QRC - Labor Reconciliation ADHOC

About this Card	This QRC provides instructions on utilizing ADHOC reports in SLICS for Labor Reconcilliation. 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. 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).

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5. Click on the ***Run*** button.

6. 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

7. The Hours and Total Transaction will be summed at the bottom of the report.

8. Your report results can be downloaded to an Excel file by selecting "Download as CSV" at either the top or bottom of the repot.

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). |

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