Unanet University

UNANET GOVCON:
SETTING UP CONTRACTS AND PROJECTS

PARTICIPANT GUIDE

Last Revised June 2024

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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 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.

COURSE INTRODUCTION

In this course, you will create and manage projects with varying billing types in support of the project management lifecycle. Additionally, you will configure and manage contracts in association with projects to create greater efficiency.

Recommended roles: Administrator, P&R Administrator, Project Manager, Project Lead, Resource Assigner, Contract Manager, Contract Viewer

Learning Objectives

In this course, **Unanet GovCon: Setting Up Contracts and Projects,** participants will:

- Review Unanet's recommended system configuration to support Contract management and the Project life cycle
- Create a Contract with or without Service Contract Act (SCA) provisions
- Create Projects with and without Tasks to manage different billing types
- Utilize reports to validate project setup and review Contract details

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 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.

Please note: the password is case sensitive, but the username is not.

Job Title	Unanet Role	Name	Unanet login Username	Password
Contracts Administrator	**Advanced Costing Manager** – Edit Advanced Costing settings and rates for projects and tasks **Bill Budget Manager** – Edit *Bill Budgeted*, *ETC*, and *Est. Total* fields for projects/tasks **Bill Rate Manager** – View bill rates and amounts **Billing Manager** – Manage posting options, posting, invoice creation, and revenue recognition **Contract Manager** – View, edit, add, and delete contracts **Cost Budget Manager** – Edit project/task hours, *Cost* and *Burdened Cost Budgeted*, *ETC*, and *Est. Total* fields	**Dana Contracts**	**dcontracts**	**welcome**

	Cost Rate Manager – View cost rates and amounts **Project Manager** – Manage project settings, access *Project* reports			
Project Manager	**Bill Budget Viewer –** Can view Project and Task Bill Budgeted, ETC, and Estimated Total amounts **Bill Rate Manager** – View bill rates and amounts **Contract Viewer** – View contracts **Manager** – Approve time and expenses for users in assigned approval group(s), access *People* reports **Project Lead** – Limited access to manage project settings and *Project* reports **Resource Assigner** – Manage project assignments, access *Resource* reports	**Gus Lead**	**glead**	**welcome**
Human Resources Manager	**HR Administrator** – Access to all People Management functions and reports **Project Viewer** – Read-only access to *Project* reports **Resource Assigner** – Manage project assignments, access *Resource* reports	**Hope Richardson**	**hrichardson**	**welcome**

LESSON 1: CONFIGURING CONTRACTS

Learning Objectives

- Review Unanet's recommended system configuration to support Contract management and the Project life cycle
- Create a Contract with or without Service Contract Act (SCA) provisions
- Utilize reports to validate project setup and review Contract details

Introduction

The **Contract** feature serves as digital storage of contract information within Unanet, allowing users to document the details of awarded contracts with links to projects, budget values, and modifications. The use of Contract Management functionality is optional but highly recommended.

Contract functionality is only available to Cloud clients. Users with the Contract Manager, Contract Viewer, P&R Administrator, or Administrator role can access this menu and its features.

System Configuration for Contract Management

Before adopting Unanet as your digital contract storage medium, several functional areas and properties in your system will need to be configured based on your company's established business processes. Users with the **Administrator** role can modify Properties and Setup screens via the *Admin* menu, while users with the **Contract Manager** role can modify Wage Determinations, Clauses, and Contracts via the *Contract* menu.

ADMIN	
PROPERTIES	**SETUP**
Billable Projects Require Contracts As Of YYYY-MM-DD Billable projects must be associated with a contract if the project's Original or Revised Begin Date is on or after the selected date	Contract Clause Agencies A pre-loaded* list of the contract clause agencies used for Contracts *Pre-loaded agencies should be deactivated instead of deleted, as Unanet cannot add that data back into the system. Contract Statuses A required free-form text field to enter a unique contract status name Locations Lists entities like states, regions, or cities used to classify income and expenses for People and Projects

Billable Project Changes Require Modification Billable projects associated with a contract can only be changed by creating a contract Modification	**User Defined Fields: Contract** Manage settings for the 128-character fields formatted as Text, Numeric, Date, URL, or Pick List data types that can be hidden or displayed with or without the ability to edit; 20 permanent fields available per entity

Once the system has been configured to support contract management, new contract records can be created. Contract Management functionality can be used to document and organize work for organizations in any industry. For companies being awarded contracts with SCA provisions, wage determinations must be created before the contract records can be created.

The Service Contract Act (SCA)

The McNamara-O'Hara Service Contract Act (SCA) is a federal statute that applies to federal and District of Columbia service contracts and establishes how employees performing work on those contracts are paid. SCA wage determinations establish the minimum wage and fringe benefits that contractors must pay service employees working on covered contracts in specified geographic areas. Wage determinations can be associated with SCA occupations, which in turn can be associated with labor categories, which are associated with projects and people. The rates and locations listed on these wage determinations can be used on employee timesheets if their labor categories are associated with the SCA occupations and other settings are in place.

Configuration and modification of SCA functionality in Unanet requires a user to have the Administrator role.

A standard Unanet database includes a list of SCA Occupations that can be modified by the Administrator. Wage Determinations, Locations, and Labor Categories will also need to be configured by the Administrator to utilize SCA functionality. Users with the Contract Manager role may also add and edit contract clauses via manual entry or using an import. Unanet offers a preconfigured import file for FAR Clauses in the Unanet Experience Center's Knowledge Center.

The following system areas will need to be modified in addition to the configuration needed to support contract management:

<table>
<tr><th colspan="2">ADMIN</th></tr>
<tr><th>PROPERTIES</th><th>SETUP</th></tr>
<tr><td>Calculate Pay in Lieu Of Benefits As Of YYYY-MM-DD

Pay in Lieu of Benefits will not be calculated for time recorded by qualified users before the specified date</td><td rowspan="2">Accrual Plans
Award annual leave to SCA employees on their hire date by enabling “On Anniversary” setting in Yearly plans with daily accrual posting

Contract Clause Agencies
A pre-loaded* list of the contract clause agencies used for Contracts
*Pre-loaded agencies should be deactivated instead of deleted, as Unanet cannot add that data back into the system.

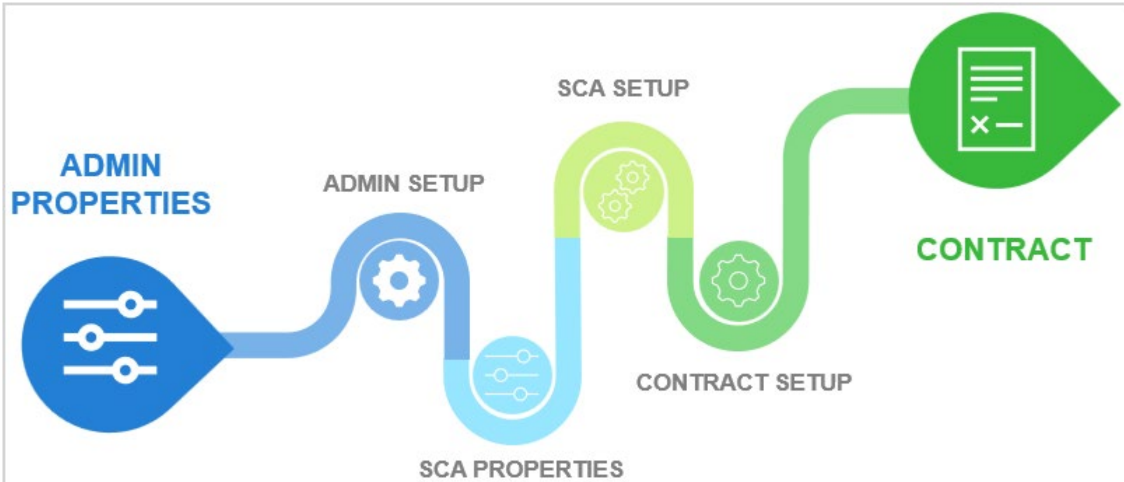
Email Notification
Receive an email to check rates when the association between Wage Determination and Contract reaches one year from Effective Start Date

Labor Categories
Limit Project-level LCATs to those mapped to an SCA Occupation code for the relevant Wage Determination(s)

Locations
List of project sites needed to support Wage Determinations; must be used on the Person Profile, Project, Wage Determination, and Timesheet*
*Timesheet location must match Wage Determination location to calculate the correct rate for the LCAT mapped to the SCA Occupation

Posting Groups
List of default Accounts for posting Pay in Lieu of Benefits

SCA Occupations
A standard set of occupations that are used in all SCA wage determinations</td></tr>
<tr><td>General Ledger Pay in Lieu of Benefits Post Level
Determines the level of detail used to create GL entries resulting from the Pay in Lieu of Benefits post</td></tr>
</table>

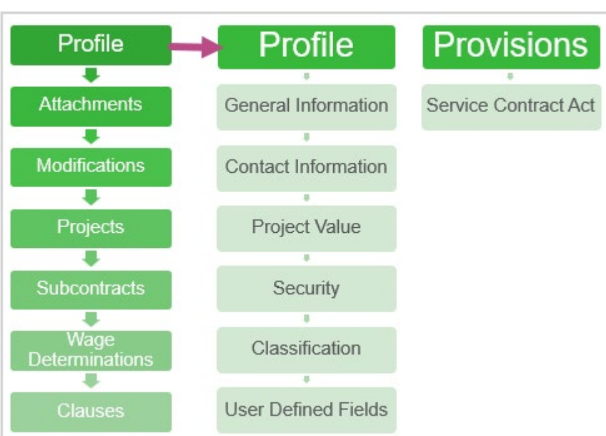


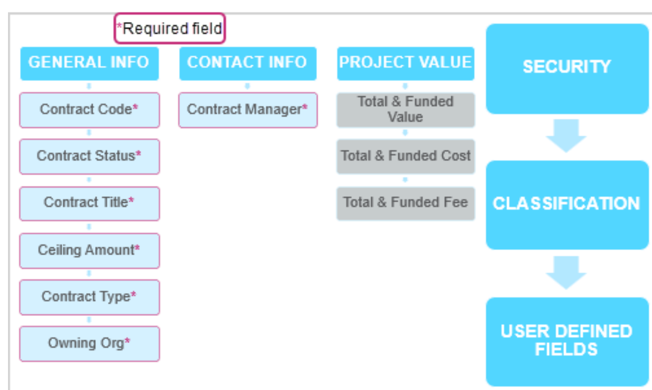
Demo 1.1 – Review Contract Attributes

There are several tabs and options included in the management of contracts in Unanet. Please note the recommended practices and requirements for each screen and field.

Demo Steps

- Import Contract clauses using a preloaded template file.
- Review the required and optional fields on the Contract's *Profile* tab.
- Discuss the options for documenting contract details on the *Provisions* tab.
- Discuss the application of the additional functionality in the Contract left menu options.





Activity 1.2 – Create a Contract with SCA Provisions

Login: Contracts Manager – dcontracts / welcome

Activity Steps

Part 1: Import Contract Clauses

1. Navigate to **Contracts > Contract > Contract Clauses**.
2. Press the ⭱ **Import Clauses** button.
3. In the Import window, select the file “Contract Clauses Import – FAR Clauses.csv”.
4. Press the **Import** button, then press **Ok**.

Part 2: Create a New Wage Determination

1. Navigate to **Contracts > Contract > Wage Determination**.
2. Select +*Wage Determination*.
3. Complete the fields of the Wage Determination *Profile* tab as indicated below:

**Wage Determination Number:*	2024-1865
**Revision:*	1
Services:	Cleaning Services
Last Revised Date:	Jan 1 – Current Year
**Minimum Wage Rate:*	16.10
**Health And Welfare Benefits Rate:*	6.60
Max Hours:	40
Paid Sick Leave:	☐

4. Press **Save**.
5. Press *Back to Wage Determination List*.

Part 3: Create a New Contract Record with SCA Provisions

1. Navigate to **Contracts > Contract > List**.
2. Select +*Contract*.
3. Complete the fields of the Contract *Profile* and Provisions tab as indicated below:

Profile
GENERAL INFORMATION

**Contract Code:*	SCA-24
**Contract Status:*	Open
**Contract Title:*	Security Services
**Ceiling Amount:*	1,000,000
**Contract Type:*	SCA – Service Contract Act
**Owning Organization:*	GS-CYBER - Cyber
Customer:	Two Five Three Consulting
Award Date:	First Business Day of Current Year
Original Dates:	Jan 1 - Current Year to 12/31/2027
CONTACT INFORMATION	
**Contract Manager:*	Mangus, Paloma

	Provisions
PROVISIONS	
Does Service Contract Act apply?	❍
	◉ Wage Determination Rate

4. Press **Save**.

Part 4: Attach Contract Documentation

1. From the Contract left menu options, select *Attachments*.
2. Press **Choose File**.
3. In the popup window, select the document “PM1 Activity 1.2 Part 3 IDIQ-PMA240.pdf”.
4. Press **Open** to select the document.
5. Press **Save**.

Part 5: Assign a Wage Determination to the Contract

1. From the Contract left menu options, select *Wage Determinations*.
2. Select +*Wage Determination*.
3. Use the *Wage Determination Number* field to select the wage determination created in Part 2.
4. Update the *Effective Start Date* to “January 1 of the current year”.
5. Press **Save**.

Check Your Understanding

Which user role is required to create and modify contract records in Unanet?

a) Contact Manager
b) Contract Manager
c) Contract Viewer

Before creating a new SCA contract in Unanet:

a) The Administrator must generate a new Contract Code
b) The P&R Administrator must set up a new Project
c) The Contract Manager must create a Wage Determination

When a Contract Modification is added, which field on the associated Project will be updated? *(Select all that apply.)*

a) Revised Begin Date, Revised End Date
b) Current Total Cost, Current Total Fee, Current Total Value
c) Current Funded Cost, Current Funded Fee, Current Funded Value

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

LESSON 2: CONFIGURING PROJECTS AND TASKS

Learning Objectives

- Review Unanet's recommended system configuration to support Contract management and the Project life cycle
- Create Projects with and without Tasks to manage different billing types

Introduction

Projects, combined with Organizations, are the organizing feature for performing work in Unanet. Projects are used to charge time and expenses, plan and assign resources to efforts, and filter criteria on reports. Based on the types of work efforts fulfilled by your company, you may create a Project with Tasks, multiple Projects, or multiple Projects with Tasks. Project management needs can vary widely between companies, but there are some configuration settings that Unanet recommends to all users to increase efficiency in business processes and provide greater visibility into costs and revenue.

System Configuration for Project Management

The Administrator can access the *Properties* and *Setup* screens located in the Admin menu to establish project management options for the entire system. The settings configured at this level can be modified as needed to support new contract requirements.

ADMIN	
PROPERTIES	**SETUP**
Project Code Source Determines the value that will be used as a prefix and the source of project code sequence numbers automatically generated by the system	Note Statuses Customizable list of status options that can be assigned to project notes as a filtering option on searches and reports
Project Code Separator Enables the selection of a standard separating character between the prefix and sequential number of an automatically generated project code	Note Types Contains the list of descriptive labels and text that define the types of project notes in use; can be assigned to project notes as a filtering option on searches and reports
Project Code Sequence Number Minimum Length Establishes the minimum length of any automatically generated project codes	Project Statuses A search criterion in reports that can be used to designate whether a project is active or inactive; only active projects will appear available on timesheets and expense reports; additional status options can be created by a user with the Administrator role

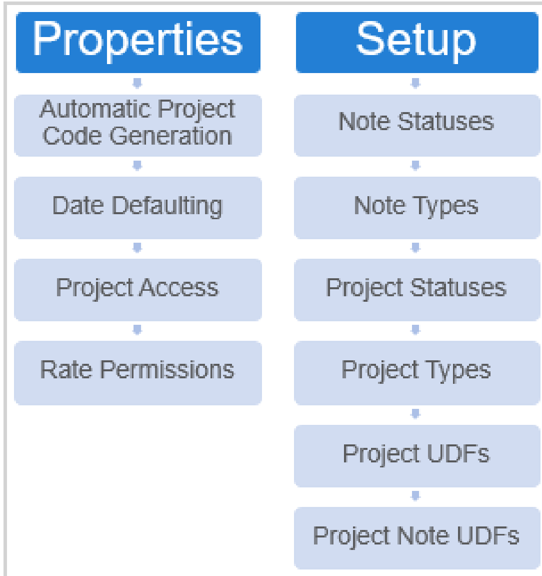
Default new Assignments to be Linked to Project/Task Dates Controls whether the “Link Dates to Project/Task Dates” option is enabled by default when a new assignment is added to a project	Project Types Can be assigned at the Project or Task level and are applied in conjunction with cost accounts (by expense type) and posting group accounts (for example, labor); checking the “Administrative” box on a Project Type does not impact how a project is configured or managed but can be used as a reference in ad hoc reports and exports
Default new Plans to be Linked to Project/Task Dates Controls whether the “Link Dates to Project/Task Dates” option is enabled by default when a new plan is added to a project	User Defined Fields: Project Project Note Provides up to twenty optional fields that may be formatted as text, numbers, dates, URLs, or pick lists; may be visible to or hidden from end users
Allow Self Assign to be set to default Establishes whether new projects added to the system will automatically allow or prevent users from assigning themselves to projects	
Advanced Costing Enables advanced costing features to apply variable Target and/or Provisional indirect rates to individual projects and/or tasks	
Allow Bill Rate Edit Controls the ability of non-administrative users with the Bill Rate Manager role to edit bill-related rate fields	
Allow Cost Rate Edit Controls the ability of non-administrative users with the Cost Rate Manager role to edit cost-related rate fields	

Demo 2.1 – Review Administrative Project Settings

Understanding the global settings that apply to project management in Unanet will enable you to better leverage the functionality to streamline your processes. The tables below highlight the system areas of which you should be aware.

Demo Steps

1. Review settings related to project management located in *Properties* within the Admin menu.
2. Review the configuration options in the *Project* table of Admin Setup and discuss use cases for each.



The Project Profile

Users with the Administrator or Project Manager roles can create and modify projects via the tabs of the Project Profile, which contains fields related to project attributes such as the period of performance, total and funded values, pay codes, and labor categories. The selections made at the time a Project is created will determine which users will be able to access the Project, whether associated labor and expenses will be billable, and how costs and revenue will be calculated by the system. The Project Profile has many options that can be customized based on your organization's needs, but there are several key areas of significant impact that must be considered in advance as many of these settings cannot be changed once charges are applied to the project. The table below describes the relevant fields of the Project Profile:

PROJECT PROFILE
PROFILE
*Project Status A search criterion in reports that can be used to designate whether a project is active or inactive; additional status options can be created by a user with the Administrator role; only projects with an Active status will be available for labor and expense charges
*Owning Organization Displays the Organization used to report the costs and revenue of charges to a project; typically, a Financial Organization that is responsible for performing work on the project
*Project Organization Identifies the Organization that will be billed for charges to the project, commonly referred to as the "customer" Organization
*Project Code

A text entry field containing up to twenty-five characters of alphanumeric or special characters used to identify a Project; combines with a Project Organization to create a unique identifier of a specific Project

*Project Type
Can be assigned at the Project or Task level and are applied in conjunction with cost accounts (by expense type) and posting group accounts (for example, labor); checking the "Administrative" box on a Project Type does not impact how a project is configured or managed but can be used as a reference in ad hoc reports and exports

BUDGET

*Revised Dates
Displays the contracted beginning and end dates for a project; new Projects default to BOT - EOT

Enforce Project/Task Dates
Determines whether time and expense charges will be restricted to the time period selected in the "Project Dates" section

Hour Budgets / *Labor Budgets / *Expense Budgets
The fields in this section allow for the capture of project hours, labor, and expense cost and bill information; values in these fields are available on many Unanet reports

*Editing fields in the Labor Budgets and Expense Budgets sections requires the **Bill Budget Manager** role and/or **Cost Budget Manager** role

ACCOUNTING

Billing Type
An optional field that can be defined at the Project and Task levels, the selections in these fields are available as search criteria on several Project Accounting reports; the options available with a standard Unanet database include:

- **CP**: Cost Plus
- **FP**: Fixed Price
- **NB**: Non-Billable
- **TM**: Time & Materials

Posting Group
Indicates whether posting processes for a selected project should use the "System Default Posting Group" account settings or a custom posting group

Cost Structure
Defines the default indirect cost structure and ODC rating for a project; this optional field is included in the search criteria on several Project Costing reports

Total Value $
Available for both projects and tasks, this field typically contains the anticipated maximum value of a contract

Funded Value $
Available for both projects and tasks, the value in this field represents the approved value of the work on the contract and should include the total funded fixed fee; value may be positive or negative

Limit Billing To Funded Value

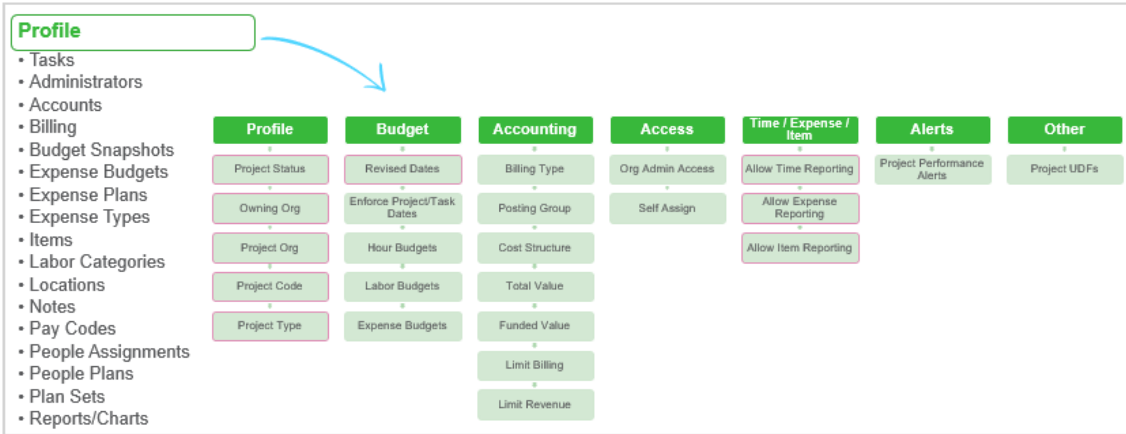
Enabling this option for a project or task will limit billing to the specified Funded Value; can only be enabled if a Funded Value has been supplied; at the project level, billing is limited to Funded Value less fixed fee Limit Revenue To Funded Value Enabling this option for a project or task will limit revenue to the specified Funded Value; can only be enabled if a Funded Value has been supplied; at the project level, billing is limited to Funded Value less fixed fee
ACCESS
Organizational Administrators Access Defines access permissions for various project-related user roles; defaults to provide access to all roles listed Self Assign Determines whether users can assign themselves to the selected project and apply time and expenses to the project; Unanet recommends leaving this setting unchecked
TIME | EXPENSE | ITEM
*Allow Time Reporting | Allow Expense Reporting | Allow Item Reporting Manages rules related to reporting time/expense/item charges to the project; rate sources for plans and assignments are established on the Time tab
ALERTS
Project Performance Alerts Manages specific alerts for a particular project; alerts can be enabled, disabled, and customized at the Project level by the Project Manager; at the Task level, the Project Lead can modify alerts
OTHER
Project User Defined Fields Additional optional fields configured by the Administrator appear on this tab to capture data specific to the company’s needs; not visible on other screens; may be exported or included on ad hoc reports

Demo 2.2 – Review Project Settings and Recommendations

Distinguishing between the required and optional fields of a Project can help guide decisions regarding how to configure new projects. Please note the recommended practices and requirements for each screen and field.

Demo Steps

1. Review the options available on each tab of the project Profile.
2. Discuss the lefthand menu options available within a Project.

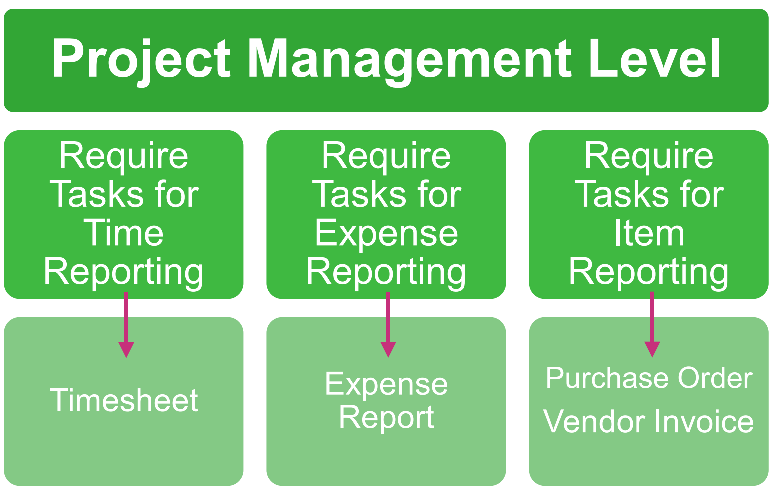


Project Menu Option	Description
Tasks	Contains options to manage Tasks
Administrators	Defines the users assigned to perform project-related functions using various project administrator roles; Project Manager is the only role that MUST be assigned
Accounts	Associate project-specific GL Accounts with Account Categories to be used during posting activities
Billing	Manage billing for a specific project, including invoice creation, FP billing, and pre-billed labor
Budget Snapshots	Captures project and task budget information on a periodic basis
Expense Budgets	Defines the details of budgeted expenses on a specific project
Expense Plans	Forecast future incurred expenses for analysis and comparative reporting
Expense Types	Defines the expense types that will be allowed on the project
Items	Defines the items that will be available on a specific Project
Labor Categories	Establishes the Labor Categories (with bill rates) that will be applied to People Assignments
Locations	Defines the list of work sites available to charge to a particular project
Notes	Users assigned to a project can create, edit, delete, and view notes based on their assigned roles
Pay Codes	Lists the allowable Pay Codes that can be used to charge time to a Project
People Assignments	Manage Project user assignments, periods of performance, budgets, and rates

People Plans	Plan resource assignments, including periods of performance, budgets, and rates
Plan Sets	Manage plan sets for a specific project
Reports / Charts	Provides quick links to several project-related Reports that auto-populate with data from the current project; defaults to display the “Project Status Report”

Selecting Project Management Levels

Time and expenses can be charged at either the project or task level in Unanet. Resource assignments, plans, budgets, and items can also be associated at either the project or task level. The selections made in the *Project Management Level* section of the Project Profile tab determine whether Person Assignments, Expense Budgets, and Items will be managed at the Project or Task level. Once the “Manage at Task Level” box has been checked, three additional options are available to further specify when Tasks are required to charge labor and expenditures to a project:



- *Require Tasks for Time Reporting*: Enabling this setting will force Timesheet Users to select a Task for this project when entering time
- *Require Tasks for Expense Reporting*: Enabling this setting will force Expense Users to select a Task for this project when creating expense reports
- *Require Tasks for Item Reporting*: Enabling this setting will determine whether item reporting will be managed at the Task level or the Project level

The options to require tasks for time and expense reporting will only impact timesheets and expense reports entered after the settings have been checked. Values entered before these settings are selected will not *be affected. If Tasks are not being used, none of the options in this section should be checked.*

Using Tasks

Like projects, tasks can have their own Begin and End Dates, budgets, and billing types. The use of tasks is optional on a project-by-project basis. Tasks can be used to organize project data with more granularity or to mirror the Work Breakdown Structure (WBS) for a project. On internal projects, Tasks can represent the specific paid holidays or types of paid leave available to employees; on billable projects, Tasks can be used to organize labor efforts into project phases. The settings enabled in this section of the Project Profile determines whether People Assignments, Expense Budgets, and Items will be created at the Project level or the Task level; requiring the use of Tasks for any of these functions will require Tasks to be used to plan and charge to the project. The table below highlights the fields that appear on both the Project Profile and the Task Profile:

Shared Fields
PROFILE
Owning Organization Project Type
BUDGET
Revised Dates Hour Budgets Labor Budgets Expense Budgets
ACCOUNTING
Billing Type Funded Value Limit Billing to Funded Value Limit Revenue to Funded Value
TIME
Allow Time Reporting Require PO for Non-Employee (PO) Time
EXPENSE
Allow Expense Reporting Require PO for Non-Employee (PO) Expense
ITEM
Allow Item Reporting
OTHER
User Defined Fields

Using Tasks for the WBS allows project managers to create and monitor smaller deliverable components of larger projects. Each Task can have its own effective dates, budgets, and resource plans and assignments to allow time and expenses to be charged. If labor and expenses need to be managed separately, Tasks can be used to segregate these efforts instead of creating separate projects. This allows time and expense charges to Tasks to be restricted by People Assignments. Additionally, Tasks can be used to represent multiple years on a contract that is funded one year at a time.

Make sure the selections in the Project Management Level section are correct during project configuration. Changing these values will erase any existing assignments or budgets from the project.

Projects and Tasks: Using One vs Many to Manage Efforts

When determining the appropriate configuration of projects, consider the needs of the project managers, contract managers, the finance team, and ultimately, the customers. Unanet recommends reviewing the desired outcomes and key metrics to be monitored by each of these groups and consider all the types of projects your company is currently using. The approach recommended by Unanet will depend on how you need to manage the following concerns:

Project Menu Option	Unanet Recommendation
Administrators	Users can only be assigned to these roles at the Project level. If a contract requires that different efforts be managed by different people (e.g., different Project Leads for different Tasks), Unanet recommends establishing each of those efforts as a separate Project. Otherwise, all Project Administrators will have the same access to the Project and any associated Tasks.
Expense Types Items Labor Categories Locations Pay Codes	The selections made in each of these areas will apply to the entire Project and its Tasks. While a Task can be configured to allow or prevent time, expense, or item charges, any Task that allows charges will have access to all selections made in each area. For example, on a Project that limits Expense Types based on allowable expenditures on a contract, any Task that allows expense charging will be limited to the list of Expense Types established at the Project level. Users with the Administrator role can configure Employee Types to restrict access to Expense Types and Pay Codes across all projects; however, if a Project has many Tasks, this approach may not be sufficient.
Billing	If a customer requires that contract line items be invoiced separately, then those efforts should be configured as individual Projects. Unanet allows multiple Projects to be included in a single invoice, but this approach is not recommended for invoicing by Tasks.
Reports	If a stakeholder requires a report broken out by a subset of Tasks, you will need to configure those Tasks as Projects. While many reports include selection criteria to display Task-level information, it is not possible to generate a report for a specific Task.

Recommendations for Managing the Triple Constraints

Managing projects is the practice of balancing the scope, costs, and timeline of a project. *Scope* includes the contractual boundaries of what a project is designed to deliver; this may be called a statement of work, a work description, or a contractual clause. *Cost* includes anything that will be charged against a project, directly or indirectly. *Time* refers to the contractual boundaries set around a project or task. Unanet has several configuration recommendations to help control charges to a project. The table below describes Unanet's recommended project settings based on whether your organization requires strict control of project costs and reporting or employs a more lenient approach:

<table>
<tr><th>LENIENT</th><th>PROJECT PROFILE</th><th>STRICT</th></tr>
<tr><td>No Tasks?
☐ Manage at Task Level
☑ Require Tasks (as needed)</td><td>PROFILE</td><td>Using Tasks?
☑ Manage at Task Level
☑ Require Tasks (as needed)</td></tr>
<tr><td colspan="3">BUDGET</td></tr>
<tr><td colspan="3">Project Dates
*Revised Dates: Begin - End
Enforce Project/Task Dates ☑

Hour Budgets
Hours: Budgeted

Labor Budgets
Bill: Budgeted

Expense Budgets
Bill: Budgeted</td></tr>
<tr><td colspan="3">ACCOUNTING</td></tr>
<tr><td colspan="3">Project Value
*Total Value: Current
*Funded Value: Current

☑ Limit Billing To Funded Value Less Fixed Fee</td></tr>
<tr><td colspan="3">ACCESS</td></tr>
<tr><td colspan="3">User Access
Self Plan: Closed. No one can plan their own time for this project.
Self Assign: ☐ All users can report actuals against this project</td></tr>
<tr><td colspan="3">TIME</td></tr>
<tr><td colspan="3">Assign Labor Categories at Project level

Allow Time Reporting: ☑
Labor Category Usage: Yes. Time must have a labor category.</td></tr>
<tr><td colspan="3">EXPENSE</td></tr>
<tr><td colspan="3">Assign Expense Types at Project level

Allow Expense Reporting: ☑</td></tr>
<tr><td colspan="3">ITEM</td></tr>
<tr><td colspan="3">Allow Item Reporting: ☑</td></tr>
<tr><td>Project Performance Alerts
⦿ Custom</td><td>ALERTS</td><td>Project Performance Alerts
⦿ Use Default Preferences</td></tr>
<tr><td colspan="3">*In a system configured to require billable projects to be updated using Contract Modifications, this field cannot be updated at the Project level, only via modification.</td></tr>
</table>

LENIENT	PROJECT MENU	STRICT
Profile ☐ *Generate alerts for this task based on the project's settings* Time *Allow Time Reporting*: ⦿ Use Project Setting Expense *Allow Expense Reporting*: ⦿ Use Project Setting Item *Allow Item Reporting*: ⦿ Use Project Setting	TASKS	Profile ☑ *Generate alerts for this task based on the project's settings* Budget *Hour Budgets* Hours: Budgeted *Labor Budgets* Bill: Budgeted *Expense Budgets* Bill: Budgeted Time *Allow Time Reporting*: select "Yes" or "No" Expense *Allow Expense Reporting*: select "Yes" or "No" Item *Allow Item Reporting*: select "Yes" or "No"
	ADMINISTRATORS	
	Project Approver Assign a Project Approver for all Approval Types	
	EXPENSE TYPES	
	Assign contractually allowable options with project markup %	
	ITEMS	
	Assign contractually allowable options with bill rate and bill markup	
	LABOR CATEGORIES	
	Assign contractually allowable options at **Project** level with Effective Date and Bill Rate	
	LOCATIONS	
	Select default Location on the **Time** tab of the Project Profile Assign contractually allowable options at **Project** level	
	PAY CODES	
	Select default location on the **Time** tab of the Project Profile Assign contractually allowable options at the **Project** level	
	*PEOPLE ASSIGNMENTS	
	Use timesheet period increment as the assignment period increment Explicitly select a Labor Category for each assignment Enter a value for the Hours Budget of each assignment	
	*Users with the Portfolio license are recommended to create People Plans then convert them to People Assignments	

Activity 2.3 – Review Project Settings

Login: Dana Contracts (Project Manager) – dcontracts / welcome

Activity Steps:

1. On the left side of the **Home** dashboard, navigate to *My Lists*, and select "Project Execution Course Projects"*.*
2. Select the **edit icon** beside each project to document the settings listed below:

Project Code: PM3-REVIEWING-CP
Profile

Profile

Project Management Level:
- ☐ MANAGE AT TASK LEVEL
  - ☐ Require Tasks for Time Reporting
  - ☐ Require Tasks for Expense Reporting
  - ☐ Require Tasks for Item Reporting

Accounting

Billing Type:

Calculation Method	Factor Type	Factor

Access

Self Assign: ☐ All users can report actuals against this project

Time

Allow Time Reporting: ☐

Expense

Allow Expense Reporting: ☐

Tasks

NAME	ACTIVE	REV. BEGIN DATE	REV. END DATE

Administrators

Project Approver

Project Approver Approves Before Managers: ☐

Primary Project Approvers: *LastName, FirstName (Approval Type)*

Project Lead

Primary Project Lead: *LastName, FirstName*

Project Manager

Primary Project Manager: *LastName, FirstName*

Expense Types

EXPENSE TYPE NAME	DESCRIPTION	PROJECT MARKUP %

Labor Categories

LABOR CATEGORY	EFFECTIVE DATE	BILL RATE

Pay Codes

Project Default Pay Code is .

Project Code: PM3-REVIEWING-FP

Profile

Profile

Project Management Level:	☐ MANAGE AT TASK LEVEL ☐ Require Tasks for Time Reporting ☐ Require Tasks for Expense Reporting ☐ Require Tasks for Item Reporting

Accounting

Billing Type:	

Access

Self Assign:	☐ All users can report actuals against this project

Time

Allow Time Reporting:	☐

Expense

Allow Expense Reporting:	☐

Tasks

NAME	ACTIVE	REV. BEGIN DATE	REV. END DATE

Administrators

Project Approver

Project Approver Approves Before Managers:	☐
Primary Project Approvers:	*LastName, FirstName (Approval Type)*

Project Lead

Primary Project Lead:	*LastName, FirstName*

Project Manager

Primary Project Manager:	*LastName, FirstName*

Billing

Fixed Price

Task	Bill Date	Description	Amount	Revenue Rec Date	Revenue Rec Amount

Expense Types

EXPENSE TYPE NAME	DESCRIPTION	PROJECT MARKUP %

Labor Categories

LABOR CATEGORY	EFFECTIVE DATE	BILL RATE

Pay Codes
Project Default Pay Code is .

Project Code: PM3-REVIEWING-TM			
Profile			
Profile			
Project Management Level:	☐ MANAGE AT TASK LEVEL ☐ Require Tasks for Time Reporting ☐ Require Tasks for Expense Reporting ☐ Require Tasks for Item Reporting		
Accounting			
Billing Type:			
Access			
Self Assign:	☐ All users can report actuals against this project		
Time			
Allow Time Reporting:	☐		
Expense			
Allow Expense Reporting:	☐		
Tasks			
NAME	ACTIVE	REV. BEGIN DATE	REV. END DATE
Administrators			
Project Approver			
Project Approver Approves Before Managers:	☐		
Primary Project Approvers:	*LastName, FirstName (Approval Type)*		
Project Lead			
Primary Project Lead:	*LastName, FirstName*		
Project Manager			
Primary Project Manager:	*LastName, FirstName*		
Expense Types			
EXPENSE TYPE NAME	DESCRIPTION		PROJECT MARKUP %
Labor Categories			
LABOR CATEGORY		EFFECTIVE DATE	BILL RATE

Pay Codes
Project Default Pay Code is .

Setting Up Projects to Support the Triple Constraints

Billing Type is an optional setting assigned at the Project level on the *Accounting* tab for all projects. Tasks can also be assigned billing types once the project-level billing type has been selected. If no project billing type has been selected, no billing type can be assigned to tasks on that project. Task-level billing types can differ from the Project-level billing type, and tasks on the same project can have different billing types from each other. This field is available as selection criteria on several Project Accounting reports, ad-hoc reports, and export templates. Once charges have been posted to a project or task, the billing type cannot be changed.

Billing Types for Projects and Tasks

Unanet offers four different billing types:

- **Time and Materials (TM)**: Labor values for revenue and cost are determined by multiplying hours by an applicable rate, while expense values for revenue and cost are determined by the direct cost of the expense multiplied by a fixed markup percentage
- **Fixed Price (FP)**: Calculates revenue for a task or project based on the billing schedule configured for the project
- **Cost Plus (CP)**: Calculates revenue and costs associated with a project based on the direct cost plus any set of indirect costs mapped in the cost structures plus any fee calculations configured on the project's Accounting tab
- **Non-billable (NB)**: Projects that capture time and expenses that will not be billed to a customer or another department

Cost Plus	•Direct Costs * Indirect Costs + Fee(s)
Fixed Price	•Billing Schedule
Non-Billable	•N/A
Time & Materials	•Labor: Bill Rate * Hours •Expense: Direct Cost * Markup %

Creating Time and Materials Projects

Time and Materials (TM) projects calculate labor by multiplying hours by bill rate. Unanet recommends setting the *Bill Rate Source* on the **Time** tab of the project's Profile to "Default to the labor category's bill rate." This enables a Project Manager with the Bill Rate Manager role to customize the bill rates for each Labor Category assigned to the project.

While a TM project can support tasks with any billing type, Unanet recommends using alike billing types at the Project and Task levels to facilitate accurate billing and invoicing. If a contract allows expense charges to be billed to the customer at direct cost plus applicable indirect rates, this type of effort should be configured as a separate Cost Plus project with CP tasks rather than TM.

Activity 2.4 – Create a New Time & Materials Project

Login: Dana Contracts (Project Manager) – dcontracts / welcome

Activity Steps:

Part 1: Copy a Template Project

1. On the left side of the **Home** dashboard, navigate to *My Lists*, and select "Template Projects".
2. Select the **copy icon** for the project "TIME-AND-MATERIALS".
3. Select the project attributes to copy as indicated below:

GENERAL	ASSIGNMENTS
☐ Expense Types ☐ Items	☐ People Assignments ☐ Expense Budgets

☐ Labor Categories ☑ Locations ☑ Pay Codes ☑ Project Administrators ☑ Tasks	PLANS ◉ No Plans ○ All Plan Sets ○ Active Plan Set only ☑ People Plans ☑ Expense Plans
INVOICING & POSTING ☑ Accounts ☑ Invoice Setup ☑ Pre-Billed Labor ☑ Fixed Price	ACCESS ☐ Self Assign

4. Press **Next**.

Part 2: Configure the New Project Profile

1. Modify the tabs of the copied project as indicated below. Press **Save** at the bottom of each screen to ensure changes are preserved.

PROFILE		
*Project Status:	Open (Active)	
*Owning Organization:	GS-CYBER - Cyber	
*Project Organization:	253CONSULT – Two Five Three Consulting	
Contract:	SCA-24 – Security Services	
*Project Code:	Training-TM-Labor	
Project Title:	Two Five Three Consulting Training Project	
*Project Type:	BILL-GOV	
Project Management Level:	☑ MANAGE AT TASK LEVEL ☑ Require Tasks for Time Reporting ☑ Require Tasks for Expense Reporting ☑ Require Tasks for Item Reporting	
BUDGET		
PROJECT DATES	Begin	End
*Revised Dates:	Jan 1 – Current Year	Dec 31 – Current Year
Enforce Project/Task Dates:	☑	
	HOUR BUDGETS	Budgeted
	Hours:	700
	LABOR BUDGETS	Budgeted
	Bill:	70000
	EXPENSE BUDGETS	Budgeted
	Bill:	13000

ACCOUNTING			
ACCOUNTING		**PROJECT VALUE**	
			Current
Billing Type:	TM	Total Value:	83000
Posting Group:	Direct Posting Group	Funded Value:	60000
Cost Structure:	STANDARD-GOV		

TIME	
Allow Time Reporting:	☑
Require Comments:	☑
Bill Rate Source:	Default to the labor category's bill rate
Labor Category Usage:	Yes. Time must have a labor category

EXPENSE
Allow Expense Reporting: ☑

ALERTS
Project Performance Alerts: ⦿ Use Default Preferences

Part 3: Configure Project Attributes in Left-Side Dashboard

1. Navigate to **Tasks > List**.
2. Select the Task named "Code" and modify relevant fields as indicated below:

BUDGET		
TASK DATES	Begin	End
*Revised Dates:	Jan 1 – Current Year	May 31 – Current Year
	HOUR BUDGETS	Budgeted
	Hours:	600
	LABOR BUDGETS	Budgeted
	Bill:	60000

3. Press **Save**.
4. Select the Task named "QA" and modify relevant fields as indicated below:

BUDGET		
TASK DATES	Begin	End
*Revised Dates:	Jun 1 – Current Year	Dec 31 – Current Year
	HOUR BUDGETS	Budgeted
	Hours:	100
	LABOR BUDGETS	Budgeted
	Bill:	60000

5. Press **Save**.

6. Navigate to **Administrators > Project Lead** and assign users as indicated below:
   Primary Project Lead: Lead, Gus
   Alternate Project Lead: Mangus, Paloma
7. Navigate to **Billing > Invoice Setup** and **check the box** labeled "Generate Unanet Invoice".
8. Configure invoice settings as indicated below:

SETUP		
INVOICING OPTIONS	**PAYMENT / INVOICING OPTIONS**	
⦿ Invoice as Lead Project	*Primary Invoice Format:	CP FP TM Format
	*Invoice Number Format:	Default Invoice Number Format
	*Payment Terms:	NET 30
CONTACTS		
BILL TO:		
	Cray, Carol	
SHIP TO:		
	Cray, Carol	
OTHER		
OPTIONAL INVOICE HEADER INFORMATION		
Show Project Funded Value: ☑	Show Company Logo: ☑ Financial Docs	

9. Press **Save**.
10. Navigate to **Expense Types** to assign the allowable expenses listed below:

Expense Type Name	Description	Master Markup %	Project Markup %
Airfare	Air Fare	0%	10%
Business Meals	Business Meals	0%	10%
Lodging Per Diem	Lodging Per Diem	0%	0%
MIE Per Diem	MIE Reimbursement with option for first/last day and meals provided	0%	0%
Taxi/Shuttle	Taxi and Shuttle expenses	0%	10%

11. Press **Save**.
12. Navigate to **Labor Categories > List** to assign the following allowable labor categories to the project:

LABOR CATEGORY	EFFECTIVE DATE	BILL RATE
00-CHANGE LCAT		
Instructional Design Specialist		90.00
Subject Matter Expert		120.00
Trainer, Senior		100.00

13. Press **Save**.
14. Navigate to **Pay Codes**, add "OT", and press **Save**.

Creating Fixed Price Projects

Fixed Price projects calculate revenue and costs for a project or task based on the Fixed Price Billing Schedule, which is created by a user with the Billing Manager role. Should a project have a fixed amount of revenue but require invoices to be generated by hours worked, Unanet recommends creating a TM Project with FP Tasks, also referred to as a Fixed Price – Level of Effort (FP LOE).

Activity 2.5 – Create a New Fixed Price Project

Login: Dana Contracts (Project Manager) – dcontracts / welcome

Activity Steps:

Part 1: Copy and Modify an Existing Project

1. On the left side of the **Home** dashboard, navigate to *My Lists* and select "Project Execution Course Projects".
2. Select the **copy icon** beside the project "253CONSULT PM3-ANALYSIS-FP".
3. **Check the box** to "Select All" project attributes.
4. **Uncheck the boxes** for "Fixed Price" and "Self Assign".
5. Press **Next**.
6. Modify the project profile as indicated below, pressing **Save** on each screen to ensure changes are preserved.

PROFILE		
*Owning Organization:	GS-CYBER - Cyber	
*Project Organization:	253CONSULT – Two Five Three Consulting	
Contract:	SCA-24 – Security Services	
*Project Code:	TRAINING-FP-LABOR	
Project Title:	Two Five Three Consulting Training Analysis	
Project Management Level:	☑ MANAGE AT TASK LEVEL ☑ Require Tasks for Time Reporting ☑ Require Tasks for Expense Reporting ☑ Require Tasks for Item Reporting	
BUDGET		
PROJECT DATES	Begin	End
*Revised Dates:	Jan 1 – Current Year	Dec 31 – Current Year
Enforce Project/Task Dates:	☑	
	HOUR BUDGETS	Budgeted
	Hours:	1200
	LABOR BUDGETS	Budgeted
	Bill:	120000
ACCOUNTING		
ACCOUNTING	**PROJECT VALUE**	
Billing Type: FP	Current	

Posting Group:	Direct Posting Group	Total Value:	120000
Cost Structure:	STANDARD-GOV	Funded Value:	60000
		☑ Limit Billing To Funded Value Less Fixed Fee	
TIME			
Allow Time Reporting:	☑		
Require Comments:	☑		
Bill Rate Source:	Default to the labor category's bill rate.		
Labor Category Usage:	Yes. Time must have a labor category.		
EXPENSE			
Allow Expense Reporting: ☐			
ALERTS			
Project Performance Alerts: ⦿ Use Default Preferences			

Part 2: Configure Billing and Invoicing

1. Navigate to **Billing > Fixed Price**.
2. Select +*Fixed Price Billing Schedule*.
3. Create a new Fixed Price Billing Schedule as shown below:

ADD FIXED PRICE BILLING SCHEDULE			
Task:	<No Task>		
*Description:	Training Analysis Fee (Monthly)		
*Bill Date:	Jan 1 – Current Year		
*Bill Amount:	120,000.00		
*Revenue Recognition Method:	⦿ When Billed		
BILLING SCHEDULE			
	Calendar Months	12	First Day of Period
	Period Type	Number	Start Within Period

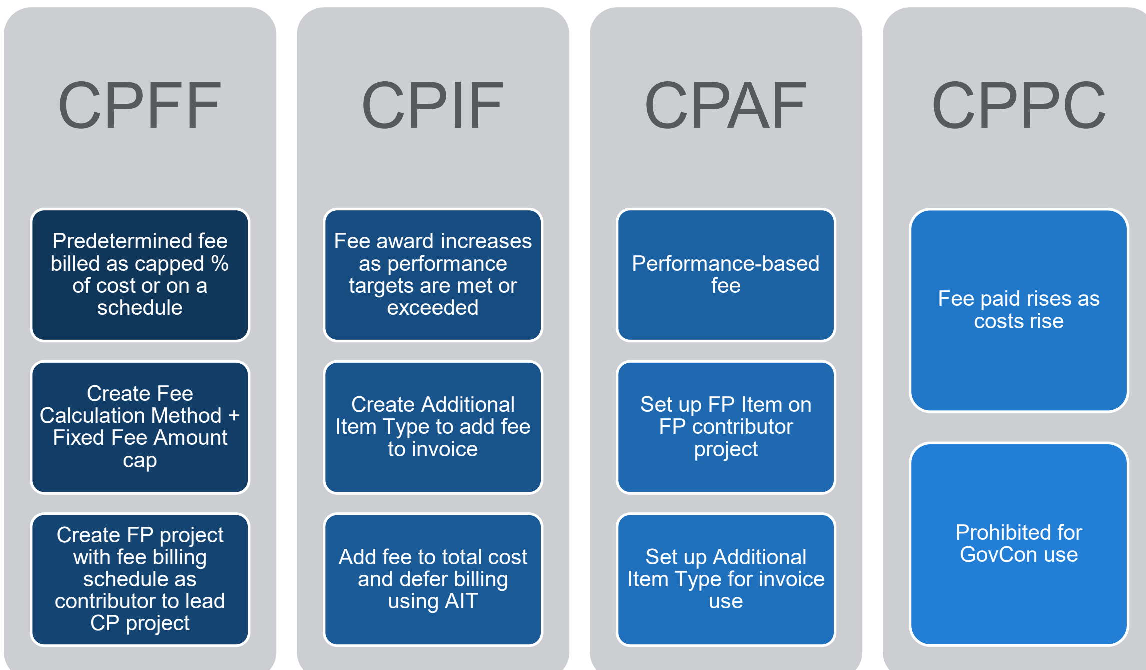
4. Select *Generate Schedule*, review the billing schedule, then press **Save**.
5. In the *Billing* submenu, select **Invoice Setup**.
6. Configure invoice settings as indicated below:

SETUP		
GENERATE UNANET INVOICE: ☑		
INVOICING OPTIONS	**PAYMENT / INVOICING OPTIONS**	
⦿ Invoice as Contributor Project	*Primary Invoice Format:	CP FP TM Format
	*Invoice Number Format:	Default Invoice Number Format
	*Payment Terms:	NET 30
ASSIGN LEAD PROJECT FOR INVOICE GROUP		
Lead Project: 253CONSULT TRAINING-TM-LABOR		

7. Press **Save**.

Creating Cost Plus Projects

Projects with a Cost Plus billing type will calculate revenue and costs associated with the project based on the direct cost plus any set of indirect costs mapped in the cost structure plus any configured fee calculations set up on the *Accounting* tab of the project. Unanet can manage four distinct types of cost reimbursement contracts, all of which pay every allowable cost incurred plus a fee (which differs by contract type). Fee Calculation Methods must be configured by an Administrator before a CP project is set up.



For Cost Plus projects and tasks that require indirect rates that are different from the selected cost structure, Unanet now includes the ability to override those indirect rates at the project or task level. Known as Advanced Costing, this feature must be enabled by an Administrator in **Admin > Properties > General > Costing**. Once enabled, a new checkbox called “Advanced Costing” appears on the *Accounting* tab of all CP projects and tasks. When this box is checked, a popup window displays a message warning that this action will erase all existing People Plans and Assignments. Unanet recommends that a user with the Administrator role preserves the existing values by exporting, modifying, and then importing the modified values once Advanced Costing has been configured. Pressing “OK” displays additional fields to manage Advanced Costing:

ACCOUNTING
*Advanced Costing Enables Advanced Costing for the project *Default Labor Cost Element for Advanced Costing Establishes the cost element that will be used for labor when a Person’s default labor cost element is not valid for the project’s cost structure; required when Advanced Costing is enabled
MANAGE ADVANCED COSTING RATES
Fiscal Year All fiscal years configured in Admin Setup Indirect Cost All Indirect Costs for the selected Cost Structure Rate Type *Provisional*: Rate determined by forward pricing, typically used for billing *Target*: Goal rate determined based on budgets, typically used for long-term planning Indirect Cost Rate Positive number from 0 – 999.999999999999

Once the fields for the Advanced Costing rates have been completed and saved, each entry will be automatically annotated with the username that created the entry and the date.

Activity 2.6 – Create a New Cost Plus Project

Login: Dana Contracts (Project Manager) – dcontracts / welcome

Activity Steps:

Part 1: Copy and modify an existing Project

1. On the left side of the **Home** dashboard, navigate to *My Lists* and select “Project Execution Course Projects”.
2. Select the **copy icon** beside the project “253CONSULT PM3-ANALYSIS-CP”.
3. **Check the box** to “Select All” project attributes.
4. **Uncheck the boxes** for “Fixed Price” and “Self Assign”.
5. Press **Next**.
6. Modify the project profile as indicated below, pressing **Save** on each screen to ensure changes are preserved.

PROFILE	
*Owning Organization:	GS-CYBER - Cyber
*Project Organization:	253CONSULT – Two Five Three Consulting
Contract:	SCA-24 – Security Services
*Project Code:	TRAINING-CP-EXPENSES
Project Title:	Two Five Three Consulting Training Expenses

Project Management Level:	☑ MANAGE AT TASK LEVEL ☑ Require Tasks for Time Reporting ☑ Require Tasks for Expense Reporting ☐ Require Tasks for Item Reporting	
BUDGET		
PROJECT DATES	Begin	End
*Revised Dates:	Jan 1 – Current Year	Dec 31 – Current Year
Enforce Project/Task Dates:	☑	
	EXPENSE BUDGETS	Budgeted
	Bill:	20000

ACCOUNTING			
ACCOUNTING		**PROJECT VALUE**	
Billing Type:	CP		Current
Posting Group:	Direct Posting Group	Total Value:	25000
Advanced Costing:	☑	Funded Value:	25000
Cost Structure:	STANDARD-GOV	☑ Limit Billing To Funded Value Less Fixed Fee	
*Default Labor Cost Element for Advanced Costing		STANDARD-GOV – LABOR_COMPANY_SITE	
FEE(S)			
Calculation Method	Factor Type	Factor	Fixed Fee Amount
Fee on Total ODC	Percent	10	5000.00
MANAGE ADVANCED COSTING RATES			
Fiscal Year	Indirect Cost	Rate Type	Indirect Cost Rate
FY22	G&A	Provisional	12

Part 2: Configure Project Attributes in Left-Side Dashboard

1. Navigate to **Billing > Invoice Setup**.
2. Configure invoice settings as indicated below:

SETUP		
GENERATE UNANET INVOICE: ☑		
INVOICING OPTIONS	**PAYMENT / INVOICING OPTIONS**	
◉ Invoice as Contributor Project	*Primary Invoice Format: *Invoice Number Format: *Payment Terms:	CP FP TM Format Default Invoice Number Format NET 30
ASSIGN LEAD PROJECT FOR INVOICE GROUP		
Lead Project: 253CONSULT Training-TM-Labor		

3. Press **Save**.

Using Multiple Billing Types

Unanet projects can have CP, TM, FP, and NB tasks, and different Task billing types can be combined on a single project. In Unanet, Tasks default to sharing the same attributes as the Project unless the attributes are specifically changed. Tasks may have different billing types from the Project and from each other. Also, the options to allow time, expense, and item reporting defaults to match the selections made at the Project level but can be modified at the Task level.

Activity 2.7 – Create a Project Using Tasks with Multiple Billing Types

Login: Dana Contracts (Project Manager) – dcontracts / welcome

Activity Steps:

Part 1: Copy and modify an existing Project

1. Select *Back to Project List* and scroll down to the project "253CONSULT TRAINING-CP-EXPENSES".
2. Press the **Copy** icon.
3. Check the box to "Select All" project attributes.
4. Uncheck the boxes for "Tasks" and "Self Assign".
5. Press **Next**.
6. Modify the project *Profile* as indicated below:

PROFILE	
*Project Code:	MULTIPLE-BILLING-TYPES
Project Title:	Two Five Three Consulting Engagement

7. Press **Save**.

Part 2: Create Tasks

1. Navigate to **Tasks > List**.
2. Select the +*Task* link to create a new Time and Materials task as indicated below:

PROFILE		
*Name:	TM Labor Task	
Alerts:	☑ Generate alerts for this task based on the project's settings	
BUDGET		
TASK DATES	Begin	End
*Revised Dates:	Jan 1 – Current Year	May 31 – Current Year
	HOUR BUDGETS	Budgeted
	Hours:	256

	LABOR BUDGETS	Budgeted
	Bill:	32000
ACCOUNTING		
ACCOUNTING	**TASK VALUE**	
Billing Type: TM	Funded Value: 15000	
	☑ Limit Billing To Funded Value	
TIME		
*Allow Time Reporting:	◉ Yes	
EXPENSE		
*Allow Expense Reporting:	◉ No	

3. Press **Save**.
4. Select the **Add** icon then select *Insert Below* to create a new Fixed Price task as indicated below:

PROFILE		
*Name:	FP Maintenance Task	
Alerts:	☑ Generate alerts for this task based on the project's settings	
BUDGET		
TASK DATES	Begin	End
*Revised Dates:	Jan 1 – Current Year	Dec 31 – Current Year
	HOUR BUDGETS	Budgeted
	Hours:	120
ACCOUNTING		
ACCOUNTING	**TASK VALUE**	
Billing Type: FP	Funded Value: 120000	
TIME		
*Allow Time Reporting:	◉ Yes	
EXPENSE		
*Allow Expense Reporting:	◉ No	

5. Press **Save**.
6. Select the **Add** icon then select *Insert Below* to create a new Cost Plus task as indicated below:

PROFILE	
*Name:	CP Expense Task
Alerts:	☑ Generate alerts for this task based on the project's settings
BUDGET	

TASK DATES	Begin	End
*Revised Dates:	Jan 1 – Current Year	May 31 – Current Year
	EXPENSE BUDGETS	Budgeted
	Bill:	75000
ACCOUNTING		
ACCOUNTING	**TASK VALUE**	
Billing Type: CP	Funded Value:	75000
TIME		
*Allow Time Reporting:	⦿ No	
EXPENSE		
*Allow Expense Reporting:	⦿ Yes	

7. Press **Save**.

Using Non-Billable Projects

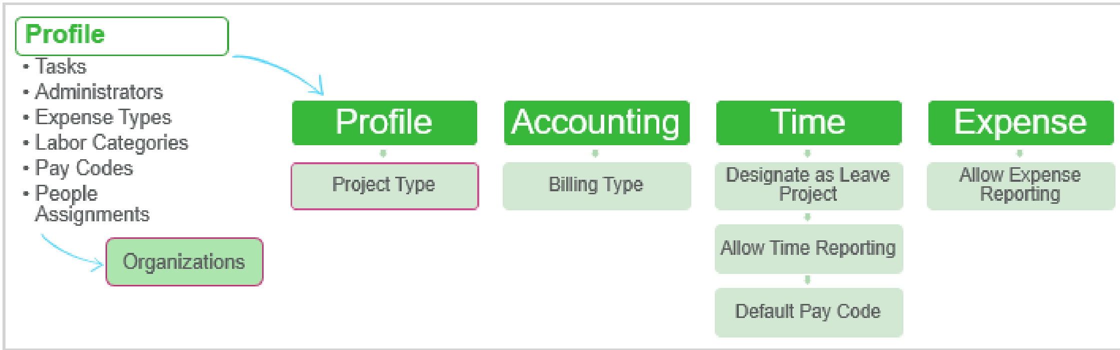
Non-billable projects are typically used for management of internal organizational activities. Common use cases for NB projects include holiday or paid leave, leave without pay, training, or G&A. These projects are usually managed by a member of the HR department who has visibility into users' bill and cost rates via the Bill Rate Manager and Cost Rate Manager roles, as well as the ability to assign users to these projects with the Resource Assigner role. Non-billable projects managed at the Project level include the "Organization Assignment" option which allows the Resource Assigner to assign entire groups or departments to the project. Projects managed at the Task level do not include the option to assign by Organization.

Demo 2.8 – Managing Non-Billable Project Assignments

Review the options for assigning resources to internal projects used to manage business activities.

Demo Steps

1. Create an Organization Assignment for an existing non-billable project.
2. Create People Assignments at the Task level for a non-billable project.



Activity 2.9 – Create a Non-Billable Project Assignment

Login: HR Director – hrichardson / welcome

Activity Steps

1. Navigate to **Contracts > Project > List**.
2. In the *Billing Type* field, select "NB" and open the **List** tab.
3. Select the **edit icon** for the project "MYCO FINANCE-ADMINISTRATIVE".
4. In the project menu, scroll down to *People Assignments* and select **Organizations**.
5. Press the **Add Organization** icon.
6. Use the *Org. Code Filter* to select "HQ.FN" and press the **right-facing blue arrow** to assign the organization to the project.
7. Press **Save**.

Check Your Understanding

What happens when the selected Project Management Level settings are changed after People assignments and expense budgets have been created?

a) Future assignments and budgets will be affected
b) Existing assignments and budgets will be erased
c) The change will not impact the assignments and budgets

Which user role is required to configure invoicing at the Project level?

a) Billing Manager
b) Contract Manager
c) Project Manager

Which People Assignment fields may need to be edited on a billable project but may not be required for assignments to a non-billable project? *(Select all that apply.)*

a) Billing Type
b) Cost Element
c) Labor Category
d) Location
e) Project Type

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

LESSON 3: VALIDATING PROJECT SETUP

Learning Objectives

- Review Unanet's recommended system configuration to support Contract management and the Project life cycle
- Utilize reports to validate project setup and review Contract details

Introduction

Once one or more projects have been set up to fulfill a contract, the data entered into the Contract and Project fields is used to calculate values and populate report fields. Unanet recommends including a review of one or more of the reports to be discussed in this lesson to validate the accuracy of contract records and project setup before creating People Assignments and Expense Budgets that will allow users to charge time and expenses to the project. As always, a user with the Administrator or HR Administrator role should confirm that Project Administrators have the appropriate roles and Organization Access to view a selected report.

REPORTS > DASHBOARD		
CONTRACT REPORTS		
DETAIL REPORTS		
Contract Brief	Lists contract profile details and can include Contract Provisions, Project associations, Modifications, and attachments	Administrator P&R Administrator Contract Manager Contract Viewer
PROJECT ACCOUNTING REPORTS		
PERIODIC REPORTS		
***Cost Summary**	Displays a forecasted job summary report based on plans/assignments and actuals for specified projects within a given date range	Administrator P&R Administrator
***Cost Summary Bar & Line Chart**	Displays a forecasted JSR comparing plans/assignments to actuals for specified projects in a given date range; output displays a bar chart and may include a cumulative line	Administrator P&R Administrator
***Cost Summary & Status**	Generates a forecasted JSR for specific projects within a given date range and includes the forecast at completion based on plans/assignments and actuals	Administrator P&R Administrator
SUMMARY REPORTS		

***Billing & Revenue Summary**	Displays the status of billable items and revenue on projects as a one-line summary	Administrator P&R Administrator Billing Manager Billing Viewer
***Project Summary by Cost Element**	Presents all costs for specified project(s) as a one-line summary	Administrator P&R Administrator
***Project Revenue & Funding Summary**	Compares total costs with budgeted and funded project values	Administrator P&R Administrator
***Project Cost Summary (JSR)**	Summarizes the true total costs and revenue for selected project(s)	Administrator P&R Administrator Resource Requestor
***Project Control Panel**	Provides a consolidated view of project revenue with options to drill down into detailed views	Administrator P&R Administrator

**Users with the Project Viewer, Project Manager, Project Lead, Project Approver, or Resource Requestor role may view Project Accounting reports if they also have the Cost Rate Manager role, or if their Unanet instance has enabled the property setting Allow Project Cost Reporting for Non-Cost Rate Managers.*

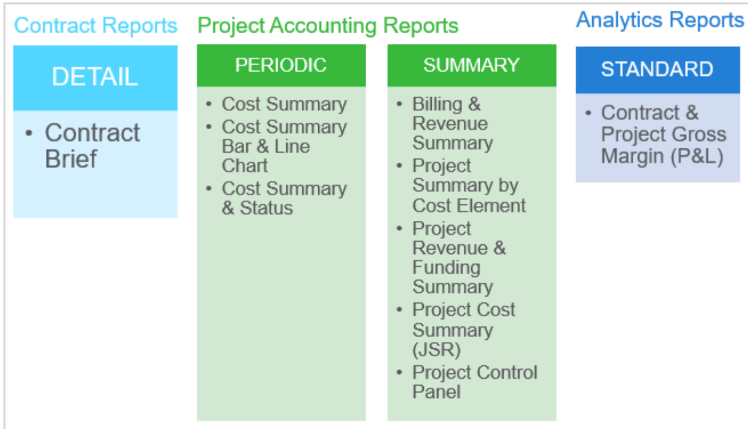
REPORTS > ANALYTICS		
STANDARD REPORTS		
Contract & Project Gross Margin (P&L)	Displays revenue and expenses at the Contract or Project level, organized by GL account; summarizes posted revenue and subtracts expenses directly charged to projects/contract	Administrator GL Viewer

Demo 3.1 – Reporting on Contracts and Projects

Identify the source of report output based on data entered into contracts and projects.

Demo Steps

1. Review output
2. Discuss Unanet's recommendations for selecting report criteria on key reports to confirm the accuracy of Contract and Project setup.



Activity 3.2 – Validate Project Setup Using Reports

Login: Dana Contracts (Contract Manager) – dcontracts / welcome

Activity Steps

Part 1: Review the output from a Contract Report

1. Navigate to **Reports > Dashboard**.
2. Scroll down to the **Contract Reports** section and select *Contract Brief* from the "Detail Reports" column.
3. Select the report criteria as indicated below:

CONTRACT:	SCA-24 – Security Services
INCLUDE CONTRACT PROVISIONS:	☑
INCLUDE CONTRACT PROJECTS:	☑
INCLUDE CONTRACT CLAUSES:	☑
INCLUDE ATTACHMENTS:	☑
INCLUDE USER DEFINED FIELDS:	☑

4. Press **Run Report**.

Part 2: Review the output from a Project Accounting report

1. Navigate to **Reports > Dashboard**.
2. Scroll down to the **Project Accounting Reports** section and select *Project Revenue & Funding Summary* from the "Summary Reports" column.
3. Select the report criteria as indicated below:

REPORT ON:	All Projects I can see
CONTRACT:	SCA-24 – Security Services
INDIRECT COST RATE:	◉ Provisional
DATE RANGE:	BOT *to* EOT
FORECAST OPTIONS:	Include Plans Only for Active Plan Sets
SORTING OPTIONS:	◉ Sort by Owning Org, Project
REPORTING OPTIONS:	◉ Calculate from Project Budgets/Funded Value

4. Press **Run Report**.

Check Your Understanding

Which user role would enable a Project Administrator to view cost summary reports for their assigned projects?

a) Advanced Costing Manager
b) Cost Budget Manager
c) Cost Rate Manager

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

APPENDIX A: CHECK YOUR UNDERSTANDING ANSWER KEY

Lesson 1: Configuring Contracts

Which user role is required to create and modify contract records in Unanet?

a) Contact Manager
b) Contract Manager
c) Contract Viewer

Before creating a new SCA contract in Unanet:

a) The Administrator must generate a new Contract Code
b) The P&R Administrator must set up a new Project
c) The Contract Manager must create a Wage Determination

When a Contract Modification is added, which field on the associated Project will be updated? *(Select all that apply.)*

a) Revised Begin Date, Revised End Date
b) Current Total Cost, Current Total Fee, Current Total Value
c) Current Funded Cost, Current Funded Fee, Current Funded Value

Lesson 2: Configuring Projects and Tasks

What happens when the selected Project Management Level settings are changed after People assignments and expense budgets have been created?

a) Future assignments and budgets will be affected
b) Existing assignments and budgets will be erased
c) The change will not impact the assignments and budgets

Which user role is required to configure invoicing at the Project level?

a) **Billing Manager**
b) Contract Manager
c) Project Manager

Which People Assignment fields may need to be edited on a billable project but may not be required for assignments to a non-billable project? (Select all that apply.)

a) Billing Type
b) **Cost Element**
c) **Labor Category**
d) **Location**
e) Project Type

Lesson 3: Validating Project Setup

Which user role would enable a Project Administrator to view cost summary reports for their assigned projects?

a) Advanced Costing Manager
b) Cost Budget Manager
c) **Cost Rate Manager**

APPENDIX B: SUPPLEMENTAL INFORMATION

Reference Links

Unanet GovCon Glossary of Terms

GC | Sys Doc | Admin Setup – Contract Statuses

GC | Sys Doc | Admin Setup – Contract Types

GC | Sys Doc | Contract - Contract Management

GC | Sys Doc | Service Contract Act (SCA) – Setup, Occupations

GC | Sys Doc | Admin Setup – User Defined Fields

GC | Sys Doc | Contract Wage Determinations

GC | Sys Doc | Import Contract Clauses

GC | Sys Doc | Add A Contract

Sys Doc | Contract – Manage Contract Profile

Sys Doc | Associate Contract With A Project

GC | Sys Doc | Contract Projects

Sys Doc | Subcontracts

GC | Sys Doc | Contract Reporting

GC | Sys Doc | Reports – Contract Brief

GC | Sys Doc | Reports - Project Accounting - Project Control Panel

Sys Doc | Using Tasks in Unanet

Sys Doc | Project Administrators/Approvers

Accounts

Sys Doc | Project Billing Setup,

GC | Sys Doc | Project Billing

Budget Snapshots

GC | Sys Doc | Project Expense Budgets

GC | Sys Doc | Project Expense Plans

Sys Doc | Project Expense Types

Items

Sys Doc | Labor Categories

Locations

Sys Doc | Project Notes

Sys Doc | Project Pay Codes

Sys Doc | People Assignments

GC | Sys Doc | Project People Plans

GC | Sys Doc | Project Tasks

Sys Doc | The Four General Types Of Cost Reimbursement (CP Or Cost Plus) Contracts In Unanet

NEXT STEPS

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