

# **How to “view” labor and miscellaneous claims for the Alternate Approver and LM Alternate Approver VIP role in the Approval Screens.**

Before reviewing this presentation, you should review the [video demonstration for the lesson called “How to Approve, Disapprove and Void a Claim”](#) which will display complete instructions for this procedure. This ppt/pdf will only display minimal information and specific to the VIP roles mentioned in the title of this ppt/pdf.


This lesson is intended to demonstrate how the **Alternate Approver and LM Alternate Approver** will view claims that need to be Approved or Disapproved in the Approval Screen. Click on the **Approvals** menu link to continue.

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## VIP NEWS & INFORMATION



### General News & Information

The cut off to have all labor claims approved for the ISS, TSS and SI-Owego business units is 4pm Eastern Time on Friday.

The cut off to have all labor claims approved for IT&GS is 9pm ET on Tuesday.

NEW CODE CHANGES TO INCREASE CHARACTERS IN THE NEWS & SYSTEM AVAILABILITY SCREENS IN VIP for VIP role users.

The cut off to have labor claims approved for the MS2 business unit is Sunday evening before 9pm ET.

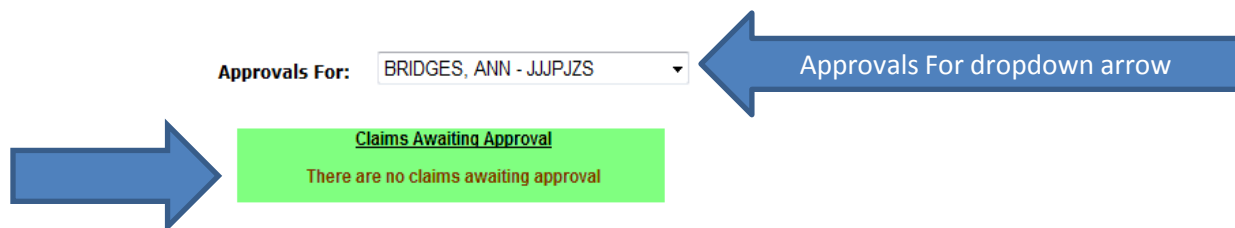
### Approvers News & Information

Approver function is available

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Once the Alternate Approver or the LM Alternate Approver clicks the Approvals menu link, they will be taken to this screen. Notice in the middle of the page it states **“There are no claims awaiting approval”**. In order to view what claims are available for approving or disapproving, the 1<sup>st</sup> step is the Alternate Approver must click the **“Approvals For”** drop down arrow . (go to next slide for next steps)

VIP APPROVALS SCREEN - CLAIMS AWAITING APPROVAL



Working and/or Current Week Missing Claims

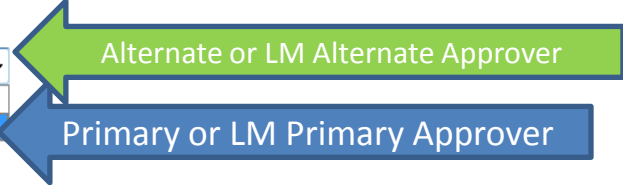
Owner	Acct #	Desc.	Type	Status	WE Date
BOYLES JR,PAUL	SWFT0001M/SWPOC04	TRAVEL	M	Working	08/28/2006
BOYLES JR,PAUL	SWFT0001M/SWPOC05	TRAVEL	M	Working	09/04/2006
CHAVES,ROBERTO	ERROR0006/ERR7	CLOSE LI TESTING	M	Working	11/01/2006
BOYLES JR,PAUL	SWFT0001M/SWPOC08	WO TEST	M	Working	09/25/2006
BOYLES JR,PAUL	SWFT0001M/SWPOC09	TRAVEL	M	Working	07/03/2006
LEROY JR,DAVID	SWFT0013M/SWPOC43	CREDIT INV FOR TRAVEL	M	Working	12/01/2006
CHAVES,ROBERTO	ERROR0006/ERR10	CLOSE LI TEST AND DELETE INVOICE	M	Working	10/01/2006
BOYLES JR,PAUL	SWFT0001M/SWPOC06	WO TEST	M	Working	09/11/2006

Next select the Primary or LM Primary Approver from the dropdown. Note: It is possible that an Alternate Approver can be set up for multiple billing account profiles that have different Primary Approver roles. This means there can be several names listed in the dropdown for selection. The Alternate Approvers name will always be listed at the top.

VIP APPROVALS SCREEN - CLAIMS AWAITING APPROVAL



Approvals For:



Claims Awaiting Approval

There are no claims awaiting approval

Working and/or Current Week Missing Claims

Owner	Acct #	Desc.	Type	Status	WE Date
BOYLES JR,PAUL	SWFT0001M/SWPOC04	TRAVEL	M	Working	08/28/2006
BOYLES JR,PAUL	SWFT0001M/SWPOC05	TRAVEL	M	Working	09/04/2006
CHAVES,ROBERTO	ERROR0006/ERR7	CLOSE LI TESTING	M	Working	11/01/2006
BOYLES JR,PAUL	SWFT0001M/SWPOC08	WO TEST	M	Working	09/25/2006
BOYLES JR,PAUL	SWFT0001M/SWPOC09	TRAVEL	M	Working	07/03/2006
LEROY JR,DAVID	SWFT0013M/SWPOC43	CREDIT INV FOR TRAVEL	M	Working	12/01/2006
CHAVES,ROBERTO	ERROR0006/ERR10	CLOSE LI TEST AND DELETE INVOICE	M	Working	10/01/2006
BOYLES JR,PAUL	SWFT0001M/SWPOC06	WO TEST	M	Working	09/11/2006

Once the Primary Approver Name selection has been selected, the screen will populate the claims that are ready for approval or disapproval. Instructions on how to approve, disapprove or void a claim is demonstrated in the lesson called **“How to Approve, Disapprove and Void a Claim”**.

VIP APPROVALS SCREEN - CLAIMS AWAITING APPROVAL



Approvals For: TRUEBLOOD JR, TIM - ANNZQON

Claims Awaiting Approval

<input type="checkbox"/> Check All	Owner	Acct/Invoice No.	Desc.	Type	Date
<input type="checkbox"/>	OBISPO,LUIS	P2PITS050	UNPLAN LIMITS	L	03/27/2011
<input type="checkbox"/>	OBISPO,LUIS	P2PITS050	UNPLAN LIMITS	L	05/29/2011
<input type="checkbox"/>	OBISPO, LUIS	ITSP2P051/CURRENT01A	TEST	M	05/23/2011

Claims are now populated

Working and/or Current Week Missing Claims

Owner	Acct #	Desc.	Type	Status	WE Date
Owe,Brenda	<a href="#">CHART0800</a>	approver testing	L	Missing	05/29/2011
Owe,Brenda	<a href="#">CORPID001</a>	LABOR	L	Missing	05/29/2011
CHAVES,ROBERTO	<a href="#">LABRAUT07</a>	AUTO PLAN TESTING	L	Missing	05/29/2011