



QRC - Expense Reconciliation ADHOC

About this Card

This QRC provides instructions on utilizing ADHOC reports in SLICS for Expense Reconciliation. The results will allow you to see a breakdown by Expense claim and the status of the claim. An invoice number is also visible if the expense has been invoiced. The results can be downloaded to Excel.

Utilizing the Report

1. Log into SLICS using URL: <https://leidos.unanet.biz/leidos/action/home>
2. Locate the provided "VM05 – Expense Reconciliation" XML file that will need to be imported into SLICS. Use the included PowerPoint titled "Unanet Report Importing" for directions on importing the XML file.
3. After importing the XML file, this preset report can be saved to your reports tab or home page in SLICS by selecting save at the bottom of the report(  ). Your saved reports will appear in a green box as is pictured below.



4. Selecting the report will bring you to the following screen. The highlighted section with the text "Enter PO number here." Is where you will enter your Purchase Order number from Leidos. To Enter more than one at a time, the values will need to be comma separated(P010101010,P020202020).

Custom Columns Report Columns Sorting Criteria Summary + Adhoc Report

Report Name: VM05 - Expense Reconciliation

Data Area: Person
View: Expenses

	View Column	Operator	Value	
X 1.	Expense Report Line Item Allocation Project Code	contains	Enter PO number here	AND
X 2.	Expense Report Line Item Master Expense Type Code	not starts with	TAX	AND

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Criteria Hints:

- Construct a criteria filter by choosing a column and an operator, and entering a value or values.
- When entering numbers, you should not include grouping or currency symbols; e.g., \$1,000 should be entered as 1000.
- You can enter multiple values, separated by commas, in a single value field; e.g., A, B, C.
- A value containing a comma can be entered by enclosing the value in quotes; e.g., "This, That, and the Other".
- The following operators will not accept more than one value: "less than", "greater than", "less than or equals", "greater than or equals".

  

5. Click on the **Run** button.

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6. Results will populate and include column headers. An explanation of each column is below.

- Person Name = Name of who entered the expense claim.
- Person Organization Name = Name of your Company.
- Person Code = Your Leidos User ID.
- Expense Report Voucher Number = System generated voucher number.
- Expense Report Line Item Allocation Project Code = Purchase order Number.
- Expense Report Line Item Allocation Project Title = Charge code.
- Expense Report Line Item Master Expense Type Code = Expense type that was chosen when entered.
- Expense Report Line Item Expense Date = Date selected when the expense occurred.
- Expense Report Line Item Amount = Amount of the expense claim.
- Expense Report Purpose = User provided reason for the Expense claim.
- Expense Report Status = Current status of the Expense claim.
- Expense Report Line Item Allocation Invoice Number = Invoice number if the expense claim has invoiced.

7. Your report results can be downloaded to an Excel file by selecting “Download as CSV” at either the top or bottom of the report.



Adhoc Report – VM05 - Expense Reconciliation

8. Below is an example of the results you should see.

Person Name	Person Organization Name	Person Code	Expense Report Voucher Number	Expense Report Line Item Allocation Project Code	Expense Report Line Item Allocation Project Title	Expense Report Line Item Master Expense Type Code	Expense Report Line Item Expense Date	Expense Report Line Item Amount	Expense Report Purpose	Expense Report Status	Expense Report Line Item Allocation Invoice Number
alfred.jpe	TREX CONSULTING CORP	-	4,963	PD10099999-0-1	Test	MISCELLANEOUS	9/4/2017	\$100.00	xx	INUSE	-
Total Rows: 1											

Questions?

Please contact the SLICS Helpdesk by email (SLICS_SLS@leidos.com) or phone (865-425-4099).