QRC - Expense Reconciliation ADHOC

About this Card	This QRC provides instructions on utilizing ADHOC reports in SLICS for Expense Reconcilliation. The results will allow you to see a breakdown by Expense claim and the status of the claim. An invoice number is also visible if the expense 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 "VM05 – Expense 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.

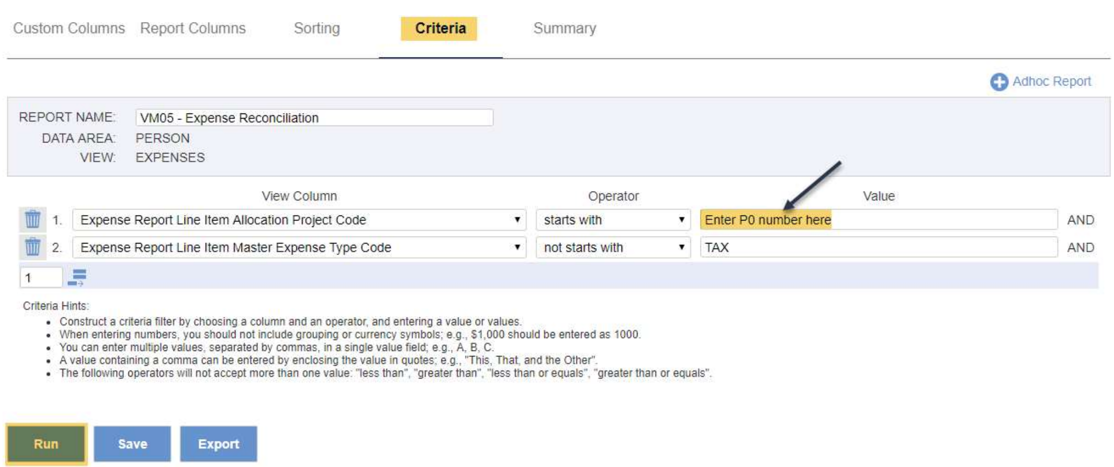
   Your saved reports will appear on the left side of your screen when in the Reports Dashboard menu (Be sure to click Reports then click Dashboard in the submenu that pops up).

4. Select the report then click "Back to Criteria".

5. 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.

6. Click on the ***Run*** button.

7. Results will populate and include column headers. An explanation of each column is below.

- Person Name = Name of who entered the expense claim.
- Person Organization Name = Name of your Company.
- Person Code = Your Leidos User ID.
- Expense Report Voucher Number = System generated voucher number.
- Expense Report Line Item Allocation Project Code = Purchase order Number.
- Expense Report Line Item Allocation Project Title = Charge code.
- Expense Report Line Item Master Expense Type Code = Expense type that was chosen when entered.
- Expense Report Line Item Expense Date = Date selected when the expense occurred.
- Expense Report Line Item Amount = Amount of the expense claim.
- Expense Report Purpose = User provided reason for the Expense claim.
- Expense Report Status = Current status of the Expense claim.
- Expense Report Line Item Allocation Invoice Number = Invoice number if the expense claim has invoiced.

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.

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

PERSON NAME	PERSON ORGANIZATION NAME	PERSON CODE	EXPENSE REPORT VOUCHER NUMBER	EXPENSE REPORT LINE ITEM ALLOCATION PROJECT CODE	EXPENSE REPORT LINE ITEM ALLOCATION PROJECT TITLE	EXPENSE REPORT LINE ITEM MASTER EXPENSE TYPE CODE	EXPENSE REPORT LINE ITEM EXPENSE DATE	EXPENSE REPORT LINE ITEM AMOUNT	EXPENSE REPORT PURPOSE	EXPENSE REPORT STATUS	EXPENSE REPORT LINE ITEM ALLOCATION INVOICE NUMBER
alfred, joe	[redacted]	–	4,963	P010I99999-0-1	Test	MISCELLANEOUS	9/4/2017	$100.00	xx	INUSE	–
								sum: $100.00			

Total Rows: 1

Questions?

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