# 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:

1. Log into your Unanet account.
2. Go to Reports located on the upper gray bar and select dashboard.
3. 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.

   **REPORT ON:**

   - All People I can see
   - My Primary Approvees
   - My Primary and Alternate Approvees
   - All People I can see

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

   **PERSON:**

   - ORG. CODE
   - LAST NAME

   - Show Org. Codes in filter only
   - Include inactive people in filter
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.
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.

<table>
<thead>
<tr>
<th>PERSON</th>
<th>EXPENSE #</th>
<th>EXPENSE</th>
<th>REIMBURSE</th>
<th>STATUS</th>
<th>POST DATE</th>
<th>MANAGER</th>
<th>PROJ APPR</th>
<th>CUSTOMER</th>
<th>PENDING APPROVALS</th>
</tr>
</thead>
</table>

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.

### Questions?

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