

# Invoice Redesign – How to Submit a No Claim

**Labor Claimer and Data Entry Role process**



**Name – Delia Russell**  
**Title – VIP Coordinator**

# This presentation will include the following lessons.



- **1- Submit a No Claim that has no hours in the screen (Slides 3 & 4)**
- **2 – Submit a No Claim that has hours previously saved in the screen. This is the process that has changed because of the Invoice Redesign (Slides 5 – 8)**

# 1 – Submit a “No Claim” that has no hours in the screen.

Click the “No Claims” icon.




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### VIP LABOR CLAIMS SCREEN



<b>W/E DATE:</b>	02/05/2012	<b>ADJ#:</b>	0	<b>Status:</b>	Working
<b>PO Number:</b>	4100301229	<b>JOB CODE:</b>		<b>ACCOUNT:</b>	LMCB00155
<b>OWNER ID:</b>	EX_000180274	<b>OWNER NAME:</b>	EBSSIR, Shane	<b>DESCRIPTION</b>	reg sch invoice redesign

Detail Description	Charge Number	ITEM		HOURS						
				MON (01/30)	TUE (01/31)	WED (02/01)	THU (02/02)	FRI (02/03)	SAT (02/04)	SUN (02/05)
			Reg							
			OT							
			Reg							
			OT							
			Reg							
			OT							
			Reg							
			OT							
			Reg							
			OT							

<b>Reg Subtotals:</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>OT Subtotals:</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total hrs:</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

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# Notice the successful message and notice the “Status” field now states “Void”.



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### VIP LABOR CLAIMS SCREEN

The Claim has been successfully submitted.

<b>W/E DATE:</b>	02/05/2012	<b>ADJ#:</b>	0	<b>Status:</b>	Void
<b>PO Number:</b>	4100301229	<b>JOB CODE:</b>		<b>ACCOUNT:</b>	LMCB00155
<b>OWNER ID:</b>	EX_000180274	<b>OWNER NAME:</b>	EBSSIR, Shane	<b>DESCRIPTION</b>	reg sch invoice redesign
<b>SUBMIT BY ID:</b>		<b>SUBMIT BY NAME:</b>	Not Found	<b>SUBMIT DATE:</b>	
<b>LM APPROVED BY ID:</b>		<b>LM APPROVED BY NAME:</b>	Not Found	<b>LM APPROVED DATE:</b>	
<b>APPROVER COMMENTS:</b>					

Detail Description	Charge Number	ITEM	HOURS							
			MON (01/30)	TUE (01/31)	WED (02/01)	THU (02/02)	FRI (02/03)	SAT (02/04)	SUN (02/05)	
			Reg							
			OT							
			Reg							
			OT							
			Reg							
			OT							
			Reg							
			OT							
			Reg							
			OT							

<b>Reg Subtotals:</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>OT Subtotals:</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total hrs:</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# 2 - Submit a No Claim that has hours previously saved in the screen.



Begin by clicking the “Clear” icon.

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### VIP LABOR CLAIMS SCREEN

<b>W/E DATE:</b>	03/25/2012	<b>ADJ#:</b>	0	<b>Status:</b>	Working
<b>PO Number:</b>	4100301229	<b>JOB CODE:</b>		<b>ACCOUNT:</b>	LMCB00154
<b>OWNER ID:</b>	EX_000180274	<b>OWNER NAME:</b>	EBSSIR, Shane	<b>DESCRIPTION:</b>	9 80 invoice redesign

Detail Description	Charge Number	ITEM		HOURS							FRI (03/23)	
				FRI (03/16)	SAT (03/17)	SUN (03/18)	MON (03/19)	TUE (03/20)	WED (03/21)	THU (03/22)		
Other	EWBH77001000	0001	Reg	4.0								
			OT									
test	EWBOHI235000	0001	Reg		4.0							
			OT									
cmp	EWBOHI235000CMP	0001	Reg									
			OT									
		0001	Reg									
			OT									
		0001	Reg									
			OT									
		0001	Reg									
			OT									
<b>Reg Subtotals:</b>				4.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0
<b>OT Subtotals:</b>				0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total hrs:</b>				4.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0



Notice the Subtotals and Total hours section below still displays hours. To remove those hours you must click the “Daily Input” icon.



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### VIP LABOR CLAIMS SCREEN

W/E DATE:	03/25/2012	ADJ#:	0	Status:	Working
PO Number:	4100301229	JOB CODE:		ACCOUNT:	LMCB00154
OWNER ID:	EX_000180274	OWNER NAME:	EBSSIR, Shane	DESCRIPTION:	9 80 invoice redesign

Detail Description	Charge Number	ITEM	Reg	OT	FRI (03/16)	SAT (03/17)	SUN (03/18)	HOURS MON (03/19)	TUE (03/20)	WED (03/21)	THU (03/22)	FRI (03/23)
		0001	Reg									
			OT									
		0001	Reg									
			OT									
		0001	Reg									
			OT									
		0001	Reg									
			OT									
		0001	Reg									
			OT									
		0001	Reg									
			OT									

Reg Subtotals:	4.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0
OT Subtotals:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total hrs:</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>8.0</b>

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Notice the successful message and also notice the hours have been removed in the Subtotal/Total hours section.



Next and final step, click the “No Claims” icon.

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### VIP LABOR CLAIMS SCREEN

Record(s) have been successfully inserted / updated.

**VIP**

<b>W/E DATE:</b>	03/25/2012	<b>ADJ#:</b>	0	<b>Status:</b>	Working
<b>PO Number:</b>	4100301229	<b>JOB CODE:</b>		<b>ACCOUNT:</b>	LMCB00154
<b>OWNER ID:</b>	EX_000180274	<b>OWNER NAME:</b>	EBSSIR, Shane	<b>DESCRIPTION:</b>	9 80 invoice redesign

Detail Description	Charge Number	ITEM		FRI (03/16)	SAT (03/17)	SUN (03/18)	HOURS MON (03/19)	TUE (03/20)	WED (03/21)	THU (03/22)	FRI (03/23)
Other	EWBH77001000	0001	Reg								
			OT								
test	EWBOHI235000	0001	Reg								
			OT								
cmp	EWBOHI235000CMP	0001	Reg								
			OT								
		0001	Reg								
			OT								
		0001	Reg								
			OT								

Add Row

<b>Reg Subtotals:</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>OT Subtotals:</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total hrs:</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Daily Input Clear

Submit For Approval **No Claims**

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The successful message appears and the “Status” field has been changed to display “Void”. This completes the process of “How to submit a No Claim”.



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**VIP LABOR CLAIMS SCREEN**

*Claim has been successfully submitted.*

**VIP**

<b>W/E DATE:</b>	03/25/2012	<b>ADJ#:</b>	0	<b>Status:</b>	Void
<b>PO Number:</b>	4100301229	<b>JOB CODE:</b>		<b>ACCOUNT:</b>	LMCB00154
<b>OWNER ID:</b>	EX_000180274	<b>OWNER NAME:</b>	EBSSIR, Shane	<b>DESCRIPTION:</b>	9 80 invoice redesign
<b>SUBMIT BY ID:</b>		<b>SUBMIT BY NAME:</b>	Not Found	<b>SUBMIT DATE:</b>	
<b>LM APPROVED BY ID:</b>		<b>LM APPROVED BY NAME:</b>	Not Found	<b>LM APPROVED DATE:</b>	
<b>APPROVER COMMENTS:</b>					

Detail Description	Charge Number	ITEM		HOURS								
				FRI (03/16)	SAT (03/17)	SUN (03/18)	MON (03/19)	TUE (03/20)	WED (03/21)	THU (03/22)	FRI (03/23)	
Other	EWBH77001000	0001	Reg									
			OT									
test	EWBOHI235000	0001	Reg									
			OT									
cmp	EWBOHI235000CMP	0001	Reg									
			OT									
		0001	Reg									
			OT									
		0001	Reg									
			OT									
<b>Reg Subtotals:</b>				0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>OT Subtotals:</b>				0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total hrs:</b>				0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Add Row

Daily Input Clear

Submit For Approval No Claims



