

**GM 12.8 Unposting Items**  
**Creating Credit Bills**  
**Creating Credit/Rebill Bills**

Business Process: This process will be used when a check has been applied in error to an item. It is key to remember that this process will not reset transactions; it will make no entries in the Project Resource table. Once completed, this process will make transactions in the accounts receivable module and in the GL. Therefore, you can't use this process to reset the BLD transactions to BIL transactions so they can be rebilled.

If you find that the item receiving the payment was created in error, the second part of this script provides steps to create a credit bill. Once the credit bill is processed and becomes an item by using the maintenance worksheet functionality you will offset the item created through error with the credit item. The offset process will close both items appropriately.

## UNPOST PAYMENT

### 1. Unpost Payment


This step is used to unpost a payment that was made against an open item.

**Navigation:**

**Account Receivables> Update Receivables> Unpost Results> Payment Groups**


**Payment Unpost**  
 Enter any information you have and click Search. Leave fields blank for a list of a

**Find an Existing Value**

Deposit Unit: [=]  

Deposit ID: [begins with]

Payment ID: [begins with]

[Basic Search](#)

[Save Search Criteria](#)

-Enter your Business unit

-Enter your Deposit ID

Click Search

<b>Payment Control</b>				<a href="#">Options</a>	<a href="#">Unpost Action</a>
<b>Deposit Unit:</b>	UND01	<b>Deposit ID:</b>	382	<b>Payment ID:</b>	123
<b>Acctg Date:</b>	09/14/2005				
<b>Group Type:</b>	P	Payment	<b>Control Currency:</b>		
<b>Origin ID:</b>	PS_AR	PS AR	<b>Format Currency:</b> USD		
<b>Totals</b>			<b>Control Data</b>		
<b>Control:</b>	-30,000.00	<b>Count:</b>	1	<b>Received:</b>	09/14/2005
<b>Entered:</b>	-30,000.00	<b>Count:</b>	1	<b>Entered:</b>	09/14/2005
<b>Difference:</b>	0.00	<b>Count:</b>	0	<b>Posted Date:</b>	09/14/2005
<b>Posted:</b>	-30,000.00	<b>Count:</b>	1	<b>Assign:</b>	calexander
<b>User:</b>		calexander			
<b>Group Status</b>					
<b>Edit Status:</b>	Edited		<b>Accounting Entries:</b>	Balanced	
<b>Balanced:</b>	Yes		<b>Posting Action:</b>	No Action	
<b>Posting Status:</b>	Complete				
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/>					

-Verify your Deposit Id information

-Click on Options tab

<a href="#">Payment Control</a>	<b>Options</b>	<a href="#">Unpost Action</a>			
<b>Unit:</b>	UND01	<b>Group ID:</b>	NEXT	<b>Description:</b>	Unpost
<input checked="" type="checkbox"/> <b>Unposted Group to Keep Original Document Type</b>					
<b>Unpost Reason:</b>	<input type="text" value="ERROR"/>	<input type="button" value="Search"/>	ERROR		
<b>Accounting Date:</b>	<input type="text" value="09/14/2005"/>	<input type="checkbox"/> <b>Edit Accounting Date</b>			

-Unpost Reason: Error

-Click on Unpost Action Tab

Payment Control			Options			Unpost Action		
Unit:	UND01	Group ID:	NEXT	Description:	Unpost	Accounting Date:	09/14/201	
<b>Posting Status</b>								
<input checked="" type="radio"/> No Action <input type="radio"/> Post Now <input type="radio"/> Post Later								
<b>Unpost Action</b>			<b>Posting Actions</b>			<b>Accounting Entry Actions</b>		
Delete Unpost			Do Not Post			Review Unpost Now		
			Unpost Now					
			Unpost Later					

Click Unpost Later to unpost your payment. Save.

## CREATING A CREDIT BILL


### 2- Credit Bill

This step is used to credit the bill that was mistakenly created. This step will establish a bill that exactly like the bill you are using, except it will be a credit bill and when you process the maintenance worksheet using the offset functionality, these two open items will cancel out each other and all the appropriate transactions will be established.


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

**Adjust Entire Bill**  
 Enter any information you have and click Search. Leave fields blank for a

**Find an Existing Value**


Business Unit: [=]  

Invoice:

Customer:   

Contract:

Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)

-Enter your Business unit

- Enter another search criteria such as Invoice Id, Customer Id, or Contract number.
- Click Search

**Adjust Entire Bill**

Unit: UND01      Bill To: STAT\_03900      Invoice Amt: 30,000.00 USD

Invoice: UND-0000000775      ND Industrial Commission

Select Bill Adjustment Action	Adjustment Results
<input checked="" type="radio"/> No Bill Action <input type="radio"/> Credit Entire Bill <input type="radio"/> Credit & Rebill	*Credit Bill: <input type="text" value="UND-0000000776"/> <a href="#">Header Info 1</a> Rebill Bill: <input type="text" value="NEXT"/> Header Info 1

- Click on **Credit Entire Bill** Radio Button
- Click **Save**
- Note:** Make note of your new invoice Id

### Generate Invoice

**Navigation: Billing> Generate Invoice> Non-Consolidated> Single Action Invoice**

Now you will process the single action invoice process for the new bill you have created. Be sure to have the invoice ID so you can run this process for only this bill.

**Single Action Invoice** [Print Options](#)

Run Control ID: AE\_GI      [Report Manager](#) [Process Monitor](#) Run

Language:   Specified  Recipient's

**Selection Parameters** Find | View All    First 1 of 1

Seq Nbr: 1	*EDI Invoice Options: <input type="text" value="EDI Only"/>	<b>Posting Action</b> <input type="radio"/> No Action <input checked="" type="radio"/> Post Later
<b>Invoice Date Option</b> <input checked="" type="radio"/> Processing Date <input type="radio"/> User Defined		
<b>Range Selection</b>	<b>Business Unit:</b> <input type="text" value="UND01"/>	
<input type="radio"/> All <input checked="" type="radio"/> Invoice ID <input type="radio"/> Bill Cycle <input type="radio"/> Cust ID <input type="radio"/> Date Bill Added <input type="radio"/> Bill Type <input type="radio"/> Range ID <input type="radio"/> Bill Source	<b>From Invoice:</b> <input type="text" value="UND-0000000776"/>	
	<b>To Invoice:</b> <input type="text" value="UND-0000000776"/>	

- Enter your Invoice Id
- Click Run

### AR Update

**Navigation: Account Receivable> Update Receivables> HE Receivables Update**

Run AR Update manually or let the process run overnight in the batch. Remember, you must run AR update to establish the open item from the pending open item created above.

**Receivable Update Request**

Run Control ID: AE\_ARUPD [Report Manager](#) [Process Monitor](#) Run

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**Process Request Parameters** Find | View All    First ◀ 1 of 1 ▶ Last

\*Group Unit:  + -

Process Frequency:     \*High Balance Basis Date:

\*Accounting Date From:  BT    \*Accounting Date To:  BT

Customer History Options	Last Run On
<input type="checkbox"/> User Defined <input type="checkbox"/> Payment Performance <input type="checkbox"/> DSO <input checked="" type="checkbox"/> SubCustomer	Last Run On:  Process Instance:

### Build a maintenance worksheet

**Navigation: Account Receivable> Maintenance> Maintenance Worksheet> Create Worksheet – Add New value**

**Worksheet Selection**

Find an Existing Value

Add a New Value

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Worksheet Business Unit:  BT

Worksheet ID:

Add

-Click Add

**Worksheet Selection**

Worksheet Business Unit: UND01    Worksheet ID: NEXT

**Customer Criteria**

'Customer Criteria'  **Customer Reference** Find | View All    First 1 of 1

Cust ID:     Business Unit:

Name: ND Industrial Commission

Remit SetID: UND01    Remit From ID: STAT\_03900    Accounting Date:

Corporate SetID: UND01    Corporate ID: STAT\_03900    Rate Type:

MICR ID:  [Link MICR](#)

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**Reference Criteria**

'Reference Criteria'  **Item Reference** Customize | Find | View All    First 1 of 1    Last

'Restrict to'

'Match Rule'

Anchor Business Unit:

Reference                      To Reference                      Reference Qualifier Code

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**Worksheet Action**

       Created Date/Time:                      Number of items in worksheet: 0

Worksheet Selection    [Worksheet Application](#)    [Worksheet Action](#)

-Establish the reference criteria you wish to use to process this worksheet. Enter that information. Since you have the two item ids, use the item reference functionality to build the worksheet. Add the I reference qualifier code, and the Item ID using the look up icon to enter the item. Click the plus button and add the other Item ID.

-Click Build

**Worksheet Application**    [Detail View](#)

Unit: UND01    Worksheet ID: 727    Currency:    Accounting Date: 09/14/2005    Reason Code:     [Anchor In](#)

**Worksheet Action**    **Item Display Control**

'Action:    

'Sort All:     Display:     Dynamic Col 1:     Dynamic Col 2:

**Item Summary**    Customize | Find | View All    First 1-18 of 18

Sequence	Sel	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date
1	<input type="checkbox"/>	1,391.30	USD			UND01	STAT_03900	UND-0000000184			03/14/2005
2	<input type="checkbox"/>	-30,000.00	USD			UND01	STAT_03900	UND-0000000776			09/14/2005
3	<input type="checkbox"/>	21,996.02	USD			UND01	STAT_03900	UND0004832225002			09/30/2004
4	<input type="checkbox"/>	-32,455.30	USD			UND01	STAT_03900	UND0004847128002			09/30/2004
5	<input type="checkbox"/>	-49.43	USD			UND01	STAT_03900	UND0004869128002			09/30/2004
6	<input type="checkbox"/>	100,361.24	USD			UND01	STAT_03900	UND0004914128002			09/30/2004
7	<input type="checkbox"/>	-66,935.21	USD			UND01	STAT_03900	UND0004927128002			09/30/2004
8	<input type="checkbox"/>	-95,812.45	USD			UND01	STAT_03900	UND0004950128002			09/30/2004
9	<input type="checkbox"/>	-202.56	USD			UND01	STAT_03900	UND0004951128002			09/30/2004
10	<input type="checkbox"/>	-5,697.76	USD			UND01	STAT_03900	UND0004973128002			09/30/2004

-Select the two items by checking the select check box

- Enter your Reason Code
- Click Save

Click on Worksheet Action Hyperlink

Select Post Later

### AR Update

Navigation: Account Receivable> Update Receivables> HE Receivables Update

Note: after you have done step1-6, your deposit Id should open up again and you can use to apply the payment against another open item.

## **CREATING A CREDIT/REBILL BILL**

### Introduction

The Adjust Entire Bills function can also be used when you must make invoice changes. You can credit entire bills and rebill with one action. You can add lines of activity and rebill and calculate new totals.

Use this functionality if the source of the changes that you want to make to an invoice originated from the contracts module. For example, the bill plan was incorrectly set up and you change that information using this page. If there was a mistake made in entering an event you could use the functionality here to correct it.

It is important to remember that no changes made in the accounts receivable module will make any changes in any other module. The amount billed can be changed but it will not reset any transactions in the project resource table. If there are errors in the transactions that make up the invoice do not use this process to correct those amounts. The corrections should be made at the source. This means if there was a payment processed incorrectly it should be corrected using the purchasing and voucher process. If other errors were made in payroll or ancillary services, the corrections should be made at the source and the corrections transactions brought into the project resource table and the correct billing processed.

The events in the bill plan will not be changed using this process. If there are errors in the event amount or the number of events, those changes should be made in the bill plan if allowable. Otherwise, the bill plan should be canceled and the correct billing information entered.

Again, the credit and rebill process should not be used to correct errors that should be corrected at the source.

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

1. Enter the Invoice Number of the invoice to be adjusted.

2. Select the **Credit & Rebill**

3. *Save*

4. After clicking Save, two new invoice numbers appear in the Adjustment Result box. The credit invoice credits the amount of original invoice. The status of the credit bill is RDY. Write the invoice numbers of credit invoice and rebill invoice.
5. Click the [Header Info 1](#) line of Rebill invoice

You can make any necessary changes there and then process the bill using the single action invoice process. For instance, if you want to override the default Biller and Invoice Form associated with this bill, you can use this link to go to bill entry to make that change.

Changes that can be made here on Bill Header and line Info Pages:

- Biller
- Billing Specialist
- Invoice Form
- From and To Date
- Invoice Date
- Customer
- Bill Inquiry Phone
- Line Amount (Can be changed. Should only be changed for fix price contracts. Cost reimbursable contract line amounts should be adjusted in source module)

6. Once the changes have been made. Change the status of invoice to RDY.

7. Click Save
8. Run the Single Action Invoice process and complete the rest of the steps to obtain two open items.
9. Process a maintenance worksheet for the original item and the credit item. This will close these two items.
10. Once payment is received the deposit will be processed using the remaining item, the Rebill item.