

## 13. Bill Adjustment:

This menu is only active for BBSME and PKSF users. If user wants to adjust bills, they can do it by using TMS. But the process can be done once. New unit cost will be automatically adjusted with the bill in the next claim if the bill is not submitted yet. But if the bill is already submitted then user have to manually change the bill again in the next claim. To change bill unit cost, navigate to "Bill Adjustment" from the left menu. It expands with three options-

- i. Enrollment Bill Adjustment
- ii. Certification Bill Adjustment
- iii. Employment Bill Adjustment

## i. <u>Enrollment Bill Adjustment:</u>

From here user can change unit cost for clim-1 bill. Go to "Bill Adjustment >>Enrollment Bill Adjustment".

- A new page open with title "Bill Information". Figure: 1.
- Select "Tranche" and "Bill Number".
- Click on "Invoice" button to see the details of bill and print the copy also.
- User can see all trainee list of a batch by clicking on trainee total number.
- Now if user wants to update unit cost then fill the new amount on "New Unit Cost" column.
- System will automatically calculate new payment amount, new bill amount and adjustable amount.
- Click on "Update Bill" button if you want to change the bill unit cost.

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Figure 1



• Click "Ok" if you are sure to submit the updated bill. Because the bill can be update once.



Figure 2

• Finally, the bill will be updated and adjusted with the bill in next claim.

## ii. <u>Certification Bill Adjustment:</u>

From here user can change unit cost for clim-2 bill. Go to "Bill Adjustment".

- A new page open with title "Bill Information". Figure: 3.
- Select "Tranche" and "Bill Number".
- Click on "Invoice" button to see the details of bill and print the copy also.
- User can see all trainee list in terms of enrolled, assessed and certified of a batch by clicking on trainee total number from column "EN #", "AN #", "CN #".
- Now if user wants to update unit cost then fill the new amount on "New Unit Cost" column.
- System will automatically calculate new payment amount, new bill amount and adjustable amount.
- Click on "Update Bill" button if you want to change the bill unit cost.

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Figure 3

• Click "Ok" if you are sure to submit the updated bill. Because the bill can be update once.





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You can update a bill only once.E Bill ?	Do you want to Update current
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Figu	ro A

Figure 4

• Finally, the bill will be updated and adjusted with the bill in next claim.

## iii. <u>Employment Bill Adjustment:</u>

From here user can change unit cost for clim-3 bill. Go to "Bill Adjustment >> Employment Bill Adjustment".

- A new page open with title "Bill Information". Figure: 5.
- Select "Tranche" and "Bill Number".
- Click on "Invoice" button to see the details of bill and print the copy also.
- User can see all trainee list in terms of enrolled, assessed and certified of a batch by clicking on trainee total number from column "EN #", "AN #", "CN #".
- Now if user wants to update unit cost then fill the new amount on "New Unit Cost" column.
- System will automatically calculate new payment amount, new bill amount and adjustable amount.
- Click on "Update Bill" button if you want to change the bill unit cost.

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Figure 5

• Click "Ok" if you are sure to submit the updated bill. Because the bill can be update once.







Figure 6

• Finally, the bill will be updated.

