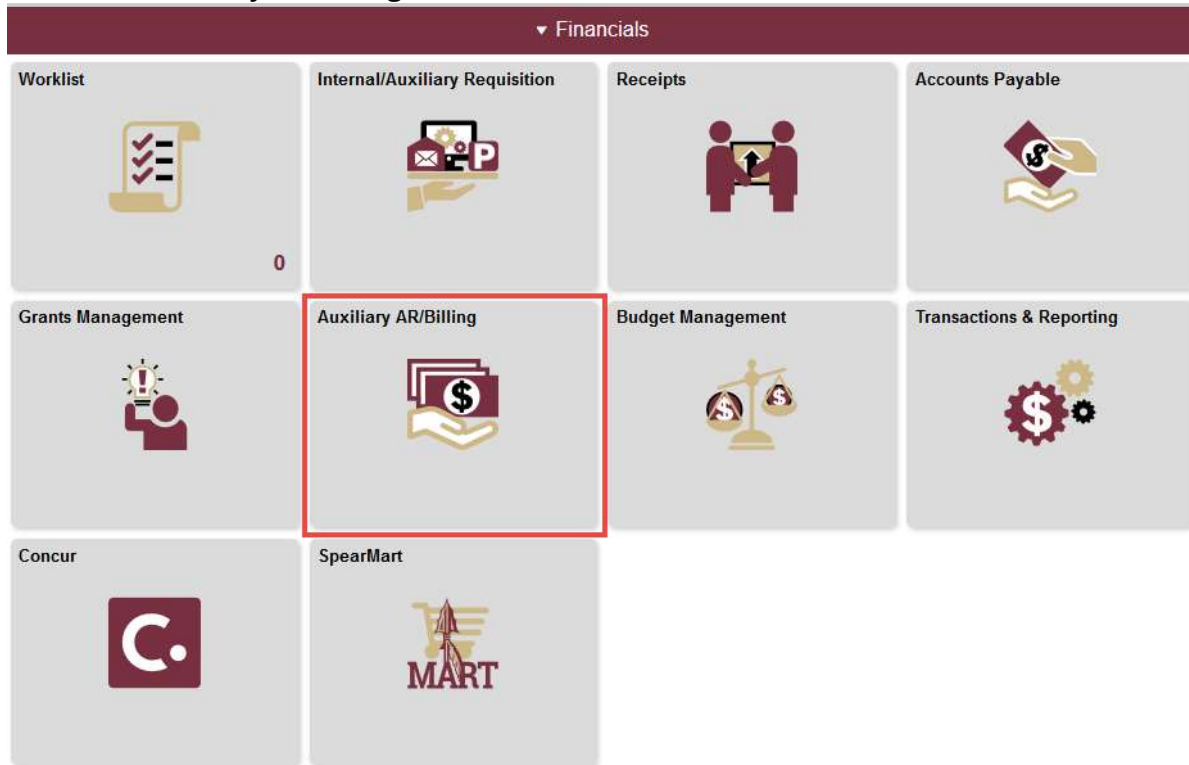


Crediting & Rebilling

Use this guide on how to correct a bill that was already invoiced.

1. Select the Auxiliary AR/Billing tile:



2. Navigate to **Adjust Invoice - Credit/Rebill** and search for the invoice under an **AUX01** business unit:

The screenshot shows the "Auxiliary Billing" system interface. On the left is a sidebar menu with options like "Manual Bill Entry (Standard)", "Bill Upload", "FSU Billing Upload Template", "FSU_AUX_PO_DTL", "FSU_CTRL_AUX_CUST", "Interface Bills", "Check/Correct Interface Errors", "FSU_AUX_BILL_NOT_INV", "FSU_AUX_BI_PRE_AP_CHECK", "View/Edit Bill", "Change Status of Bills", **Adjust Invoice - Credit/Rebill** (highlighted), "FSU_AUX_BILL_INV_RVV", and "View an Invoice". The main area is titled "Adjust Entire Bill" and "Find an Existing Value". It contains a search form with fields for "Business Unit" (set to AUX01), "Invoice" (set to begins with AUX00199998), "Customer" (set to begins with), and "Contract" (set to begins with). There are buttons for "Search", "Clear", and "Save Search". Below the search form, it says "Show fewer options" and "Case Sensitive". At the bottom, it says "Search Results" and "Only the first 300 results of a possible 96653 can be displayed. Business Unit 'AUX01' Invoice 'AUX001'".

Contact ctl-auxiliaryaccounting@fsu.edu for any questions.

3. Select whether to credit the entire bill or credit and rebill.
 - **Credit Entire Bill** – the invoice is not needed anymore.
 - **Credit & Rebill** – the invoice needs to be corrected with a new invoice.

Select Bill Adjustment Action

☒ No Bill Action

☐ Credit Entire Bill

☐ Credit & Rebill

4. Select the adjustment reason:

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Adjustment Reason

ACCTCOOR		- Accounting Corrections/Adjustments
BILL ERROR		- Error on Bill
CHG ADJ		- Charge Description Detail Needed/Adjusted
OVBLD		- Overbilled
PO ADJ		- Purchase Order Needed/Adjusted
SETTLEMENT		- Settlement of invoice previously paid in advance
TAX ADJ		- Tax Adjustment
UNBLD		- Underbilled

Adjust Entire Bill

Unit AUX01 Bill To AUX1006475 Alicia Crew
Invoice AUX00199998 Invoice Amt 400.00 USD

Select Bill Adjustment Action

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

Adjustment Results

*Credit Bill NEXT
Rebill Bill NEXT Header Info 1

Rebill Default Action

- ☒ Retain Original Invoice Value
☐ Use Current Customer Value

Adjustment Reason OVBLD

Save

Return to Search

Notify

Refresh

5. Save.

DO NOT ADJUST THE CREDIT. IT WILL BE INVOICED AUTOMATICALLY.

6. Navigate to the Rebill Bill if applicable through Header Info 1 and update accordingly.

Adjust Entire Bill

Unit AUX01 Bill To AUX1006475 Alicia Crew
Invoice AUX00199998 Invoice Amt 400.00 USD

Select Bill Adjustment Action

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

Adjustment Results

*Credit Bill AUX00216212 Header Info 1
Rebill Bill AUX00216213 Header Info 1

Rebill Default Action

- ☒ Retain Original Invoice Value
☐ Use Current Customer Value

Adjustment Reason OVBLD

Save

Return to Search

Notify

Refresh