

### 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.

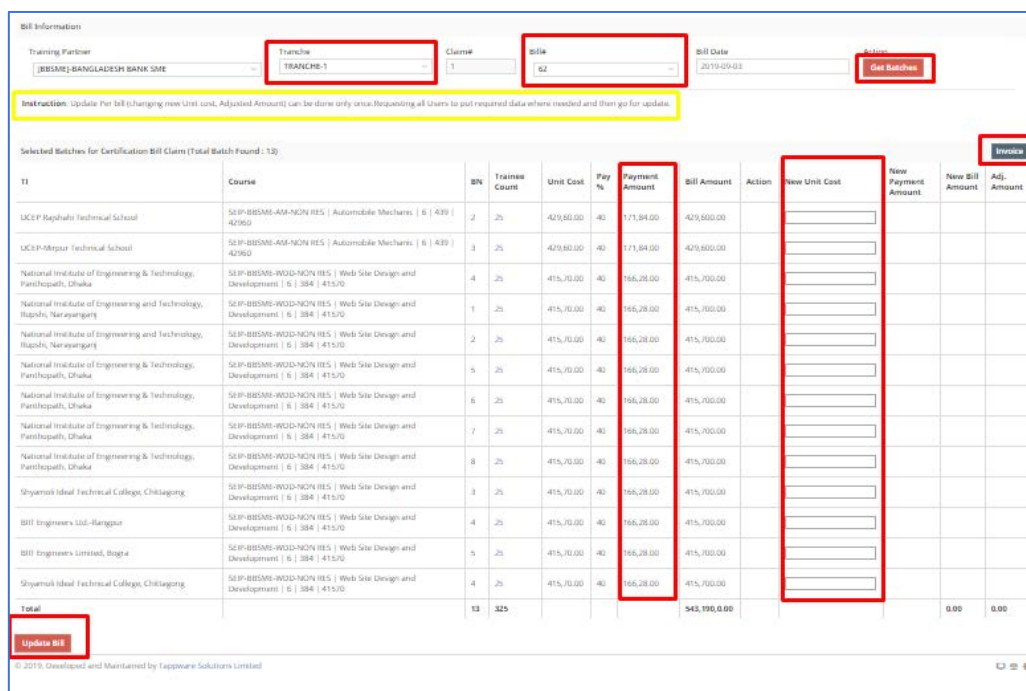
To change bill unit cost, navigate to “Bill Adjustment” from the left menu. It expands with three options-

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

#### i. Enrollment Bill Adjustment:

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.



**Bill Information**

Training Partner: [BBSME]-BANGLADESH BANK SME | Tranche: [TRANCHE-1] | Course: [1] | Bill: [62] | Bill Date: 2019-09-03 | [Get Batches](#)

**Instruction:** Update Per bill (changing new Unit cost, Adjusted Amount) can be done only once. Requesting all Users to put required data where needed and then go for update.

Selected Batches for Certification Bill Claim (Total Batch Found : 13)

TI	Course	BN	Trainee Count	Unit Cost	Pay %	Payment Amount	Bill Amount	Action	New Unit Cost	New Payment Amount	New Bill Amount	Adj. Amount
UCEP Ropahn Technical School	SEIP-BBSME-ANA-NGN IRES   Automobile Mechanics   6   439   42050	2	25	420,50.00	40	1,1,84.00	420,500.00					
UCEP Mpar Technical School	SEIP-BBSME-ANA-NGN IRES   Automobile Mechanics   6   439   42050	3	25	420,50.00	40	1,1,84.00	420,500.00					
National Institute of Engineering & Technology, Pantlacha, Dhaka	SEIP-BBSME-W3D-NGN IRES   Web Site Design and Development   6   384   415.00	4	25	415,70.00	40	166,28.00	415,700.00					
National Institute of Engineering and Technology, Rajshahi, Narayanganj	SEIP-BBSME-W3D-NGN IRES   Web Site Design and Development   6   384   415.00	1	25	415,70.00	40	166,28.00	415,700.00					
National Institute of Engineering and Technology, Rajshahi, Narayanganj	SEIP-BBSME-W3D-NGN IRES   Web Site Design and Development   6   384   415.00	2	25	415,70.00	40	166,28.00	415,700.00					
National Institute of Engineering & Technology, Pantlacha, Dhaka	SEIP-BBSME-W3D-NGN IRES   Web Site Design and Development   6   384   415.00	5	25	415,70.00	40	166,28.00	415,700.00					
National Institute of Engineering & Technology, Pantlacha, Dhaka	SEIP-BBSME-W3D-NGN IRES   Web Site Design and Development   6   384   415.00	6	25	415,70.00	40	166,28.00	415,700.00					
National Institute of Engineering & Technology, Pantlacha, Dhaka	SEIP-BBSME-W3D-NGN IRES   Web Site Design and Development   6   384   415.00	7	25	415,70.00	40	166,28.00	415,700.00					
National Institute of Engineering & Technology, Pantlacha, Dhaka	SEIP-BBSME-W3D-NGN IRES   Web Site Design and Development   6   384   415.00	8	25	415,70.00	40	166,28.00	415,700.00					
Shyamal Ideal Technical College, Chittagong	SEIP-BBSME-W3D-NGN IRES   Web Site Design and Development   6   384   415.00	3	25	415,70.00	40	166,28.00	415,700.00					
BIF Engineers Ltd-Bangpur	SEIP-BBSME-W3D-NGN IRES   Web Site Design and Development   6   384   415.00	4	25	415,70.00	40	166,28.00	415,700.00					
BIF Engineers Limited, Bogra	SEIP-BBSME-W3D-NGN IRES   Web Site Design and Development   6   384   415.00	5	25	415,70.00	40	166,28.00	415,700.00					
Shyamal Ideal Technical College, Chittagong	SEIP-BBSME-W3D-NGN IRES   Web Site Design and Development   6   384   415.00	4	25	415,70.00	40	166,28.00	415,700.00					
<b>Total</b>		<b>13</b>	<b>325</b>				<b>945,190.00</b>			<b>0.00</b>	<b>0.00</b>	

[Update Bill](#)

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Figure 1

- Click “Ok” if you are sure to submit the updated bill. Because the bill can be update once.

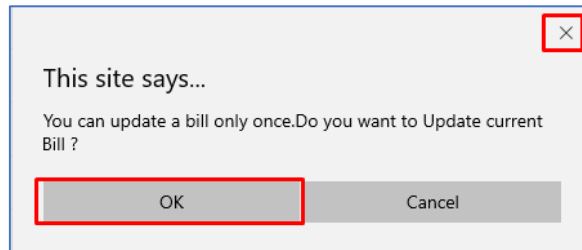


Figure 2

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

**ii. Certification Bill Adjustment:**

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

Figure 3

- Click “Ok” if you are sure to submit the updated bill. Because the bill can be update once.

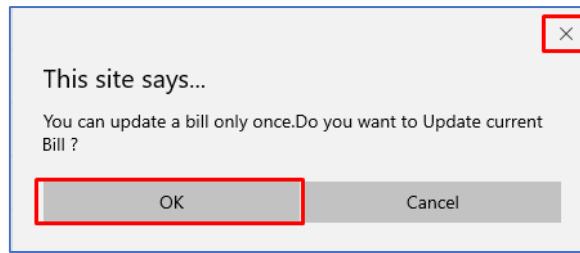


Figure 4

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

iii. **Employment Bill Adjustment:**

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.

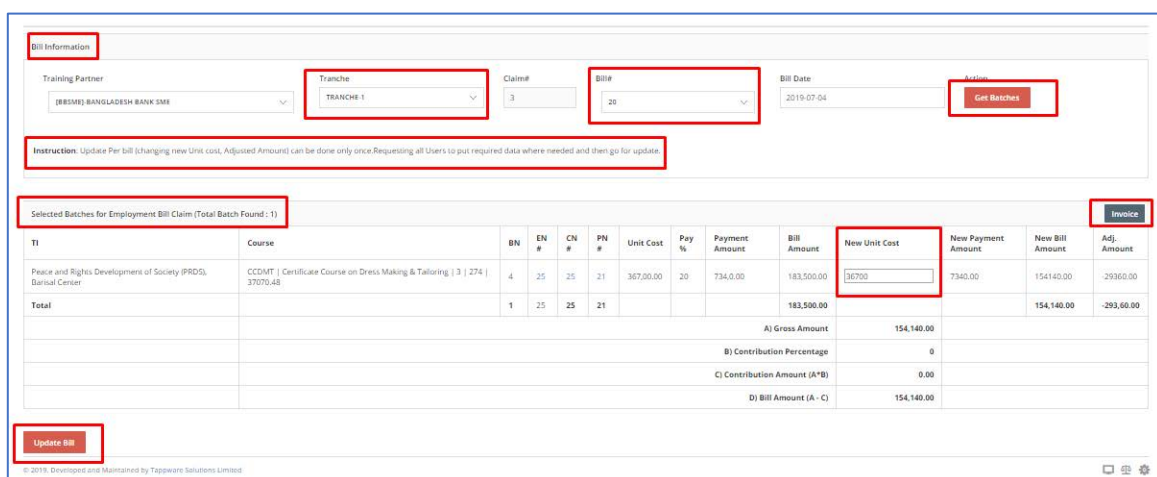
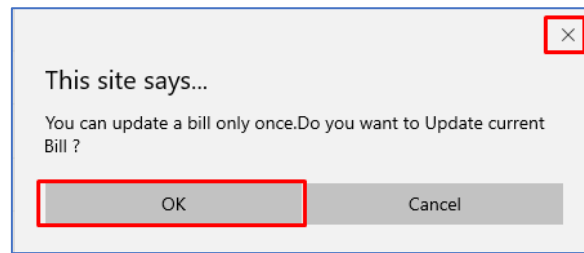


Figure 5

- 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.