



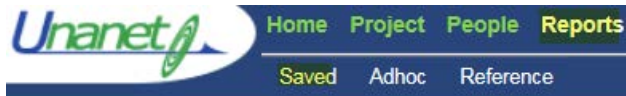
## QRC - Vendor Maintenance Reports

### About this Card

This QRC provides instructions specifically for accessing the Vendor Maintenance Reports in the Subcontract Labor Incurred Cost System (SLICS).

### How to Access

1. Log into SLICS using URL: <https://leidos.unanet.biz/leidos/action/home>
2. Click on Reports at the top of the screen and then Saved reports below and to the left.



3. There are 3 saved reports in this section for vendor maintenance. These reports are currently preset to view all the people and invoices that you have reporting rights to. A brief summary of each report is below:

▶ VM01-Invoice Status	Invoice Status
▶ VM02-Expense Approval Status	Expense Status Report
▶ VM03-Time Approval Status	Timesheet Status

- VM01-Invoice Status - Linked to the Invoice Status Report to view invoices.
  - VM02-Expense Approval Status - Linked to the Expense Status Report to view the status of an Expense Claim.
  - VM03-Time Approval Status - Linked to the Timesheet Status report to view the status of a Labor Claim.
4. To alter the criteria that is preset in these reports, please refer to the QRC's in your welcome backset titled Invoice Status Report, Expense Status Report, and Labor Status Report. These QRC's will contain detailed instructions on the fields that can be changed.
  5. There are two additional vendor maintenance ADHOC reports that will need to be imported into SLICS to utilize. Please refer to the following two QRC's for information:
 

VM04 - Labor Reconciliation ADHOC - report to view labor claims broken down by person, day, status, and invoice number if the labor claim has invoiced.

VM05 - Expense Reconciliation ADHOC - report to view expense claims, status, and invoice number if the expense claim has invoiced.

- [VM04 - Labor Reconciliation](#)
- [VM05 - Expense Reconciliation](#)

### Questions?

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

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