How to Delete a Miscellaneous Invoice
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.
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, LMAApproved 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.
After clicking the Delete Invoice icon the pop up window below is displayed. Click “OK” to continue with the process.
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**.
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.

Notice Invoice # HUMANF001 is no longer displayed in the dropdown.
**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.

*Notice the Invoice # HUMANFO01 is no longer displayed*