QRC - Expense Report Status Report

About this Card

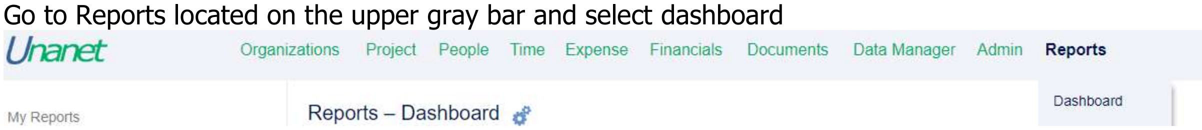
This QRC provides instructions specifically for using the expense report status in the Subcontract Labor Incurred Cost System (SLICS).

How to Access

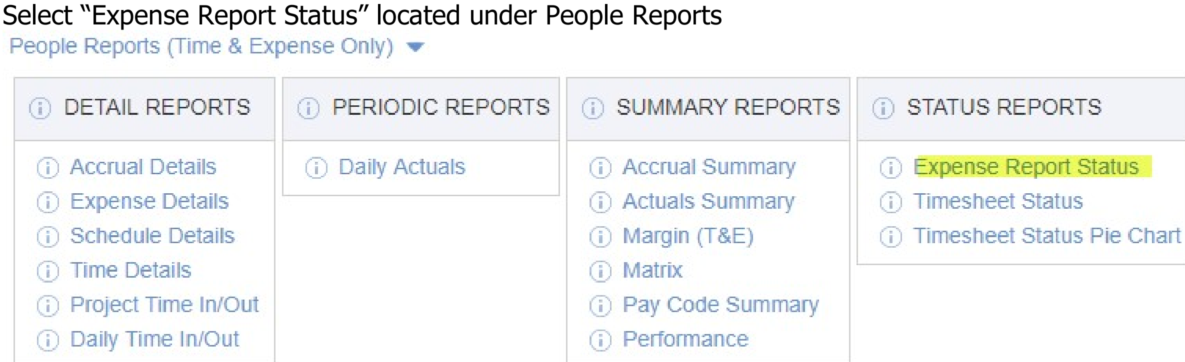
To access the **Expense Report Status** report:

Log into your Unanet account.

Go to Reports located on the upper gray bar and select dashboard

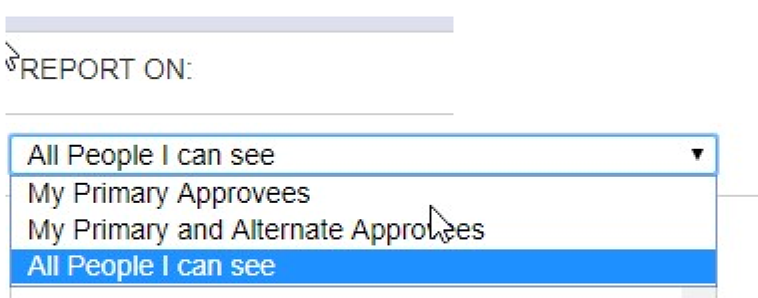


Select "Expense Report Status" located under People Reports



How to Run

1. Select "All People I can see" from the drop down menu called Report On

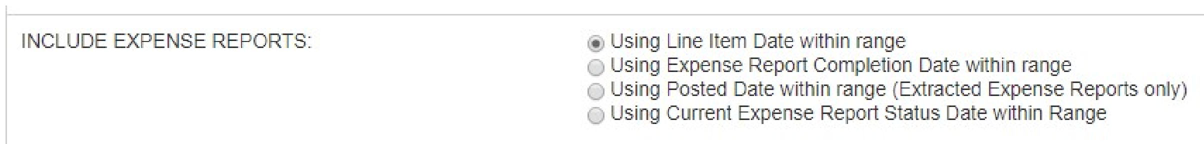


2. You have two unique filters to choose from: **Last Name**, **or Expense Approval Group**.

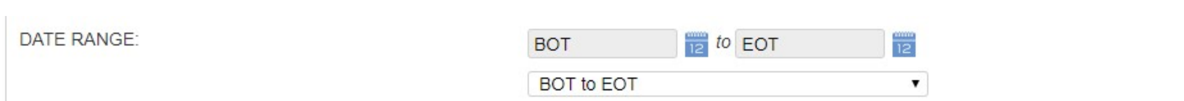
3. The **Approval Group** filter is where you can enter in your project's PO#. You can enter in multiple PO#s through the use of commas (i.e. P010XXXXXX,P0100XXXXX,P01…). You **cannot** filter by CRN.

4. Once you have entered in your filters, select the blue arrow to confirm your filters.

5. For maximum details, we recommend that you checkmark the boxes shown below:



- INUSE refers to subcontractors with unsigned (not submitted) Expenses.
- SUBMITTED will return subcontractors that have submitted their Expense(s) for approval.
- APPROVING interprets as one out of the two Unanet approvers' approved the Expense. This report will illustrate whose approval queue an Expense is in at the top of the page next to each Expense.
- DISAPPROVED will return subcontractors that have disapproved Expenses.
- COMPLETED Expenses have been approved by both the vendor and Leidos approver and is ready for extraction.
- LOCKED/EXTRACTED refer to Expenses that have been extracted.
- Select your Dates under the Date Range filter:



6. Bubble in "Detail View" under the Reporting Options filter and check off all boxes.

	REPORTING OPTIONS: Summary View / Detail View / Approval History / Attachments List / Include page breaks in printed output 7. Select the "Run Report" button once you have selected your filters. You may save your report to your dashboards for future use. Run Report Save Criteria Save Shared Criteria
Results	8. If results populate, they will be in a list fashion like below with the subcontractor name followed by the Expense #, Expense/Reimburse(will match), Status, Post Date, and Pending Approvals. PERSON EXPENSE # EXPENSE REIMBURSE STATUS POST DATE PENDING APPROVALS MANAGER PROJ APPR CUSTOMER Further down under the Expense Report Details, you will find the approval history. You can even print out the page via "Print Friendly" at the top of the report Print Friendly .
Questions?	Please contact the SLICS Helpdesk by email (SLICS_SLS@leidos.com) or phone (865-425-4099).