



UNANET GOVCON: USING GENERAL LEDGER

PARTICIPANT GUIDE

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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 General Ledger processes, practice managing journal entries, GL budgets, and fixed assets; and identify reports to assess financial health.

Recommended Roles: GL User, GL Poster, GL Viewer, GL Budget Manager, or GL Administrator

Learning Objectives

In this course, **Unanet GovCon: Using General Ledger** participants will:

- Analyze the General Ledger process performed in Unanet
- Identify the roles, in Unanet, required to perform General Ledger processes
- Review administrative General Ledger functions including configuration of fiscal years, accounts, budgets, and fixed assets
- Recognize the requirements and decisions involved to create a GL Budget
- Differentiate the various procedures and options used to create and post General Ledger Journal Entries
- Examine the use of Fixed Asset Alerts to create Fixed Assets
- Determine which General Ledger reports and statements 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 Login 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 Login to the system.

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

	Unanet Role	Name	Unanet login Username	Password
General Ledger	GL Administrator GL Poster GL Viewer	Gloria Gladmin	ggladmin	welcome
	GL Budget Manager GL User GL Viewer	Amy Accountant	aaccountant	

LESSON 1: GENERAL LEDGER (GL)

Learning Objectives

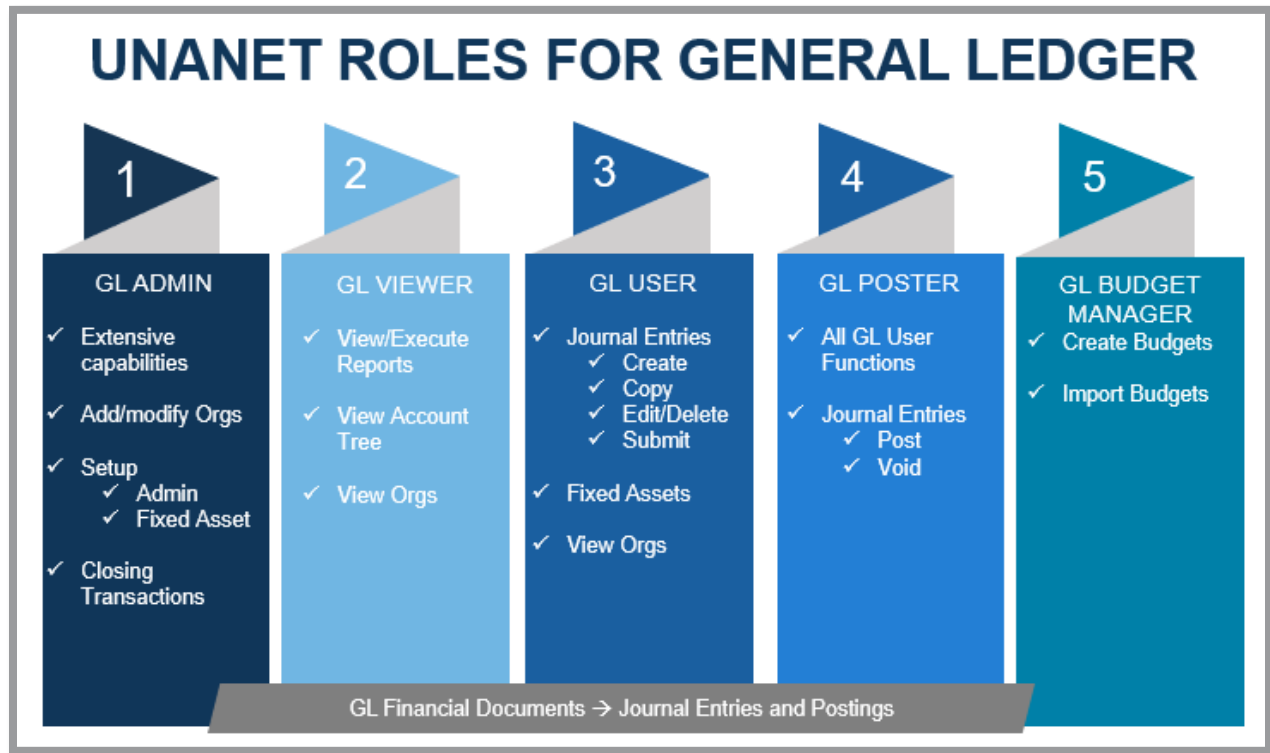
- Analyze the General Ledger process performed in Unanet
- Identify the roles, in Unanet, required to perform General Ledger processes
- Review administrative General Ledger functions including configuration of fiscal years and accounts
- Determine which General Ledger reports and statements to use to ensure accurate transaction processing – GL Summary (Trial Balance)

Introduction

The General Ledger represents the record-keeping system for a company's financial data. It provides a record of each financial transaction that takes place and holds account information that is needed to prepare financial statements and reports. Transaction data is segregated, by type, into accounts for assets, liabilities, equity, revenues, and expenses.

Unanet Roles for General Ledger 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.

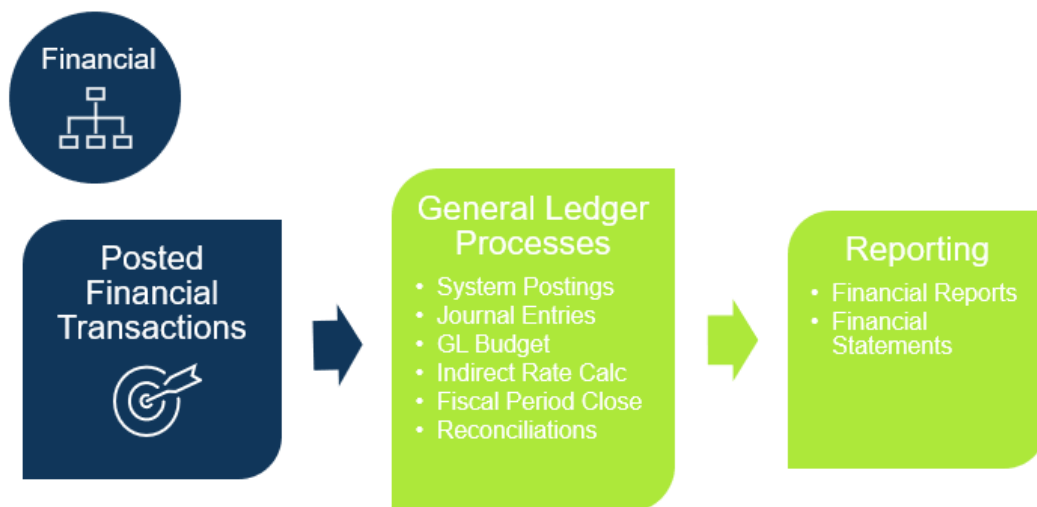


General Ledger Posting Processes

The General Ledger represents the record-keeping system for a company's financial data. It provides a record of each financial transaction that takes place and holds account information that is needed to prepare financial statements and reports.

To fully use the Financials functionality in Unanet, transactions must be posted to the General Ledger in order to maintain the books (a record of all transactions and their associated accounts) and provide accurate financial reporting for a specific Fiscal Period. There are two main components needed in order for a transaction to be posted to the General Ledger, **Organizations** and **Accounts**. The Transaction Entry Allowed Feature must be selected on both the Profiles for Organization and Account to post transactions to the General Ledger.

Unanet uses a function called **Posting Groups** as the command center, which directs the system to the appropriate Organization and Accounts that have been set up to be used in the posting process.



Configuration

The Unanet role of GL Admin can add and modify:

- Organizations
- Admin Setup
 - Accounts
 - Fiscal Years
 - Budget Names
 - Budget Profile
- Many more... (see Appendix B)
- Fixed Asset Setup for Statuses and Classes

Organizations

Organizations are a required fundamental building block in system setup. Unanet uses organizations to group and maintain information about internal (e.g., departments, business units, regions) and external (e.g., customers, vendors) entities. Organizations facilitate reporting for people, projects, and financials.

Navigate: [Organizations > List](#)

There are three types of Organizations that form the foundation of business processes in Unanet:

1. **Financial Organizations** are internal organizations that will be used to record transactions for financial statements and reporting purposes.
2. **Customer Organizations** represent any entity from which payments will be received for goods or services provided.
3. **Vendor Organizations** represent any entity to which payments will be made. These may include individuals (e.g., subcontractors or employees being reimbursed for expenses) or companies (e.g., utilities or materials suppliers).

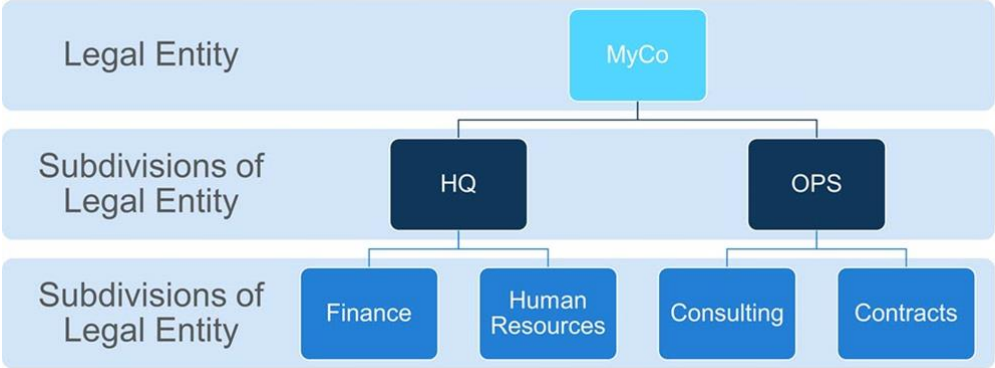


Internal Financial Organizations

Internal departments or business units are set up as **Financial** Organizations to make them available for transactional entries included in financial reporting. The Financials tab on the Organization profile allows you to designate a Financial Organization. At least one of these internal Financial Organizations must be designated as the **Legal Entity** for which a set of accounting records will be maintained. Multiple legal entities within a single instance or configuration of Unanet can also be set up.

In Unanet, when a Financial Organization is marked as a Legal Entity, certain system parameters and business logic are enforced to ensure that the Balance Sheet balances for the Legal Entity. All other internal Financial Organizations must be designated as subdivisions of the Legal Entity.

Once these internal Financial Organizations have been established, they can be modified to create parent-child relationships that reflect the company's organizational tree and financial hierarchy used when creating financial statements.



MyCo is a Financial Organization and Legal Entity; all internal departments of MyCo are Financial Organization subdivisions of that Legal Entity

External Organizations

External Organizations represent **Customers**, for whom you will perform work and who will pay you for goods and/or services provided, and **Vendors**, to whom you will send payments for goods and/or services. Customers and Vendors are their own organizations in Unanet and are not considered to be Financial Organizations. A Customer Profile or Vendor Profile must be created to associate the Organization with a Legal Entity and establish Payment Terms.

Organization Tree Views Reference Report

Once Organizations have been configured in Unanet, you may generate a reference report to view the established hierarchies (Organization Functional, Financial, or Cost Pool) to confirm that the parent-child relationships are accurate.

Navigate: Reports > Reference > Financials > Organization Tree Views

- The financial hierarchical structures are typically established during the implementation process then reviewed and adjusted to meet any reorganizational needs e.g., mergers, acquisitions
- Financial Reporting - hierarchy is used when creating financial statements
- Cost Pools - hierarchy is used when defining cost pool



Activity 1.1 View Financial Organization Hierarchy

Login as Gloria Gladmin (GL Administrator) – ggladmin/welcome

Activity Steps:

1. **Login** as Gloria Gladmin (GL Administrator) – **ggladmin/welcome**
2. **Navigate:** Reports > Reference > Financials > Organization Tree Views
3. **Run** the TREE VIEW for Financial Hierarchy Organizations Reference Report
4. **Select** EXPAND ALL to view MyCo's Financial Organization structure

GL Administrative Configuration (Setup)

Navigate: Admin > Setup > Accounting

Fiscal Years - The setup enforces the fiscal years and periods of a company's financial calendar. Fiscal Years must be established before any transactions can be generated. If applicable, configure Fiscal Years for as far back in time as you plan to load any historical data and as far in the future to capture the useful life of Fixed Assets. Fiscal Years will need to be defined in Unanet for reporting, financial documents, postings, and assigning/planning

Note: Unanet utilizes the Government Fiscal Year which starts in **October (FYxx-01)** and ends in **September (FYxx-12)**.

Accounts - The Chart of Accounts provide a mechanism to classify General Ledger transactions as assets, liabilities, revenues, and expenses for financial statements. The Account setup screen is used to determine whether the account is available for transaction entry (or otherwise be available for rollup), limit the date range to allow transaction entry, and specify whether project designation is required when charging to an account. Accounts can also be limited for use with selected Organizations (i.e., balance sheet accounts limited for use with a single company-level organization or marketing expenses restricted for use with marketing departments).

When setting up the Chart of Accounts, consider the desired Financial statement format. Parent/child hierarchal relationships defined on the Account profile will determine the structure and format of the financial statements (also Cost Pools). In order to view the account structure, use the Account Tree Views Reference Report and select Financial (or Cost Pool) Hierarchy.

Navigate: Reports > Reference > Financials > Account Tree Views > Financial Hierarchy

Admin Setup – Edit 80.02.01

Profile Organizations

ACTIVE

*Account Code: 1099 Category:

*Description:

*Account Type:

TRANSACTION ENTRY ALLOWED

Begin Date:

End Date:

Transactions Require Project

ACCOUNT HIERARCHIES

Financials Parent:

Cost Pools Parent:

80 - General and Administrative

- 80.01 - G&A Labor
 - 80.01.01 - G&A Labor
- 80.01 - G&A Labor Total**
- 80.02 - G&A Travel
 - 80.02.01 - G&A Travel - Airfare
 - 80.02.02 - G&A Travel - Hotel
 - 80.02.03 - G&A Travel - Meals
 - 80.02.04 - G&A Travel - Auto
 - 80.02.05 - G&A Travel - Misc
- 80.02 - G&A Travel Total**



Activity 1.2 Add a New Account

Login as Gloria Gladmin (GL Administrator) – ggladmin/welcome

Activity Steps:

The controller has asked you to set up a new account to track G&A Travel expenses for Taxis & Uber expenses. Set up the new account and answer the questions below.

1. **Navigate:** Reports > Reference > Financials > Account Tree Views
2. **Run** the Financial Hierarchy Reference Report
3. **Select** EXPAND G&A Travel to view MyCo's Chart of Accounts structure and confirm where the new account should be added
4. On a separate tab, **Navigate:** Admin > Setup > Accounts then + Account to add an account
 - Account Code 80.02.06
 - Description G&A Travel – Taxis & Uber
 - Account Type Expense
 - Select Transactions Allowed BOT - EOT
 - Account Hierarchies:
 - Financial Parent 80.02 G&A Travel
 - Cost Pool Parent 80.02 G&A Travel
5. **SAVE** and **Return** to Reports tab to **Refresh** the Account Tree View and confirm the hierarchical placement of the new account

General Ledger Reports and Statements

Unanet provides many reports to assist financials users in managing financial data. Available to the GL Viewer role are the GL Details report, GL Summary (Trial Balance), as well as financials statements (Balance Sheet and Income Statement). The GL Admin role has access to the Bank Reconciliation and Statement of Indirect Rates reports.

Navigate: Reports > Dashboard > Financials > General Ledger

GL Summary (Trial Balance) - provides a view of general ledger activity for a Legal Entity at a summarized level providing the Credit and Debit amounts which can be clicked on to drilldown and display the details that contributed to that amount. A review of the GL Summary (Trial Balance) can help analyze the transactions and balances that have posted and identify omissions of amounts not posted to the General Ledger. Confirms DEBITS = CREDITS.

GL Details - provides a detail of activity posted to the general ledger for a Legal Entity. It can be accessed by drilling down on the Debit or Credit amounts in GL Summary or run separately. A helpful feature allows the ability to filter on the various document types that affect the General Ledger.

Note: Available to the GL Admin role:

- **Bank Reconciliation Report** - displays the reconciliation between a particular bank statement (bank account and statement date combination) and the associated general ledger balance as of the fiscal period associated with the statement date.
- **Statement of Indirect Rates Report** - provides a breakdown of the indirect cost calculations that tie back to the general ledger transactions.



Activity 1.3 Run the GL Summary (Trial Balance)

Login as Gloria Gladmin (GL Administrator) – *ggladmin/welcome*

Activity Steps:

1. **Navigate:** Reports > Dashboard > Financials > General Ledger > GL Summary (Trial Balance)
2. **Run** the GL Summary (Trial Balance) report for the Posting Fiscal Period Range
3. **View** the results and **Confirm** the Period Activity Totals for MYCO Debits = Credits
4. **Click** on either the **Debit** or **Credit** value link for any account and **Confirm** the results open up the GL Details report

Check Your Understanding



1. What role(s) are needed to create, edit, save, and submit GL journal entries, and to view GL reports?
 - a) GL Admin
 - b) GL Poster and GL Viewer
 - c) GL User and GL Viewer



2. What role(s) are needed to create and modify Organizations, Accounts, and Fiscal years?
 - a) GL Admin
 - b) GL Poster and GL Viewer
 - c) GL User and GL Viewer



3. Which report presents posted transactions and balances at a summarized level and can confirm DEBITS = CREDITS?
 - a) GL Summary (Trial Balance)
 - b) Balance Sheet
 - c) Income Statement



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

LESSON 2 GENERAL LEDGER BUDGETS

Learning Objectives

- Review administrative General Ledger functions including configuration budgets
- Recognize the requirements and decisions involved to create a GL Budget
- Determine which General Ledger reports and statements to use to ensure accurate transaction processing – Income Statement

Introduction

The GL Budgets screen is used to provide budget information by Legal Entity and Fiscal Year for each available Budget Profile. Multiple GL Budgets can be set up for comparison to actuals within the Income Statement and Balance Sheet reports.

General Ledger Budgets:

GL ADMINISTRATOR - **Navigate:** Admin > Setup > Accounting

Budget Names - This screen can be used to create and maintain the master list of Budget Names, provide a description for each, and indicate which ones will be active (available for use). The Budget Names created on this screen will become available for selection on the Budget Profiles screen (as placeholders for the eventual Income Statement and Balance Sheet budgets by Legal Entity and Fiscal Year). The Budget Names entered on this screen must be unique.

Budget Profiles - This screen can be used to create and maintain the master list of Budget Profiles (i.e., versions), identify the Legal Entity, Fiscal Year, and Budget Type (Income Statement or Balance Sheet) associated with each. Once the Budget Profile is created, it is available in the Financials General Ledger Budgets screen to enter details.

GL BUDGET MANAGER - **Navigate:** Financials > General Ledger > Budgets

Creating Budgets - The GL Budgets screen is used to provide Income Statement and Balance Sheet Budget information. This information can be entered manually or imported within the Edit Budget screen. Enter search criteria, view results on the List tab, then click on the edit icon next to the desired budget to enter, edit budget data.

The **Budget Import** feature provides the ability to load budget information into Unanet. The file can only contain budget information for a specific Legal Entity, Fiscal Year, Budget Type, and Budget Name combination. The number of Period columns required in the budget import file may vary depending on the number of periods defined for a given Fiscal Year. The file must be in the current Budget Import .csv layout.

To import or export data, select the desired action in the left side menu of the Budgets screen.



Activity 2.1 Create GL Budget Name and Profile

Login as Gloria Gladmin (GL Administrator) – *ggladmin/welcome*

Activity Steps:

1. **Navigate:** Admin > Setup > Budget Names
2. **Add** a new Budget Name **Class** with a description of “Class Budget” and confirm it is marked Active.
3. **Navigate:** Admin > Setup > Budget Profiles
4. **Add** a new Budget Profile for **Class** with the following attributes:
 - Legal Entity: MYCO
 - Fiscal Year: FY21
 - Budget Type: Income Statement
5. Confirm **Class** is now included on the Budget Profile list.
6. **LOGOUT** as Gloria Gladmin (GL Admin)



Activity 2.2 Import and Modify a GL Budget

Login as Amy Accountant (GL Budget Manager) – *aaccountant / welcome*

Activity Steps:

1. **LOGIN** as Amy Accountant (GL Budget Manager) – *aaccountant / welcome*
2. **Navigate:** Financials > General Ledger > Budgets and **Edit** the Class Budget created by the GL Admin in the previous activity
3. **Add** a new Budgeted Organization for **OPS.CS-Consulting Services**
4. **Import** the budget .csv file *Class Budget for CS FY21 Income Statement*, which has been provided to you
5. **Confirm** the Financial Organization budget has been completed and keep open for the next activity

General Ledger Reporting – Income Statement

Navigate: Reports > Dashboard > Financials > General Ledger

Income Statement - presents balances for all Revenue and Expense account types formatted as an Income Statement through a specific Fiscal Period for all accounts that have charges posted to the General Ledger. The report will display an account tree structure based on the financial hierarchy established in the Account profile.

Income Statement – Trending - provides a periodic view containing similar information as the Income Statement Report for a single Fiscal Year (up to 13 periods) but with many more configurable options.



Activity 2.3 Run the Income Statement

Login as Amy Accountant (GL Viewer) – aaccountant / welcome

Activity Steps:

1. On a separate tab, **Navigate:** Reports > Dashboard > Financials > General Ledger > Income Statement
2. **Run the Income Statement** using the following criteria then view results:
 - ORGANIZATION: OPS.CS-Consulting Services
 - FISCAL PERIOD: **FY21-xx** (Previous Month from Posting Month)
 - COLUMNS OPTIONS: Period-To-Date and Year-To-Date Actuals
 - COMPARISON COLUMN OPTIONS: Compare Actuals to Budget (Select - Class)
3. **Return** to the Budget tab and **Manually edit** the Class Budget revenue account value for the Period FY21-xx (Previous Month from Posting Month) to your favorite number (it can be whatever you want) then **SAVE**
4. **Return** to Reports tab and **Refresh** the Income Statement (confirm the results have changed)

Check Your Understanding



1. What role creates the Budget Name and Budget Profile?
 - a) GL Admin
 - b) GL Poster, GL Budget Manager, and GL Viewer
 - c) GL User and GL Viewer



2. What is required to be created and available for selection on the Budget Profile screen?
 - a) Budget Values
 - b) Budget Name
 - c) Budget Profile



3. Which financial statement presents the balances of Revenue and Expense account types through a specific Fiscal Period?
 - a) GL Summary (Trial Balance)
 - b) Balance Sheet
 - c) Income Statement



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

LESSON 3 GENERAL LEDGER TRANSACTIONS

Learning Objectives

- Differentiate the various procedures and options used to create and post General Ledger Journal Entries
- Determine which General Ledger reports and statements to use to ensure accurate transaction processing – GL Details

Introduction

The Journal Entry is used by the accounting department (GL Users and GL Posters) to enter transactions that need to be reflected in the financial statements but do not flow naturally from the other input screens.

Navigate: Financials > General Ledger > Journal Entries

Journal Entries

The double-entry accounting method is used for recording GL Journal Entries. This means that every transaction will involve at least two accounts (Debit and Credit). In Unanet, a transaction will be accepted and processed only if the amount of the debits is equal to the amount of the credits.

The Journal Entries screen is used to create, search for, and view existing entries. From this screen, users can also create, copy, edit, post (previously submitted), and void Journal Entries. Journal Entries can have one of the following statuses: INUSE, SUBMITTED or POSTED. Examples of journal entries might include:

- Allocated expenses such as prepaids
- Accrued month-end expenses
- Fees, Corrections, and Adjustments
- Payroll

Select the **+ Journal Entry link** on the Journal Entry home screen to create an entry.

Enter the summary information for a journal entry, such as the document and post dates, whether this is a recurring or reversing entry, and any reference, description, or comments associated with the entry.

After providing the summary-level information, navigate to Details and supply journal entry detail line items, adding rows as necessary. **DEBITS must equal CREDITS.**

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

Attachments: Users/Posters can add attachments regardless of the Journal Entry status but only Administrators can delete attachments once the Journal Entry is Posted.



Activity 3.1 GL Journal Entry – Bank Service Charge

Login as Amy Accountant (GL User) – *aaccountant / welcome*

Activity Steps:

After performing the monthly bank reconciliation for MyCo.'s Operating Bank Account, a Bank Service Charge of \$25 needs to be recognized. **Create** a month end journal entry to record the Bank Service Charge

1. **Navigate:** Financials > General Ledger > Journal Entries then + Journal Entry

2. **Enter** the following Summary information then click **SAVE**

- Description Monthly Bank Service Charge
- Document Date End of Posting Month
- Post Date End of Posting Month

3. **Enter** the Details > Expenses for this MyCo transaction:

DEBIT:

- ACCOUNT 80.03.01 - Bank Service Charge
- ORGANIZATION MyCo
- DEBIT 25.00

CREDIT:

- ACCOUNT 10.01.01 - Operating Bank Acct
- ORGANIZATION MyCo
- CREDIT 25.00

4. **Confirm** the **DEBITS AND CREDITS ARE EQUAL** and **SAVE**

5. **Submit** the journal entry for posting

Recurring Journal Entries - Recurring Journal Entries are journal entries recorded in every period where the accounts are identical, but the amounts may vary. When checked, the system will post the original document and create an additional journal entry for the next occurrence (Fiscal Period), leaving it in the INUSE status. Enter the number of occurrences for this entry to recur. Note that if the number of occurrences value is left blank, the entry will recur indefinitely until either a value is entered, or the Journal Entry is deleted. The subsequent journal entries created as a result of this feature can be modified to have their values revised and then manually posted.



Activity 3.2 GL Recurring Journal Entry – Prepaid Insurance

Login as Amy Accountant (GL User) – aaccountant / welcome

Activity Steps:

MyCo has paid \$24,000 in advance for a 2-year Business Insurance policy for coverage that begins this period. Insurance expense is to be recognized on a monthly basis across the next 2 years. The original purchase was made to Account 10.04.03 Prepaid Insurance. **Calculate** the monthly amount for this journal entry then **Create** a recurring month end journal entry to record the monthly amount of Business Insurance Expense.

1. **Navigate:** Financials > General Ledger > Journal Entries then + Journal Entry
2. **Enter** the following Summary information then click **SAVE**
 - Description Monthly Prepaid Insurance
 - Document Date End of Posting Month
 - Post Date End of Posting Month
 - Select Recurring Occurrence 1 of 24
3. **Enter** the Details > Expenses for this MyCo transaction:

DEBIT:

 - ACCOUNT 80.03.15 – Business Insurance Expense
 - ORGANIZATION MyCo
 - DEBIT 1,000

CREDIT:

 - ACCOUNT 10.04.03 – Prepaid Insurance
 - ORGANIZATION MyCo
 - CREDIT 1,000
4. **Confirm** the **DEBITS AND CREDITS ARE EQUAL** and **SAVE**
5. **Submit** the journal entry for posting

Reversing Journal Entries - When checking the Reversing option, upon posting of this journal entry a second reversing journal entry will be generated and posted as well in the following fiscal period. This second journal entry will be a complete duplicate having the debit and credit values switched on each detail line item.



Activity 3.3 GL Reversing Journal Entry – Accrued Expenses

Login as Amy Accountant (GL User) – aaccountant / welcome

Activity Steps:

The monthly Utilities invoice arrived too late for the AP dept to process for this fiscal period. However, the expense needs to be recognized this period. **Create** a month end reversing journal entry to record the accrued expense.

1. **Navigate:** Financials > General Ledger > Journal Entries then + Journal Entry
2. **Enter** the following Summary information then click **SAVE**
 - Description Monthly Accrued Expenses
 - Document Date End of Posting Month
 - Post Date End of Posting Month
 - Select Reversing Automatically set to 1st day of next fiscal period
3. **Enter** the Details > Expenses for this MyCo transaction:
DEBIT:
 - ACCOUNT 62.01.06 – Utilities Expense
 - ORGANIZATION MyCo
 - DEBIT 2,200**CREDIT:**
 - ACCOUNT 20.04.02 Accrued Expense
 - ORGANIZATION MyCo
 - CREDIT 2,200
4. **Confirm** the **DEBITS AND CREDITS ARE EQUAL** and **SAVE**
5. **Submit** the journal entry for posting

Posting Journal Entries

The Posting process updates the values in the General Ledger. After posting, it can be viewed via the GL Details Report by selecting Journal Entry (JE) as the Document Type.



Activity 3.4 GL Journal Entry – Posting

Login as Gloria Gladmin (GL Poster) – ggladmin / welcome

Activity Steps:

1. **LOG IN** as Gloria Gladmin (GL Poster) – ggladmin / welcome
2. **Navigate:** Financials > General Ledger > Journal Entries and **Search** Journal Entries using the following criteria:
 - DOCUMENT DATE Date range of Posting Month
 - JOURNAL ENTRY STATUS Submitted
 - COLUMN OPTIONS Select All
3. **List and Post** all **SUBMITTED** Journal Entries
4. **Navigate:** Reports > Dashboard > Financials > General Ledger > GL Details
5. **Run the GL Details Report** with the following criteria to view the results:
 - FISCAL PERIOD(S) RANGE Posting Fiscal Period
 - DOCUMENT JE - Journal Entry as the Document Type.
6. **Confirm** the Journal Entry transactions are posted to the General Ledger

Check Your Understanding



1. What is used by GL Users and GL Posters to enter transactions that need to be reflected in the financial statements but do not flow naturally from other input screens?
 - a) AP Invoices
 - b) GL Journal Entries
 - c) AR Payments



2. What is required in order for a Journal entry to be submitted?
 - a) Attachments
 - b) Description
 - c) Totals of Debits = Credits



3. What status should the GL Poster search for to show the results of the journal entries that are ready to be Posted?
 - a) Inuse
 - b) Completed
 - c) Submitted



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

LESSON 4 FIXED ASSETS

Learning Objectives

- Review administrative General Ledger functions including configuration of fixed assets
- Examine the use of Fixed Asset Alerts to create Fixed Assets
- Determine which General Ledger reports and statements to use to ensure accurate transaction processing – Balance Sheet

Introduction

Fixed assets are tangible, long-lived assets used by a company in its operations, such as machinery, factories, tools, furniture, and computers. They usually fall under the umbrella of PPE, i.e., property, plant, and equipment and are listed in the noncurrent asset section on a company's balance sheet because their useful lives extend beyond one year. Fixed assets are depreciated over their useful lives to reflect wear and tear and to reduce the value of the assets on the balance sheet.

Fixed Asset Setup

Navigate: Financials > Fixed Assets

Unanet's Fixed Asset (FA) feature allow users that manage fixed assets for their organization to add, edit, and track these assets and their associated financial transactions. Presented is a list of assets along with their net values and ability to post depreciation/disposals to the general ledger. *Note: Fixed Asset functionality is for cloud customers only.*

Unanet's Fixed Assets Setup provides the opportunity for the role of the GL Admin to configure the Statuses and Classes for Fixed Asset processes.

Navigate: Financials > Fixed Assets > Setup > Statuses

Fixed Asset Statuses are used to determine which assets are subject to depreciation calculations as well as to identify as active or inactive.

Navigate: Financials > Fixed Assets > Setup > Classes

Fixed Asset Classes are used to categorize fixed assets into the accounts used when posting to the general ledger. Each class can specify the following accounts:

- Fixed Asset account
- Fixed Asset Depreciation Expense account
- Fixed Asset Accumulated Depreciation account
- Fixed Asset Gain/Loss on Disposal account



Activity 4.1 Fixed Asset Setup – Classes

Login as Gloria Gladmin (GL Admin) – ggladmin / welcome

Activity Steps:

1. **Navigate:** Financials > Fixed Assets > Setup > Classes + Add Class
2. **ADD NEW CLASS** with the following:
 - Name Machinery
 - Status Active
 - Useful Life (months) 36
 - Fixed Asset (account) 10.06.08 - Machinery
 - Fixed Asset Depreciation Expense 80.03.02 - Depreciation Expense
 - Fixed Asset Accumulated Depreciation 10.06.18 - Accumulated
Depreciation - Machinery
 - Fixed Asset Gain/Loss on Disposal 95.01.03 - Other Income
3. **Click Save** and review the results to confirm the new Fixed Asset Class is included in the list

Fixed Asset Alerts

Navigate: Financials > Fixed Assets > Alerts

Fixed Asset Alerts are generated when transactions are posted to a Fixed Asset account from financial sources, such as: vendor invoices, journal entries, and expense report transactions.

The Fixed Asset Alerts page display unread and previously read alerts. GL Users and GL Posters can view the Fixed Asset Alerts page by menu navigation or clicking on the alert banner at the top of the Fixed Assets Dashboard.

Fixed Asset Alerts show the account code, amount of the transaction, document type, and document number. Alerts can be used to create a new Fixed Asset from a transaction. Alerts that successfully resulted in the creation of a Fixed Asset will include a hyperlink to the Fixed Asset view page.

Creating Fixed Assets From Transactions

GL Users and GL Posters can click on the plus icon next to the alert to create a fixed asset from the transaction. This action will take you to the Add New Asset page.

Note: You can click the icon multiple times to create additional fixed assets from the same alert.

Add New Asset (*Required Fields):

GENERAL INFORMATION:

- *Legal Entity - Organization on the financial transaction
- *Fixed Asset Name - from the Description of the financial transaction
- Asset Number - if not provided, the system will generate a number when saved
- Serial Number - the ID from manufacturer
- Acquisition Date - transaction date of the financial transaction
- *Acquisition Cost - amount on the financial transaction's detail row. It is the actual cost of the asset used in determining the asset's depreciable basis
- *Class - associated with the Fixed Asset Classes and account used in the financial transaction. *Note: If the same account is mapped to multiple fixed asset classes, the class will not be defaulted.*
- Owner - an active user within the company who is responsible for the asset
- Description - Long text description of the fixed asset

DEPRECIATION INFORMATION:

- *Status - associated with the Fixed Asset Setup Statuses
- *Placed In Service Date - defaults to the Acquisition Date. This is the start of its useful life
- *Useful Life (Months) - defaults from the Fixed Asset Setup Classes page, if provided. It is the number of months that an asset is expected to be in use. This field is used in determining the time period over which the asset will recover its depreciable basis.
- *Depreciation Start Date - defaults to the Placed In Service Date. It is the date from which to begin depreciating an asset in Unanet.
- Prior Depreciation Balance - if applicable, this is the depreciation balance from a previous system and can be positive or negative. If populated, the system calculates depreciation from this amount forward.
- Salvage Value - if applicable, an estimate of the asset's worth at the end of its useful life. If you update this to a new value later, the Depreciation Schedule will be updated to reflect the new value.
- Depreciation Method - defaults to Straight Line. This determines the rules for calculating depreciation. (other option is None)
- Depreciation Averaging Method - defaults to Fiscal Period. It defines how annual depreciation is spread across fiscal periods. (other option is Daily)

LOCATIONS:

- Location - if applicable, choose from any active location in the system and specify a Start Date for when the asset was moved to the location.

GL INFORMATION:

- Asset Org - the organization where the cost of the asset will be recorded in the General Ledger.
- Expense Org - the organization where the depreciation expenses for the asset will be recorded in the General Ledger.

User Defined Fields (UDF) - if applicable, the Fixed Asset UDFs that are active and enabled will be included in this section.

Depreciation Schedule Tab

Used to display the asset's depreciation schedule, current Net Value, and which depreciation transactions have been posted to the General Ledger (GL). If a fixed asset is fully depreciated and has not yet been disposed (i.e., useful life = 0), the depreciation schedule will be empty.

Note: The Fiscal Year configuration must be created as far out in the future as needed to capture the years of useful life for a Fixed Asset's depreciation schedule.



Activity 4.2 Use Fixed Asset Alert to Create Fixed Assets

Login as Gloria Gladmin (GL Poster) – ggladmin / welcome

Activity Steps:

1. **Navigate:** Financials > Fixed Assets > Alert
2. **Select + icon** for the Alert of 10.06.02 - \$50,000 to create a Fixed Asset from the Vendor Invoice transaction
3. **Enter** the following:

GENERAL INFORMATION:

- Legal Entity MYCO – My Company
- Fixed Asset Name Laptops 2021
- Serial Number - from manufacturer 21LTCLL21
- Acquisition Date Use default transaction date
- Acquisition Cost Use default transaction row amount
- Class Computers
- Owner Controller, Frank
- Description Laptop Series 2021

DEPRECIATION INFORMATION:

- Status Active
- Placed In Service Use default Acquisition Date
- Useful Life (Months) 60
- Depreciation Start Date Use default Placed In Service Date
- Depreciation Method Use default Straight Line
- Depreciation Averaging Method Use default Fiscal Period

GL INFORMATION:

- Asset Org MYCO – My Company
- Expense Org MYCO – My Company

4. **Click + Add** and review the Details
5. **Select** the Depreciation Schedule tab to view the calculated schedule
6. **Select** Back to Fixed Assets List to view and confirm the new Fixed Asset is included

Fixed Asset Maintenance

GL Posters and GL Users can maintain fixed assets on the Fixed Asset List page, including disposal of assets. They can also add attachments and import/export the data.

Fixed Asset List

The List Fixed Assets screen is used to search, view, add, edit, and delete fixed assets and their depreciation schedules.

Field Descriptions

- Accumulated Depreciation - Accumulated depreciation is the cumulative depreciation of an asset up to a single point in its life
- Net Value - Net value is calculated as Acquisition Cost - Accumulated Depreciation
- Last Posted Date - This is the last date a transaction was posted to the General Ledger for this asset

Screen Controls

The Fixed Asset List includes the following screen controls:

- Export As CSV icon allows you to export all of the selected items in a CSV file; note that the CSV file will contain all of the fixed asset attributes, not just the columns displayed
- Columns dropdown allows you to select which columns to display; click on Restore Default Columns to display defaults
- Search Filter icon allows you to filter the criteria
- Import Asset button allows you to import assets into the system
- Add Asset button allows you to add a fixed asset

Edit

If there are posted depreciation journal transactions for the asset, the asset cannot be deleted, and the following fields cannot be edited:

- Legal Entity
- Acquisition Cost
- Useful Life
- Depreciation Start Date
- Prior Depreciation Balance
- Depreciation Method
- Depreciation Averaging Method

Fixed Asset Posting/Unposting

Navigate: Financials > Fixed Assets > Fixed Assets Post

The **Fixed Assets Post** process provides a means for the GL Poster to run a monthly depreciation process for depreciable assets that are not retired or sold as well as to record disposals. The process creates journal transactions to record monthly depreciation expense and associated accumulative depreciation related to the fixed assets.

Debit - Depreciation Expenses

Credit - Accumulative Depreciation for various Fixed Assets

Navigate: Financials > Fixed Assets > Fixed Assets Unpost

The **Fixed Assets Unpost** process provides a means to remove all Journal and General Ledger transactions generated by a Fixed Asset Post, unmarking the originating transactions, and making them available to participate in another post process.

General Ledger Reporting – Balance Sheet

Navigate: Reports > Dashboard > Financials > General Ledger

Balance Sheet - presents balances of all Asset and Liability, and Equity account types formatted as a Balance Sheet as of a specific Fiscal Period for all accounts that have charges posted to the General Ledger. The report will display an account tree structure based on the financial hierarchy established in the Account profile.



Activity 4.3 Run the Balance Sheet

Login as Gloria Gladmin (GL Viewer) – ggladmin / welcome

Activity Steps:

1. **Navigate:** Reports > Dashboard > Financials > General Ledger > Balance Sheet
2. **Run** the Balance Sheet with the following criteria to view the results:
 - FISCAL PERIOD Posting Fiscal Period
 - COMPARISON COLUMN OPTIONS Compare Actuals to Previous Year Actuals
3. **Confirm** the presentation of Fixed Assets

Check Your Understanding



1. Fixed Assets usually fall under which balance sheet reporting umbrella?
 - a) Noncurrent section such as PPE, i.e., property, plant, and equipment.
 - b) Current Asset
 - c) Long-term Liability



2. Which Unanet role(s) can view the Fixed Asset Alerts page by menu navigation or clicking on the alert banner at the top of the Fixed Assets Dashboard?
 - a) GL Admin
 - b) GL Users and GL Posters
 - c) GL Viewer



3. Which financial statement presents the balances of Asset, Liability, and Equity account types as of a specific Fiscal Period?
 - a) GL Summary (Trial Balance)
 - b) Balance Sheet
 - c) Income Statement



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

APPENDIX A: CHECK YOUR UNDERSTANDING ANSWER KEY

Lesson 1: GENERAL LEDGER



1. What role(s) are needed to create, edit, save, and submit GL journal entries, and to view GL reports?
 - a) GL Admin - This is an incorrect answer because this role cannot create GL journal entries or view GL reports
 - b) GL Poster, GL Budget Manager, and GL Viewer - This is an incorrect answer because the GL Budget Manager role cannot create GL journal entries or view GL reports
 - c) **GL User and GL Viewer** - This is the correct answer because GL User create, edit, save, and submit GL journal entries and GL Viewer to view GL reports



2. What role(s) are needed to create and modify Organizations, Accounts, and Fiscal years?
 - a) **GL Admin** - This is the correct answer because this role can create and modify Organizations, Accounts, and Fiscal years
 - b) GL Poster, GL Budget Manager, and GL Viewer - This is an incorrect answer because none of these roles can create and modify Organizations, Accounts, and Fiscal years
 - c) GL User and GL Viewer - This is an incorrect answer because none of these roles can create and modify Organizations, Accounts, and Fiscal years



3. Which report presents posted transactions and balances at a summarized level and can confirm DEBITS = CREDITS?
 - a) **GL Summary (Trial Balance)** - This is the correct answer because a Trial Balance the posted Debit and Credit transactions
 - b) Balance Sheet - This is an incorrect answer because a Balance Sheet presents the balances of Asset, Liability, and Equity
 - c) Income Statement - This is an incorrect answer because an Income Statement presents the balances of Revenue and Expenses

Lesson 2: GENERAL LEDGER BUDGETS



1. What role creates the Budget Name and Budget Profile?
- a) **GL Admin** - This is the correct answer because GL Admin creates the Budget Name and Budget Profile in Unanet
 - b) GL Poster, GL Budget Manager, and GL Viewer - This is an incorrect answer because none of these roles can create a Budget Name and Budget Profile
 - c) GL User and GL Viewer - This is an incorrect answer because none of these roles can create a Budget Name and Budget Profile



2. What is required to be created and available for selection on the Budget Profile screen?
- a) Budget Values - This is an incorrect answer because a Budget Name is required to create a Budget Profile
 - b) **Budget Name** - This is the correct answer because a Budget Name is required to create a Budget Profile
 - c) Budget Profile - This is an incorrect answer because a Budget Name is required to create a Budget Profile



3. Which financial statement presents the balances of Revenue and Expense account types through a specific Fiscal Period?
- a) GL Summary (Trial Balance) - This is an incorrect answer because a Trial Balance shows the posted Debit and Credit transactions
 - b) Balance Sheet - This is an incorrect answer because a Balance Sheet presents the balances of Asset, Liability, and Equity
 - c) **Income Statement** - This is the correct answer because an Income Statement presents the balances of Revenue and Expenses

Lesson 3: GENERAL LEDGER TRANSACTIONS



1. What is used by GL Users and GL Posters to enter GL transactions that need to be reflected in the financial statements but do not flow naturally from other input screens?
- a) AP Invoices - This is an incorrect answer because AP Invoices process flows through the system by posting to the GL
 - b) GL Journal Entries - This is the correct answer because GL Journal Entries are used to enter transactions that need to be reflected in the financial statements but do not flow naturally from other input screens**
 - c) AR Payments - This is an incorrect answer because AR Payments process flows through the system by posting to the GL



2. What is required in order for a Journal entry to be submitted?
- a) Attachments - This is an incorrect answer because this is optional
 - b) Description - This is an incorrect answer because this is optional
 - c) Totals of Debits = Credits - This is the correct answer because the system supports Accounting Principles where Debit entries are equal to Credit entries**



3. What status should the GL Poster search for to show the results of the journal entries that are ready to be Posted?
- a) Inuse - This is an incorrect answer because a journal entry in Inuse status cannot be posted
 - b) Completed - This is an incorrect answer because a journal entry does not have this status in Unanet
 - c) Submitted - This is the correct answer because a journal entry in Submitted status can be posted**

Lesson 4: FIXED ASSETS



1. Fixed Assets usually fall under which balance sheet reporting umbrella?
 - a) **Noncurrent section such as PPE, i.e., property, plant, and equipment.** This is the correct answer because their useful lives extend beyond one year and therefore are noncurrent
 - b) Current Asset This is an incorrect answer because their useful lives extend beyond one year therefore are not current
 - c) Long-term Liability This is an incorrect answer because they are assets not liabilities



2. Which Unanet role(s) can view the Fixed Asset Alerts page by menu navigation or clicking on the alert banner at the top of the Fixed Assets Dashboard?
 - a) GL Admin This is an incorrect answer because this role cannot view FA Alerts in Unanet
 - b) **GL Users and GL Posters** This is the correct answer because both roles can view FA Alerts in Unanet
 - c) GL Viewer This is an incorrect answer because this role cannot view FA Alerts in Unanet



3. Which financial statement presents the balances of Asset, Liability, and Equity account types as of a specific Fiscal Period?
 - a) GL Summary (Trial Balance) - This is an incorrect answer because a Trial Balance shows the posted Debit and Credit transactions
 - b) **Balance Sheet** - This is the correct answer because a Balance Sheet presents the balances of Asset, Liability, and Equity
 - c) Income Statement - This is an incorrect answer because an Income Statement presents the balances of Revenue and Expenses

APPENDIX B: SUPPLEMENTAL INFORMATION

Fiscal Period Close (Month-End Close)

The General Ledger closing processes are used to close fiscal periods and fiscal years, preventing transaction entry for those users that do not have permission to post to closed fiscal periods and fiscal years, respectively.

- **Close Fiscal Period:** Fiscal Periods can be closed by Legal Entity by Posting Feature (i.e., Vendor Invoice, Vendor Payment, Customer Payment, etc.). A Fiscal Period may be re-opened if closed incorrectly so long as the Fiscal Year is still open.
- **Close Fiscal Year:** A Fiscal Year is closed by Legal Entity. The Fiscal Year closing process generates a closing journal entry that posts the net income for the year to the retained earnings account. All Fiscal Periods for a year for all Posting Features must be closed prior to closing the Fiscal Year for a Legal Entity. At that point, the close year selection box on the main Fiscal Period Close dashboard will be available for selection.

LEGAL ENTITY		EARLIEST OPEN FISCAL YEAR			PREVIOUS FISCAL YEAR CLOSED BY
	NAME	BEGN	END		
<input type="checkbox"/>	MYCO - My Company	FY19	10/1/2018	9/30/2019	Controller, Frank T. (fcontroller)

- **Note:**
 - A closed Fiscal Year cannot be reopened
 - Only the system Administrator can post into a closed Fiscal Year

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:

Support - Procedures for Financials End-of-Month Close

Help Docs - General Ledger - Fiscal Period Close

Additional Administrator – Configuration

Admin Properties - Financials

Navigate: Admin > Properties

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

[Admin Setup – Home](#)

GL Administrative Setup

Navigate: Admin > Setup > Accounting

ACCOUNTING
Accounts
Budget Names
Budget Profiles
Cost Elements
Cost Pool Groups
Cost Structures
Fiscal Years
Payment Methods
Posting Groups

Bank Accounts

Bank Accounts represent an account into which users can make deposits and payments, as well as perform Bank Account reconciliations. When setting up accounts, consider the need of a separate General Ledger Account for each Bank account to facilitate bank reconciliations. There are 3 types of bank accounts in Unanet.

1. **Bank** - used for each bank accounts at a bank. If you plan to print system checks from Unanet, you must have at least one bank account defined with this type and identify it as being a checking account.
2. **Other** - used for non-bank accounts that you routinely reconcile such as corporate credit cards, employee advances, payroll clearing, and others.
3. **Undeposited funds** – used as a holding account where users can record payments received prior to depositing them into the bank. Will help to facilitate a much easier bank reconciliation, as the total recorded in Unanet will match the total deposit amount from the bank statement.

Payment Methods

Payment methods are defined in Unanet as a mechanism to record incoming and outgoing payments. The payment methods that are defined will be available to be selected when creating payments. Can specify an Account to be associated with each method. There are 3 main areas to consider when setting up payment methods:

1. **Expense reports** - defined as reimbursable to the employee, company paid, or paid by a corporate or employee credit card
2. **Accounts Payable** - outgoing payments in the form of system checks (provides a PDF), manual checks, or electronic transactions of ACH and wires
3. **Accounts Receivable** - incoming payments in the form of checks or ACH

Posting Options

Posting Options are used to define a number of system wide customer invoicing and posting related data used for all projects. This includes settings for which **Indirect Rate** (Actual, Provisional, or Target) to use from the Cost Structure when calculating customer invoices (Cost Plus Bill Rate), revenue (Cost Plus Recognition Rate), and Fixed Price Percentage Complete Estimate. It also defines which **Date** to use with respect to which Labor (Labor Posting) and Expenses (Expense Report Posting) are to be included. *Verify with your auditor/accountant how best to configure these settings.*

Admin Setup – Posting Options

POSTING OPTIONS

<p>COST PLUS BILL RATE ⓘ</p> <p><input type="radio"/> Actual</p> <p><input checked="" type="radio"/> Provisional</p> <p><input type="radio"/> Target</p>	<p>COST PLUS RECOGNITION RATE ⓘ</p> <p><input checked="" type="radio"/> Actual</p> <p><input type="radio"/> Provisional</p> <p><input type="radio"/> Target</p>
<p>FIXED PRICE PERCENT COMPLETE ESTIMATION USING TOTAL COSTS + BURDENS RATE ⓘ</p> <p><input checked="" type="radio"/> Actual</p> <p><input type="radio"/> Provisional</p> <p><input type="radio"/> Target</p>	
<p>LABOR POSTING ⓘ</p> <p><input checked="" type="radio"/> Using Worked Date</p> <p><input type="radio"/> Using Posted Date</p>	<p>EXPENSE REPORT POSTING ⓘ</p> <p><input checked="" type="radio"/> Using Line Item Date</p> <p><input type="radio"/> Using Expense Report Completion Date</p> <p><input type="radio"/> Using Posted Date</p>

Indirect Rate (Actual, Provisional, or Target) setting determines which Indirect Rate should be used to calculate the values included in the Billing and Revenue Post.

- **Cost Plus Bill Rate** - typically set to Provisional since those are the authorized bill rates used when calculating customer invoices
- **Cost Plus Recognition Rate** - this is the rate used to recognize revenue. If this rate selection differs from the Cost Plus Bill Rate selection, revenue and billing numbers will not be the same creating Deferred Revenue. This typically requires a journal entry at the end of the year to adjust recognized revenue for financial statement purposes.
- **Fixed Price Percent Complete Estimation using Total Costs + Burden Rate** - this is the rate used to calculate the burden on costs

Labor Posting setting determines which date should be used when including timesheet items for the Billing and Revenue Post and Labor Cost Post.

- **Using Worked Date** - the calendar day of the timesheet cell entry
- **Using Posted Date** - is the same as the Worked Date for regular timesheet entries and adjustments when performing the billing and revenue post but may be overridden in admin adjustments and imported time

The Expense Report Posting setting determines which dates should be used when selecting expense report items for the Billing and Revenue Post and Expense Report Cost Post. The best practice and most common choice is Line-Item Date.

- **Line-Item Date** this option should be used if you want to have a good cutoff for period end close and invoicing based on the period in which expenses are actually incurred.
- **Voucher Completion Date** this setting would be used when the user wants to make sure that all transactions contained on an expense report are posted to the same postdate.
- **Posted Date** is less frequently used, where the administrator selects the postdate while performing the additional step of extracting the expense reports.

Introduction to Cost Accounting





































Cost Accounting is a series of interrelated topics and functionality that form the basis for all project accounting (sometimes called project or job costing) in Unanet. Cost Accounting enables users to report on the total project costs (direct plus proportional indirect) for providing specified products or services associated with their projects. Indirect costs need to be grouped so that they can be distributed appropriately across each project in the organization (e.g., Overhead, Fringe, G&A). This is especially true for government organizations working on Cost Plus projects.

There are several Administrator configurations that are critical to support Cost Accounting: Cost Elements, Cost Structure, and Cost Pools.

Cost Elements

Cost Elements are the building blocks of the Cost Structure which group costs into “buckets” of expenses and are classified in three (3) categories: Direct Labor, Other Direct Costs, and Indirect Costs.

[+ Cost Element](#)

	COST ELEMENT	DESCRIPTION	EXTERNAL SYSTEM CODE	INVOICE SORT ORDER
LABOR				
  	LABOR_CLIENT_SITE	Direct Labor		
  	LABOR_COMPANY_SITE	Direct Labor		
  	SUBCONTRACTOR_LABOR	Non-employee Labor		
OTHER DIRECT COSTS				
  	MATERIALS			
  	OTHER			
  	SUBCONTRACTOR	Subs as ODCs		
  	TRAVEL	Expense reports		
INDIRECT COSTS				
  	FRINGE_CLIENT_SITE	Fringe Client Site		1
  	FRINGE_COMPANY_SITE	Fringe Company Site		2
  	G&A	G&A		5
  	OVERHEAD_CLIENT_SITE	Overhead Client Site.		3
  	OVERHEAD_COMPANY_SITE	Overhead Company Site		4

Cost Structures

Cost Structures are where the Administrator assigns (maps) which Direct Labor Cost Elements and Other Direct Cost (ODC) Elements will be associated with the Cost Structure. The indirect rates calculations (or formulas) are created to be used to determine how indirect rates are applied to calculate indirect costs. Cost Structures must be configured for billing Cost Plus contracts. While Cost Structures are optional for Time & Materials and Fixed Price contracts, they are still very beneficial for revenue/margin tracking.

- **Labor Costs tab** - this tab is used to assign Labor Cost Elements

Summary **Labor Costs** ODC Costs Indirect Costs Indirect Cost Rates

MANAGE LABOR COST ELEMENTS FOR THE DIVISION A COST STRUCTURE

AVAILABLE LABOR COST ELEMENTS	ASSIGNED LABOR COST ELEMENTS
*SUBCONTRACTOR_LABOR	LABOR_CLIENT_SITE LABOR_COMPANY_SITE

- **ODC tab** - this tab is used to map Expense Types to ODC Cost Elements. Each expense type may be mapped to one and only one ODC Cost Element, while each ODC Cost Element may be mapped to many expense types. ALL Direct Expense Types MUST be mapped to an ODC Cost Element to be included in the cost structure

Summary Labor Costs **ODC Costs** Indirect Costs Indirect Cost Rates

MANAGE ODC COST ELEMENTS FOR THE DIVISION A COST STRUCTURE

AVAILABLE EXPENSE TYPES	ODC COST ELEMENTS	ASSIGNED EXPENSE TYPES / ODC(S)
Advance Cash Return Rent z_FIXED_ASSET	TRAVEL	Airfare (TRAVEL) Business Meals (TRAVEL) Entertainment (OTHER) I-EQUIPMENT (ITEMS) I-MATERIALS (ITEMS) I-SERVICES (ITEMS) Lodging Over Per Diem (TRAVEL)

- **Indirect Costs tab** - this tab is used to creates the formula for defining which Direct Cost Elements (Labor and ODC) and calculated Indirect Cost Elements are to be included in a particular Indirect Cost Element. The result of the Formula is then multiplied by the associated Indirect Cost Rate to calculate Indirect Costs.

Summary Labor Costs ODC Costs **Indirect Costs** Indirect Cost Rates [+ Indirect Cost](#)

MANAGE INDIRECT COSTS FOR THE DIVISION A COST STRUCTURE

COST ELEMENT	FORMULA (X INDIRECT COST RATE)	DESCRIPTION
FRINGE_CLIENT_SITE	[LABOR_CLIENT_SITE]	Fringe rate applied to Direct Labor costs.
FRINGE_COMPANY_SITE	[LABOR_COMPANY_SITE]	
OVERHEAD_CLIENT_SITE	[LABOR_CLIENT_SITE] + [FRINGE_CLIENT_SITE]	Overhead rate applied to Direct Labor costs and Fringe.
OVERHEAD_COMPANY_SITE	[LABOR_COMPANY_SITE] + [FRINGE_COMPANY_SITE]	
G&A	[LABOR_CLIENT_SITE] + [FRINGE_CLIENT_SITE] + [LABOR_COMPANY_SITE] + [FRINGE_COMPANY_SITE] + [OVERHEAD_CLIENT_SITE] + [OVERHEAD_COMPANY_SITE] + [TRAVEL] + [OTHER] + [MATERIALS] + [SUBCONTRACTOR_LABOR] + [SUBCONTRACTOR] + [ITEMS] + [INVENTORY]	G&A Rate applied to all costs.

- **Indirect Cost Rates tab** - Indirect rates are housed here for Target, Provisional, and Actual rates for each of the Indirect Cost Element Cost Pools defined for each Fiscal Year. This tab determines how rates will be applied to calculate indirect costs

FISCAL YEAR: FY22 (ACTUAL RATES AS OF: UNDEFINED)			
INDIRECT COST	TARGET RATE	PROVISIONAL RATE	ACTUAL RATE
FRINGE_CLIENT_SITE	33	33	0
FRINGE_COMPANY_SITE	33	33	0
OVERHEAD_CLIENT_SITE	6.5	6.5	0
OVERHEAD_COMPANY_SITE	38	38	0
G&A	10.5	10.5	0



















FISCAL YEAR: FY21 (ACTUAL RATES AS OF: 9/30/2020)			
INDIRECT COST	TARGET RATE	PROVISIONAL RATE	ACTUAL RATE
FRINGE_CLIENT_SITE	29.5456	30	29.5456
FRINGE_COMPANY_SITE	29.5456	30	29.5456
OVERHEAD_CLIENT_SITE	3.81433	4	3.81433
OVERHEAD_COMPANY_SITE	0	0	0
G&A	14.2849	12	14.2849

Cost Pool Groups

A Cost Pool Group is used to define the process for calculating Actual Indirect Rates for a legal entity. Cost pool calculations may be overwritten multiple times if needed prior to posting. The results of the calculation process can optionally be used to post Cost Pool allocations to the General Ledger to distribute the indirect costs on the Income Statement and/or post the Indirect Rate figures to the Cost Structure, which updates the Actual Indirect Rates associated with the Cost Pool Groups. If after posting cost pool calculations, corrections are needed, users with appropriate access can void and later recalculate and repost.

Summary **Cost Pools** + Cost Pool

MANAGE COST POOLS FOR THE STANDARD COST POOL GROUP

	COST POOL	CALCULATION PERIOD	BASE CALCULATION METHOD	COST ELEMENT	POST TO GL	POST RATE	ACTIVE
  	Fringe_Client_Site	YTD	Actual Amount	FRINGE_CLIENT_SITE		✓	✓
  	Fringe_Company_Site	YTD	Actual Amount	FRINGE_COMPANY_SITE		✓	✓
  	Facilities Service Center	YTD	Percent		✓		✓
  	Overhead_Client_Site	YTD	Actual Amount	OVERHEAD_CLIENT_SITE		✓	✓
  	Overhead_Company_Site	YTD	Actual Amount	OVERHEAD_COMPANY_SITE		✓	✓
  	G&A	YTD	Actual Amount	G&A		✓	✓

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

General Ledger

General Ledger Guide

NEXT STEPS

Course Survey

We appreciate your feedback on our courses and encourage you to complete the course survey.

Certificate of Completion

Upon course completion, a Certificate of Completion, including applicable CPE credits, is available to download from your unanetuniversity.com account under *Completed Courses*. Completion status depends on the method used to attend the course:

- Instructor-Led Training (ILT) courses are marked as “Completed” once attendance has been recorded by the staff of Unanet University
- Self-Directed Learning (SDL) courses are marked as “Completed” upon achieving a passing score of at least 70% on the CPE Credit assessment

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