

Quick Topic - Zero-dollar (\$0) invoices

Title: Zero-dollar (\$0) invoices

Brief description:

A zero-dollar invoice can be created in Unanet in different ways. You may wish to do this if there is nothing to post and you would like to generate an invoice with only an additional item, or it could happen as a result of billing type changes or labor adjustments.

What's covered in this document:

- [Possible causes](#)
 - [Generating an invoice without unbilled data](#)
- [Additional Information](#)

Possible causes

A zero-dollar invoice may be created in these situations:

- The billing type on some task(s) was changed to NB (non-billable) after the data was posted but before the posted data made it onto an invoice.
- Labor adjustments were made after the posting/billing cycle that equal out to \$0. To check this if the invoice is in Draft status, edit the invoice then navigate to Labor.
- The *Include projects without unbilled data* check box was selected on the Add Invoice screen and the project has no unbilled amount. See screenshots below for this process.

Generating an invoice without unbilled data

When adding an invoice, you can select the check box to *Include projects without unbilled data* and then select the project on the *List* tab. This will give you a blank invoice.

Unanet Organizations Project People Forecast Time Expense Financials Documents Admin Reports

Invoicing & Posting – Add Invoice

Search List

SEARCH CRITERIA

LEGAL ENTITY: MYCO - My Company

PROJECT: OWNING ORG. ORG. CODE PROJECT CODE

Show Owing Org. Codes in filter only
 Show Org. Codes in filter only
 Include inactive projects in filter
 Include all projects matching filter

<All Projects>

Include active projects in output
 Include inactive projects in output

PROJECT MANAGER: ORG. CODE LAST NAME

Include inactive people in filter

<All Project Managers>

BILLING TYPE: CP
FP
TM

PROJECT TYPE: (PROJECT'S DEFAULT)

Include inactive

<All Project Types>

PROJECT STATUS: 1-Pipeline Stage 1
1-Pipeline Stage 2
1-Pipeline Stage 3

THROUGH DATE: 7/31/2019

Calendar - Current Month

LIST OPTIONS: Include projects without unbilled data
 Include projects with Draft Invoices

TRANSACTION ATTRIBUTES

INVOICE DATE: 7/24/2019

POST DATE: 7/24/2019

FISCAL PERIOD: FY19-10

The UNBILLED column is null, which means there is no posted data that will show up on the invoice. As a result, you have a \$0 invoice to which you may add additional items.

Select the check box for the appropriate project from the list and click **Generate Invoices**, then click **List** on the next screen.

Invoicing & Posting – Add Invoice

Through Date: 9/30/2019 Invoice Date: 9/10/2019
 Post Date: 9/10/2019 Fiscal Period: FY19-12

Search **List**

<input type="checkbox"/>	OWNING ORG.	PROJECT	BILLING TYPE	PROJECT TYPE	PROJECT STATUS	FUNDED VALUE	UNBILLED (U)	INVOICED		TOTALS	
								DRAFT (D)	BILLED (B)	TOTAL (U) + (D) + (B)	VARIANCE FUNDED
<input type="checkbox"/>	CS	CUSTOMER-1 10.10.7011.102	CP	BILLABLE	2-Open	2,250,000.00	—	—	1,030,031.56	1,030,031.56	1,219,968.44
<input type="checkbox"/>	CS	CUSTOMER-2 ERP-UPGRADE	CP	BILLABLE	2-Open	1,388,500.00	—	—	67,408.56	67,408.56	1,321,091.44
<input type="checkbox"/>	CS	CUSTOMER-2 PSA-UPGRADE	TM	BILLABLE	2-Open	2,007,500.00	—	—	177,248.80	177,248.80	1,830,251.20
<input type="checkbox"/>	CS	CUSTOMER-2 PSA-UPGRADE-FOLLOW-ON	TM	PROPOSAL	1-Pipeline Stage 2	0.00	—	—	—	—	0.00
<input type="checkbox"/>	GS-SE	CUSTOMER-3 C03-UNIVERSE-0001-Y04-TL-L	TM	BILLABLE	2-Open	128,376.00	—	—	2,786.54	2,786.54	125,589.46
<input type="checkbox"/>	GS-SE	CUSTOMER-3 C03-UNIVERSE-1001-AA-TL-L	TM	BILLABLE	2-Open	51,161.80	—	—	1,173.29	1,173.29	49,988.51
<input type="checkbox"/>	MYCO	FN-ACCOUNTING FIXED-ASSETS	FP	FA	2-Open	—	—	—	5,000.00	5,000.00	-5,000.00

Generate Invoices

◆ Indicates Group Invoice.

Here is the list showing the newly created \$0 invoice:

Invoicing & Posting – List Invoices

Search **List**

[Save Criteria](#)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROJECT	INVOICE #	INVOICE DATE	POST DATE	PAYMENT TERM	AMOUNT	BALANCE	VOIDING INVOICE #
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CUSTOMER-1 10.10.7011.102	UNANET-00909	9/10/2019	9/10/2019	1% 10 Net 30	0.00	0.00	
Total number of Invoices: 1								0.00	0.00	

◆ Indicates Group Invoice.

Additional Information

[KC - Invoicing & Posting Guide](#)