


How to Delete a Miscellaneous Invoice




Created: Delia Russell September 2016

To Begin the Process of Deleting an Existing 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 for the Invoice that needs to be deleted...Click the "Claim Detail" link.

NOTE: Once an Invoice has been placed in the PROCESSED Claim Status, it will not be displayed in this page and cannot be deleted.


Home | Help | Contacts | Exit

IBT Invoicing Reporting
Welcome EO UserMisc Print

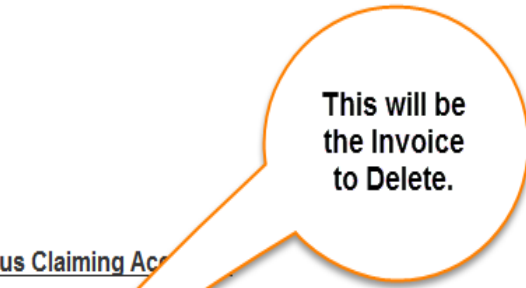
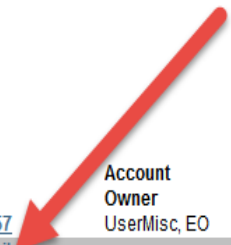
VIP INVOICING SCREEN - ACCOUNT/INVOICE NUMBER 

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
LMCB00157	UserMisc, EO	Misc Claimer and SIR	4100301229	HUMANF001	May 1, 2012	Travel for a week in April	Working	Apr 15, 2012
Claim Detail				SOX0001A	Sep 6, 2013	SOX TESTING	Disapproved	Sep 1, 2013
Claim Detail				VALID01	Aug 30, 2016	Charge number valid test	Working	Aug 1, 2016

© 2004 Lockheed Martin Corporation. All rights reserved. [Disclaimer](#) [Print](#)



Next in the **VIP Miscellaneous Claims Screen** will be a **Delete Invoice** icon as long as the existing claim was previously saved. The Status can be in the Working, Submitted, Approved, LMApproved or Disapproved status to delete an invoice. Click the **Delete Invoice** icon to continue the process.

NOTE: For a new invoice, the screen will NOT display the Delete Invoice icon.

The screenshot displays the 'VIP MISCELLANEOUS CLAIMS SCREEN' interface. At the top, there is a Lockheed Martin logo and navigation links. The main content area includes a dropdown menu for 'UserMisc, EO - LMCB00157 - 4100301229 - Misc Claimer and SIR'. To the right, the 'Invoice Numbers' dropdown is set to 'HUMANF001 - Travel for a week in April'. A red box highlights the 'STATUS: Working' field. Below this, fields for 'NAME', 'PO NUMBER', 'COMMENTS', 'INVOICE NUMBER', and 'DESCRIPTION' are populated with 'UserMisc, EO', '4100301229', 'test', 'HUMANF001', and 'Travel for a week in April' respectively. Further right, 'ACCOUNT: LMCB00157', 'INVOICE DATE: May 1, 2012', and 'END BILLING PERIOD: Apr 15, 2012' are shown. The 'Attachment' section contains five 'Browse...' buttons and corresponding description fields. An 'Update Attachments' button is located below. A table lists items with columns for 'Detail Description', 'Charge Number', 'ITEM', 'Reg Hours', 'OT Hours', 'Amount', and 'Supplier Name'. The table contains four rows of data, with a total amount of \$865.11. At the bottom, there are 'Save' and 'Clear' buttons, and a row of buttons including 'Submit For Approval' and 'Delete Invoice', with a red arrow pointing to the latter.

After clicking the Delete Invoice icon the pop up window below is displayed. Click "OK" to continue with the process.

PO NUMBER: 4100301229
COMMENTS: test
INVOICE NUMBER: HUMANF001 INVOICE DATE: May 1, 2012 END BILLING PERIOD: Apr 15, 2012
DESCRIPTION: Travel for a week in April

Attachment 1: Browse... Attachment 1 Description: _____
Attachment 2: Browse... Attachment 2 Description: _____
Attachment 3: Browse... Attachment 3 Description: _____
Attachment 4: Browse...
Attachment 5: Browse...

Update Attachments

Detail Description	Charge Number		Amount	Supplier Name
Airlines	210062590200WBH76020000		800.00	
hotel	210062590200WBH78007000	0001	50.00	
	210062590200WBHRA835000	0002	15.11	
valid test	210062590200WBH76020000	0002		

Totals: 0.0 0.0 \$865.11

Message from webpage
Are you sure you want to delete this entire claim?
OK Cancel

Save Clear
Submit For Approval Delete Invoice


Notice the Invoice is **successfully deleted** and the Miscellaneous Claims screen has changed...the Delete Invoice icon is no longer displayed. At this point you can begin input of a new invoice if needed. This completes the lesson of **How to Delete a Miscellaneous Invoice.**

LOCKHEED MARTIN
We never forget who we're working for™



Home | Help | Contacts | Exit

IBT Invoicing Reporting Welcome EO UserMisc Print





VIP MISCELLANEOUS CLAIMS SCREEN

Invoice has been successfully deleted. 

UserMisc, EO - LMCB00157 - 4100301229 - Misc Claimer and SIR Invoice Numbers:

NAME: UserMisc, EO **ID:** EX_000180823 **ACCOUNT:** LMCB00157 **STATUS:** Working
PO NUMBER: 4100301229
INVOICE NUMBER: **INVOICE DATE:**  **END BILLING PERIOD:** 
DESCRIPTION:

Attachment 1: Attachment 1 Description:
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
valid test	210062590200WBH76020000	0002				
<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
<input type="button" value="Add Row"/>			Totals: 0.0 0.0 \$0.00			

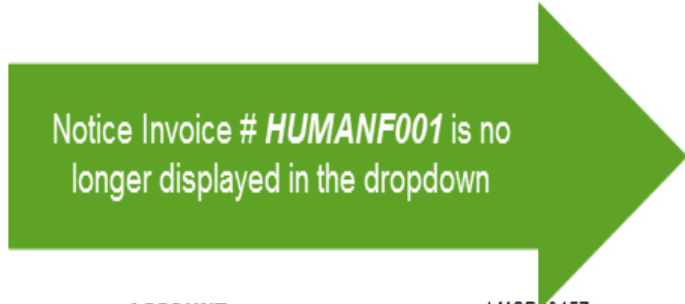
VIP Tip: Also in this screen after the Invoice was deleted...notice when you click the dropdown from the Invoice Numbers field below, the Invoice that was deleted is no longer displayed in the dropdown.

VIP MISCELLANEOUS CLAIMS SCREEN



Invoice has been successfully deleted.

UserMisc, EO - LMCB00157 - 4100301229 - Misc Claimer and SIR ▼



Invoice Numbers:

- Select
- SOX0001A - SOX TESTING
- VALID001 - Charge number valid test

NAME: UserMisc, EO **ID:** EX_000180823
PO NUMBER: 4100301229
INVOICE NUMBER: **INVOICE DATE:** 📅
DESCRIPTION:

ACCOUNT: LMCB00157 **STATUS:** Working
END BILLING PERIOD: 📅

VIP Tip: Notice when you go back to the Home page –VIP Invoicing Screen after the Invoice was deleted, the Invoice is no longer displayed.

LOCKHEED MARTIN
We never forget who we're working for™

Home | Help | Contacts | Exit

IBT Invoicing Reporting Welcome EO UserMisc Print

VIP INVOICING SCREEN - ACCOUNT/INVOICE NUMBER

VIP

Notice the Invoice # HUMANF001 is no longer displayed

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
LMCB00157 Claim Detail	UserMisc, EO	Misc Claimer and SIR	4100301229	SOX0001A	Sep 6, 2013	SOX TESTING	Disapproved	Sep 1, 2013
Claim Detail				VALID01	Aug 30, 2016	Charge number valid test	Working	Aug 1, 2016

© 2004 Lockheed Martin Corporation. All rights reserved. [Disclaimer](#) [Print](#)

