Quick Guide

PLSC2 Purchased Labor

PLSC2 is a second generation tool that allows Purchased Labor (PL) Contractors to submit electronic invoices that include travel, ODC, and fee expenses. Labor reporting is entered into the Cross-Application Timekeeping System (CATS).

PLSC2 data can be input, reviewed, and approved on a real-time basis. Because PLSC2 is an integrated SAP tool, it provides instant verification and notification of invalid/closed charge numbers. PLSC2 also provides tracking of invoices and invoice payments, as the historical invoice information is retained in the system.

This quick guide is for Purchased Labor Contractors who are contractually allowed to invoice business expenses. It covers the basic steps for accessing, creating, submitting and checking status of an invoice in PLSC2. It also reviews the PLSC2 report queries available to Purchased Labor Contractors.

Support Resources

System Access Support
Contact the Northrop Grumman Enterprise Support Help Desk (855) 737-8364) regarding issues related to passwords, login issues, locked and inactive accounts.

PLSC2 Application Support
For all remaining PLSC2 issues, please contact your sector's Level 2 PLSC2 Help Desk.

- AS sector: plsc_as@ngc.com
- Corp/ESS: plscits@ngc.com
- MS/IS sector: plsc_is@ngc.com
- TS sector: plsc_ts@ngc.com

Getting Started

PLSC2 system access is tied to role assignment through the One Source Enterprise Portal based on contractually allowed provisions for submitting expenses. You will receive access to One Source Enterprise Portal and the PLSC2 tab as part of that access.

Log-in and Access

You will receive access to both the One Source Enterprise Portal (either internally or externally) and the PLSC2 tab. You will need to log into the portal to access the PLSC2 tab.

1. Navigate to the One Source Enterprise Portal.
   a. If accessing internally, the portal is located at https://erpep.northgrum.com/irj/portal.
   b. If accessing externally using a dual-factor token, you will need to log-on to the Northrop Grumman Global Network using instructions provided with your token, then navigate to the One Source Enterprise Portal.
2. Enter your **login name**, **password**, and click **Logon**.
3. Click the **PLSC2 tab** to access the system. *The PLSC2 home screen and menu options display*.

Invoice Header Main Page

Choose **Invoice Entry** from the PLSC2 main menu. *The Invoice Header main page displays and provides fields for creating the Invoice Header*. It also provides an Invoice Summary of costs associated with the defined Purchase Order.
- Required fields are noted with an *asterisk
- Use the ? icon to look up a PO Number
- Use the calendar icon to select dates

AP Guidelines for Entering Travel

The following guidelines should be used when entering travel expenses in a PLSC2 invoice:

Daily entry requirement is mandatory for the following expenses by the contractor, as per contract terms and conditions:
- Lodging/Hotel
- Lodging/Hotel Tax
- Meals & Incidental Expenses (M&IE)/Per Diem
- Mileage

Airfare and car rental expenses can be entered as lump sums within the entry, either for the first day of travel or the last day of travel.

The following expenses can also be entered as lump sums, but only within the entry for the day the expense was incurred:
- Tolls
- Parking
- Laundry- if billable
- Phone and Fax

The information entered in the Travel Purpose field must include the program, project or contract name.

Copies of travel receipts are required for AP approval. Receipts in PDF format should be submitted to APFSCPLSC@ngc.com with a print-out of the invoice as supporting documentation.

Invoice Entry for Travel

To enter travel for a Purchased Labor Contractor invoice, choose Invoice Entry from the PLSC2 main menu and complete the Invoice Header Information. Then complete the steps below.

To enter travel expenses in an existing invoice, follow these steps.

1. Under **Invoice Detail Information**, click **New**. *Invoice Detail Information screen displays*.
2. Select **PO Line Item #** for **Travel Expense Type** and **Vendor Employee** from the drop-down menus, then click **Go**. *Detail screen displays*.
3. Enter **Start Date***, **End Date***, **Trip Country**, **Trip Region**, **Destination City, GSA Region Code** (see page 3 for details)**, Reason*** and **Comment** (if applicable) fields, then click **Enter Detail**. *Expense Report Detail screen appears*.
4. Click **New Entry** and use drop-down button to choose **Travel Expense Type.**
5. Enter **Receipt Amount**; validate/update **Receipt Date** (depending on expense type).
6. Enter **Cost Center***, **Network*/Order**, **Activity*** and **Comment** (if applicable).
7. Click **Accept**, **Accept and New Entry**, or **Check** to validate entry.
8. Click **Save** and Close to return to **Invoice Screen.**
9. Click **Submit**. *Email notification sent to approver*

Invoice Entry for ODCs

To enter travel for a Purchased Labor Contractor invoice, choose **Invoice Entry** from the PLSC2 main menu and complete the **Invoice Header Information**. Then complete the steps below.

To enter ODC expenses in an existing invoice, follow these steps.

1. Under **Invoice Detail Information**, click **New**. *Invoice Detail Information screen displays*.
2. Select **PO Line Item #** for **ODC Expense Type** and **Vendor Employee** from the drop-down menus, then click **Go**. *Detail screen displays*.
3. Enter **Start Date***, **End Date***, **Reason***, and **Comment** (if applicable) fields, then click **Enter Detail**. *Expense Report Detail screen appears*.
4. Click **New Entry** and use drop-down button to choose **ODC Expense Type** and enter **receipt amount.**
5. Enter **Cost Center***, **Network/Order***, **Activity*** and **Comment** (if applicable).
   - Use the Check button for validating line entry
   - Use the Copy button to copy line entry
   - Use the Delete button to delete line entry from invoice
6. Click **Accept**, **Accept and New Entry**, or **Check** to validate entry.
7. Click **Save** and Close to return to **Invoice Screen.**
8. Click **Submit**. *Email notification sent to approver.*

Invoice Entry for Fees

To enter travel for a Purchased Labor Contractor invoice, choose **Invoice Entry** from the PLSC2 main menu and complete the **Invoice Header Information**. Then complete the steps below.

To enter Fees in an existing invoice, follow these steps.

1. Under **Invoice Detail Information**, click **New**. *Invoice Detail Information screen displays*.
2. Select **PO Line Item #** for **Fee Expense Type** and **Vendor Employee** from the drop-down menus, then click **Go**. *Detail screen displays*.
3. Enter **Start Date***, **End Date***, **Reason***, and **Comment** (if applicable) fields, then click **Enter Detail**. *Expense Report Detail screen appears*.
4. Click **New Entry** and use drop-down button to choose **Fee-labor Expense Type** and enter **fee amount.**
5. Enter **Cost Center***, **Network*/Order**, **Activity*, BLC** and **Comment** (if applicable).
   - Use the Check button for validating line entry
   - Use the Copy button to copy line entry
   - Use the Delete button to delete line entry from invoice
6. Click **Accept**, **Accept and New Entry**, or **Check** to validate entry.
7. Click **Save** and Close to return to **Invoice Screen.**
8. Click **Submit**. *Email notification sent to approver.*

Important PLSC2 Entry Symbols

- Red = Hard Stop Error
- Yellow = Cautionary Error or FYI
- Green = Positive Entry or Go

More Travel Details

How to use GSA Region Code Look-up

1. Click the **white box** next to **USA**. *A lookup screen will pop up*.
2. Click **Show Search Criteria** on the lookup screen. *Search fields will automatically display at the top based on defined country of travel.*
3. Enter the **first two letters of the state code** in *upper case* in the **State Code field** followed by an **asterisk**.
   a. For example: **VA*, CA*, NY*, WA*, CO*, etc.**
4. Enter the **name of the destination city or county** all in *upper case* in the **City or County Code field**, followed by an **asterisk**.
   a. For example: **RICHMOND*, HENRICO*, SAN FRANCISCO*, ROCHESTER*, SEATTLE*, DENVER*, etc.**
5. Click the **Start Search** button. *Search results display*.
6. Click **desired selection** and **OK**. *Selected results populate the **GSA Region Code** field*. (*Warning: DO NOT select region code formats with slashes.*)

Invoice Submission

Once all expense line items in the invoice have been entered and validated in PLSC2, you will need to submit the invoice for review and approval. To do this, click **Submit** from the invoice header. *PLSC2 displays confirmation of successful submission.*

Invoice Copy

PLSC2 provides the ability to copy an accurate, previously created PLSC2 invoice. To do this,

1. Select the **invoice** to be copied from the Invoice Dashboard.
2. Under the Invoice Dashboard banner, click **Copy**. *The Copy Invoice screen displays*.
3. Enter the **required invoice header information** in the provided fields, select the **data to copy**, and then click **Create Copy**. *The invoice copy is created and replicates all data.*

PLSC2 Report Queries

PLSC2 provides quick access to PO and invoice information using the following report functions:

- **PO Information Query** provides specific information entered for a submitted PO
- **Invoice Dashboard** provides invoice information submitted against a purchase order
- **Travel Detail Quer**y provides details on travel expenses by invoice or purchase order
- **ODC Detail Query** provides details on ODC expenses by invoice or purchase order
- **Fee Detail Query** provides details on Fee expenses by invoice or purchase order

The data from the queries can be exported from PLSC2 using Excel, then saved and shared as needed.

Invoice Status Definitions

PLSC2 provides status for submitted invoices based on defined workflow activities. The status, status details and meanings used in the PLSC2 system are defined below:

- **In Process:** Invoice is still in work with its creator and has yet to be submitted for approval
- **Ready for PBO Approval:** PL Contractor invoice is waiting to be approved.
- **Ready for AP/TA Approval:** Invoice has been approved. It is waiting for Accounts Payable review of expense receipts. Send receipt copies to Accounts Payable if you have not yet done so.
- **Approved:** Invoice has been fully approved.
- **Cancelled:** Invoice has been rejected by the approver, or deleted by the invoice creator, and has automatically been cancelled. A record of it is retained in PLSC2 for audit purposes.
- **Hold:** Invoice has been placed on hold by the Approver.