

# 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 ctcLink.

**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

UnitWA040

Bill To001000463

State Board For Com & Tech Colleges

Validate

InvoiceMSC-0000022194

Invoice Amt500.00

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

RETURN

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

UnitWA040

Bill To001000463

State Board For Com & Tech Colleges

InvoiceMSC-0000022194

Invoice Amt500.00

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

RETURN

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's a header with 'Unit WA040', 'Invoice RB-MS-0000022194T', and 'Pretax Amt 600.00 USD'. Below this, there are several input fields: 'Bill Status' (NEW), 'Invoice Date' (blank), 'Bill Type' (MSC), 'Bill Source' (ONLBILLING), 'Cycle ID' (ON-DEMAND), 'Frequency' (Once), and 'Invoice Form' (XMLPUB). There are also sections for 'Customer Information', 'Payment Information', and 'Header Detail'. The 'Bill Lines' section is a table with columns: Sel, Seq, Line, Identifier Look Up Date, Table, Identifier, Description, Quantity, UOM, Unit Price, Gross Extended, and AR Account. A row is highlighted with a red box, showing 'Room Rental - Sept 2' with a quantity of 1.0000, unit price of 600.0000, and gross extended of 600.00. At the bottom, there are navigation links like 'Go to: Summary', 'Copy Address Standard Entry', 'Header Notes Bill Search', 'Accounting Distributions Line Search', and 'Attachments'. There are also 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-MSC-00000022194T <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>  <div style="text-align: right;">Net 30</div> <hr/> <div style="text-align: center;"><b>Amount Remitted</b></div>

For billing questions, please call 360-416-7801

Original Invoice: MSC-0000022194 10/24/23
Original

Prior Adjustment: CR-MSC-0000022194

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>

\*\* REVISED INVOICE \*\*  
Room rental for September 18 - 22, 2023  
Health Benefits Update Meeting arranged by J.R. Smith

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.

Unit WA040
Invoice RB-MSC-00000022194T
Pretax Amt 600.00 USD

Bill Status RDY Q

\*Bill Type MSC Q

Cycle ID ON-DEMAND Q

\*Invoice Form XMLPUB Q

\*Customer 001000463 Q

State Board For Com & Tech Colleges

Address

Payment Information

Header Detail

Lines to Add

5
+
-
P

Look Up Bill Status

x

Help

Select one of the following values:

CAN	Canceled
FNL	Finalized Bill
HLD	Hold Bill
INV	Invoiced Bill
NEW	New Bill
PND	Pending Approval
RDY	Ready to Invoice
TMP	Temporary Bill
TMR	Temporary Ready Bill

Cancel

- ! 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.