

# Introduction to “VIP Menu Links” for Labor & Miscellaneous Claimers, Data Entry, Approvers and SIR VIP roles



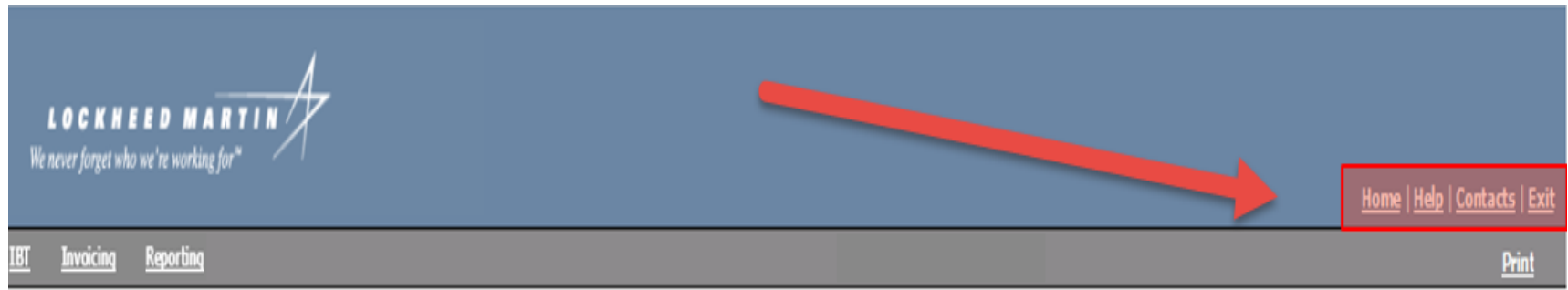
Name – Liz Gilchrist  
September 2016

# Agenda



- **Introduction (Slide 3)**
- **Home (Slides 4 & 5)**
- **Help (Slide 6)**
- **Contacts (Slide 7)**
- **Exit (Slide 8)**
- **Role Specific Home Pages (Slides 9-12)**

**Introduction:** Upon successfully accessing the VIP system, users will have several links to provide them with assistance in the upper right hand corner of the VIP screen. This lesson focuses on the Home, Help, Contacts and Exit links.



VIP INVOICING SCREEN - ACCOUNT/INVOICE NUMBER



**Home Page:** This screen is the user's landing page when they enter the VIP application. The user has the option to return to this page by clicking the Home page link when on another screen (highlighted below). The contents on the Home page are access links to the user's main functional areas, for example the labor claimer has a link to enter the weekly labor claim screen.



**Please note that the image below is for a Labor Claimer. For examples of the Miscellaneous Claimer, Data Entry, Approver and Supplier Invoice Reporting roles... see Slides 9 – 12.**



VIP INVOICING SCREEN - ACCOUNT/INVOICE NUMBER



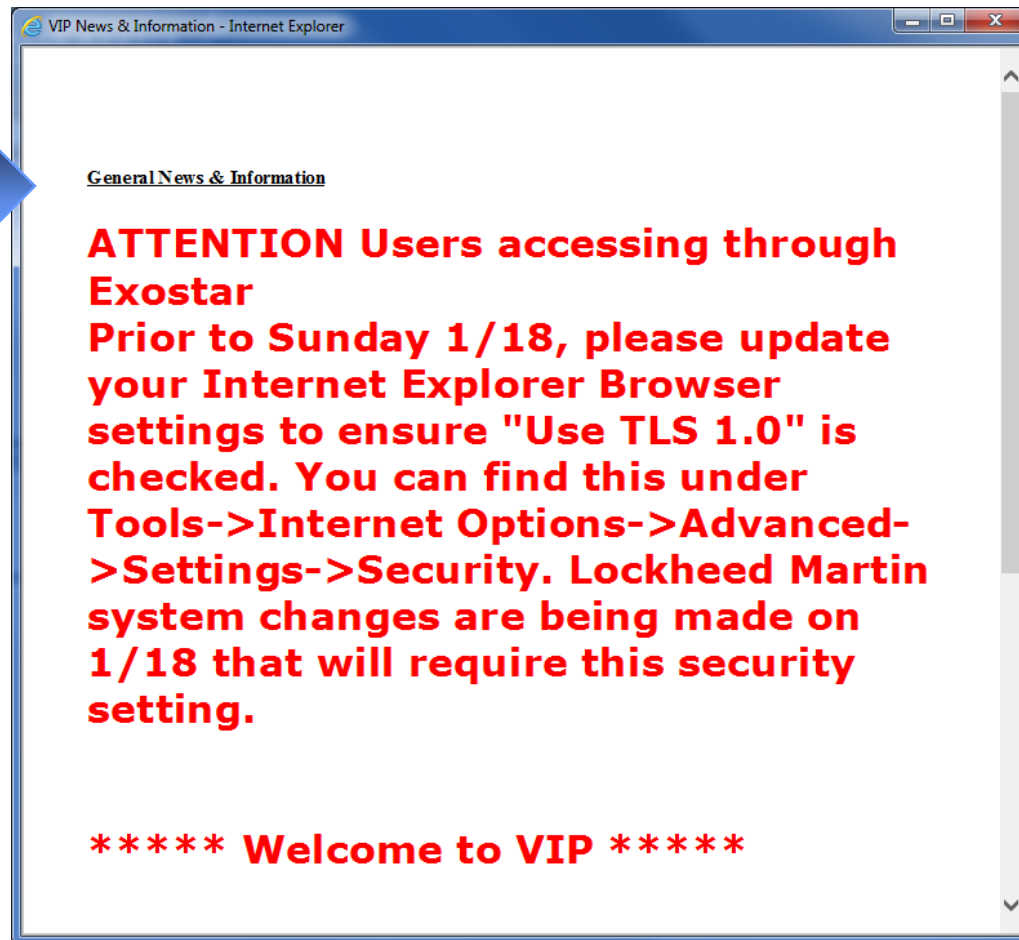
Labor Claiming Accounts

Week Ending:

Current Week Labor Claim(s)

Claim Selector	Account Owner	Billing Account	Week End Date	PO Number	Adj Num	Claim Status	Total Reg Hours	Total OT Hours	Total UC Hours
<a href="#">Claim Details</a>	ssclabor2, Taurus	SSC00017A	Sep 2, 2016			Missing			

**Home Page:** In addition to the previous page, the Home Page also includes a pop up window when you click on the HOME link that will provide VIP news and updates. Note that the specific news and information may vary by VIP role.



**Help Page:** Every screen in VIP has a separate HELP page which is provided using a pop up screen. It contains help text information specific to the screen the user is currently viewing. The text provides directions on how to use the screen and defines the fields available. If additional assistance is required, the user may use the Contacts list to reach out for more assistance.



Vendor Invoice Processor: VIP Help Screen - Internet Explorer

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

test Environment Close Print

### VIP HELP SCREEN

If you need further information, please lookup your personalized [Contacts](#).

#### VIP Invoicing Screen--Account/Invoice Number

Please note that Internet Based Training (IBT) for Labor/Miscellaneous Claimers (Billers) and Data Entry Role users can be found at [//css.lmco.com/training/VIP\\_ROLE\\_Website/WebHelp\\_index.htm](http://css.lmco.com/training/VIP_ROLE_Website/WebHelp_index.htm)

**Purpose of this screen:** This VIP Invoicing Screen is the Home Page displaying some basic information based on the users VIP access profile set up (Labor Biller, Miscellaneous Biller or both and Data Entry role.) This screen is the beginning steps for access to either the Labor Claims Screen or the Miscellaneous Claims Screen. This screen will display the following sections based on the VIP role access: **Labor Claiming Accounts, Miscellaneous Claiming Accounts, or Both.** NOTE: The message "**No accounts. Please notify Lockheed Martin Point of Contact**" will appear when the user has no active billing accounts assigned to the user or the billing accounts are closed (inactive).

#### Labor Claiming Accounts

This section will display a **Current Week Labor Claims(s)** and a **Prior Weeks Unprocessed Labor Claims(s)** for all active Labor Billing Accounts. NOTE: Data Entry role users will not see the section called **Prior Weeks Unprocessed Labor Claims(s)**. This section will also display the following column titles: Claim Selector, Account Owner, Billing Account, Week End Date, PO Number, Adj Num, Claim Status, Total Reg Hours, Total OT Hours, Total UC Hours

This section is only a summary of what is being reported for each labor claim (The details of the claim are in the next page/screen). To change what is displayed, the Week Ending calendar icon needs to be selected for other claim weeks.

The **Prior Weeks Unprocessed Labor Claims(s)** section are the claims that have been created but not processed yet. The definition of the **Processed Claim Status** is the claim has been invoiced for payment.

**To begin the process of accessing a Labor Claim** for the current week displayed, click the [Claim Details](#) link for the Account Owner listed. NOTE: It is possible to have more than one Account Owner listed.

Another feature called **Upload Labor Claims** is available in this screen only if a Purchase Order is flagged for this process. The VIP POC Administrator sets up the Purchase Order for this process. There will be a link top left of the screen or in the Invoicing menu EZdropdown.

#### Miscellaneous Claiming Accounts

This section will display active Miscellaneous Billing Accounts with the following column titles: Billing Account, Account Owner, Account Description, PO Number, Invoice Number, Invoice Date, Description, Claim Status, End Billing Period.

This section is only a summary of what is being reported for each miscellaneous claim (The details of the claim are in the next page/screen). NOTE: Once a miscellaneous claim has been invoiced and processed for payment, it will no longer be displayed or available on this screen.

**To begin the process of accessing a Miscellaneous Claim,** there are instructions underneath the heading [Miscellaneous Claiming Accounts](#) stating to (Click on the Billing Account Number to enter a new invoice or click on the Claim Detail link to work with an existing invoice).

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

**Contacts Page:** This pop up screen provides a list of Lockheed Martin Point of Contacts (POC) in alphabetical order that the users can connect with for assistance using the POCs emails and/or phone numbers.



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

test Environment [Close](#) [Print](#)

**VIP CONTACTS SCREEN - PLEASE CONTACT AN INDIVIDUAL LISTED BELOW PRIOR TO CONTACTING THE HELP DESK.**

*Toll Free Help Desk support at 1-800-WEBSER9 (24 hours x 7 days/week)*

First Name	Last Name	Lead?	Email	Phone
Jerry	Ryan	Yes		
Helen	Stancil-Tillery	Yes		
David	ssdpoc	Yes		
Elizabeth	ssdpoc1	Yes		
Teresa	Mares			
Beth	sscBU poc			
Gemini	sscmP poc			
Elizabeth	sscpoc2			
Freida	sscpocd2			

**Exit Link:** This link will allow the user to exit out of the VIP system.



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

Home | Help | Contacts | **Exit**

IBT | Invoicing | Reporting | **Print**

VIP INVOICING SCREEN - ACCOUNT/INVOICE NUMBER



Labor Claiming Accounts

Week Ending:

Current Week Labor Claim(s)

Claim Selector	Account Owner	Billing Account	Week End Date	PO Number	Adj Num	Claim Status	Total Reg Hours	Total OT Hours	Total UC Hours
<a href="#">Claim Details</a>	ssclabor2, Taurus	SSC00017A	Sep 2, 2016			Missing			



# Home Page example for the Miscellaneous Claimer VIP role



LOCKHEED MARTIN

We never forget who we're working for™

[Home](#) | [Help](#) | [Contacts](#) | [Exit](#)

[IBT](#) | [Invoicing](#) | [Reporting](#)

[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
<a href="#">SSC00018M</a>	sscmisc1,Leo	SSC TEST ACCT						

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

[Print](#)

# Home Page example for the Data Entry VIP role



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

[Home](#) | [Help](#) | [Contacts](#) | [Exit](#)

[IBT](#) | [Invoicing](#) | [Reporting](#) | Welcome Titan SSCDATAENTRY | [Print](#)

## VIP INVOICING SCREEN - ACCOUNT/INVOICE NUMBER



[Upload Labor Claims](#)

### Labor Claiming Accounts

Week Ending:

Claim Selector	Account Owner	Billing Account	Week End Date	PO Number	Adj Num	Claim Status	Total Reg Hours	Total OT Hours	Total UC Hours
<a href="#">Claim Details</a>	ssclabor2, Taurus	SSC 00017A	Sep 2, 2016	4102370125		Missing			

### 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
<a href="#">SSC00018M</a>	sscmisc1, Leo	SSC TEST ACCT	4102370125					

# Home Page example for the Approver VIP role



[Home](#) | [Help](#) | [Contacts](#) | [Exit](#)

[IBT](#) | [Approvals](#) | [Reporting](#)

[Print](#)

## 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	PO #	Acct #	Desc.	Type	Status	WE Date
ssclabor2,Taurus		<a href="#">SSC00017A</a>	SSC TEST ACCT	L	Missing	Sep 2, 2016

# Home Page example for the Supplier Invoice Reporting (SIR) VIP role



LOCKHEED MARTIN

We never forget who we're working for™



[Home](#) | [Help](#) | [Contacts](#) | [Exit](#)

[IBT](#) | [Reporting](#)

[Print](#)

## REPORTING - REPORTING



[VIP Claim/Invoice Status & Detail](#)

[VIP Invoice Report](#)

[VIP Missing Labor Claims Report](#)

[VIP PO Line Item Funding Report](#)

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

[Print](#)

