

Transaction Justification

Credit Invoices

Credit Request Form (Recommended)

UNIVERSITY OF MINNESOTA

Route this form to:
Cluster Billing Specialist

U Wide Form
UM 1771
Rev: 02/27/12

Credit Request Form

This is an optional form that can be used when you need to initiate a credit to close or re-bill an existing invoice for miscellaneous goods, services, or other expenses. Route completion instructions to Cluster Billing Specialist for entry into the Financial System.

REQUESTOR INFORMATION:
Requested by: _____ Date of Request: _____
Phone Number: _____

TYPE OF INVOICE:
 Credit/Rebill Request - Credit/Rebill Invoice Request
 Credit/Rebill Invoice Request - CHARTERING ONLY

CUSTOMER, ADDRESS, AND CONTACT INFO FOR REBILL (IF CHANGED):
Customer Name: _____ Invoice to Credit: _____
Contact Name: _____ Cluster/Bill Source: _____
E-mail Address: _____ Phone Number: _____ Customer ID: _____
City, State, zip: _____ Contact ID: _____
Address Location: _____
Address: _____
City, State, zip: _____ Address L: _____
City, State, zip: _____ Tax Exempt: _____
If yes, attach _____

REBILLING DETAIL:

Description**	Quantity	Unit of Measure

Amount to be Rebill: _____

Reason for Credit or Credit/Rebill - REQUIRED: _____

Rebill Chart String: _____

SIGNATURE: (Authorized Approver) - REQUIRED
Print Name: _____ Signature: _____

CLUSTER BILLING SPECIALIST USE ONLY:

Date Received	Date Billed	Invoice Number	Amount	Completed by

Adjust Entire Bill Page

Adjust Entire Bill

Unit: UMN01 Bill To: 5005581 Invoice Amt: 327.50 USD
Invoice: 2020007904 FAIRVIEW HEALTH SERVICES

Select Bill Adjustment Action: Credit Entire Bill

Adjustment Results:
*Credit Bill: NEXT
Rebill Bill: NEXT

Adjustment Justification:
Fairview cancelled contract for parking. Invoice was prepared after contract was cancelled.

Approval OprId: HOWAR073

WHO
The person initiating the request must be recorded in the Adjustment Justification.

WHY
The reason for the credit must be recorded in the Adjustment Justification. The justification will automatically be copied to the Header Notes.

WHEN
The system will record the date of credit when credit is finalized.

WHERE
The Ship To Customer and Ship Loc show where goods were shipped or services provided.

Standard Billing – Header Info 1 Tab

Header - Info 1

Unit: UMN01 Invoice: 2020007941 Pretax Amt: -327.50 USD

Status: NEW Invoice Date: _____
*Type: 001 *Source: 202
*Customer: 5005581

FAIRVIEW HEALTH SERVICES

Cycle ID: DAILY *Invoice Form: CRYSTAL From Date: _____ To Date: _____
Pay Terms: NET30 Pay Method: CHK Remit To: WFBBK Bank Account: 3650
Accounting Date: _____ Account: 110000 AR Distribution
Sales: DEFAULT Bill Inquiry Phone: 612-625-0847
Credit: 201-06 Collect: 201-06 Biller: 202-01 Billing Authority: _____

Go to: Header Info 2 Address Copy Address Notes Express Entry
Summary Bill Search Line Search

Standard Billing – Header Order Info Tab

Ship To: 5005581
Ship Loc: 6

Standard Billing – Header Note Tab

Header - Note

Unit: UMN01 Bill To: 5005581 Pretax Amt: -327.50 USD
Invoice: 2020007941 FAIRVIEW HEALTH SERVICES

Bill Header Notes

Standard Note Flag Std Note: _____
 Internal Only Flag Note Type: HEADER

Note Text:
Credit Entire Bill - Fairview cancelled contract for parking. Invoice was prepared after contract was cancelled.

WHAT
Bill lines list the goods/services provided to the customer. Line notes or header notes provide additional details.

Standard Billing – Line Info 1 Tab

Header - Info 1

Unit: UMN01 Bill To: 5005581 Pretax Amt: -327.50 USD
Invoice: 2020007941 FAIRVIEW HEALTH SERVICES Max Rows: 10

Bill Line

Seq	Line	Table	Description	Net Extended
1		000-NON_TAXABLE	Parking Services #210	-327.50

Qty: -1.0000 Line Type: REV Accumulate
UOM: EA From Date: _____ Through Date: _____
Unit Price: 327.5000 Tax Code: _____ Tax Exempt
Gross Extended: -327.50 Exempt Cert: _____

Standard Billing – Line Note Tab

Header - Info 1

Unit: UMN01 Bill To: 5005581 Pretax Amt: -327.50 USD
Invoice: 2020007941 FAIRVIEW HEALTH SERVICES Max Rows: 10

Bill Line

Seq	Line	Identifier	Description	Net Extended
1		000-NON_TAXABLE	Parking Services #210	-327.50

Bill Line Note

Standard Note Flag Std Note: _____
 Internal Only Flag Note Type: CUSTNOTE

Note Text:
Dept: Corporate Accounting