



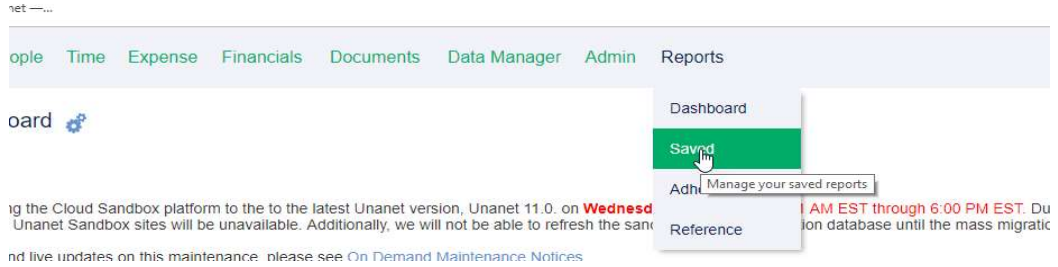
## QRC - Vendor Maintenance Reports

### About this Card

This QRC provides instructions specifically for accessing the Vendor Maintenance Reports in the Subcontract Labor Incurred Cost System (SLICS).

### How to Access

1. Log into SLICS using URL: <https://leidos.unanet.biz/leidos/action/home>
2. Click on Reports at the top right hand menu and select "saved" from the drop down menu.



3. There are 3 saved reports in this section for vendor maintenance. These reports are currently preset to view all the people and invoices that you have reporting rights to. A brief summary of each report is below:

				VM01-Invoice Status	Invoice Status
				VM02-Expense Approval Status	Expense Status Report
				VM03-Time Approval Status	Timesheet Status

- VM01-Invoice Status - Linked to the Invoice Status Report to view invoices.
  - VM02-Expense Approval Status - Linked to the Expense Status Report to view the status of an Expense Claim.
  - VM03-Time Approval Status - Linked to the Timesheet Status report to view the status of a Labor Claim.
4. To alter the criteria that is preset in these reports, please refer to the QRC's in your Welcome Package titled Invoice Status Report, Expense Status Report, and Labor Status Report. These QRC's will contain detailed instructions on the fields that can be changed.
  5. There are two additional vendor maintenance ADHOC reports that will need to be imported into SLICS. Please refer to the following two QRC's for information:

VM04 - Labor Reconciliation ADHOC - report to view labor claims broken down by person, day, status, and invoice number if the labor claim has invoiced.

VM05 - Expense Reconciliation ADHOC - report to view expense claims, status, and invoice number if the expense claim has invoiced.

			VM04 - Labor Reconciliation	Person — Time	Home, Reports
			VM05 - Expense Reconciliation	Person — Expenses	Home, Reports

<b>Questions?</b>	Please contact the SLICS help desk by email ( <a href="mailto:SLICS_SLS@leidos.com">SLICS_SLS@leidos.com</a> ) or phone (865-425-4099).