

# How to Create a Zero Dollar Miscellaneous Invoice



Created: Delia Russell – October 2016

To Begin the Process of Creating a Zero Dollar 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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### 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
<a href="#">MDA700100</a>	MFCMiscIBT, MiscMFC	LM Energy Test Misc	4102244327					

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Print

Notice the applicable fields already have data entered for this Zero Dollar Invoice. Read what is stated in the bubbles. This type of invoice is also considered an **Adjustment** because a correction is being made to the **Line Item** previously invoiced, however the **Amount** is the same and must be entered as a Credit and offset as a Debit. Click the **SAVE** icon to proceed with the process.

**VIP Tip:** The Charge number could also be changed at the same time in addition to the Line Item if applicable, however the Total should display \$0.00 to be considered a Zero Dollar Miscellaneous Invoice. Keep in mind the bottom half of screen may have additional fields that can also be corrected based on the business unit requirements.

**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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**VIP MISCELLANEOUS CLAIMS SCREEN**

MFCMiscIBT, MiscMFC - MDA700100 - 4102244327 - LM Energy Test Misc Invoice Numbers:

**NAME:** MFCMiscIBT, MiscMFC      **ID:** EX\_000700473      **ACCOUNT:** MDA700100      **STATUS:** Working  
**PO NUMBER:** 4102244327  
**INVOICE NUMBER:**       **INVOICE DATE:**       **END BILLING PERIOD:**    
**DESCRIPTION:**

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

Attachment Description	Attachment 1 Description
<input type="text" value="Line A"/>	<input type="text" value="ZeroDollar Adj"/>
<input type="text" value="Line B"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Detail Description	Charge Number	ITEM	Reg Hours	OT Hours	Amount	Supplier Name
<input type="text" value="Line A"/>	<input type="text" value="QELPIT0100010PN8"/>	<input type="text" value="0002"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-115.00"/>	<input type="text"/>
<input type="text" value="Line B"/>	<input type="text" value="QELPIT0100010PN8"/>	<input type="text" value="0001"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="115.00"/>	<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"/>
<b>Totals:</b>			0.0	0.0	\$0.00	

Notice the two different line items

Notice a Credit and Debit amount

The next pop up window appears, read question and then click **OK** to proceed if applicable.

**NAME:** MFCMiscIBT, MiscMFC      **ID:** EX\_000700473      **ACCOUNT:** MDA700100      **STATUS:** Working  
**PO NUMBER:** 4102244327  
**INVOICE NUMBER:** ZeroDollar001      **INVOICE DATE:** Oct 3, 2016      **END BILLING PERIOD:** Sep 3, 2016  
**DESCRIPTION:** Zero Dollar Adj Invoice

**Attachment 1:** C:\Users\N90755\Documents\calendar I2016.pc Browse...  
**Attachment 2:** Browse...  
**Attachment 3:** Browse...  
**Attachment 4:** Browse...  
**Attachment 5:** Browse...

**Attachment 1 Description:** ZeroDollar Adj  
**Attachment 2 Description:**

Message from webpage

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

Click OK

OK Cancel

Detail Description	Charge Number		Amount	Supplier Name
Line A	QELPIT0100010PN8	0002	-115.00	
Line B	QELPIT0100010PN8	0001	115.00	

Add Row

**Totals:** 0.0      0.0      \$0.00

Save Clear


Submit For Approval


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

**NAME:** MFCMiscIBT. MiscMFC **ID:** EX\_000700473 **ACCOUNT:** MDA700100 **STATUS:** Working  
**PO NUMBER:** **INVOICE DATE:** Oct 3, 2016 **END BILLING PERIOD:** Sep 3, 2016  
**INVOICE NUMBER:** **DESCRIPTION:**  
**Attachment 1:** C:\... **Attachment 1 Description:** ZeroDollar Adj  
**Attachment 2:** **Attachment 2 Description:**  
**Attachment 3:** **Attachment 3 Description:**  
**Attachment 4:** **Attachment 4 Description:**  
**Attachment 5:** **Attachment 5 Description:**

Server Side Virus Checking - Internet Explorer

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





Detail Description	Charge Number	ITEM	Reg Hours	OT Hours	Amount	Supplier Name
Line A	QELPIT0100010PN8	0002			-115.00	
Line B	QELPIT0100010PN8	0001			115.00	

**Totals:** 0.0 0.0 \$0.00


The successful message is displayed. Notice Total at bottom of screen. To complete the process, click the **Submit For Approval** icon to send the invoice to the Approver.


This completes the process of How to Create a Zero Dollar 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:** ZERODOLLAR001 - Zero Dollar Adj Invoice

**NAME:** MFCMiscIBT, MiscMFC **ID:** EX\_000700473 **ACCOUNT:** MDA700100 **STATUS:** Working

**PO NUMBER:** 4102244327 **INVOICE DATE:** Oct 3, 2016 **END BILLING PERIOD:** Sep 3, 2016

**INVOICE NUMBER:** ZERODOLLAR001 **DESCRIPTION:** Zero Dollar Adj Invoice

**Attachment 1:** [calendar 12016.pdf](#)  Delete

**Attachment 1 Description:** ZeroDollar Adj

**Attachment 2:**

**Attachment 2 Description:**

**Attachment 3:**






**Attachment 3 Description:**


**Attachment 4:**

**Attachment 4 Description:**

**Attachment 5:**

**Attachment 5 Description:**

Detail Description	Charge Number	ITEM	Reg Hours	OT Hours	Amount	Supplier Name
Line A	QELPIT0100010PN8	0002	<input type="text"/>	<input type="text"/>	-115.00	<input type="text"/> 
Line B	QELPIT0100010PN8	0001	<input type="text"/>	<input type="text"/>	115.00	<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"/> 
<b>Totals:</b>			0.0	0.0	\$0.00	

 Notice the Total is Zero Dollars

