

# Billing - Pending Approval Adjustments Added to Pre-Billing Analysis Screen (14785) [Enhancement]

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A *Pending Approval Adjustments* tab has been added to the Pre-Billing Analysis screen in Billing. Review the tab for outstanding invoice adjustments that have not been approved to prevent billing errors.

The following actions can be taken for a pending adjustment:

- **Approve:** Select the green check mark to approve the adjusted amount for billing.
- **Reject:** Select the red 'X' to reject the adjusted amount and the account will be billed for the original amount.
- **Edit:** Double click within the row of an account to open the Invoice Adjustment editor to edit the Adjustment Amount.

| PRE-BILLING ANALYSIS                         |                 |                |                              |         |           |             |          |           |
|--|-----------------|----------------|------------------------------|---------|-----------|-------------|----------|-----------|
| Work Orders                                  | Service Changes | Manual Charges | Pending Approval Adjustments |         |           |             |          |           |
| COUNT  |                 | 1              | TOTAL                        |         | \$(25.00) |             |          |           |
| ADJUSTMENT ID                                | DIVISION        | ACCOUNT        | ACCOUNT NAME                 | INVOICE | AMOUNT    | REASON CODE | DATE     | USER      |
| 10839  | CORPUS          | 42834          | Example Account              | 853662  | \$(25.00) | COURTESY    | 02/28/23 | Dee Jones |
| Note: remove late fee - payment was received |                 |                |                              |         |           |             |          |           |

Pathway: Accounting > Billing > Right Click on Batch > Pre-Billing

Articles: [Pre-Billing Workflow](#)