



## QRC - Invoice Status Report

### About this Card

This QRC provides instructions specifically for using the Invoice Status Report in the Subcontract Labor Incurred Cost System (SLICS). This report will break down what labor and expense claims make up an invoice.

### How to Access?

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

1. Log into your SLICS account.
2. Go to the Reports dashboard located on the upper blue bar.

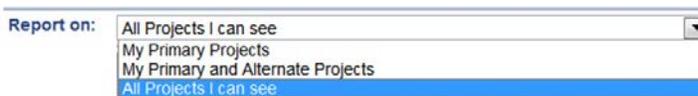


3. Select "Invoice Status" located under Project Accounting Reports.



### How to Run?

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



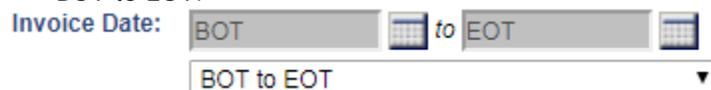
2. You have several filters to choose from: **Project Code(Purchase order number), Invoice Number, Invoice Date, and Reporting Options.**
3. The **Project Code** filter is where you can enter in your project's PO#. To see all of your Purchase Orders, leave this section blank.



4. The Invoice Number filter is where you can enter a specific SLICS invoice number. The invoice format is SLICS-#####. The – following SLICS must be included.



5. To see all of your invoices, use the dropdown box under the selection calendars and choose BOT to EOT.



6. Once you have entered your filters, you must select the blue arrow ➔ to confirm your filters.

7. There are 2 reporting options: Summary view will return an invoice table with details. Detail view will include the table and the actual invoices. Depending on how many invoices there are, this report could take a few moments to run.

**Reporting Options -**

**Reporting Options:**  Summary View  
 Detail View  
 Include page breaks in printed output

8. **\*IMPORTANT NOTE\*** - Please disregard data in the header of the Invoice Status Report. It may not be accurate. Please refer to the payment batch schedule that was included in your welcome email. If you haven't received a batch schedule, please reach out to the SLICS Help Desk ([SLICS\\_SLS@leidos.com](mailto:SLICS_SLS@leidos.com)).

**Invoice Status**

Run Date: 12/18/2014  
 Date Range: 12/1/2014 - 12/31/2014

| Project   | Invoice # |
|---|-----------|
|  P01001 -1 I-P01001 -1 SLICS-000004615 |           |
|  P01001 -1 I-P01001 -1 SLICS-000004476 |           |
|  P01001 -1 I-P01001 -1 SLICS-000003595 |           |

Invoice Number: SLICS-000004615  
 Invoice Date: 12/9/2014 Billing Through: 12/31/2014  
 Payment Terms: NET-45 Due Date: 1/23/2015

9. **Print** -To print the invoices under the Details view, select **Print Friendly** at the top right corner of the **Invoice Status** report screen.
10. This report will be widely used as a means to reconcile your payments.

**Questions?**

Please contact the SLICS Helpdesk by email ([SLICS\\_SLS@leidos.com](mailto:SLICS_SLS@leidos.com)) or phone (865-425-4099).