



QRC - Labor Reconciliation ADHOC

About this Card

This QRC provides instructions on utilizing ADHOC reports in SLICS for Labor Reconciliation. The results will allow you to see a breakdown by day of hours worked and the status of the labor claim. An invoice number is also visible if the labor 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 "VM04 - Labor 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 P0 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: Labor ADHOC Report

Data Area: Person
View: Time

View Column	Operator	Value
1. Timesheet Cell Project Code	contains	Enter P0 number here.

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.

- Timesheet Cell Project Code = Purchase Order
- Timesheet Cell Location Name = Charge Code
- Person Name = Subcontractor Employees' Name
- Timesheet Cell Labor Category Name = Labor Category
- Timesheet Time Period Begin Date = Week Begin Date
- Timesheet Time Period End Date = Week End Date
- Timesheet Cell Work Date = Date of Work
- Timesheet Cell Sum Hours = Hours for the Corresponding Date
- Timesheet Cell Bill Rate = Bill Rate
- Total Transaction Amount Sum = Date of Work * Rate
- Timesheet Status = Current status of the Labor Claim
- Timesheet Status Date=Time Stamp of the current Status
- Timesheet Cell Invoice Number = Invoice Number if the Labor Claim Has Invoiced

7. The Hours and Total Transaction will be summed at the bottom of the report.

8. 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 – VM04 - Labor Reconciliation

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

Timesheet Cell Project Code	Timesheet Cell Location Name	Person Name	Timesheet Cell Labor Category Name	Timesheet Time Period Begin Date	Timesheet Time Period End Date	Timesheet Cell Work Date	Timesheet Cell Sum Hours	Timesheet Cell Bill Rate	Total Transaction Amount Sum	Timesheet Status	Timesheet Status Date	Timesheet Cell Invoice Number
PO1099999-0-1	-	alfred.jpe	XXXX-NO LABOR CATEGORY ASSIGNED	9/14/2013	9/20/2013	9/18/2013	8	\$60.00	480	EXTRACTED	10/8/2013 11:02 AM	-
							sum: 8		sum: 480			

Questions?

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