How to Create a Zero Dollar Miscellaneous Invoice

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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.
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.

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The next pop up window appears, read question and then click OK to proceed if applicable.
Notice the virus check is taking place because of the attachments uploaded.
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.