

How to Add an Attachment to an Existing Miscellaneous Invoice



Created: Delia Russell October 2016

To begin the process of ADDING an attachment or several attachments to an Existing Miscellaneous Invoice, locate the Invoice on the Home Screen which is the *VIP Invoicing Screen* as seen below in the *Miscellaneous Claiming Accounts* section. **Note:** It is possible to see a Labor Claim section at the top of the screen if a Data Entry role user has access to both Labor and Miscellaneous Claims. Click the [Claim Detail link](#) left side of screen to continue.

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VIP INVOICING SCREEN - ACCOUNT/INVOICE NUMBER

Notice Help link that will provide step by step instructions for each VIP screen.


Miscellaneous Claiming Accounts

(Click on the Billing Account Number to enter a new invoice or click on the Claim Detail link to work with an existing invoice)

Billing Account	Account Owner	Account Description	PO Number	Invoice Number	Invoice Date	Description	Claim Status	End Billing Period
MDA700100	MFCMiscBT, MiscMFC	LM Energy Test Misc	4102244327					
Claim Detail				LMIBT01	Jul 1, 2016	Travel to Hawaii	Working	Jun 24, 2016

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Notice in the screen below there are no attachments added and you are able to add a total of 5 attachments. The next step is to click the “Browse” icon.


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VIP MISCELLANEOUS CLAIMS SCREEN








MFCMiscIBT, MiscMFC - MDA700100 - 4102244327 - LM Energy Test Misc

Invoice Numbers: LMIBT01 - Travel to Hawaii

NAME:	MFCMiscIBT, MiscMFC	ID: EX_000700473	ACCOUNT:	MDA700100	STATUS:	Working
PO NUMBER:	4102244327	INVOICE DATE:	Jul 1, 2016 	END BILLING PERIOD:	Jun 24, 2016 	
INVOICE NUMBER:	LMIBT01					
DESCRIPTION:	Travel to Hawaii					

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Attachment 1:</td><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Browse...</td></tr> <tr><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Attachment 2:</td><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Browse...</td></tr> <tr><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Attachment 3:</td><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Browse...</td></tr> <tr><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Attachment 4:</td><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Browse...</td></tr> <tr><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Attachment 5:</td><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Browse...</td></tr> </table>	Attachment 1:	Browse...	Attachment 2:	Browse...	Attachment 3:	Browse...	Attachment 4:	Browse...	Attachment 5:	Browse...	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Attachment 1 Description</td><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;"></td></tr> <tr><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Attachment 2 Description</td><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;"></td></tr> <tr><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Attachment 3 Description</td><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;"></td></tr> <tr><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Attachment 4 Description</td><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;"></td></tr> <tr><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Attachment 5 Description</td><td style="border: 1px solid #ccc; padding: 2px; font-size: x-small;"></td></tr> </table>	Attachment 1 Description		Attachment 2 Description		Attachment 3 Description		Attachment 4 Description		Attachment 5 Description	
Attachment 1:	Browse...																				
Attachment 2:	Browse...																				
Attachment 3:	Browse...																				
Attachment 4:	Browse...																				
Attachment 5:	Browse...																				
Attachment 1 Description																					
Attachment 2 Description																					
Attachment 3 Description																					
Attachment 4 Description																					
Attachment 5 Description																					

Update Attachments

Detail Description	Charge Number	ITEM	Reg Hours	OT Hours	Amount	Supplier Name
Airline Ticket	QELPIT0100010PN8	0002			1001.55	
						
						
						
						
Totals:						0.0 0.0 \$1,001.55

Add Row

Save
Clear

Submit For Approval
Delete Invoice

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After clicking the Browse icon the pop up window is displayed so you can select a document to be uploaded. Please review the HELP link in this *VIP Miscellaneous Claims Screen* for what type of documents are valid for uploading. Click the **OPEN** icon after making your selection.

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VIP MISCELLANEOUS CLAIMS SCREEN

MFCMiscIBT, MiscMFC - MDA700100 - 4102244327 - LM Energy Test

Numbers: LMIBT01 - Travel to Hawaii

NAME: MFCMiscIBT, MiscMFC
PO NUMBER: 4102244327
INVOICE NUMBER: LMIBT01
DESCRIPTION: Travel to Hawaii

S: Working
Jun 24, 2016

Attachment 1: Browse
Attachment 2: Browse
Attachment 3: Browse
Attachment 4: Browse
Attachment 5: Browse

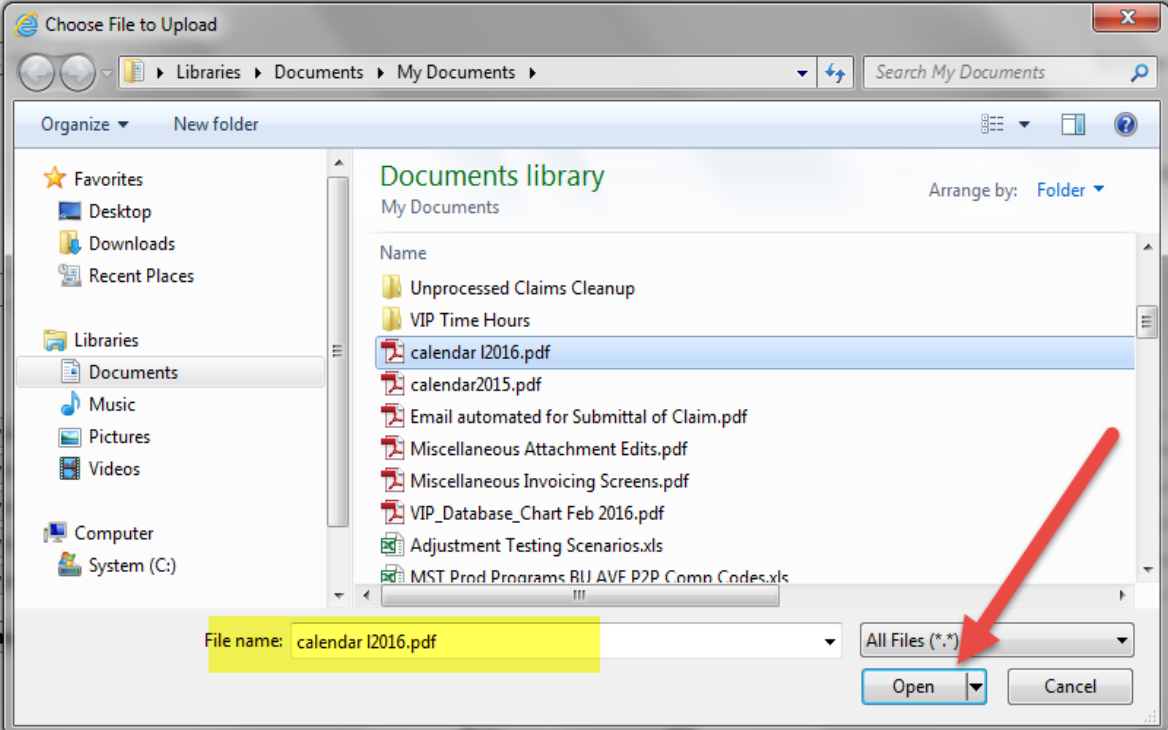
Update Attachments

File name: calendar I2016.pdf

All Files (*.*)

Open Cancel

Detail Description	Charge Number	ITEM	Reg Hours	OT Hours	Amount	Supplier Name
Airline Tickest	QELPIT0100010PN8	0002			1001.55	



In this example we are only selecting one attachment. Next key in an *Attachment Description* right side of the screen seen below. Click the **SAVE** icon. **NOTE:** If you need to add more than 1 attachment, click the Browse icon for each attachment and key in a Description, then click the SAVE icon.

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VIP MISCELLANEOUS CLAIMS SCREEN

MFCMiscIBT, MiscMFC - MDA700100 - 4102244327 - LM Energy Test Misc
Invoice Numbers: LMIBT01 - Travel to Hawaii

NAME: MFCMiscIBT, MiscMFC **ID:** EX_000700473

PO NUMBER: 4102244327

INVOICE NUMBER: LMIBT01 **INVOICE DATE:** Jul 1, 2016

DESCRIPTION: Travel to Hawaii

ACCOUNT: MDA700100 **STATUS:** Working

END BILLING PERIOD: Jun 24, 2016

Attachment 1:	C:\Users\N90755\Documents\calendar I2016.pc	Browse...	Attachment 1 Description	Calendar 2016 Travel
Attachment 2:		Browse...	Attachment 2 Description	
Attachment 3:		Browse...	Attachment 3 Description	
Attachment 4:		Browse...	Attachment 4 Description	
Attachment 5:		Browse...	Attachment 5 Description	

Detail Description	Charge Number	ITEM	Reg Hours	OT Hours	Amount	Supplier Name
Airline Ticket	QELPIT0100010PN8	0002			1001.55	
Totals:			0.0	0.0	\$1,001.55	

The next pop up window will display. Read the question and then proceed forward with the next applicable step. In this example, we will click the **OK** icon.

Attachment 1:	C:\Users\N90755\Documents\calendar I2016.pc	Browse...	Attachment 1 Description	Calendar 2016 Travel
Attachment 2:		Browse...	Attachment 2 Description	
Attachment 3:		Browse...	Attachment 3 Description	
Attachment 4:		Browse...	Attachment 4 Description	
Attachment 5:		Browse...	Attachment 5 Description	

Update Attachments

Attachment Description	Charge Number	Amount	Supplier Name
line Ticket	QELPIT0100010PN8	101.55	

Message from webpage

Are you sure the attachments do not contain any sensitive or third person proprietary information?

Totals: 0.0 0.0 \$1,001.55

Notice the Upload is taking place in addition to a Virus Check.

The screenshot shows a web application interface with a modal dialog box titled "Server Side Virus Checking - Internet Explorer". The dialog box contains the text "Performing Upload and Virus Checking...Please be Patient..." and a progress bar. A green arrow points from the dialog box to the "Attachment 1 Description" field, which contains the text "Calendar 2016 Travel".

DESCRIPTION:

Attachment 1:
Attachment 2:
Attachment 3:
Attachment 4:
Attachment 5:

Attachment 1 Description:
Attachment 2 Description:
Attachment 3 Description:
Attachment 4 Description:
Attachment 5 Description:

Detail Description

Detail Description	Number	ITEM	Reg Hours	OT Hours	Amount	Supplier Name
Airline Ticket	QELPIT0100010PN8	0002			1001.55	

Totals: 0.0 0.0 \$1,001.55

Notice the upload is successful. There is now an **Attachment** link displayed and a **Delete** radio button to the middle left of the screen. *How to Delete an Attachment* will be explained in another training powerpoint/pdf. To complete the process, submit the claim to the Approver by clicking the *Submit For Approval* icon. **This concludes the “How to Add an Attachment to an Existing Miscellaneous Invoice”.**

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VIP MISCELLANEOUS CLAIMS SCREEN

Record(s) have been successfully inserted / updated.

MFCMiscIBT, MiscMFC - MDA700100 - 4102244327 - LM Energy Test Misc

Invoice Numbers: LMIBT01 - Travel to Hawaii

NAME: MFCMiscIBT, MiscMFC ID: EX_000700473 ACCOUNT: MDA700100 STATUS: Working
 PO NUMBER: 4102244327
 INVOICE NUMBER: LMIBT01 INVOICE DATE: Jul 1, 2016 END BILLING PERIOD: Jun 24, 2016
 DESCRIPTION: Travel to Hawaii

Attachment 1: calendar 12016.pdf Delete Attachment 1 Description: Calendar 2016 Travel

Attachment 2: Browse... Attachment 2 Description:
 Attachment 3: Browse... Attachment 3 Description:
 Attachment 4: Browse... Attachment 4 Description:
 Attachment 5: Browse... Attachment 5 Description:
 Update Attachments

Detail Description	Charge Number	ITEM	Reg Hours	OT Hours	Amount	Supplier Name
Airline Ticket	QELPIT0100010PN8	0002			1001.55	
Totals:			0.0	0.0	\$1,001.55	

Add Row

Save Clear

Submit For Approval Delete Invoice

