How to Create a Miscellaneous Invoice with an Attachment

Miscellaneous Invoice Process
Agenda

• Introduction (Slides 3 & 4)
• How to create a Miscellaneous Invoice with an attachment and send for approval (Slides 5 – 12)
• Email Notification (Slide 13)
• Help Text in VIP (Slide 14)
• Data Entry Role screen (Slide 15)
• All Business Unit Miscellaneous Invoice Screens (Slides 16 – 27)
Once the Miscellaneous Claimer or Data Entry role has successfully accessed VIP, they should be directed to the **VIP Invoicing Screen** also known as their Home Page.

This screen example below is for a Miscellaneous Claimer VIP role. **NOTE:** The Data Entry role process is the same although their main Home Page displays differently. See an example at Slide 15.

**Step 1**
Read Instructions, then go to Step 2 to create Invoice
The columns at the bottom of this screen will vary depending on what business the VIP user is set up in. A display of each business unit will be displayed beginning with Slides 17 thru 27.
How to create a Miscellaneous Invoice with an attachment will be demonstrated in the next several slides. This slide first explains how to enter data for the upper half of this screen.

Enter an Invoice Number up to 14 alpha/numeric characters

Click the Calendar icon to select a date, usually the date of entry or what is provided by the Supplier

Click the Calendar icon to select a date which is usually a date before the Invoice Date, however it can be a future date but no more than 30 days

Enter a description up to 80 characters if needed to explain the purpose for the invoice charges
This slide explains how to enter data for the middle section of this screen.

**VIP MISCELLANEOUS CLAIMS SCREEN**

Click the **Browse** icon to select an attachment from your hard drive. Notice you can add a total of 5 per invoice. The attachments uploaded will be utilized to validate the charges being expensed. **NOTE:** Only PDF, Excel or WORD documents are allowed. If the attachments are not available at the time of entering the invoice, they can be added at a later time but before the claim is submitted for Approval is preferred.

Type in a description of the Attachment although not a required field. Up to 50 characters are allowed in this field.

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<table>
<thead>
<tr>
<th>Detail Description</th>
<th>Charge Number</th>
<th>ITEM</th>
<th>REG Hours</th>
<th>OT Hours</th>
<th>Amount</th>
<th>Supplier Name</th>
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Next enter the applicable data needed in the fields below in the bottom half of screen. Once completed, click the SAVE icon. Notice not all fields are filled out for this example and will be explained in Slide 12.
Notice the pop-up window which will only display if an attachment was uploaded. Click “OK” to go forward with the process.
Next you will see the system is performing a virus check before officially uploading the attachment.
The miscellaneous claim is successfully validated and the attachment is now displayed as a link. If no additional charges or attachments need to be added and no other corrections required, the next step is to send the invoice to the Approver role for approval, click the “Submit for Approval” icon.
Notice the next pop-up window and follow directions.
Notice the Miscellaneous Claim has been submitted. Also notice other comments stated below. This completes the process of **How to create a Miscellaneous Invoice with an Attachment**.

The Reg & OT Hours fields can be used to input labor hours to be billed for a Labor Claimer that may no longer be active as one example.

This field is used to identify the person being expensed.
An Email Notification will be sent to the Approver role once the claim has been Submitted For Approval.

From: VIP@wasqp1.us.lmco.com [mailto:VIP@wasqp1.us.lmco.com]
Sent: Thursday, August 25, 2016 3:42 PM
To: Woods, Pepper (US) <pepper.woods@lmco.com>
Subject: Misc Claim has been submitted

A miscellaneous invoice to Lockheed Martin has been submitted through the Vendor Invoice Processor system and is pending approval. Please reference the following information pertaining to this claim:

VIP Billing Account: MDA700100
Purchase Order: 4102244327

Invoice Number: LMIBT01
Invoice Date: 01/Jul/2016

Description: Travel to Hawaii
Help Text available in VIP:
Please refer to and review the Help text page to find further detailed explanations about each field in the VIP Miscellaneous Claims Screen below.

VIP Training Tip: Once a Miscellaneous Invoice has been created…the Detail Description, Charge Number and Line Item data at the bottom of the screen will already be displayed when creating a new Invoice to be utilized, if applicable, up to an estimated 13 weeks.
Data Entry Role screen examples: Top screen only has access to Miscellaneous accounts & the bottom screen is access to Labor and Miscellaneous accounts.
The next slides 17 - 27 are the Miscellaneous Invoicing screen displays of each Business Unit utilizing the VIP process.

Not all will display the same columns/fields at the bottom of the screen because of the different business unit requirements.
### VIP MISCELLANEOUS CLAIMS SCREEN

**Name:** AeroSIR Sr, Conrad  
**ID:** EX_9001800062  
**PO Number:** AeroSIR Sr, Conrad - AG7058027  
**Invoice Number:**  
**Invoice Date:**  
**Description:**

**Account:** AERO00950M  
**Status:** Working

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**Detail Description**

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<th>Description</th>
<th>Charge Number</th>
<th>Item</th>
<th>Dept Charged</th>
<th>Reg Hours</th>
<th>OT Hours</th>
<th>Billed Amount</th>
<th>Supplier Name</th>
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**Totals:** 0.0 0.0 $0.00

- **Save**
- **Clear**
- **Submit For Approval**

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VIP MISCELLANEOUS CLAIMS SCREEN

NAME: UserMisc, EO  
ID: Ex_000180023  
ACCOUNT: LMCB09157  
STATUS: Working  

PO NUMBER: 410301229  
INVOICE NUMBER:  
INVOICE DATE:  
END BILLING PERIOD:  

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

Detail Description | Charge Number | ITEM | Reg Hours | OT Hours | Amount | Supplier Name
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Totals: 0.0 0.0 $0.00

Save | Clear

Submit For Approval

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This section instructions will be provided in another training ppt/pdf documentation & is not applicable for all business units.
Leidos Holdings - MARS International: UK and Australia

Example of UK column titles

Example of Australia column titles
This section instructions will be provided in another training ppt/pdf documentation & is not applicable for all business units.
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### VIP MISCELLANEOUS CLAIMS SCREEN

**NAME:** MissMscIBT, MissMFC  
**ID:** EX_0000700473  
**ACCOUNT:** MDA700100  
**STATUS:** Working  

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**PO NUMBER:** 4102244327  
**INVOICE NUMBER:**  
**INVOICE DATE:**  
**END BILLING PERIOD:**  

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

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**Totals:** 0.0 0.0 $0.00

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**Save** **Clear**

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Submit For Approval
This section instructions will be provided in another training ppt/pdf documentation & is not applicable for all business units.

Note: That R&MS also has the capabilities of International Invoicing because of Company Code set up – See Slide 21 for VAT or GST data field examples.
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