



QRC - Expense Status Report

About this Card

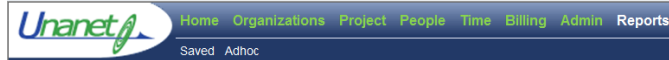
This QRC provides instructions specifically for using the expense report status in the Subcontract Labor Incurred Cost System (SLICS).

How to Access

To access the **Expense Report Status** report:

Log into your Unanet account

Go to the Reports dashboard located on the upper blue bar



Select "Expense Report Status" located under People Reports

▼ People Reports (Time & Expense Only)

Detail Reports <ul style="list-style-type: none"> Accrual Details Expense Details Schedule Details Time Details Project Time In/Out Daily Time In/Out 	Periodic Reports <ul style="list-style-type: none"> Daily Actuals 	Summary Reports <ul style="list-style-type: none"> Accrual Summary Actuals Summary Margin (T&E) Matrix Pay Code Summary Performance 	Status Reports <ul style="list-style-type: none"> Expense Report Status Timesheet Status Timesheet Status Pie Chart
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How to Run

1. Select "All People I can see" from the drop down menu called Report On

Report on: ▼

- My Primary Approvees
- My Primary and Alternate Approvees
- All People I can see**

2. You have three unique filters to choose from: **Last Name, Approval Group, and/or Voucher #**. The Voucher # is generated by SLICS.

Person: ➔

Show Org. Codes in filter only

Include inactive people in filter

Person Status:

Approval Group: ➔

Voucher: ➔

3. The **Approval Group** filter is where you can enter in your project's PO#. You can enter in multiple PO#s through the use of commas (i.e. P010XXXXXX,P0100XXXXX,P01...). You **cannot** filter by CRN.

4. Once you have entered in your filters, select the blue arrow ➔ to confirm your filters.

5. For maximum details, we recommend that you checkmark the boxes shown below:

Include Expense Reports:

- Using Line Item Date within range
- Using Expense Report Completion Date within range
- Using Posted Date within range (Extracted Expense Reports only)
- Using Current Voucher Status Date within Range

Expense Report:

- Include Expense Reports
- INUSE DISAPPROVED EXTRACTED
- SUBMITTED COMPLETED
- APPROVING LOCKED

- INUSE refers to subcontractors with unsigned (not submitted) Expenses.
- SUBMITTED will return subcontractors that have submitted their Expense(s) for approval.
- APPROVING interprets as one out of the two Unanet approvers' approved the Expense. This report will illustrate whose approval queue an Expense is in at the top of the page next to each Expense.
- DISAPPROVED will return subcontractors that have disapproved Expenses.
- COMPLETED Expenses have been approved by both the vendor and Leidos approver and is ready for extraction.
- LOCKED/EXTRACTED refer to Expenses that have been extracted.
- Select your Dates under the Date Range filter:

Date Range:

BOT to EOT ▼

6. Bubble in "Detail View" under the Reporting Options filter and check off all boxes.

Reporting Options:

- Summary View
- Detail View
- Approval History
- Attachments List
- Include page breaks in printed output

7. Select the "Run Report" button once you have selected your filters. You may save your report to your dashboards for future use.

Results

8. If results populate, they will be in a list fashion like below with the subcontractor name followed by the Voucher #, Expense/Reimburse(will match), Status, Post Date, and Pending Approvals.

Person	Voucher	Expense	Reimburse	Status	Post Date	Pending Approvals		
						Manager	Proj Approver	Customer

Further down under the Expense Report Details, you will find the approval history and attachments. You can even print out the page via "Print Friendly" at the top of the report [Print Friendly](#).

Questions?

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