



Unanet[™]
University

**UNANET GOVCON:
USING ACCOUNTS RECEIVABLE**

PARTICIPANT GUIDE

Last Revised September 2022

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ABOUT THIS PARTICIPANT GUIDE

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

Symbols Used In This Guide:

Activity	Demonstration	Important Note	Question	Tour
				
A hands-on practical exercise that will be completed by participants	An instructor-guided detailed review of features or processes	A callout of critical information related to a topic	Assesses participants' understanding of a topic	A high-level review of system features or functionality by the instructor

Unanet University Contact Information

Send questions to VirtualUU@unanet.com for information about courses, course schedule, enrollments, and certifications. This mailbox is monitored daily.

Unanet Certification Program and Badges

For more information on the Unanet Certification Program, [click here](#).

Support Portal

Use Unanet's Support Portal support.unanet.com to access product reference articles and FAQs. To obtain a Support Portal ID, send an email to support@unanet.com with the subject "Support Portal ID request".

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., gmail.com)

COURSE INTRODUCTION

Unanet Financial users will review the system settings needed to perform Accounts Receivable processes; practice creating, posting, and voiding customer payments and deposits; and produce reports for verifying transaction accuracy.

Recommended Roles: AR User, AR Poster, AR Viewer, or AR Administrator

Learning Objectives

In this course, **Unanet GovCon: Using Accounts Receivable** participants will:

- Analyze the Accounts Receivable process flow in Unanet
- Identify the roles, in Unanet, required to perform Accounts Receivable processes
- Review administrative Accounts Receivable functions to maintain customer organizations, bank accounts, and payment methods
- Recognize the requirements and decisions involved to properly create, apply, and post customer payments and deposits
- Determine which Accounts Receivable reports to use to ensure accurate transaction processing

Student Training Site

A Unanet training system has been specifically created to support this course. The system is configured around a fictional GovCon company named MyCo. The activities, and accompanying simulations, reference MyCo, its related internal and external organizations, and business processes.

Roles & Access

Unanet is a role-based system which provides security and access based on the roles assigned to the user by the System Administrator. It is helpful to be familiar with Unanet's roles and the access that comes with each unique role. Users may find the need to be assigned a combination of roles in order to perform various job functions.

During this course, students will be instructed to log-in to Unanet utilizing specific user personas which contain the appropriate roles in order to access and complete the required activities.

MyCo - Financial Roles

MyCo uses the following user personas to log-in to the system.

Please note, the password is case sensitive; username is not.

	Unanet Role	Name	Unanet login Username	Password
Accounts Receivable	AR Administrator AR Poster AR User AR Viewer	Parker Poster Parker Poster Debbie Deposit	pposter pposter ddeposit	welcome

LESSON 1: ACCOUNTS RECEIVABLE (AR)

Learning Objectives

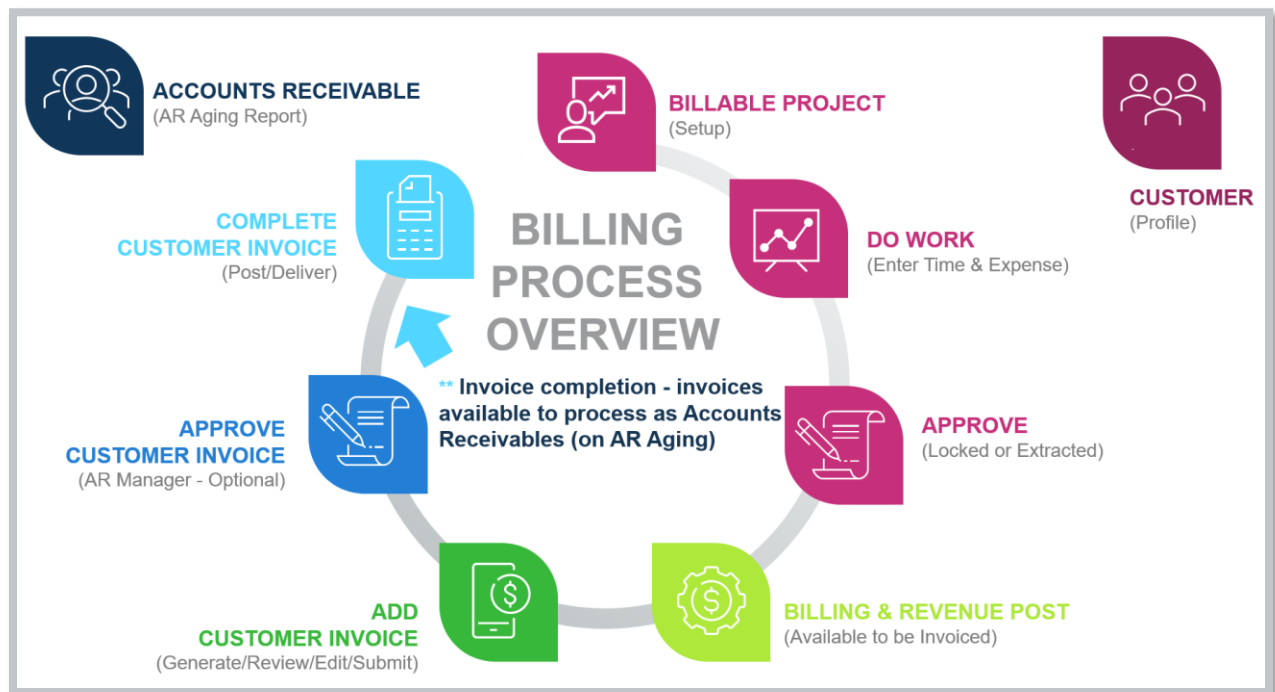
- Analyze the Accounts Receivable process flow in Unanet
- Identify the roles, in Unanet, required to perform Accounts Receivable processes
- Review administrative Accounts Receivable functions to maintain customer organizations, bank accounts, and payment methods

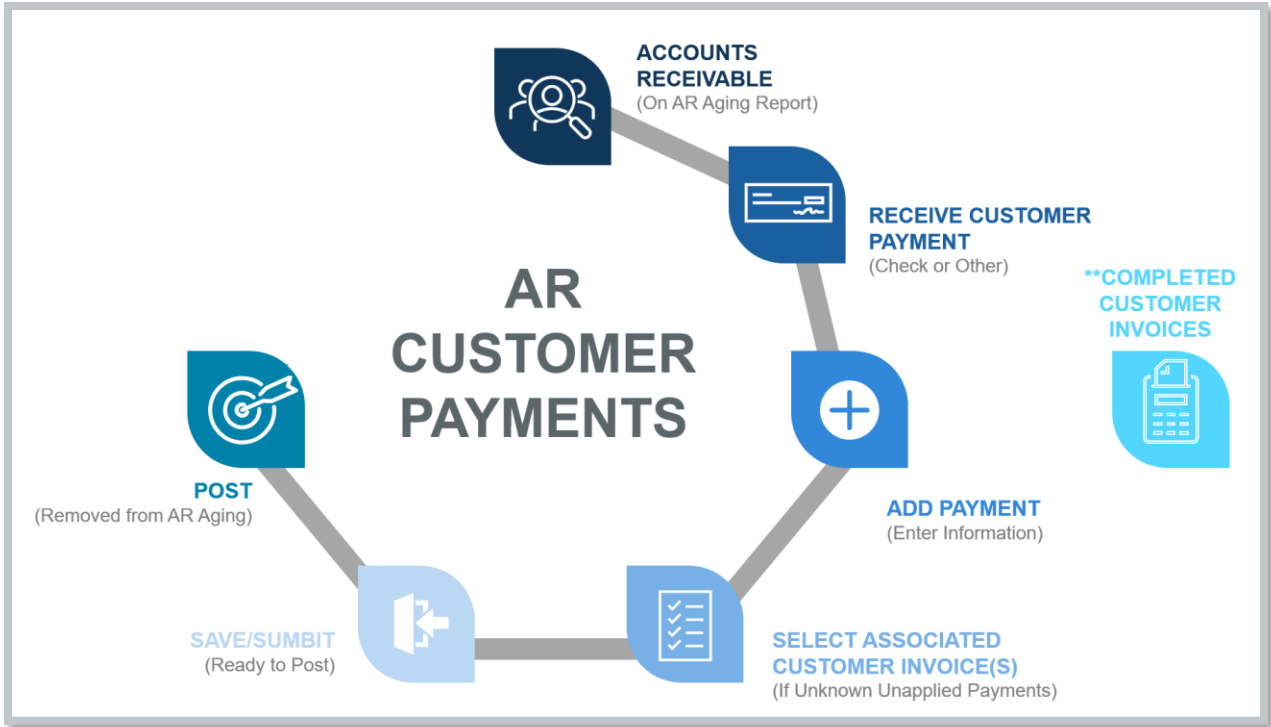
Introduction

Accounts Receivable represents the amount of money owed to a Company from customer invoices. It is critical to understand the process flow and which roles are able to perform the various steps. In addition, there are financial AR administration functions that must be configured.

Accounts Receivable Process Flow

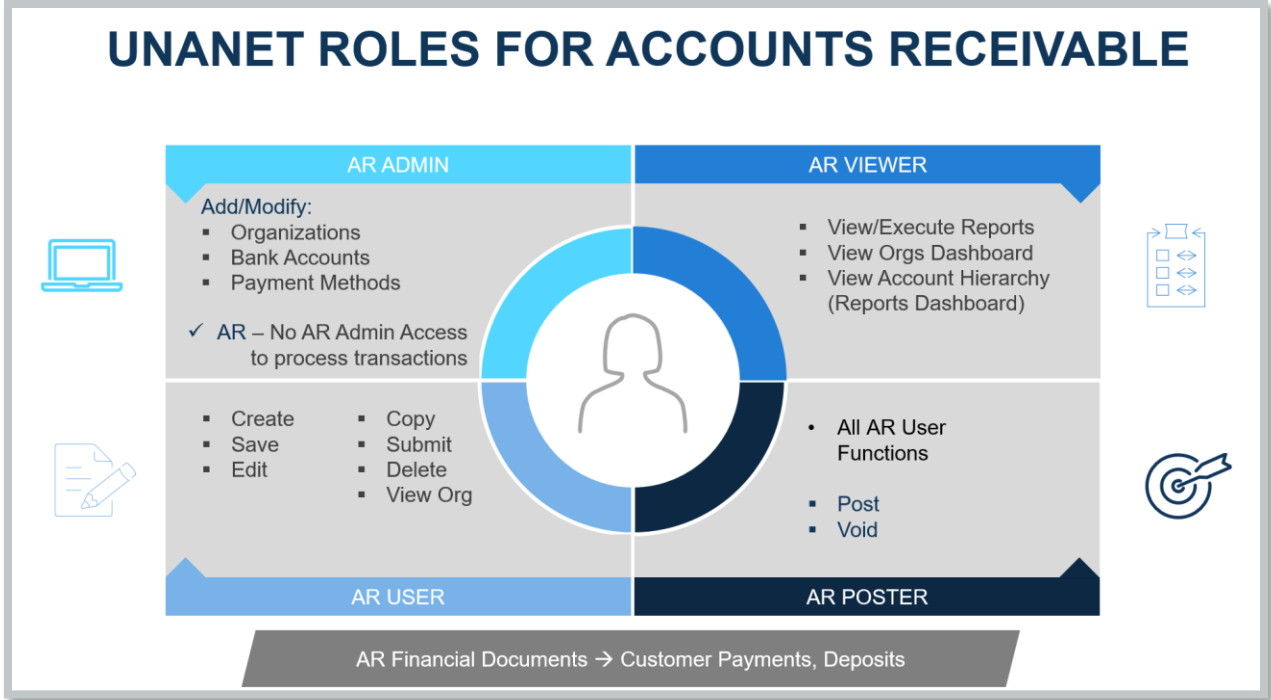
Search the Support Portal - Common AR procedures in Unanet Financials
Search the Support Portal - AR Process Flows and Roles





Unanet Roles for Accounts Receivable Processes

It is helpful to be familiar with Unanet’s roles and the access that comes with each unique role. Users may find the need to be assigned a combination of roles in order to perform various job functions.





Activity 1.1 Access and Roles for Parker Poster

Activity Steps

1. For each function in the left column, use the above information to identify which role is needed.

Function	Role Needed
a) Add/Modify Customer Organizations, Bank Accounts, and Payment Methods for AR purposes	
b) View/Execute AR Reports	
c) Post and Void Accounts Receivable transactions	

2. **Log-in** to your student site as **Parker Poster**
 - **Username:** pposter
 - **Password:** welcome
3. **Navigate:** My Account (upper right-hand corner) > Preferences > Profile > Roles and Confirm the assigned roles for **Parker Poster**.
4. **Confirm** the roles match the ones you identified as being needed above?

Configuration

AR Configuration: The Unanet role of AR Admin can add and modify:

- Organizations
- Bank accounts
- Payment methods

Organizations

Customer Organization - Any entity you intend to receive payments from will need to be defined in Unanet as a Customer Organization.

- A Customer may represent an individual or a company.
- There is no attribute on the Organization entity that designates it as a Customer Organization, but rather, associating an organization via the Customer Profiles screen is where you will define the Legal Entities to which the current organization is to be considered a Customer

Payment Terms in Unanet are associated with both payments to vendors and payments from customers so that payments are made and received within a reasonable period of time. The invoice's due date, discount date, and discount amount is calculated based on these terms. Discount Terms may be set in order to accelerate cash collections and to receive discounts



Activity 1.2 Verify Customer Organization Profiles

Log-in as Parker Poster (AR Admin) – pposter / welcome

Activity Steps

1. **View** Customer Org to confirm a Customer Profiles exists
 - a. **Navigate:** Organization > List
 - b. Filter the Search criteria using the info below:
 - ORGANIZATION TYPE Customer
 - COLUMN OPTIONS Show Customers
2. **List** results to **Verify** if a Customer Profile exists for Customer Organizations. Note if a checkmark is under the Customer column, a profile exists.

Answer the question below:

Question:	Answer
Are there any Customers that do NOT have a Customer Profile?	

Bank Accounts

Navigate: Admin > Setup > Accounting > Bank Accounts

There are 3 types of bank accounts in Unanet.

1. **Bank** - This type should correspond to bank accounts you maintain at all banks. You will want to set up a separate Unanet bank account for each real bank account. If you plan to print system checks from Unanet, you must use this type and designate it as a checking account.
2. **Other** - Used for all other situations. Can be used to reconcile any account to external statements (not just bank accounts). Examples include, corporate credit card statements, payroll clearing subcontractor bills, and others.
3. **Undeposited funds** - USED FOR AR PROCESSES. This is a holding account where users can record payments received prior to depositing them into the bank. You should use this type of account if you regularly receive customer check payments or other incoming checks and would like to record them in the system prior to depositing them in the bank. Recording the total deposit amount instead of individual check amounts will help to facilitate a much easier bank reconciliation, as the total recorded in Unanet will match the total deposit amount on the bank statement.

Payment Methods

Navigate: Admin > Setup > Accounting > Payment Methods

Payment Methods may be configured to characterize payments made and received in Unanet. The Payment Method must be specified to be available for use in expense reports (employee Payment Methods), Accounts Payable (vendor Payment Method), and Accounts Receivable (customer Payment Method).

Payment Methods can be in the form of checks, Automated Clearing House (ACH) transfers, wires, or self-serve portal. An associated Payment Type of either Check or Other will be selected when setting up a new Payment Method.

The Payment Type controls application behavior as follows:

Customer (AR) Payment Type Options

- **Check:** A unique check number must be assigned to the customer payment.
- **Other:** Used when the customer payment is made via ACH, wire transfers, and self-serve portal (**CI Unanet Pay**)

Check Your Understanding



1. What Financials administrative items are required to process Accounts Receivable transactions?
 - a) Payment terms, bank accounts and payment methods
 - b) Inactive Customer orgs and profiles and payment terms
 - c) Active Customer orgs and profiles, payment terms, bank accounts, and payment methods



2. In the Customer Organization, what crucial component makes it possible to process customer transactions?
 - a) Customer profile exists and is active
 - b) Customer Contacts
 - c) Customer Market Data – Stock Symbol



3. What is the associated Payment Type when using a Payment Method to process ACH payments?
 - a) System Check
 - b) Other
 - c) Bank



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

LESSON 2 AR TRANSACTIONS – CUSTOMER PAYMENTS

Learning Objectives

- Recognize the requirements and decisions involved to properly create and apply customer payments
 - Within discount period
 - With an approved write-off using +Lookup
 - Apply previously unapplied balance

Introduction

It is critical to understand the process of creating Customer Payments in Unanet.

Navigate: Financials > Accounts Receivable > Customer Payments

Customer Payments:

Navigate: to Financials > Accounts Receivable > Customer Payments.

Customer Payments List: Customer payments can be viewed, edited, posted, and voided from this screen. In addition, any previously unapplied customer payments will be indicated here with the option to apply them.

Customer Payments: Unanet supports creating customer payments received for processing. The Customer Payments functionality may be used to record payments received from customers, apply payments to outstanding invoices (and potentially other unapplied Customer Payments) or charge them directly to transaction accounts. Once a Customer Invoice has been completed by the Billing Manager, they will be available on the AR aging report, and to apply customer payments.

Customer payments can be processed directly to a regular bank account, or they can be made to the holding account, Undeposited Funds, to record the payment received prior to depositing them into the bank.

Click the + Customer Payment link on the Customer Payments home screen.

Enter the Summary information for this Customer Payment. Fields with a red "*" are required (Legal Entity, Bank Account, Customer, Document Date, Post Date, Fiscal Period, and Payment Method). If the Payment Options/Payment Method is a Check, the system will require a value in the Check/Reference # field. Additional details including the description of payment and other comments may be optionally recorded.

Once Saved, from the left menu select Paid Documents. Completed Invoices plus any Posted Customer Payments with a balance not equal to zero for the specified Customer will be listed. As documents are selected, the Balance of the Customer Payment will be updated to reflect the selection. If partial invoices are paid with the customer payment, the amount in the payment field can be overridden. If payment is made within the Discount period, the Discount amount will automatically default to the discount specified on the invoice.

Note - applying payments can only be done to one customer at a time.

Attachments: you may attach copies of the customer check to the customer payment in any status, even after the document is posted. Once the payment is complete it may be saved, submitted, and then posted.



Activity 2.1 Record Customer Payment

Log-in as Debbie Deposit (AR User) – ddeposit / welcome

Activity Steps:

1. **Log-out** as Parker Poster (AR Admin) and **Log-in** as Debbie Deposit (AR User)
2. **Navigate:** Financials > Accounts Receivable > Customer Payments click + Customer Payment
3. You have received the check below to pay an outstanding customer invoice.
Record the customer payment with the following info:
 - **Bank Account** Operating
 - **Customer** CUST-3-UU3
 - **Payment Amount** 5,858.12
 - **Description** Inv 500, 501
 - **Document Date** 3rd of Posting Month
 - **Post Date** End of Posting Month
 - **Payment Method** CUST-Check Deposit
 - **Check Number** 5226

3	CUST 3-UU-3	DATE <u>xx/03/20xx</u>	5226
PAY TO THE ORDER OF <u>MYCO</u>		\$ <u>5,858.12</u>	
FIVE THOUSAND, EIGHT HUNDRED FIFTY EIGHT and -----12/100		DOLLARS	
 MoneyInstructor.com Bank 1221 Main Street Anywhere, US 10001			
FOR <u>U-IMP00500, U-IMP00501</u>		<i>Ben Therr, CFO</i>	
 ⑆74894934⑆ 6793868122⑈ 5226 ⑈			

4. **SAVE** the customer payment (INUSE status)
5. **Click** Paid Documents and **Identify** and **Select** the specific Invoices that this payment is to be applied. (confirm the balance is zero)
6. **SUBMIT/NEXT** the customer payment for posting (Submitted status)

Note: The status of SUBMITTED identifies to the AR Poster that the AR User has completed all necessary information on the Customer Payment and the item is ready for review and posting, whereas when just saving the payment the status is INUSE which indicates that the AR User may not be done entering this Customer Payment.



Activity 2.2 Record Customer Payment within Discount Period

Log-in as Debbie Deposit (AR User) – ddeposit / welcome

Activity Steps:

1. **Navigate:** Financials > Accounts Receivable > Customer Payments click + Customer Payment
2. You have received the check below to pay an outstanding customer invoice.
Record the customer payment with the following info:
 - **Bank Account** Operating
 - **Customer** CUST-3-UU3
 - **Payment Amount** 3,960
 - **Description** Inv 504
 - **Document Date** 8th of Posting Month
 - **Post Date** End of Posting Month
 - **Payment Method** CUST-Check Deposit
 - **Check Number** 5241

3 **CUST 3-UU-3** DATE xx/08/20xx 5241

PAY TO THE ORDER OF MYCO \$ 3,960.00

THREE THOUSAND, NINE HUNDRED SIXTY and -----00/100 DOLLARS

 **MoneyInstructor.com Bank**
1221 Main Street
Anywhere, US 10001

FOR U-IMP00504 *Ben Therr, CFO*

74894934 6793868122 5241

3. **SAVE** the customer payment (INUSE status)
4. **Click** Paid Documents and **Identify** and **Select** the specific Invoice that this payment is to be applied
5. **Confirm Discount** amount is \$40.00 (1% of invoice amount) and balance is zero
6. **SUBMIT/NEXT** the customer payment for posting (Submitted status)

Lookup Invoices:

Optionally you can use Lookup Invoices if there is a particular Invoice you would like to apply payment to. After clicking **+Customer Payment** then **click +Lookup Invoices**

Write-Offs

Write-off functionality is available once the customer invoice to be associated with the payment has been selected. Write-off amounts will be posted to the account defined in posting group criteria (Bad Debt Expense). Input write-off values as positive amounts (the system calculates the deduction).



Activity 2.3 Record Customer Payment with Write-Off Using +Lookup

Log-in as Debbie Deposit (AR User) – ddeposit / welcome


Activity Steps:

1. **Navigate:** Financials > Accounts Receivable > Customer Payments **click +Customer Payment** then **click +Lookup Invoices**
2. You have received the check below to pay an outstanding customer invoice. A write-off has been approved for 10% off the invoice total.

3 **CUST 3-UU-3** DATE xx/25/20xx 5295

PAY TO THE ORDER OF MYCO \$ 7,102.00

SEVEN THOUSAND ONE HUNDRED TWO and -----00/100 DOLLARS

 **MoneyInstructor.com Bank**
1221 Main Street
Anywhere, US 10001

FOR U-IMP00502 *Ben Therr, CFO*

⑆74894934⑆ 6793868122⑈ 5295 ⑈

3. Process the Customer payment using **+ Lookup Invoices** by entering the following criteria:
Customer CUST-3-UU3 **Invoice #** UNANET-IMP00502
4. **Click** the filter button (blue circle with arrow) to view the results.

5. **Select** the **Invoice** then enter the following Customer Payment info:

- **Bank Account** Operating
- **Payment Amount** \$7,102.00
- **Description** Inv 502
- **Document Date** 25th of Posting Month
- **Post Date** End of Posting Month
- **Payment Method** CUST-Check Deposit
- **Check Number** 5295

SAVE

6. **Confirm** there is a negative Balance of \$789.11

7. **Click Paid Documents** and **Edit** the cells for the selected invoice

- Edit Payment to be 7102 (do not enter a comma “,” into the number)
- Edit Write off to be 789.11

SAVE

8. **Confirm** Balance is now zero

9. **SUBMIT/NEXT** the customer payment for posting (Submitted status)

Void Customer Payment

In the Customer Payment List, clicking on the Void icon will allow you to void a POSTED Customer Payment (generating a negating / voiding Customer Payment, reversing GL and Project Expense entries, etc.). This action does not delete any entries, nor will it recalculate any values, but rather creates a set of reversing entries based on the original transactions. This provides proof for auditing purposes.

Customer Overpayment

If you are in a situation where your customer has overpaid and you want to cut them a check to pay them back, you will want to follow the steps below.

- Create an AR/AP clearing account and set it up as a Bank Account with a type of Other.
- Create a vendor payment document for the amount of the overpayment. Charge the offset to the clearing account.
- Create a negative Customer Payment document for the amount of the overpayment using the clearing account bank account. Apply the payment to the existing overpayment Customer Payment document to clear AR.

Apply Previously Unapplied Balances

Posted Customer Payments that have a balance not equal to zero will appear in the Customer Payment list with a double icon and a right arrow (Apply Previously Un-Applied Balance).

Clicking on this icon will create an "application document", which is another Customer Payment document that can be used to designate how all, or a portion of an unapplied balance should be handled. You will be placed on the *Paid Documents* screen in the newly created Customer Payment. This new document will have the values from the original document as read-only

The Post Date and Fiscal Period will default to the values from the original document if the Fiscal Period is still open, otherwise, they will default to today's date and the fiscal period associated with today's date, respectively. Once created, you will submit and post the application document just as you would any other Customer Payment.



Activity 2.4 Apply Previously Unapplied Balance on Customer Payment

Log-in as Debbie Deposit (AR User) – ddeposit / welcome

Activity Steps:

1. A customer payment was posted but at the time, the invoice that it was meant for was unknown. It has now been discovered that it was intended to be applied for **CUST-3-UU3 invoice IMP503**.
2. **Navigate:** Financials > Accounts Receivable > Customer Payments and **Search** for **POSTED** Customer Payments
 - CUSTOMER ORG NAME Customer 3
 - DOCUMENT DATE BOT to Today
 - STATUS Posted
3. **List** results and **Identify** then **click** on the double icon to Apply Previously Un-Applied Balance to the correct invoice. (this will bring you into the customer payment screen)
4. Select Invoice **IMP00503** but edit discount to 0.00 then **SAVE**. Confirm the Balance is zero
5. **SUBMIT/NEXT** the customer payment for posting

Check Your Understanding



1. How many Customers can be involved at one time can when applying payments?
 - a) One
 - b) Two
 - c) No limit



2. When processing a write-off, how do you input the value?
 - a) As a positive value
 - b) As a negative value
 - c) As a discount



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

LESSON 3 AR TRANSACTIONS – DEPOSITS

Learning Objectives

- Recognize the requirements and decisions involved to properly create and apply deposits

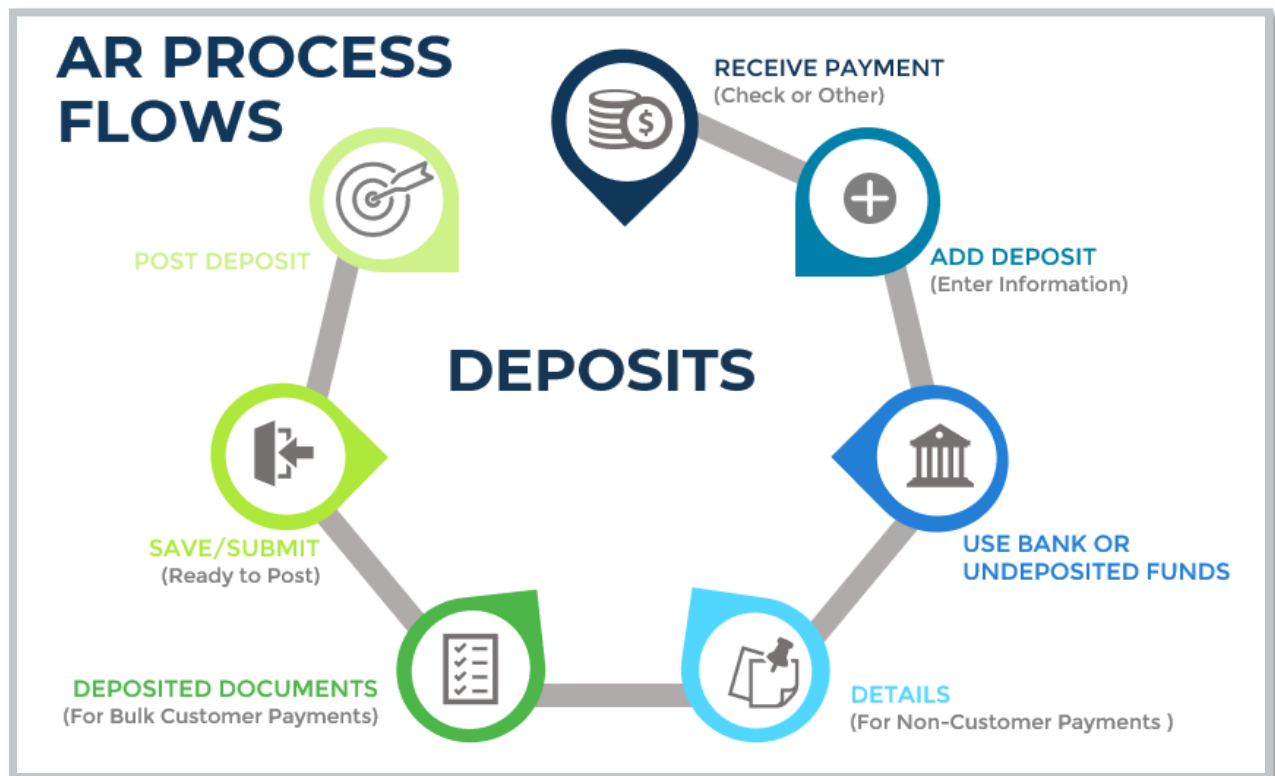
Introduction

It is critical to understand the creation and processing of Deposits in Unanet.

Navigate: Financials > Accounts Receivable > Deposits

Deposits

The Deposits section of Accounts Receivable can be used to record payments not specifically attached to Customers, such as interest earned, **OR** to batch Customer deposits together as received to provide an easy method of tying the batch of receipts to the deposit amount that will show up in the relevant bank statement. These batched Customer Payments were originally recorded to the Undeposited Funds bank account.



To add a Deposit, click on the link **+ Deposit** (available on the Deposit - Search/List screens). This will present you with the Deposit - Summary screen where you will supply the summary information for a Deposit. On the Summary screen, you will enter information regarding the Bank to which you are making a deposit, the deposit amount, the document and post dates, any comments to associate with the entry, and more.

Then navigate to **Deposited Documents** then **Details** options, to indicate which Customer Payments a batch deposit is addressing (via Deposited Documents screen) and/or to enter non-customer account transaction information (via Detail screen).

Once the deposit is complete it may be saved, submitted, and then posted.

Undeposited Funds Process

Users may use a process to record payments to an undeposited funds account when the actual deposits have not yet been made to the bank. This process is helpful in facilitating bank reconciliations, as the batch deposits are recorded by the bank as a total amount, rather than the individual checks.



Activity 3.1 Record Deposit for Non-Customer Payment

Log-in as Debbie Deposit (AR User) – ddeposit / welcome

Activity Steps:

1. **Navigate:** Financials > Accounts Receivable > Deposits click +Deposit
2. You have received the check below from the Tenant who leases office space from you. Record this payment as a Deposit.

- Bank Account Operating
- Deposit Amount 7423
- Description Office Space
- Document Date 27th of Posting Month
- Post Date End of Posting Month
- Deposit Options 814

SAVE

FRIENDLY TENANT DATE xx/27/20xx **814**

PAY TO THE ORDER OF MYCO \$ 7,423.00

SEVEN THOUSAND, FOUR HUNDRED, AND TWENTY-THREE, & 00/100----- DOLLARS

MoneyInstructor.com Bank
1221 Main Street
Anywhere, US 10001
Office Space

FOR _____ *Done That*

⑆74894934⑆ 6793868122⑈ **814**

3. **Click Details** and fill in the following information:
 - Account 95.01.03 - Other Income
 - Organization MyCo
 - Amount 7423

SAVE the Deposit (INUSE status)

4. **SUBMIT/NEXT** the Deposit for posting (Submitted status)
5. **Log-out** as Debbie Deposit (AR User)

Check Your Understanding



1. What Bank Account can be used to record payments received prior to physically depositing them into the bank?
 - a) Bank
 - b) Undeposited funds
 - c) Payroll



2. Where do you navigate to in order to enter the account and any other transaction information for a non-customer deposit?
 - a) Customer Payment screen
 - b) Detail screen
 - c) View screen



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

LESSON 4 AR TRANSACTIONS – POST

Learning Objectives

- Recognize the requirements and decisions involved to post customer payments and deposits
- Determine which Accounts Receivable reports to use to ensure accurate transaction processing (AR Aging)

Introduction

Posting refers to the process of transferring entries in the journal into the accounts in the general ledger.

Post Customer Payments and Deposits

Navigate: Financials > Accounts Receivable > Customer Payments OR

Navigate: Financials > Accounts Receivable > Deposits

The Post functionality is available to users with the AR Poster role. Customer Payments (or Deposits) can be posted separately or in bulk. The posting process updates the general ledger. Posting refers to the process of transferring entries in the journal into the accounts in the general ledger. It is good practice to have a separate person (if possible) to review and post from the one that submitted the Customer payments or Deposits.

Monitor AR Aging

Navigate: Reports > Dashboard > Financials > Accounts Receivable > AR Aging

Accounts Receivable Aging Report - shows the amount currently receivable from customers (including the number of days past due) for customer invoices (net of payments and adjustments applied to the invoices). Once a Customer Payment is Posted, the Customer Invoice will no longer be included on this report when the balance is paid in full.

Note: *customer invoices are created by the Unanet role of Billing Manager. Only once the customer invoice is completed by a Billing Manager does it show on the AR Aging report.*



Activity 4.1 Post Payments and Deposits then Review AR Aging Report

Log-in as Parker Poster (AR Poster) – pposter / welcome

Activity Steps:

1. **Log-in** as Parker Poster (AR Poster) – pposter / welcome
2. On a separate tab, **Navigate:** Reports > Dashboard > Financials > Accounts Receivable and run the **AR Aging report** noting Customer balances for Customer 3
 - CUSTOMER ORG NAME **Customer 3**
 - AGING DATE **End of Posting Month**
3. **Navigate:** Financials > Accounts Receivable > Customer Payments and **Search** using the following criteria:
 - CUSTOMER ORG NAME **Customer 3**
 - DOCUMENT DATE **Fiscal – Previous & Current Year**
 - CUSTOMER PAYMENT STATUS **Submitted**
 - COLUMN OPTIONS **Select All**
4. **List** results and **Post** all **SUBMITTED** Customer Payments.
5. **Refresh** the AR Aging report to confirm the changes.
6. **Navigate:** Financials > Accounts Receivable > Deposits and **Search** using the following criteria:
 - DEPOSIT / REFERENCE # **%814%**
 - DOCUMENT DATE **BOT to Today**
 - CUSTOMER PAYMENT STATUS **Submitted**
 - COLUMN OPTIONS **Select All**
7. **List** results then **Select** and **POST** the Deposit.

Check Your Understanding



1. When will Customer invoices show up on the AR Aging report?
 - a) Once Completed by Billing Manager
 - b) Once Payment is Created
 - c) Once Payment is Posted



2. When will Customer Invoices be removed from the AR Aging report?
 - a) Once Completed by Billing Manager
 - b) Once Payment is Created
 - c) Once Payment is Posted



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

LESSON 5 ACCOUNTS RECEIVABLE REPORTING

Learning Objectives

- Determine which Accounts Receivable reports to use to ensure accurate transaction processing (AR Aging and AR Activity)

Introduction

Navigate: Reports > Dashboard > Financials > Accounts Receivable

Accounts Receivable represents the amount of money owed to a Company by its debtors. This amount is recorded as an asset on the Company's balance sheet and should be reconciled periodically to account for items recorded through Financial Documents other than Customer Invoice and Customer Payment document types.

Accounts Receivable Activity Report - shows a listing of Customer invoices and payments for the specified reporting range. Options exist to include Invoices and/or Payments, and the results can include details or display customer totals only.

Accounts Receivable Aging Report - shows the amount currently receivable from customers (including the number of days past due) for customer invoices (net of payments and adjustments applied to the invoices).

Users have the option of specifying a fiscal period as of which to run the report should they desire to tie a balance back (per the AR Aging) to the balance in the General Ledger, as of the end of a specific fiscal period. When no fiscal period is specified the aging will reflect all posted activity.



Activity 5.1 Accounts Receivable Reporting

Log-in as Parker Poster (AR Poster) – pposter / *welcome*

Activity Steps:

1. **Navigate:** Reports > Dashboard > Financials > Accounts Receivable > AR Aging Report

2. **Run the AR Aging Report** with the following criteria:
 - CUSTOMER All Customers
 - FISCAL PERIOD Fiscal Previous and Current Year
 - REPORTING OPTIONS Show Customer Balances Only

3. **Navigate:** Reports > Dashboard > Financials > Accounts Receivable > AR Activity

4. **Run the AR Activity Report** with the following criteria:
 - CUSTOMER All Customers
 - FISCAL PERIOD Fiscal Previous and Current Year
 - DOCUMENT DATE Fiscal Previous and Current Year
 - REPORTING OPTIONS Show Customer Totals Only
Include Invoices and Payments.

Note: The AR Activity Report can be run to include only payments which will create a Cash Receipts Report.

Check Your Understanding



1. What report shows the amounts currently owed to the company by its customers (including the number of Days Past Due) for customer invoices?
 - a) Customer Invoice Status
 - b) AR Aging
 - c) AR Activity



2. What report can be run to include only Payments which will create a Cash Receipts Report?
 - a) Customer Invoice Status
 - b) AR Aging
 - c) AR Activity



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

APPENDIX A: CHECK YOUR UNDERSTANDING ANSWER KEY

Lesson 1: ACCOUNTS RECEIVABLE (AR)



1. What Financials administrative items are required to process Accounts Receivable transactions?
- a) Payment terms, bank accounts and payment methods - This is an incorrect answer because Active Customer orgs and profiles are also required
 - b) Inactive Customer orgs and profiles and payment terms - This is an incorrect answer because Active Customer orgs and profiles, payment terms, bank accounts, and payment methods are required
 - c) Active Customer orgs and profiles, payment terms, bank accounts, and payment methods - This is the correct answer because all listed items are required to process AR transactions in Unanet**



2. In the Customer Organization, what crucial component makes it possible to process customer transactions?
- a) Customer profile exists and is active - This is the correct answer because to process customer transactions in Unanet requires an active Customer profile**
 - b) Customer Contacts - This is an incorrect answer because Customer Contacts are not required to process customer transactions in Unanet
 - c) Customer Market Data – Stock Symbol - This is an incorrect answer because Customer Market Data – Stock Symbol is an optional field in Unanet



3. What is the associated Payment Type when using a Payment Method to process ACH payments?
- a) Check - This is an incorrect answer because the Payment Type of a Check is used to process Customer Payments received via check
 - b) Other - This is the correct answer because to process ACH payments the Payment Type is Other**
 - c) Bank - This is an incorrect answer because Bank is a Bank Type and not a Payment Type used in Unanet

Lesson 2: AR TRANSACTIONS – CUSTOMER PAYMENTS



1. How many Customers can be involved at one time can when applying payments?
 - a) **One** - This is the correct answer because in Unanet only one Customer at a time can be selected when applying payments
 - b) Two - This is an incorrect answer because in Unanet only one Customer at a time can be selected when applying payments
 - c) No limit - This is an incorrect answer because in Unanet only one Customer at a time can be selected when applying payments



2. When processing a write-off, how do you input the value?
 - a) **As a positive value** - This is the correct answer because the system will process the value as a reduction when entering a positive number in the write-off column
 - b) As a negative value - This is an incorrect answer because the system will process the value as a reduction when entering a positive number in the write-off column
 - c) As a discount - This is an incorrect answer because the discount column is not used when writing off an amount, the write-off column is used

Lesson 3: AR TRANSACTIONS – DEPOSITS



1. What Bank Account Type can be used to record payments received prior to physically depositing them into the bank?
 - a) Bank - This is an incorrect answer because answer because the Bank Account Type of Bank is used to process payments received into the Bank
 - b) **Undeposited Funds** - This is the correct answer because the Bank Account Type Undeposited Funds is used to record payments received prior to physically depositing them into the bank
 - c) Payroll - This is an incorrect answer because Payroll is the Bank Account name not a Bank Account Type in Unanet.



2. What Deposit sub-menu (on left) do you select in order to enter the account and any other transaction information for a non-customer deposit?
- a) Customer Paid Documents - This is an incorrect answer because this menu is used to process customer payments
 - b) Details** - This is the correct answer because Details is the Deposit sub-menu to select to enter the account and any other transaction information for a non-customer deposit
 - c) View - This is an incorrect answer because View is used to view the transaction and all associated details

Lesson 4: AR TRANSACTIONS – POSTING



1. When will Customer invoices show up on the AR Aging report?
- a) Once Completed by Billing Manager** - This is the correct answer because once a customer invoice is completed it can be viewed on the AR Aging report
 - b) Once Payment is Created - This is an incorrect answer because creating a payment has no impact to the AR Aging report
 - c) Once Payment is Posted - This is an incorrect answer because posting a customer payment removes the value from the AR Aging report



2. When will Customer Invoices be removed from the AR Aging report?
- a) Once Completed by Billing Manager - This is an incorrect answer because once a customer invoice is completed it can be viewed on the AR Aging report
 - b) Once Payment is Created - This is an incorrect answer because creating a payment has no impact to the AR Aging report
 - c) Once Payment is Posted** - This is the correct answer because posting a customer payment removes the value from the AR Aging report

Lesson 5: ACCOUNTS RECEIVABLE REPORTING



1. What report shows the amounts currently owed to the company by its customers (including the number of Days Past Due) for customer invoices?
 - a) Customer Invoice Status - This is an incorrect answer because a status report shows status and any pending invoice approvals
 - b) AR Aging** - This is the correct answer because the AR Aging report shows the amounts currently owed to the company by its customers (including the number of Days Past Due) for customer invoices
 - c) AR Activity - This is an incorrect answer because AR Activity shows a list of Customer Invoices and Payments



2. What report can be run to include only Payments which will create a Cash Receipts Report?
 - a) Customer Invoice Status - This is an incorrect answer because a status report shows status and any pending invoice approvals
 - b) AR Aging - This is an incorrect answer because the AR Aging report shows the amounts currently owed to the company by its customers (including the number of Days Past Due) for customer invoices
 - c) AR Activity** - This is the correct answer because the AR Activity report shows a list of Customer Invoices and Payments and can be used to only show payments which represents a Cash Receipts report

APPENDIX B: SUPPLEMENTAL INFORMATION

System Administrator – Setup

Admin Properties - Financials

System properties control global settings in Unanet. It is here that you can define settings for general Financials properties, general ledger, accounts payable, and accounts receivable.

Imports / Exports

The import feature can be used to import data from an external source into Unanet. These import files could be used, for example, to electronically load vendor invoices, journal entries, customer payments, and vendor payments. The imports can also be used in conjunction with the export feature, to effect bulk updates (export data, manipulate it, re-import it).

The Export feature can be used to pull data from the Unanet database in a custom defined format. This may be particularly useful for feeding data to a downstream system. This feature may also be used for marking certain types of data as having been EXTRACTED (to help prevent sending the data downstream multiple times and prevents further update of that data in the case of time and expense actuals).

Month End Close

Users should have procedures for period end processing, which may be different for every company. A recommended list of activities may be found by searching the *Support Portal for Procedures for Financials Month End Close*

Reporting

Financials administrators should have knowledge and expertise in all financials reporting areas. Review the Help documentation and/or Knowledge Center for specifics.

Unposting

Unposting is an available system property setting. **Only an administrator may unpost transactions.** This process leaves no audit trail and should be considered very carefully before unposting. When possible, use void functionality to keep the audit trail intact.

Reference Links

[Unanet GovCon Glossary of Terms](#)

Search Unanet's Support Portal support.unanet.com

General Reference

Training and Financial Guides

Organizational Setup

Procedures for Financials Month End Close

Accounts Receivable

Accounts Receivable Process Flows

Unanet Accounts Receivable Instructional Guides

Accounts Receivable FAQ

How do I record in Unanet a batch deposit to my bank?

NEXT STEPS

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