QRC - Adjusting an Expense Claim

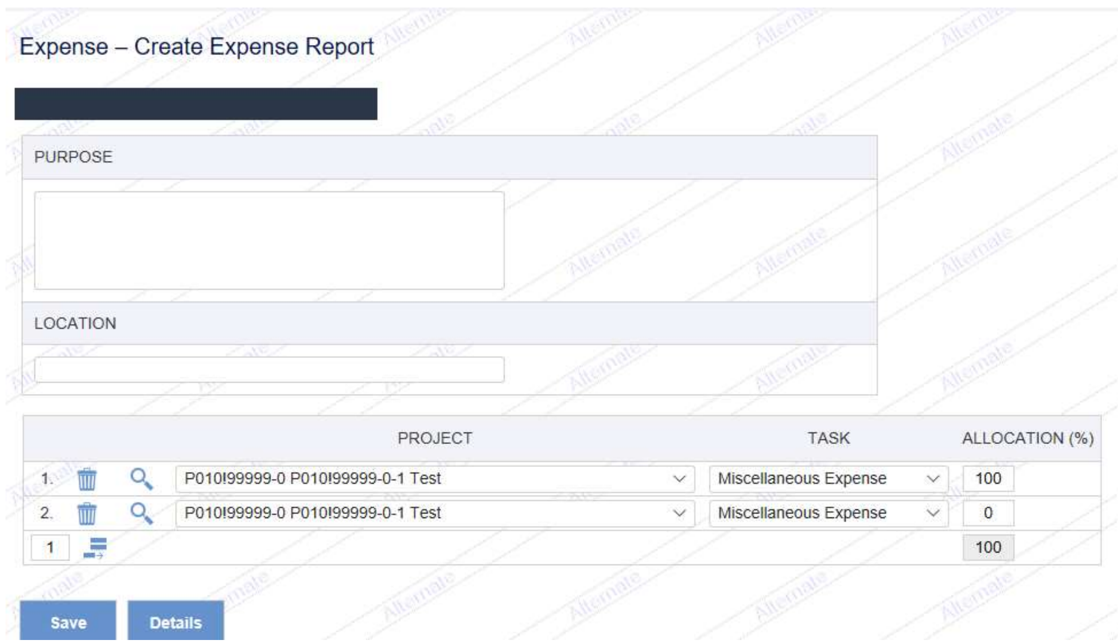
About this Card

This QRC provides instructions specifically for adjusting an expense in the Subcontract Labor Incurred Cost System (SLICS).

Adjusting an Expense Claim

Before a user can enter an expense, he/she must first create a new expense claim. Please note that the process is essentially the same as entering an expense claim except with one key difference.

1. Log into SLICS using URL: https://leidos.unanet.biz/leidos/action/home
2. Enter your username and password.
3. Select Expense at the top of page.
4. Click on on the **+ Expense.**
5. You will be presented with the following screen:

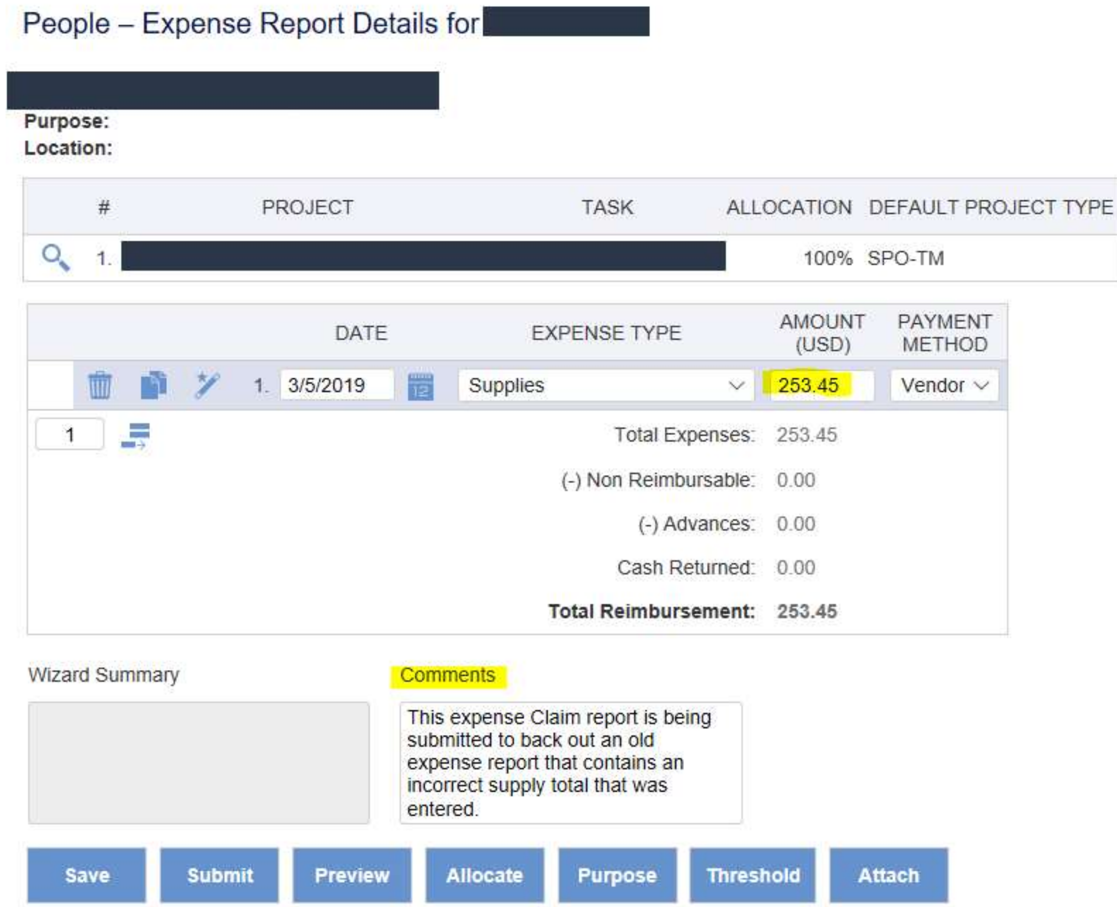


Enter a Purpose for the Expense(not required).

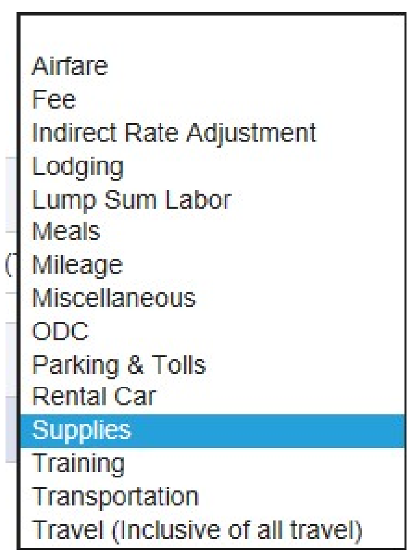
6. Enter your Invoice Number in the location field if required.
7. Use dropdown to select appropriate purchase order line against which the expense was charged to on the previous expense report.
8. To split cost of an expense between more than one project, add a line for each project and use the Allocation % to indicate the split. If there are many lines and the percentages are not working correctly, a charge to project option will be on the next screen. To utilize this, leave the top project to 100% allocation.(Be sure this is split exactly like it was on the previous claim.)
9. Select Details to proceed.

Adjusting an Expense continued

10. The following screen will then be available to enter your details:



11. The top box represents which purchase order lines were selected on the previous screen with the Allocation % selected.
12. Enter the same date that you entered on the original claim.
13. The following options will be available under Expense Type(select what was used on the incorrect claim).



<table>
<tr><td></td><td>14. Enter the amount as a negative and the Payment Method will stay as Vendor. (The most important step in making an expense claim adjustment is making sure the totals are negative.)

15. When using Allocation %, the Charge to Project will list Allocation. This will break up the expense amount to what % was chosen. When using more than one purchase order line, the option will be available to allocate the entry directly to the line. The number in the dropdown box will correspond to the Project # in the box above.This will help with large entries where the amount is not needed to be broken up by percentage.</td></tr>
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<tr><td>Completing an Expense Adjustment</td><td>Once the details have been entered, the following options are available:

Please ignore the Wizard Summary field. However, the comment section will need to be filled out to justify the reason for submitting this expense claim adjustment.
1. Save: Save the Expense to edit later.
2. Submit: Submit the Expense for approval.
3. Preview: View your created expense.
4. Allocate: View your project allocations to the purchase order lines.
5. Purpose: Return to the first screen.
6. Threshold: DO NOT USE.
7. Attach: Attach your Invoice backup/documentation (REQUIRED).

Now that the Expense claim adjustment has been completed, it can now be submitted for the approval process to both the Leidos and Vendor approvers. The credit will appear on the next generated invoice after extraction.</td></tr>
<tr><td>Questions?</td><td>Please contact the SLICS Help Desk by email (SLICS_SLS@leidos.com) or phone (865-425-4099).</td></tr>
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