" is set to "RDY". A "Look Up Bill Status" dialog box is open, showing a list of bill statuses: CAN Canceled, FNL Finalized Bill, HLD Hold Bill, INV Invoiced Bill, NEW New Bill, PND Pending Approval, RDY Ready to Invoice (highlighted with a red box), TMP Temporary Bill, and TMR Temporary Ready Bill. A "Cancel" button is visible at the bottom of the dialog box.

! Next step is the process is run the Single Action process to finalize both the Credit and the Rebill invoices. Please refer to the [Finalize Bills via Single Action Invoice w/ Commitment Control](#).

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial Via Panopto

View the external link to [Credit and Rebill in a Current Month](#). This link will open in a new tab/window.