



UNANET AE: Setting Up Projects

PARTICIPANT GUIDE

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ABOUT THIS PARTICIPANT GUIDE

This document serves as a supplement to the training courses offered through Unanet University. Participants should use this workbook to complete exercises in the student Unanet system while attending the course. Additionally, participants should record notes and actions for reference when working within their own Unanet AE system.

Symbols used in this guide



Activity



Important Note



Demo



Question



Tour

Unanet Contact Information

- VirtualUU@unanet.com

Send questions here for information about courses, course schedule, unanetuniversity.com, certifications, and enrollments. This is a mailbox that is monitored daily.

Support Portal

To improve your experience in accessing our support resources, all Knowledge Center articles, and FAQs have been relocated to the Unanet Support Portal, located at support.unanet.com. You will need a Support ID to access the portal, which you can acquire using the steps below:

To obtain a login to the Unanet support portal or to create a new ticket, send an email to support@unanet.com with "Support Portal ID request" in the Subject line.

The following conditions must be met to be granted a support account:

- The "from" address must match the domain of your company.
- It must NOT be a generic email account (e.g., it cannot be from gmail.com, aol.com, or msn.com).

The company must have an active support agreement with Unanet.



COURSE INTRODUCTION

In this course, you will learn how to create a new project and what information is required. You will review the Project tabs and Project Explorer.

Learning Objectives

After this session of **Unanet AE: Setting Up Projects**, participants will be able to:

- Recall the information found on the Project tabs in Unanet AE.
- Explain the options that are available via the Project Explorer.
- Summarize how to create a new project and edit the project structure.

LESSON 1: PROJECT TABS

Learning Objectives

Recall the information found on the Project tabs in Unanet AE.

Project Tabs

This section reviews tabs and fields in the Projects applet.

General

The General tab contains information that lays the groundwork for a new project. The following fields are available.

** Indicates a required field

Project Info

- Active - When checked, the project is active. Once a project is inactive it cannot receive charges. Reports/Dashboards for inactive projects are available.
- **Code - Project (Node) Code. This code must be unique. You can change the project code and all of the history will follow with that recoding.
- ** Name - Project (Node) Name.
- ** Charge Type - Determines the type of project. There are five types of projects in Unanet AE. The choice affects the chargeable nature of the project. All charge types require a client except indirect. Indirect or overhead projects are typically used to track administrative expenses that cannot or will not be charged to a client.
- Client - Like vendors, clients (and prospects) are considered firms in Unanet AE. When a client is added, it can later be flagged to act as a vendor. The opposite is also true. Prospects are firms that are prospective clients. Once they become clients, they are no longer prospects. Clients are required for billable projects.
- Template - When checked, the project is considered a template. Templates cannot receive charges and are visible in the project setup. They are used to create new projects.

Project Types

- Contract Type - Contract types can appear on Project Management reports. Examples of contract types are Fixed Fee, T&M, and Cost Plus. Contract types

are used for filtering projects. This is a user defined field. The Contract Type list is managed under **Administration > List Management > Contract Types**.

Note: This field is informational in nature and contract types do not limit the project to that contract type.

- Report Type - Report types are reporting groups that can act as filters when printing project management reports. The Report Type list is managed under **Administration > List Management > Project Report Types**.

Projections

- Expected Revenue - The expected revenue from this project. This can appear on project management reports but is otherwise informational only.
- Win Probability – The probability of winning the contract. This can appear on project management reports but is otherwise informational only.

Project Dates

- Project Start - The estimated project start date. This is informational only. When a project has a plan, this field is automatically filled out by Project Planning and is unavailable here.
- Project End - Estimated project end date. This is informational only. When a project has a plan, this field is automatically filled out by Project Planning and is unavailable here.

Planning PM Level Lockout

- Project Planning Level Lock out - Level in which all nodes at that level (and above) are locked from being altered by project planning. You can choose a specific level, lock out all levels, or unlock all levels.

Note: This feature allows for the division of Work Breakdown Structure (WBS) control between accountants and project managers.

Require

- Labor Code - When checked, employees will be required to provide a labor code.
- Expense Comments - When checked employees, will be required to provide a comment in the PM Comments field when their expense sheets are saved.
- Timesheet Comments - When checked employees, will be required to provide a comment in the PM Comments field when their time sheets are saved.
- Estimates-to-Complete - When checked, employees will be required to provide an estimate-to-complete for all bottom nodes of the WBS to which they charged time during the current time sheet period (typically a week).

Chat Handle

Chat Handle - Handle for instant messaging applications like Slack, Skype, etc.

General Note

The General Note tab is used to store general notes regarding the project. This note actually appears within billing within PA Bill review, and PM Bill review.

Market Sectors

The term Market Sector is typically used to describe a part of the economy. It can be a set of businesses that are buying and selling similar goods and services that are in direct competition with one another. A project can be assigned to one or more market sectors. A percentage can be placed next to each market sector to designate the percentage of the project's cost and revenue that should be assigned to a particular market sector. Financial statements can use these percentages. Also, project management reports can be printed by market sector.

Below are field descriptions for the Market Sectors tab grid.

- Apply - Selects the Market Sector(s) to be used on the current project.
- Sector Name - Name of the Market Sector is a user defined field so it can be edited to specific needs. The Market Sector list is managed under **Administration > List Management > Market Sectors**.
- % - Designates the percentage of the project's cost and revenue that should be assigned to a particular market sector.

Members

The Members tab establishes project leaders, team members, and organizational charging of a project.

Below are field descriptions for the Members tab.

Project Leaders

- Principal In Charge - The Principal that owns this project. Acts as a filter in Project Management reporting. Also allows permission for the creation of work orders.
- Project Accountant - The Project Accountant acts as a filter in Project Management reporting. It also allows the user to make billing adjustments and invoice this project. It also allows permission for the creation of work order.
- Project Manager - The Project Manager acts as a filter in Project Management reporting. It also allows the user to plan a project, review project billings, and generate work orders for that project.

Member Settings

- Restrict Time and Employee Expense to Team Members - When checked, only employees who are team members can charge to this project. Project leaders are implicitly considered team members and do not need to be listed.

Line-Item Approval

- Time Sheets - When Time Line-Item Approval is enabled (Global Settings), these fields are used to govern whether the time against the project needs to be approved by line or not.
- Expense Sheets - When Time Line-Item Approval is enabled (Global Settings), these fields are used to govern whether the time against the Project needs to be approved by line or not.

Note: There are 4 options:

1. Default - Looks at the Global setting of Required or Not Required
2. Required
3. Not Required
4. Required (Allow Approver) - Allows the assigned approvers (**HR > Employees > Accounting Rates** tab) to approve line items in addition to the project leaders.

Organizational Charging

- Owing Org Unit - The Owing Organizational Unit has the primary responsibility for a project. The level of the org unit must be equal to or above the sharing profit center level as established in Global Settings. If no owner is established, the project is considered open, and any organization can charge to it.

Note: The Owing Org Unit is especially significant in revenue recognition and automated invoicing.

Organizational Charging Settings

- Allow All Cross Charging - When checked, all org units can charge to this project. Cross-charging in Unanet AE means the organizations (not the owning organization or a sharing organization) that charge to this project will have the cost of the charges transferred to the owning organization. Likewise, the owning organization receives all revenue for those charges.
- Always Allow Owing Organization - When checked, the owning organization is always permitted to charge to this WBS, regardless of sharing organization settings.

Team Members

- Team Members - Team members are assigned for three reasons:

- a. To restrict charging to a project.
- b. For informational purposes.
- c. To alter or override their allowable job titles on a project. (To assign alternate job titles, add an employee to a row in the grid. Click on the button at the right edge of the row to add job titles.)
- Wizard Button - Clicking on this option will open up a screen listing all Employees and all Job Titles. You can select multiple employees and assign them a series of job titles. This option is designed to add multiple project members with the same job title(s). It does not show what job title members are currently assigned to. The wizard merely facilitates adding new members and assignments.

Below are field descriptions for the Team Members grid:

- Employee Code - Code of the employee associated with the project.
- Employee Name - Name of the employee associated with the project.
- Default Job Title - Default Job Title given to the employee on this project by using the icon (two people) described below.
- Role - Project role of the Employee. This is a user defined field. The Project Role list is managed under **Administration > List Management > Project Roles**.
- Icon (Two people) - Allows a user to override the employees default job title. You can also establish a list of job titles available to the employee when entering time.

Billing

The Billing tab establishes Billing terms, Billing addresses (Remit to & Bill to), Late Charges, Retainer, Retainage, and Billing groups/Invoicing.

Below are field descriptions for the Billing tab.

Billing Terms

- Term Type - Billing (Payment) terms of this project. This is a user defined field and is informational only. The Term Type list is managed under **Administration > List Management > Billing Terms**.
- Net Days - Number of days added to the invoice date (Sales Journal) to calculate the due date (Sales Journal).

Remit-To-Address

- Office - Company office, set up at **Administration > Global Settings > Offices** tab, where payments should be sent. Appears on system invoice designs as the Remit to Address.
- Attention - Attention line for remit to address. Appears on system invoice designs as the Attention item.

Retainage

A portion of the agreed upon contract that is deliberately withheld until the work is substantially complete to assure that the client will satisfy its obligations and complete a construction project.

- Max - Maximum amount of retainage to be withheld.
- Percentage - Percentage of labor revenue to withhold as retainage.

Retainage Inclusions

- Hourly - Labor charged against this project is included in the retainage amount.
- Fixed Fee - Fixed Fee Billings against this project are included in the retainage amount.
- OCC - Out of Contract Consulting (sub-consultant charges) against this project is included in the retainage amount.
- ODC - Other Direct Charges (expense charges) against this project is included in the retainage amount.

Retainer

- Apply Current Amount - Amount of retainer to be applied on next invoice. When invoiced, this amount is automatically reduced by amount that was applied.

Billing Group

- Group - Billing groups are items that can be used for filtered runs or batches of automated invoices. Billing groups are commonly used as a separate group for each week of a month. You could then assign projects to a group and that way process invoices throughout the month. This is a user defined field. The Billing Group list is managed under **Administration > List Management > Billing Groups**.

Invoicing

- Invoice Email - Billing email address associated with the project. Will be the email used if the emailing functionality in Automated Invoicing is enabled.
- Main Invoice - Main invoice design assigned to the project.
Note: When **Separate Expense Invoice** check box is selected, this label of this box changes to **Labor Invoice**. At that point an Invoice design must have the Style attribute of "Labor Only" selected, on the Invoice Design, for the invoice design to show in this drop-down.
- Separate Expense Invoice - When checked, the Expense Invoice cell will activate. This will allow for a project to run an invoice for expenses separately from invoices that include labor and Fixed Fees.
- Expense Invoice - Invoice designs must have the style attribute of "Expense Only" selected, on the Invoice Design, for the invoice design to show in this drop-down.

- Next Invoice Number - Next Invoice Number is active when invoice incrementing in Global Settings is set to "By Project". The Global Setting is located at **Administration > Global Settings > Invoicing tab > Invoice Numbering**.
- Invoice Group - The Invoice Group allows for projects to be invoiced as one invoice. When used, cover sheets can be designed to summarize individual project billings.
- PO Number - When filled out this will override the client PO Number in invoicing.

Late Charge

While late charges can be manually entered into the system and appear on A/R reports, they are not automatically calculated and booked. The following two fields are part of A/R reports and can be used to customize the reports by the user.

- Type - Designates the type of late charge to be calculated. Choices are "Percentage of Balance Due" and "Flat Amount".
- Amount - The amount of late charge to be added or percentage to calculate. Depends on the "Type" selected.

Bill-To Address

- Use Client's Bill-To - When checked, no address will appear here in the project set-up, but client's default bill-to address will be used in invoicing.
- Use Custom Bill-To - When checked, an address that is different from the client's default bill-to address can be entered here and used when generating invoices for this project.
 - Use Custom Bill-To Drop-down - After selecting Use Custom Bill-To, select dropdown to fill in the client's default bill-to address. You may then modify it, as needed, for this particular project. For example, you could enter a different contact person while using the rest of the default address for this project's invoices.

Custom Bill-To Address

- Attention - Bill-To Attention. You can type in a custom or use the look-up to select from Firm Contacts.
- Street 1 - Address line 1
- Street 2 - Address line 2
- Street 3 - Address line 3
- Street 4 - Address line 4
- City - City
- State - State
- Zip / Postal - Zip Code
- Country - Country

Invoice Comments

- Invoice Comments - Text that can optionally appear on an invoice, typically on the first page invoice header section. This text will appear and can be edited in the Invoice Comments located in the header of PA Bill Review.

Expense and G/L

The Expense and G/L tab defines expense and labor controls for the loaded project.

Below are field descriptions for the Expense and G/L tab.

Expense Group

- Expense Group Drop-down - Predefined group of expense codes that are able to be used with this project. Expense Groups can be managed in **Project Administration > Expense Groups**.

Labor Code Group

- Labor Code Group Drop-down - Predefined group of labor codes that can be used with this project. Labor Codes must be enabled in Global Settings at **Administration > Global Settings > Time and Expense tab > Use Labor Codes**.

Pensoft Payroll Export Code

- Pensoft Payroll Export Code Drop-down - Leave code for accrued leave time (Vacation, sick, etc.).

Labor Distribution Base Codes

Note: Labor Distribution Base Codes are not used on billable projects.

- Hourly Cost – This is a direct labor cost G/L base account that is not flagged for sub-contractors.
- Salaried Cost - This is a direct labor cost G/L base account that is not flagged for sub-contractors.
- Sub-Contractor - This is a direct labor cost G/L base account that is flagged for sub-contractors.
- Labor Markup CR - This is a direct labor cost G/L base account. Offset for Labor Markup DB.
- Labor Markup DB - This is a direct labor cost G/L base account. Capture markup portion in labor distribution.

Taxes and Surcharges

The Taxes and Surcharges tab establishes taxes and/or surcharges used for the project selected. In order to enforce the tax/surcharge, a Taxes section must be used in the Invoice Design for the invoice being used for the selected project. Taxes and Surcharges are established in **Administration > Global Settings > Taxes and Surcharges** tab.

Below are field descriptions for the **Taxes and Surcharges** tab.

- Use - When checked, the tax will be used in the selected project.
- Tax Code - Code of the tax.
- Tax Name - Name of the tax.
- Tax 1 % - Percentage of the first Tax/Surcharge applied to this project. Used in the first tax field in the Invoice Design.
- Inv. Text 1 - Text that shows up on the invoice next to the first tax/surcharge.
- Tax 2 % - Percentage of the second Tax/Surcharge applied to this project. Used in the second tax field in the Invoice Design.
- Inv. Text 2 - Text that shows up on the invoice next to the second tax/surcharge.
- WBS level - The WBS level in which the Tax/Surcharge is enforced.
- Exclusions - In the Exclusions column, click the icon and a pop up will appear. You will see the 3 following sections. Checking the box next to the item will exclude it from the tax.
 - Project Exclusions - Checking the box next to any project path that you want to exclude the tax from.
 - Labor Code Exclusions - Checking the box next to any labor code that you want to exclude the tax from. In order for this to work, users must be entering Labor Codes on their time sheets.
 - Expense Code Exclusions - Checking the box next to any expense code that you want to exclude the tax from. In order for this to work, users must be entering Expense Codes on Expenses, Purchases and Disbursements that are passed to billing.

Contacts

The **Contacts** tab associates a project with a particular contact.

Below are field descriptions for the **Contacts** tab.

** Indicates a required field when adding to the list.

- ** Contact - Name of the Contact associated with the opportunity.
- ** Relationship - The opportunities' relationship with the contact. This is a user defined field. The relationship list is managed under **Administration > List Management > Project Contact Types**.

- Work Email – Work email
- Work Phone – Work phone
- Work Phone Ext – Work phone extension
- Title - Title of the contact

Addresses

The **Addresses** tab contains the addresses of the selected project.

Below are field descriptions for the **Addresses** tab.

- Name - Named address. Not available for employee contacts.
- Street 1 - Address line 1
- Street 2 - Address line 2
- Street 3 - Address line 3
- Street 4 - Address line 4
- City - City
- State - State
- Zip - Zip Code
- Country - Country
- Phone - Telephone number
- Fax - Fax number
- Latitude - Latitude of Address
- Longitude - Longitude of Address
- Copy to Clipboard - Copies address to the clipboard of the local workstation. (Only seen in Address Editor)
- Geocode - When clicked, the Latitude and Longitude are filled in with the location of the Main Address. This can be used in the Map Viewer applet.

Note 1: Clicking on the pencil icon will bring up an Address Editor that will make data entry easier.

Note 2: Addresses can be named to categorize them for reuse. For instance, a client can have many offices with an address for each office, as well as associate client contacts with a particular office address. If the information of the named address changes, you can cascade those changes to all associated (linked) addresses in entirety, or only for fields that have a value.

Sometimes addresses have specific uses, as in the case of bill to, pay to, and remit to addresses. These can be unassociated addresses or linked addresses. Typically, they will be linked addresses, which means they must first be entered as a named address, prior to referencing them as a bill to, pay to, or remit to.

Documents

The **Documents** tab allows you to upload, view, modify and delete archived documents in relation to the loaded record. Uploaded documents and related information will be listed in the grid.

Recent

The Recent tab shows transactions that go against the project that is currently pulled up. Users can link over to the specific journals if they are granted the appropriate permissions.

Below are field descriptions for the **Recents** tab.

Include

- Sales Journal - Displays all Sales Journal transactions that have an invoice date that falls on or after the Transaction Since Date.
- Purchase Journal - Displays all Purchase Journal transactions that have an invoice date that falls on or after the Transaction Since Date.
- Employee Reimbursables - Displays all Purchase Journal transactions that have an Invoice date that falls on or after the Transaction Since Date.
- Receipts - Displays all Receipt Journal transactions that have a Check date that falls on or after the Transaction Since Date.
- Disbursements - Displays all Disbursement Journal transactions that have a Check date that falls on or after the Transaction Since Date.
- Adjustments - Displays all General Journal transactions that have a Transaction date that falls on or after the Transaction Since Date.
- Timesheets - Displays all Time sheet transactions that have a Work date that falls on or after the Transaction Since Date.

Transactions Since

- Date - The Transaction Since Date filters the Recent Transactions Grid. It displays only transactions whose transaction date falls on or above the selected date.
- Arrow Button - Loads the Recent Transaction window.
- Export to Excel - Exports the items in the Recent Transaction window to an Excel file.

Note: The grid includes the Transaction ID, Transaction Date, Invoice Number, Check Number, Comments, Transaction Type, and Amount.

Notes

Notes can be entered against contacts, firms, and projects (including opportunities).

Below are field descriptions for the **Notes** tab.

Note Details

- Comment - Body of the Note
- Note Type - Type of Note Posting (ex. Phone Call, Meeting, E-Mail, Appointment, Lunch, and Dinner are the choices). A User Defined Field. The Note Type list is managed under **Administration > List Management > Note Types**.

Add a follow-up Activity?

- Add - Create a follow-up activity that appears on the Activity Calendar.
- Require Complete - When checked, the follow-up activity shows up on the Activity calendar until it is marked complete.
- Type - Type of Activity. A User Defined Field. The Activity Type list is managed under **Administration > List Management > Activity Types**.
- Date - Date of follow-up Activity.
- Time - Time of follow-up Activity.
- Duration - Duration of follow-up Activity.

Existing Notes

- Notes associated with the contacts, firms, or projects that have been created. Double-click on them to bring into focus.

Payments

Below are field descriptions for the **Payments** tab.

Payment Settings

- Use Custom Settings check box
- Allow Credit Card Payment
- Allow Bank Payment
- Allow Partial Payment
- Include Invoice Attachment
- Include all Invoice Documents
- Separate Emails per Recipient
- Send Reminder Emails
- Activate Credit Card Fee
- Credit Card Fee Label
- Days after Invoice to Apply
- Fee Percentage
- Email Recipients
- Reminder Days
- Additional Document Folders (Types)

Payment Invoice Text

- Payment Invoice Text - Body of the Invoice Text

Payment Reminder Text

- Payment Reminder Text - Body of the Reminder Text



Tour 1.1 – Review the Project Applet

Watch this video overview of the Project applet.

Check Your Understanding



Which tab contains information that lays the groundwork for a new project?

- a) Billing
- b) Contacts
- c) General Note
- d) General



Which tab establishes project leaders, team members, and organizational charging of a project?

- a) Contacts
- b) Members
- c) Billing
- d) Market Sector



Refer to Appendix A for answers to the Check Your Understanding questions.

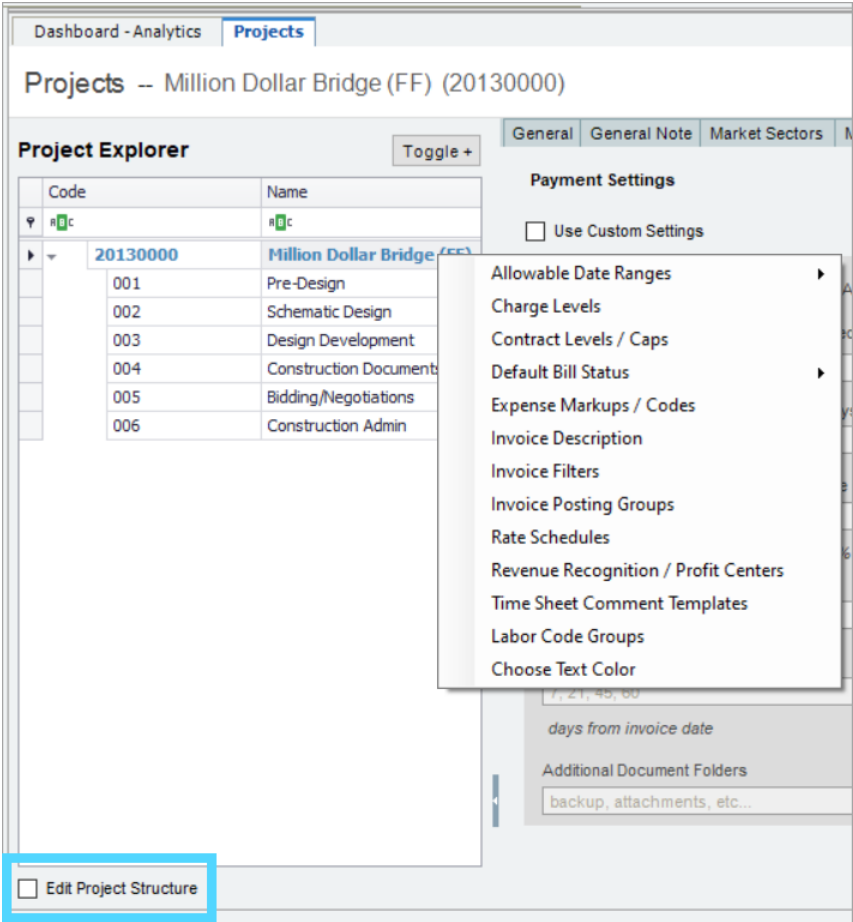
LESSON 2: PROJECT EXPLORER

Learning Objectives

Explain the options that are available via the Project Explorer.

Project Explorer

Right-clicking on the Project Name on the top level of the WBS (Work Breakdown Structure) in the Project Explorer window gives you a menu of options. This section deals with the options that are available when the **Edit Project Structure** check box at the bottom left of the Project Explorer is NOT checked.



Allowable Date Ranges

Allowable Date Ranges are used to limit time and expense entry date ranges to a project. Date ranges are allowed to have no start date or end date to leave them open-ended. Date ranges can also be controlled from project planning.

- Timesheet Entry - The employee will not be able to enter a time sheet against this project if the time sheet falls outside of the date range.
- Expenses - The employee will not be able to enter an expense sheet against this project if the time sheet falls outside of the date range.

Charge Levels

Charge levels control to what level ICC (In Contract Consultants), OCC (Out of Contract Consultants), and ODC (Other Direct Charges) can be applied. No level needs to be established for time charges since they always occur at the bottom node. Options are taken from the Project Level Labels.

- ICC Charge Level - Level in which ICC (In Contract Consultants) charges can be applied.
- OCC Charge Level - Level in which OCC (Out of Contract Consultants) charges can be applied.
- ODC Charge Level - Level in which ODC (Other Direct Charges) charges can be applied.

Contract Levels / Caps

This is where you establish contract caps (Labor, ODC and OCC), fixed fees, lump sums, and ICC portions.

- Project Management Type drop-down - The options are Labor, ODC and OCC. This navigates you through the different PM Types to establish contract amounts.
- WBS Level - This establishes the level of the WBS (Work Breakdown Structure) that you want your contracts amounts to reside.

Note: Labor PM Type Contract amounts MUST reside at the same level of the WBS. If you change levels and click Save, all data on the previous level will be deleted.

- Construction Fee - Total amount of the construction project
- Fee % - Percent of the construction project that the total fees of this project represent.
- Total Fee - Total fee for this project.
- Set Contract Amounts Equal to Budgets - By clicking this button you are given the option to update the caps or fees to match the budgets set in Project Planning.

PM Type Labor (Grid)

- Path - Project Path
- Name - Project Name
- CAP - Labor cap to be applied. Depending on the setup of the invoice design, the labor cap can prevent the project from billing labor over this amount (aka hard cap).
- Fixed Fee - Fixed fee amount. This amount is used in both percent complete and lump sum billing. In both cases, the total contract amount for the node should be put here.
- % Complete - This is the percent complete of the node. This can also be set from Project Accountant Bill Review.
- Lump Sum - This is the lump sum portion of the fixed fee that is to be billed until it reached the fixed fee amount. It is also accessible in the PA/PM Bill Review screens. In order to use this feature, you must use an invoice design whose labor section has been designated to use this field. Two new invoice formats that support lump sum billing have been added. Lump Sum Level 1 works at the project level while Lump Sum Level 2 works at the phase level (2nd level).
- ICC FF Portion - Dollar amount of fixed fee that should be attributed to ICC for the entire WBS node.
- ICC Current FF - Dollar amount of fixed fee that should be applied to ICC on next invoice.
- % of Fee - Looks at the Total Fee located in the Percent of Construction box and uses the % to come up with the Fixed Fee amount for that node.
- Fixed Fee Notes - General notes about the node can be stored here. These are accessible in PA & PM Bill Review.

PM Type Non-Labor (Grid)

- Path - Project Path
- Name - Project Name
- CAP - ODC or OCC Cap to be applied. Depending on the setup of the invoice design, the cap can prevent the project from billing non-labor transactions over this amount (aka hard cap).

Default Bill Status

This allows you to set the default bill status for transactions that go against this project. These features do not limit the statuses; they simply specify the default value on a new transaction.

Expense Markups/Codes

Expense multipliers and expense overrides on a per-project basis are established here. Project Override Expense for ODC (Other Direct Charges) and CNS (Consultant Expense), can be set at any level of the WBS (Work Breakdown Structure). Setting the

markup at lower levels will override higher levels (e.g. Task overrides phase, phase overrides project).

Invoice Description

Users can enter general invoice description comments here.

Invoice Filters

This feature allows for using mixed style billings on a single project without the need to create a roll-up project or an invoice group. A filter is a user-definable code that can be placed on the second level nodes (usually called phases) within a project WBS.

Invoice Posting Groups

This gives you an option to assign invoice posting groups that override the default posting groups set in automated invoicing.

Rate Schedules

Rate schedules drive the rates for labor entered against the project. Rates schedules can be established here for bill rate, job cost rates and/or pay rates. Rate schedules can be applied to any or all nodes of the WBS. Children nodes override parent nodes.

Revenue Recognition/Profit Centers

Revenue recognition is used to meet the generally accepted accounting principles (GAAP) of recognizing revenue in the same accounting period in which the expense was incurred.

Time Sheet Comment Templates

Comment templates allow for the entry of specific data in the Comment field. Comment templates for time sheets can be added to all levels of the WBS.

Labor Code Groups

Labor codes are used to designate the work that an employee is doing. Labor code groups can be added to all levels of the WBS.

Choose Text Color

Text color is used to change the text color of the project code and name in the Project Explorer pane.



Tour 2.1 – Review the Project Explorer

Watch this video overview of Project Explorer options.

Check Your Understanding



Charge levels control _____?

- a) To what level ICC (IN Contract Consultants), OCC (Out of Contract Consultants, and ODC (Other Direct Charges) can be applied.
- b) To what level time charges can be applied.
- c) All of the above
- d) None of the above



Select the True statement.

- a) Allowable Date Ranges are used to limit time and expense entry date ranges to a project.
- b) Date ranges must have a start date or end date
- c) Date ranges can only be controlled from the Project Explorer.



Refer to Appendix A for answers to the Check Your Understanding questions.

LESSON 3: WORK WITH PROJECTS

Learning Objectives

Summarize how to create a new Project and edit the Project structure.

- Summarize how to create a new project.
- Explain how to create a roll-up node.

Create Projects

Projects are created in **Project Administration > Projects** and are used to manage jobs throughout Unanet AE. Unanet AE Projects are built on the concept of Work Breakdown Structure (WBS). Within the WBS project nodes are organized by levels and are typically referred to as Project, Phase, and Task.

Project Creation Notes

When a project is first created, the top level is known as the Bill Terms Node (Project). This is the node that receives the bulk of the project information such as who the client is, what type of project it is, etc. All nodes beneath the Bill Terms Node (Project) can have limited information entered such as Contractual Caps, Allowable Charging Date Ranges, Budgets, and Rate Schedules.

The Bill Terms Node (Project) is usually the top node, but it can also live at the second level. This is accomplished by inserting a Roll-Up Node above the Bill Terms Node (Project). In this way multiple Bill Terms Nodes (Projects) can be grouped together for project reporting purposes.

Charge Levels

Charge levels are important in the setup of projects. Charge levels need to be established for ODC, OCC, and ICC charges. The setting dictates at what level of the WBS charges can be applied.

By default, that level is the bill terms level. Labor can be charged only to a bottom node (a node with no children). Once the project is created, this can be changed by right-clicking the project and selecting **Change Levels**.



Activity 3.1 – Create a New Project and Edit Project Structure

In this activity, you will create a new project and edit the project structure.

Activity Steps

Part 1: Create a New Project

1. Navigate to **Project Administration > Projects**. The **Projects** applet opens.
2. Select **Project** from the **New** menu in the header.
3. Type *20220000* in the **Code** field.
4. Type **Oakcrest Estates** in the **Name** field.
5. Select **Billable** in the **Charge Type** field.
6. Select **City of Portland** in the **Client** field.
7. Select **Time and Materials** in the **Contract Type** field.
8. Select **Residential** in **Report Type** field.
9. Select the **General Note** tab.
10. Type *Keep expenses on HOLD until further notice.*
11. Select the **Members** tab.
12. Select **Gail W Stanwyk** in the **Principal in Charge** field.
13. Select **Lewis James Casco** in the **Project Accountant** field.
14. Select **Sharon P Hartley** in the **Project Manager** field.
15. Select the **Billing** tab.
16. Select **PhasedFixedFee** in the **Main Invoice** field. **Note:** You may need to scroll down to view this field.
17. Select the **Expense & G/L** tab.
18. Select **Standard** in the **Expense Group** field.
19. Select the **Taxes & Surcharges** tab.
20. Select the **GST** check box.
21. Select the **Save** button.

Part 2: Edit Product Structure – Method 1

1. Select the **Edit Project Structure** check box.
2. Right-click **Oakcrest Estates** in the **Project Explorer**. A menu opens.
3. Select **Add**.
4. Type *01* in the **Code** field.
5. Type *Phase 1* in the **Name** field.
6. Select the **Save** button.
7. Right-click **Phase 1 > Add**.
8. Type *10* in the **Code** field.
9. Type *Task 1* in the **Name** field.
10. Select the **Save** button.
11. Right-click **Phase > Delete**. A dialogue box opens.
12. Select the **Yes** button.

Part 3: Edit Product Structure – Method 2

1. Right-click **Oakcrest Estates > Apply WBS Template**. The **Apply WBS Template** window opens.

2. Select **Architectural Phases** in the **WBS Template** field.
3. Select the **Customize** check box.
4. Select the **Apply** button.
5. Right-click **Pre-Design > Apply WBS Template**. The **Apply WBS Template** window opens.
6. Select **Disciplines** in the **WBS Template** field.
7. Select the **Apply Template To All Nodes At This Level** check box.
8. Select the **Apply** button. The tasks are applied to all the phases in the project.
9. Clear the **Edit Project Structure** check box.
10. Right-click **Oakcrest Estates > Contract Levels / Caps**. The **Contract Levels / Caps** window opens.
11. Select **Phase** in the **WBS Level** field.
12. Use the information in the table below to add the **fixed fees**.

Phase	Fixed Fee
Pre-Design	10,000
Schematic Design	10,000
Design Development	50,000
Construction Documents	100,000
Bidding/Negotiations	50,000
Construction Administration	10,000

13. Type *2,000* in the **ICC FF Portion** field for **Schematic Design**.
14. Select the **Save & Close** button.
15. Right-click **Oakcrest Estates > Rate Schedule**. The **Rate Schedules** window opens. You can see that a **Rate Schedule** has already been applied to the project based on **Global Settings**.
16. Select the **Cancel** button.
17. Close the **Projects** applet.



Activity 3.2 – Copy a Project

In this activity, you will copy a project.

Activity Steps

1. Navigate to **Project Administration > Projects**. The **Projects** applet opens.
2. Type *20220000* in the **Project Lookup** field.
3. Press **Enter**. The **Project** applet populates with information for **Oakcrest Estates**.
4. Select the **Copy** button.
5. Type *20220001* in the **Code** field.
6. Type *Kingsbury Estates* in the **Name** field.
7. Verify all the **Copy** check boxes are selected.
8. Select the **Save** button.
9. Select the **Billing** tab.
10. Select **TandM** in the **Main Invoice** field.
11. Select the **Save** button.
12. Right-click **Kingsbury Estates > Contract Levels / Caps**. The **Contract Levels / Caps** window opens.
13. Use the information in the table below to update the **fixed fees**.

Phase	Fixed Fee
Pre-Design	0.00
Schematic Design	0.00
Design Development	0.00
Construction Documents	0.00
Bidding/Negotiations	0.00
Construction Administration	0.00

14. Type *0.00* in the **ICC FF Portion** field for **Schematic Design**.
15. Select the **Save & Close** button.
16. Right-click **Kingsbury Estates > Contract Levels / Caps**. The **Contract Levels / Caps** window opens.
17. Select **Project** in the **WBS Level** field. A confirmation message displays.
18. Select the **Yes** button.
19. Type *200,000* in the **CAP** field for **Kingsbury Estates**.
20. Select the **Save & Close** button.
21. Close the **Projects** applet.



Activity 3.3 – Create a New Project using a Template

In this activity, you will create a new project using a template.

Activity Steps

1. Navigate to **Project Administration > Projects**. The **Projects** applet opens.
2. Type *20220001* in the **Project Lookup** field.
3. Press **Enter**. The **Project** applet populates with information for **Kingsbury Estates**.
4. Select the **Copy** button.
5. Type *001* in the **Code** field.
6. Type *Template* in the **Name** field.
7. Verify all the **Copy** check boxes are selected.
8. Select the **Save** button.
9. Select the **Template** check box. Once you flag a project as a template, it is no longer a billable project.
10. Select the **Save** button.
11. Select **Project From Template** from the **New** menu in the header. The New Project From Template window opens.
12. Select **001 Template** in the **Templates** section.
13. Type *20220002* in the **New Project Code** field.
14. Type *Willowbrook Estates* in the **New Project Name** field.
15. Select the **Create** button.
16. Close the **Projects** applet.



Activity 3.4 – Create a New Project Using an Action

In this activity, you will create a new project using an action.

Activity Steps

Part 1: Add a Custom Report to an Applet

1. Navigate to **Utilities > Custom Reports**. The **Custom Reports** applet opens.
2. Select **System** in the **System** field.
3. Select **Actions** in the **Type** field.
4. Select **Quick Project Add** in the **Reports** list. **Note:** To work with this action without adding it to an applet, you can select the **Preview Report** button to activate the wizard.
5. Select the **Modules/Applets** tab.
6. Select the **Project Administration** check box.
7. Select the **Save** button.
8. Select the **Refresh** button.
9. Navigate to **Project Administration > Reports**. The **Quick Project Add** report displays in the list.
10. Close the **Custom Reports** applet.

Part 2: Create a New Project using the Custom Report

1. Navigate to **Project Administration > Reports > Quick Project Add**. The **Quick Project Add** wizard opens.
2. Type *20220006* in the **Project Code** field.
3. Type *95 Freeway Expansion* in the **Project Name** field.
4. Select **Billable** in the **Project Type** field.
5. Select the **Next** button.
6. Select **Architectural Phases** in the **WBS Template** field.
7. Select **Fletcher, Erwin P** in the **Project Manager** field.
8. Select **Swarthout, Jim S** in the **Principal-in-Charge** field.
9. Select the **Does client already exist?** check box.
10. Select **Standard Bill Rates** in the **Bill Rate Schedule** field.
11. Select **Architecture** in the **Organizational Unit** field.
12. Select the **Next** button.
13. Select **Casco Bay Sailing Company** in the **Client Code** field.
14. Select the **Next** button.
15. Select the **Complete** button. A confirmation message displays.
16. Select the **OK** button.

Roll-up Nodes

A roll-up node allows multiple projects to be subtotaled together in project management reports.

Key Concepts

- Roll-up Nodes exists only at level 1.
- Roll-up nodes allow multiple Bill Terms Nodes (Projects) to be connected together for the purpose of summarization in Project Management reports.
- Roll-up Nodes can contain no other attributes other than a code and a name.
- Roll-up Nodes allows multiple projects to be subtotaled together in project management reports. A separate WBS delimiter can be used from the rest of the WBS delimiter. For instance, 9801.01-A-001 is a four-level structure where the roll-up is 9801; the project is 01; the first level beneath project is A; the bottom level is 001. This is set at **Global Settings > project Admin Tab > Delimiters Section**.
- When roll-up nodes are inserted above an existing WBS, the WBS path now begins with the roll-up node and is separated by a delimiting character from the rest of the WBS path.



Activity 3.5 – Create a Roll-up Node for Grouping Projects

In this activity, you will create a roll-up node for grouping projects.

Activity Steps

1. Navigate to **Project Administration > Projects**. The **Projects** applet opens.
2. Type *20220000* in the **Project Lookup** field.
3. Press **Enter**. The **Project** applet populates with information for **Oakcrest Estates**.
4. Select the **Edit Project Structure** check box.
5. Right-click **Oakcrest Estates** in the **Project Explorer**. A menu opens.
6. Select **Create Roll-Up Node**. A dialogue box opens.
7. Select the **Yes** button.
8. Type *01* in the **Code** field.
9. Type *City of Portland* in the **Name** field.
10. Select the **Save** button.
11. Type *20220001* in the **Project Lookup** field.
12. Press **Enter**. The **Project** applet populates with information for **Kingsbury Estates**.

13. Right-click **Kingsbury Estates** in the **Project Explorer**. A menu opens.
14. Select **Attach Existing Roll-Up Node**. The **Roll-Up Nodes** window opens.
15. Select **01 City of Portland**.
16. Select the **OK** button.
17. Type **20220002** in the **Project Lookup** field.
18. Press **Enter**. The **Project** applet populates with information for **Willowbrook Estates**.
19. Right-click **Willowbrook Estates** in the **Project Explorer**. A menu opens.
20. Select **Attach Existing Roll-Up Node**. The **Roll-Up Nodes** window opens.
21. Select **01 City of Portland**.
22. Select the **OK** button.
23. Clear the **Edit Project Structure** check box.



Activity 3.6 – Run a Report with a Roll-up Node

In this activity, you will run a report with a roll-up node.

Activity Steps

1. Navigate to **Project Management > PM Reports**. The **Reports** module opens.
2. Select **Labor Transactions** in the **Reports** field.
3. Select the **Run** button. The **Print Criteria** window opens.
4. Select the **Team Leaders** tab.
5. Select **01 City of Portland** in the **Roll Up** field.
6. Select the **Print** button. The report displays.
7. Close the **PM Reports** applet.

Check Your Understanding



True/False: When a project is first created, the top level is known as the Bill Terms Node (Project).

- a) True
- b) False



Roll-up Nodes can contain no other attributes other than which of the following? Select all that apply.

- a) Code
- b) Name
- c) Date range
- d) Charge level



Refer to Appendix A for answers to the Check Your Understanding questions.

APPENDIX A: Check Your Understanding Answer Key

Lesson 1: Project Tabs



Which tab contains information that lays the groundwork for a new project?

- a) Billing
- b) Contacts
- c) General Note
- d) **General**



Which tab establishes project leaders, team members, and organizational charging of a project?

- a) Contacts
- b) **Members**
- c) Billing
- d) Market Sector

Lesson 2: Setting Up Time and Expense



Charge levels control _____?

- a) To what level ICC (IN Contract Consultants), OCC (Out of Contract Consultants, and ODC (Other Direct Charges) can be applied.
- b) To what level time charges can be applied.
- c) All of the above
- d) None of the above



Select the True statement.

- a) Allowable Date Ranges are used to limit time and expense entry date ranges to a project.
- b) Date ranges must have a start date or end date
- c) Date ranges can only be controlled from the Project Explorer.

Lesson 3: Work with Projects



True/False: When a project is first created, the top level is known as the Bill Terms Node (Project).

- a) True
- b) False



Roll-up Nodes can contain no other attributes other than which of the following? Select all that apply.

- a) Code
- b) Name
- c) Date range
- d) Charge level

COMPLETION CERTIFICATE AND EVALUATION

When the course has finished, Unanet University staff will mark the attendance in the Learning Management System (LMS.) This marking is percentage based and may be prorated if a participant was absent for any period of time during the course.

The LMS will generate a completion certificate (including **CPE credits**, where applicable) which will be available to the participant under their Transcript section of the LMS.

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