

How to Create a Credit Miscellaneous Invoice



Created: Delia Russell – September 2016

To Begin the Process of Creating a Credit Miscellaneous Invoice: Once the VIP user (Miscellaneous Claimer or Data Entry Role) has accessed VIP and has been directed to their Home Page (**VIP Invoicing Screen**)...they should see the section below displayed. The next step is to select the *Claim Detail* link as also noted in the instructions highlighted below in pink...Click the **"Billing Account"** link.

NOTE: View the HELP link top right of page in each VIP Screen for further explanation of all fields that will not be mentioned in this training documentation.

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IBT Invoicing Reporting Welcome MiscMFC MFCMiscIBT Print

VIP INVOICING SCREEN - ACCOUNT/INVOICE NUMBER

Click the Billing Account link as the first step to create a new invoice

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	MFCMiscIBT, MiscMFC	LM Energy Test Misc	4102244327					

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Print

Notice the virus check is taking place because of the attachments uploaded.

INVOICE NUMBER: INVOICE DATE: END BILLING P

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:

Server Side Virus Checking - Internet Explorer

Performing Upload and Virus Checking...Please be Patient...

Detail Description	Number	ITEM	Reg Hours	OT Hours	Amount
Credit Travel	QELPIT0100010PN8	0002			-235.67
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Totals: 0.0 0.0 \$0.00

