QRC - Creating and Submitting an Expense Claim

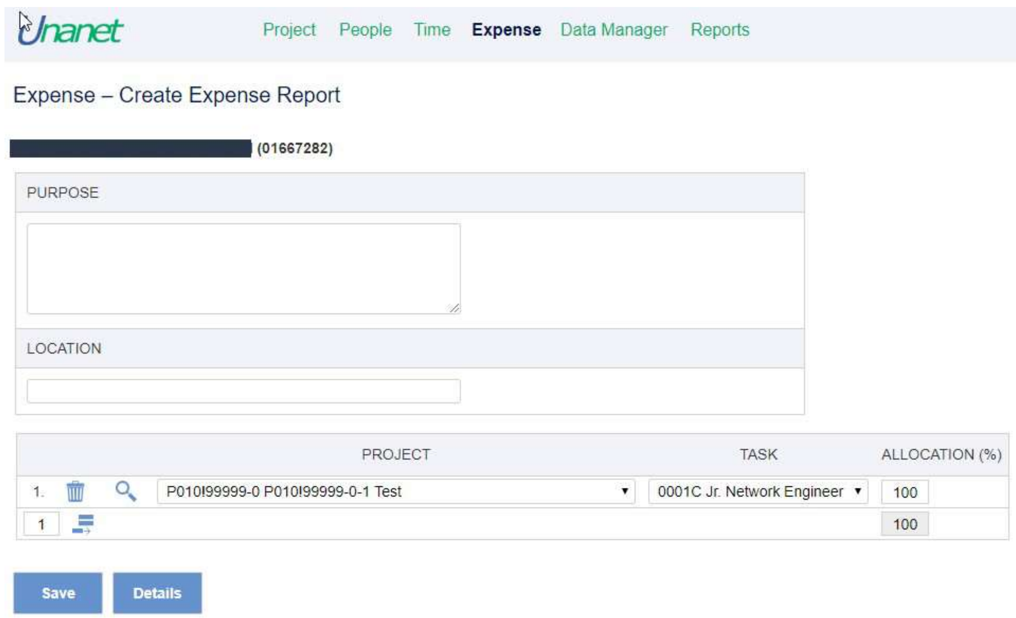
About this Card

This QRC provides instructions regarding how expense claims should be entered in SLICS.

Creating an Expense

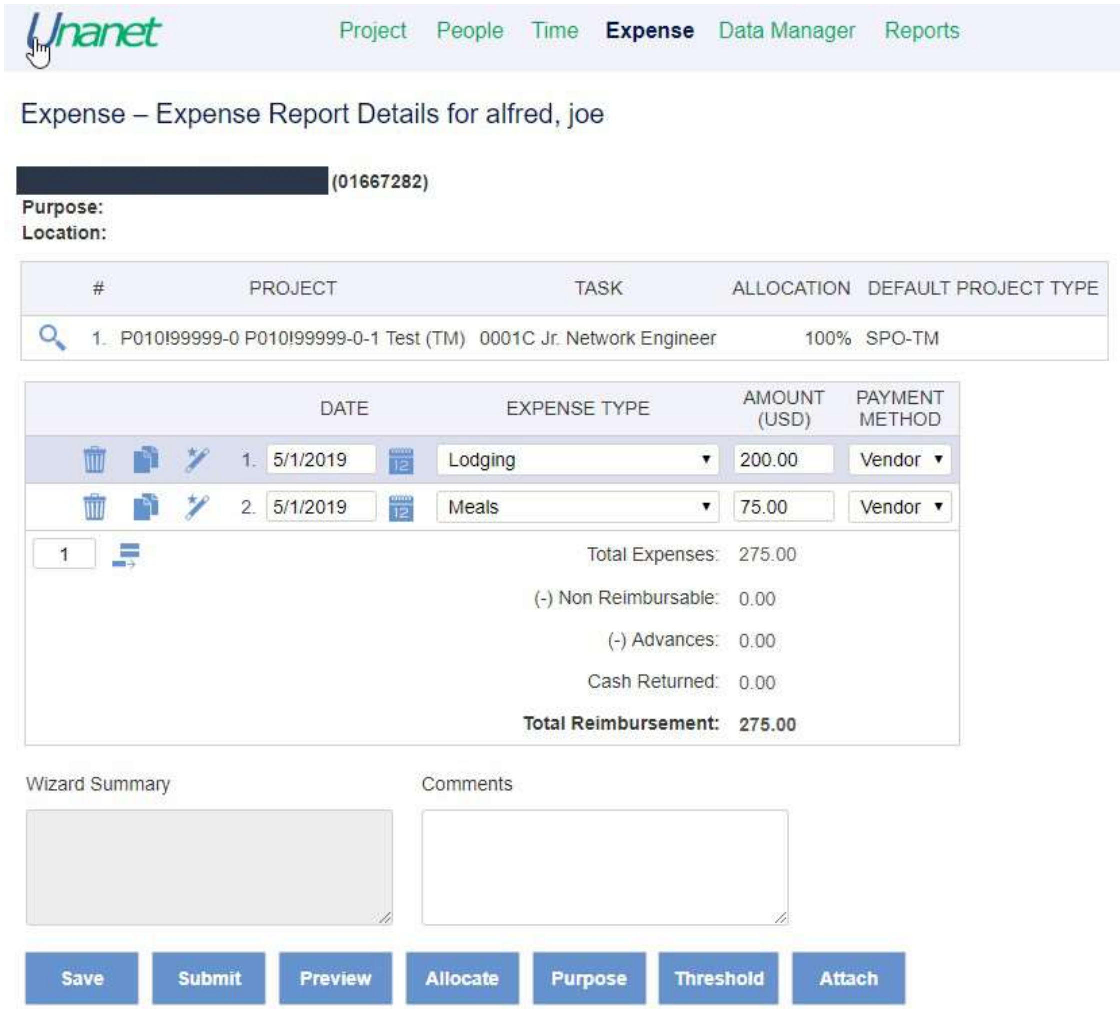
Before a user can enter an expense, a user must first create a new Expense Claim.

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



5. Enter a **Purpose** for the Expense (Recommended).
6. Enter your invoice Number in the **Vendor Invoice Number** field (not required)
7. Use dropdown to select the appropriate **Project** (purchase order line) against which the Expense was incurred.
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.
9. Select **Details** to proceed.
10. The following screen will then be available to enter your details

Creating an Expense continued



11. The top box represents which purchase order lines were selected on the previous screen with the Allocation % selected.
12. Enter the **Date** for when the expense was incurred.
13. The following options will be available under **Expense Type** (make selection).

14. Enter the **Amount** and the **Payment Method** will ***default to Vendor*** (do not change).

	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.

Completing an Expense	Once the Details have been entered, the following options are available:  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 Expense Claim backup (REQUIRED) Once **Submitted** the claim will require approval by both the Leidos and Subcontractor approvers. Claims will not be processed for payment until both approvals have been completed
Questions?	Please contact the SLICS Help Desk by email (SLICS_SLS@leidos.com) or phone (865-425-4099).