## Creating a Bill Line Reversal and Rebill

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<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
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| 1.   | Begin by navigating to the **Adjust Selected Bill Lines** page.  
      | Click the **vertical** scrollbar. |
| 2.   | Click the **Billing** link. |
| 3.   | Click the **Maintain Bills** link. |
| 4.   | Click the **Adjust Selected Bill Lines** link. |
| 5.   | Click in the **Invoice** field. |
| 6.   | Enter the desired information into the **Invoice** field. Enter a valid value e.g. "0000678542". |
| 7.   | Click the **Search** button. |
| 8.   | Use the **Adjust Selected Bill Lines** page to select invoice lines for adjustment. You can also use this page to select the bill to which an adjustment is to be added and to select an adjustment action for the bill lines. |
| 9.   | If an item was on the invoice by mistake, you can adjust the bill lines for the item.  
      | Click the **Adjust Selected Lines** option. |
| 10.  | Use the **Add to Existing Bill** check box to add the adjustment lines to an existing bill.  
      | In this exercise, you do not want to add the adjustment lines to an existing bill. |
| 11.  | Click the **OK** button. |
| 12.  | Use the **Line Opt** field to select one of three options by which to adjust the bill line:  
      | ● Create Net Adjustment Only: Creates one adjustment line.  
      | ● Create Reversal and Rebill: Creates two new lines - one that credits the original line chosen, and one that reflects the adjustment.  
      | ● Credit Line: Creates one line with a reversal of the amounts from the original line chosen.  
      | Click the **Line Opt** list.  
      | Create Net Adjustment Only
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<thead>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>In this example, you are creating an adjustment line and rebilling the line. Click the <strong>Create Reversal and Rebill</strong> list item.</td>
</tr>
<tr>
<td>14.</td>
<td>Select the bill line that you want to adjust. Click the <strong>ST-0003</strong> option.</td>
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<tr>
<td>15.</td>
<td>Click the <strong>Save</strong> button.</td>
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<td>16.</td>
<td>Notice that the <strong>Adjustment</strong> field is populated with a new invoice ID.</td>
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<tr>
<td>17.</td>
<td>Click the <strong>Bill Line Info 1</strong> link.</td>
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<tr>
<td>18.</td>
<td>Click the <strong>Maximize/Restore</strong> button.</td>
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<tr>
<td>19.</td>
<td>Use the <strong>Line - Info 1</strong> page to enter required charge information, such as product, quantity, and price.</td>
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<tr>
<td>20.</td>
<td>Use the <strong>Qty</strong> field to enter the product or service quantity. Click in the <strong>Qty</strong> field.</td>
</tr>
<tr>
<td>21.</td>
<td>Enter the desired information into the <strong>Qty</strong> field. Enter a valid value e.g. &quot;55&quot;.</td>
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<tr>
<td>22.</td>
<td>Click the <strong>vertical</strong> scrollbar.</td>
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<tr>
<td>23.</td>
<td>Click the <strong>Save</strong> button.</td>
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<tr>
<td>24.</td>
<td>Click the <strong>Close</strong> button.</td>
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<tr>
<td>25.</td>
<td>Next, review the bill line summary to ensure that the adjustments have been made. Click the <strong>Review Billing Information</strong> link.</td>
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<tr>
<td>26.</td>
<td>Click the <strong>Review Line History</strong> link.</td>
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<tr>
<td>27.</td>
<td>Click in the <strong>Invoice</strong> field.</td>
</tr>
<tr>
<td>28.</td>
<td>Enter the desired information into the <strong>Invoice</strong> field. Enter a valid value e.g. &quot;0000678517&quot;.</td>
</tr>
<tr>
<td>29.</td>
<td>Click the <strong>Search</strong> button.</td>
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</tbody>
</table>
### Step | Action
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30. | Use the **Adjustment Line Summary** page to view a summary of adjustment lines for a particular bill.  
31. | Click the **Adjustment Line History** tab.  
32. | Use the **Adjust Line History** page to view details for each bill line, including all adjustments made to that line.  
33. | You have successfully created a bill line reversal and rebilled the bill line.  
| **End of Procedure.**