



# SLICS Vendor Training



© NOVEMBER 2022

# Welcome E-mail – getting started with SLICS

Each new user will receive a welcome e-mail that contains important instructions to get you started.

## 1) Log in to your account for the first time:

- Access the system at <https://leidos.unanet.biz/leidos/action/home>
- Enter Username and Temporary Password as provided below:  
**Username:** USERNAME HERE  
**Temporary Password:** PASSWORD HERE
- Follow step 2 below to secure your account

## 2) Reset your password after logging in for the first time:

- Click “My Account” and then “Preferences” in the upper-right hand corner of the screen
- Select the “Password” tab
- Enter temporary password provided into “Current Password”, avoid using Copy & Paste
- Enter your customized password twice into the “New Password” fields
- Click Save – a prompt will be visible stating your preferences were saved

## 3) Access training materials:

Training materials to instruct you on how to enter labor and expenses, approve labor and expenses, and run reporting including reconciliation reports can be found on the Leidos website: <https://www.leidos.com/suppliers/SLICS>

This e-mail will house your SLICS username along with a temporary password

Follow the steps in the e-mail to change your password.

Bookmark the links indicated.

# SLICS – Login

<https://leidos.unanet.biz/leidos>



Unanet 22.1.5 – Login

**SLICS Information and Training Materials**

<http://www.leidos.com/suppliers/SLICS>

Username:

Password:

[Get Password](#)

Login





## Click on +Timesheet

Home or Time Dashboard  
Select a date to populate the entire week

Time – Create Timesheet

CREATE A NEW TIMESHEET

DATE: 3/22/2019

Create a new timesheet

Save

Approved for use by Leidos, Inc

Calendar view showing dates from Sun to Sat, with 22 highlighted.

Today

Cancel

# SLICS – Labor Claim Entry

## In your timesheet:

Use drop down lists to select appropriate *Project* and *Task* for your time. Add your hours in the empty cells.

Comments can be applied to any cell that has hours recorded (click the cell to add comments).

Additional rows can be added with the icon button.

Any errors will be announced at the top of your labor claim.

Time – Timesheet for Doherty, Kathy (3/16/2019 - 3/22/2019)

PROJECT	TASK	PAY CODE	SAT 16	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	TOTALS
P01099999-0 P01099999-0-1 Test	0001C Jr. Network Engineer	RT			1	1	1	1	1	5
Totals:										5

Comments

Save Submit Preview My Projects



The following errors were detected. This timesheet cannot be submitted until they have been corrected.

- P010105262-1 P010105262-1-100 208155.A.XX.2520.V1 B28C01.002 Test Labor Task
- No supporting assignment for time charged to the following dates: 3/18/2019, 3/19/2019, 3/20/2019, 3/21/2019, 3/22/2019

PROJECT	TASK	PAY CODE	SAT 16	SUN 17	MON 18	TU 19
P010105262-1 P010105262-1-100 208155.A.XX.2520.V1 B28C01.002	Test Labor Task	RT			1	1
Totals:						2

### Done with your labor claim?

Select **Submit** twice. First submittal is affirmation of your hours. Second submittal requests any comments. (not done? **Save** instead)

Go to your **Home** or **Time** dashboard to see the status of your labor claim.

Use the button to view your labor claim

Use the button to edit your labor claim

leidos-sand.unanet.biz says

I hereby certify that all hours are true, accurate and complete to the best of my knowledge.

OK Cancel

Time – Timesheet for Doherty, Kathy (12/25/2021 - 12/31/2021)

Timesheet Comments:

Submit Cancel

You have selected to submit this timesheet. You may optionally include comments with your submission. To confirm and continue the submission process, click on the Submit button. If you have reached this screen in error, simply click Cancel.





## Click on +Expense

- Enter a **Purpose** for the expense (not required)
- Enter your invoice number in **Location** field if required.
- Use dropdown to select appropriate purchase order line against which expense was incurred.
- Click **Details** to enter the specific details of the expense.

# SLICS – Expense Entry

PURPOSE

LOCATION

	PROJECT	TASK	ALLOCATION (%)
1.	P010I99999-0 P010I99999-0-1 Test ▼	Miscellaneous Expense ▼	100
1			100

Save Details

To split cost of expense between more than one project, add line for each project and use allocation % to indicate split.

To add a line, click here.



## SLICS – Expense entry (cont.)

#	PROJECT	TASK	ALLOCATION	DEFAULT PROJECT TYPE
1	P010999999-0 P010999999-0-1	Test (TM) Miscellaneous Expense	100%	SPO-TM


DATE	EXPENSE TYPE	AMOUNT (USD)	PAYMENT METHOD
1		0.00	Vendor

Wizard Summary

Expense Type List:

- Airfare
- Fee
- Indirect Rate Adjustment
- Lodging
- Lump Sum Labor
- Meals
- Mileage
- Miscellaneous
- ODC
- Parking & Tolls
- Rental Car
- Supplies
- Training
- Transportation
- Travel (inclusive of all travel)

SaveSubmitPreviewAllocatePurposeThresholdAttach

- Enter the **Date** the expense was incurred.
- From the drop-down menu, select the **Expense Type**.
- Enter the **Amount** of the expense.
- To add another expense for this claim, click the  to add a new line.



\*\*\*Indirect Rate Adjustments for Cost Plus projects should be entered via an expense claim.\*\*\*



## SLICS – Expense entry (cont.)

Wizard Summary

Comments

Save

Submit

Preview

Allocate

Purpose

Threshold

Attach

Additional comments can be listed in Comments field.

[Save](#) – Will save your claim for later.

[Submit](#) – Will submit your claim for approval.

[Preview](#) – Displays a preview of your claim.

[Allocate](#) – Shows the allocation between projects (if any) on claim.

[Purpose](#) – Allows you to edit claim Purpose.

[Threshold](#) – Displays thresholds by expense type, if applicable.

[Attach](#) – Allows you to attach backup for your claim (required).


# SLICS – Labor Claim Status





- Labor claim not created: *MISSING*
- Active labor claim: *INUSE*
- Labor claim submitted for approval: *SUBMITTED*
- Labor claim missing 1 approval: *APPROVING*
- All approvers approved labor claim: *COMPLETED*
- Labor claim currently rejected: *DISAPPROVED*
- Labor claim invoiced: *EXTRACTED*
- Labor claim opened after extraction: (*Adjustments*)

### Tips:

Completed labor claims are Extracted each Monday. It's always a *good idea* to ensure your labor claims *reflect the Submitted status* by *COB Friday*.

**Never use the  button to "view" your labor claim.** This button will draw your labor claim back to the INUSE status requiring your submittal again.

If you're not sure your labor claim is approved select the  to "view" your labor claim and select the drop-down *Approval History*. You can see where your labor claim is in the chain.

			3/16/2019 — 3/22/2019	5	INUSE
			9/29/2018 — 10/5/2018	5	DISAPPROVED
			9/1/2018 — 9/7/2018	43	DISAPPROVED

### Approval History

BY (FOR)	ROLE	PROJECT	STATUS	COMMENTS
Kathy Doherty (joe alfred)	Timesheet User		INUSE	10/3/2016 11:22 AM
Kathy Doherty (joe alfred)	Timesheet User		INUSE	6/26/2017 3:49 PM
joe alfred	Timesheet User		SUBMITTED	3/22/2019 2:56 PM
app rover	Project Approver	P010I99999-0 P010I99999-0-1 Test	APPROVING	3/22/2019 2:56 PM



# SLICS – Expense Report Status



Active expense: *INUSE*  
 Expense submitted for approval: *SUBMITTED*  
 Expense missing 1 approval: *APPROVING*  
 All approvers approved expense: *COMPLETED*  
 Expense currently rejected: *DISAPPROVED*  
 Expense invoiced: *EXTRACTED*

**Tips:**

Completed expenses are Extracted each Monday. It’s always a *good idea* to ensure your expenses *reflect the Submitted status* by *COB Friday*.

**Never use the button to “view” your expense.** This button will draw your expense claim back to the INUSE status requiring your submittal again. Instead, use

Expense Status Report

Date Range: 2/1/2019 - 3/31/2019  
 Including Expenses using Line Item Date within range

Expense Report

PERSON	EXPENSE #	EXPENSE	REIMBURSE	STATUS	POST DATE	PENDING APPROVALS			VOIDING / VOIDED BY
						MANAGER	PROJ APPR	CUSTOMER	
Gable, Bob (01234567_gable.bob)	29453	\$253.45	\$253.45	COMPLETED	3/22/2019 3:22 PM				
Gable, Bob (01234567_gable.bob)	29454	\$2,659.75	\$2,659.75	SUBMITTED	3/22/2019 3:25 PM	joe alfred			

Total Report Count: 2





# SLICS – Approving Labor Claims



Click on [Primary](#) or [Alternate Approvals](#):

Located on [Home](#) or [People](#) Dashboard

MANAGER APPROVALS			
	EXPENSE REPORT	EXPENSE REQUEST	TIMESHEET
Primary Approvals			1
Alternate Approvals			24

## Facts and Tips:

Your approval will remove the labor claim from your queue. How can you see it later? Run the [labor claim Status](#) Report (Slide 10)

Going to People>>Approvals will also lead you to your queue

[Approve labor claims](#) each [Friday](#) / no later than Monday at noon ET.

People – Approvals

MANAGER APPROVALS					
Primary Approvals					
Time					
PERSON	TIME PERIOD	HOURS	STATUS		
alfred, joe (snuffyy)	10/1/2016 — 10/7/2016	39.00	APPROVING	3/22/2019 2:56 PM	



Click to view the claim and use options below to approve or disapprove.

[< Queue](#)
[Edit](#)
[Approve](#)
[Approve >](#)
[Disapprove](#)
[Skip >](#)

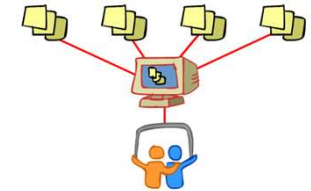
Alternate approver? Click on [Alternate Approvals](#) in the same locations mentioned on this slide

Select the drop-down reflecting the name of the Primary Vendor Approver to view their queue

You can also run the Timesheet Status Report as an alternate vendor approver. Use this report to see the status of a labor claim



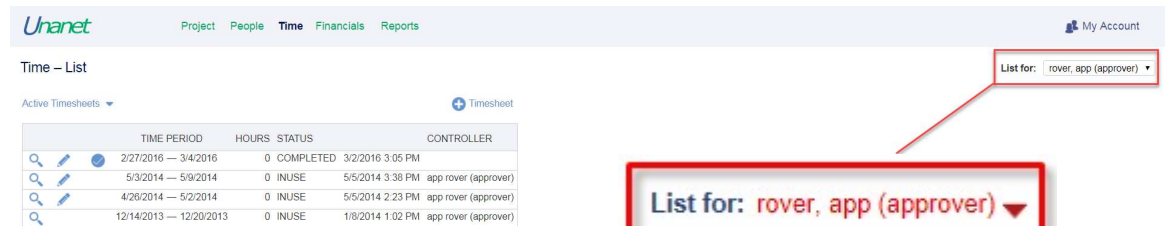
# SLICS – Acting as an Alternate “Proxy”



Click on **Time** or **Expense** then List:



**Time** >> **List** brings up your labor claim queue, but in order to see your employees, you must select the **List for:** drop down to the far right



Select the name of the employee you wish to view. Their labor claims will populate the screen and an **Alternate** watermark will be visible in the background

View [Slide 5](#) for labor claim Entry instructions

Go back to **List for:** drop down to select a **different employee**

If you're an **approver** and you submit a labor claim, be sure to check your **Approvals**

Notifications are delivered to the labor claim user of the actions taken on their labor claim



# SLICS – Unanet Reports



## SLICS Information and Training Materials

<http://www.leidos.com/suppliers/SLICS>

### Project Accounting Reports

DETAIL REPORTS	SUMMARY REPORTS	STATUS REPORTS
<ul style="list-style-type: none"> <li>Billing &amp; Revenue Details</li> <li>Fixed Price Details</li> <li>Invoice Details</li> <li>Journal Details</li> </ul>	<ul style="list-style-type: none"> <li>Billing &amp; Revenue Summary</li> <li>Journal Summary</li> </ul>	<ul style="list-style-type: none"> <li>Invoice Status</li> </ul>

Need the details of a SLICS invoice? Run this report.

### People Reports (Time & Expense Only)



DETAIL REPORTS	PERIODIC REPORTS	SUMMARY REPORTS	STATUS REPORTS
<ul style="list-style-type: none"> <li>Accrual Details</li> <li>Expense Details</li> <li>Schedule Details</li> <li>Time Details</li> <li>Project Time In/Out</li> <li>Daily Time In/Out</li> </ul>	<ul style="list-style-type: none"> <li>Daily Actuals</li> </ul>	<ul style="list-style-type: none"> <li>Accrual Summary</li> <li>Actuals Summary</li> <li>Matrix</li> <li>Pay Code Summary</li> <li>Performance</li> </ul>	<ul style="list-style-type: none"> <li>Expense Report Status</li> <li>Timesheet Status</li> <li>Timesheet Status Pie Chart</li> </ul>

Not sure if your employee submitted their labor or expense claim? Run one of these reports.

### User Reports

DETAIL REPORTS	SUMMARY REPORTS	STATUS REPORTS
<ul style="list-style-type: none"> <li>Accrual Details</li> <li>Expense Details</li> <li>Schedule Details</li> <li>Time Details</li> <li>Project Time In/Out</li> <li>Daily Time In/Out</li> </ul>	<ul style="list-style-type: none"> <li>Time Summary</li> <li>Performance</li> </ul>	<ul style="list-style-type: none"> <li>Expense Report Status</li> <li>Timesheet Status</li> </ul>

Want to see how many hours a resource worked or what expenses they have recorded? Run one of these reports.



# SLICS – About Your Payments



## What do you need to know?

SLICS processes subcontractor claims twice a week and the Invoice Status report is updated with new invoices.

The AP Details report provides Invoice number, anticipated due date, check #

**The date your claim will be paid depends on the payment cadence and Payment Terms established within your subcontract agreement. If your subcontract calls for a Monthly payment, please refer to the next slide for help in understanding when your claim will be paid.**

**Banking Settlement period for ACH payments is typically 4 business days.**

### Have questions about a payment?

Check the [Timesheet Status](#) and [Expense Report Status](#) reports **WEEKLY** to verify if claims were [submitted/approved timely prior to each Monday](#), as any claims not in the COMPLETED status by Monday will miss the extraction.

Communicate with your Leidos program team regarding delays to claim approvals and invoice postings.



### STAY NOTIFIED OF PENDING PAYMENTS AND DUE DATES:

Contact the SLICS help desk at [SLICS\\_SLS@leidos.com](mailto:SLICS_SLS@leidos.com) for information on signing up for automated payment alerts via the AP Details report.



# Monthly Payments in SLICS



- ▶ If your subcontract specifies a monthly payment:
  - Each week's claims that are processed will be assigned to a monthly batch that determines when your claims will be paid.
  - Like the preparation of a traditional paper or electronically submitted invoice, costs are collected weekly throughout the month, and each week is assigned to that month's batch (see Invoice Date below).
  - 2/28/2022 represents the February batch date for claims processed between 2/4/2022 and 2/28/2022 (see Invoice Date).

Claim Processing Date	WORK performed up to WEEK ENDING	Invoice Date	Estimated Payment Date
2/4/2022	2/4/2022	2/28/2022	3/30/2022
2/7/2022	2/4/2022	2/28/2022	3/30/2022
2/9/2022	2/4/2022	2/28/2022	3/30/2022
2/14/2022	2/11/2022	2/28/2022	3/30/2022
2/16/2022	2/11/2022	2/28/2022	3/30/2022
2/21/2022	2/18/2022	2/28/2022	3/30/2022
2/23/2022	2/18/2022	2/28/2022	3/30/2022
2/28/2022	2/25/2022	2/28/2022	3/30/2022

**Claim Processing Date** – The date on which an invoice is created from eligible claims.

**WORK performed up to WEEK ENDING** – the date through which claims are collected.

**Invoice Date** – The month's batch date and the date on which payment is based according to Net Payment Terms.

**Estimated Payment Date** – the approximate time your claim will be paid, assuming Net 30 payment terms (not including ACH bank processing times)

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## SLICS Help



- Please contact our Help Desk if you have questions:
  - Via e-mail at [SLICS\\_SLS@leidos.com](mailto:SLICS_SLS@leidos.com)
  - Via phone at 865-425-4099. Monday – Friday, 8:00am – 5:00pm ET
  - Additional Unanet information is provided with the “Help” feature on the Unanet homepage.
- SLICS URL:
  - <https://leidos.unanet.biz/leidos>
- Subcontractor Training Materials:
  - <https://www.leidos.com/suppliers/slics>