Certified Unanet GovCon Implementer Assessment Guide

This assessment guide is intended to provide you with an overview of the format and content of the accreditation exam. Below you will find a list of categories and topics with their weight distribution, as well as suggested resources to prepare for the exam.

Exam Blueprint

- The exam consists of 50 multiple choice questions.
- This is a timed 75-minute exam.
- The minimum passing score for the exam is 80%.
- You will be given one attempt to pass the exam; if you do not pass, you will need to complete the recommended training listed below before attempting the exam again.
- The exam questions will include the categories and topics listed below and are weighted as shown:

CATEGORY	WEIGHT
Preparing the Implementation • Business Process Discovery • Customer Configuration Workbook	**6%**
Configuring Organizations • Setting up Organization Data • Default General Ledger Posting Organization • Images	**6%**
Configuring Core Financial Setup • Fiscal Years • Chart of Accounts • Posting Groups • Trial Balance Import • Bank Accounts • Payment Methods	**10%**
Configuring People • Business Weeks • Time Period Setup • Pay Codes • Labor Categories • Employee Types • New User Creation	**13%**

Configuring Contracts • SCA Occupations • Wage Determinations	**3%**
Configuring Projects • Project Attributes • Project Creation	**10%**
Configuring Time • Timesheet Properties • Accrual Plans	**5%**
Configuring Expenses • Expense Types • Units of Measure • Items	**10%**
Configuring Project Accounting • Posting Options • Posting Groups • Cost Elements • Cost Structures • Cost Pool Groups • Fee Calculation Methods • Organizational Hierarchy • Cost Report Definitions	**10%**
Importing Historical Data • Time-Historical Data • Historical Expense Data • Historical Data Load • Data Load Review	**10%**
Configuring Billing • Additional Item Types • Billing Configuration based on Project Type • Cost Plus Projects	**6%**
Configuring Miscellaneous Financials • General Ledger Budgets • Recurring and Reversing Journal Entries	**3%**

• Recurring Vendor Invoices	
Configuring Email and Reports • Email Notifications and Email Reminders • Saved Shared Reports, Charts, and Lists	**5%**
Preparing to Go Live • DCAA Compliance • Configuration Workbook Completion • User Acceptance Testing • Readiness Review • "Soft" Launch	**5%**

Exam Preparation

The exam is based on the training content listed below. While it is optional, we recommend you complete the following training before attempting the exam.

Instructor-Led Training
Unanet GovCon: Implementing the System (ILT)

As an alternative to our training content, you may also review the exam topics in our Help documentation and Support Portal.

Resource Documents
Support Portal: Organizations, Organization Types, Project Organizations, Person Organizations, Customer Profiles, Vendor Profiles, Financial Organizations, Project Owning Organizations, Legal Entity, Default GL Posting Organization, Customer Images
Support Portal: Fiscal Years, Chart of Accounts, Posting Groups, Trial Balance, Bank Accounts, Payment Methods
Support Portal: Business Weeks, Time Period Setup, Pay Codes, Labor Categories, Employee Types, Approval Groups, Default Roles, Organization Access, Person Profile
Support Portal: SCA Occupations, Wage Determinations, Project Types, Project Statuses, Project Profile, Tasks, Cost Plus Projects, Project Administrators/Approvers, Project Pay Codes, Project Labor Categories, People Assignments
Support Portal: Accrual Plans, Change Reasons, Holidays, Dilution, Timesheet Fields and Options, Adjustments, Dilution,
Support Portal: Expense Types, Expense Vendors, Mileage Rates, Per Diem, Project Expense Types, Items, Unit of Measure
Support Portal: Posting Options, Custom Posting Groups, Cost Elements, Cost Structures, Cost Pool Groups, Cost Pool Rates, Fee Calculation Methods, Cost Report Definitions, Historical Data Load
Support Portal: Additional Item Types, Project Billing, Cost Plus Projects, Billing and Invoicing
Support Portal: General Ledger Budgets, Reversing Journal Entries, Recurring Journal Entries, Recurring Vendor Invoices
Support Portal: Email Notifications, Email Reminders, Saved Shared Reports, DCAA
Help: Getting Started – Initial Login Account, Initial Data Setup