



QRC - Labor Reconciliation ADHOC

About this Card

This QRC provides instructions on utilizing ADHOC reports in SLICS for Labor Reconciliation. The results will allow you to see a breakdown by day of hours worked and the status of the labor claim. An invoice number is also visible if the labor 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 "VM04 - Labor Reconciliation" XML file that will need to be imported into SLICS. For directions on importing the XML file, please refer to the PowerPoint slides titled "Unanet Report Importing" which can be obtained from the SLICS help desk.
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 in the menu listed on the left side of your screen.

The screenshot shows the SLICS interface. At the top, there is a navigation bar with tabs: Organizations, Project, People, Time, Expense, Financials, Documents, Data Manager, Admin, and Reports. The 'Reports' tab is active. Below the navigation bar, the 'Reports – Dashboard' is displayed. On the right side, a dropdown menu is open, showing options: Dashboard, Saved, Adhoc (highlighted in green), and Reference. In the main content area, there is a grid of report categories: DETAIL REPORTS (with sub-item Billing & Revenue Details), SUMMARY REPORTS (with sub-item Billing & Revenue Summary), and STATUS REPORTS (with sub-item Invoice Status). Below this grid, a box titled 'My Reports' contains two entries: 'VM04 - Labor Reconciliation' and 'VM05 - Expense Reconciliation'.

4. Selecting the report will bring you to the following screen. 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).

Custom Columns Report Columns Sorting **Criteria** Summary

+ Adhoc Report

REPORT NAME: VM04 - Labor Reconciliation
 DATA AREA: PERSON
 VIEW: TIME

View Column Operator Value

1. Timesheet Cell Project Code contains PO # AND

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Criteria Hints:

- Construct a criteria filter by choosing a column and an operator, and entering a value or values.
- When entering numbers, you should not include grouping or currency symbols, e.g. \$1,000 should be entered as 1000.
- You can enter multiple values, separated by commas, in a single value field, e.g. A, B, C.
- A value containing a comma can be entered by enclosing the value in quotes, e.g. "This, That, and the Other".
- The following operators will not accept more than one value: "less than", "greater than", "less than or equals", "greater than or equals".

Run Save Export

- Click on the **Run** button.
- Results will populate and include column headers. An explanation of each column is below.
 - Timesheet Cell Project Code = Leidos Purchase Order
 - Timesheet Cell Location Name = Leidos Charge Code
 - Person Name = Subcontractor Employees' Name
 - Timesheet Cell Labor Category Name = Labor Category
 - Timesheet Time Period Begin Date = Week Begin Date
 - Timesheet Time Period End Date = Week End Date
 - Timesheet Cell Work Date = Date of Work
 - Timesheet Cell Sum Hours = Hours for the Corresponding Date
 - Timesheet Cell Bill Rate = Bill Rate
 - Total Transaction Amount Sum = Hours Worked * Bill Rate
 - Timesheet Status = Current status of the Labor Claim
 - Timesheet Status Date = Time Stamp of the current Status
 - Timesheet Cell Invoice Number = Invoice Number if the Labor Claim Has Invoiced
- The Hours and Total Transaction will be summed at the bottom of the report.
- Your report results can be downloaded to an Excel file by selecting "Download as CSV" at either the top or bottom of the report.

← Back to Criteria Refresh Report CSV Download as CSV

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

PERSON NAME	TIMESHEET CELL WORK DATE	TIMESHEET CELL PROJECT CODE	TIMESHEET CELL HOURS	TIMESHEET CELL BILL RATE	TOTAL TRANSACTION SUM	TIMESHEET CELL LABOR CATEGORY NAME	TIMESHEET CELL LOCATION NAME	TIMESHEET STATUS	TIMESHEET TIME PERIOD BEGIN DATE
alfred, joe	7/16/2013	P010I99999-0-1	8	\$0.00	0	UNANET TESTING PURPOSES ONLY	-	EXTRACTED	7/13/2013

Questions?

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