Unanet University

UNANET GOVCON:

ADMINISTERING THE SYSTEM

PARTICIPANT GUIDE

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ABOUT THIS PARTICIPANT GUIDE

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

Unanet Contact Information

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

Symbols used in this guide

🖱️	Activity	⚠️	Important Note
💻	Demonstration	❓	Question
🗺️	Tour		

COURSE INTRODUCTION

In this course, you will review processes specific to general administration of the system and practice creating and modifying the configuration of the Admin Setup tables, including Accounting, Expense, People, and Time.

Recommended role: **Administrator**

Learning Objectives

After this session for **Administering the System**, participants will be able to:

- Create new Organizations and modify existing Organizations to reflect internal department structure and external business entities
- Configure Bank Accounts to ensure accurate reconciliation of transactions
- Create Payment Terms to apply discounts to both customer and vendor payments
- Create new Labor Categories and modify Labor Categories at the system and project level
- Create new Pay Codes and modify existing Pay Codes
- Interpret the settings of the system default Posting Group to identify how transactions will be posted to the general ledger
- Customize Invoice Number formats and Invoice formats based on customer needs or contract specifications
- Create and modify Cost Elements, Cost Structures, and Cost Report definitions to incorporate new Expense Types
- Create custom Time Periods and set work hours to manage split periods
- Create and modify Approval Groups
- Review the differences between notifications and reminders and identify which to enable to improve operational efficiency
- Create the list of Holidays for the next fiscal year, map them to a Holiday project, and create People assignments to auto-populate timesheets with Holiday hours
- Review settings for an employee accrual plan based on hours worked
- Modify Employee Types to manage Pay Codes and Expense Types for end users
- Create a Person profile and Project assignment to enable a new user to use the system
- Use the Admin Export and Admin Import functions to add, delete, or modify system data and to transfer data to third party systems

- Import credit card transactions and manage unassociated transactions to prevent duplication errors
- Modify an existing timesheet using the Administrator Adjustment functionality

Roles & Access

It is helpful to be familiar with the Unanet roles and the access that comes with each unique role.

Please note: The password is case sensitive, but the login name is not.

	Unanet Role	Name	Unanet Login Name	Password
MYCO Director of Operations	**Administrator** – to perform all functions and access all people, projects, and reports **Manager** – to approve time and expense for users assigned to their approval groups **Expense User** – to create, modify, and submit expense requests and reports **Timesheet User** – to create, modify, and submit timesheets and leave requests **UnaSource User** - to include user in People plans	Ralph Durbin	**rdurbin**	**welcome**

Support Portal

[Navigating Unanet's Knowledge Center and Help](#)

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

To obtain a login to the Unanet support portal or to create a new ticket, send an email to support@unanet.com with 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., it cannot be from gmail.com, aol.com, or msn.com).

The company must have an active support agreement with Unanet.

LESSON 1: MANAGING ORGANIZATIONS

Learning Objectives

Create new Organizations and modify existing Organizations to reflect internal department structure and external business entities

- Create or modify Organizations in response to a business reorganization
- Explain the impact of checking the Financial Organization box in the Organization profile
- Demonstrate the effect of classifying an Organization as a Legal Entity

Introduction

Organizations are the foundation of Unanet functionality, so effectively managing them can greatly improve the efficiency of your business operations. Understanding when and how to modify existing Organizations or add a new one will make certain your system supports the business as it grows.

> Unanet recommends contacting our Consulting Services team for assistance before reorganizing your Financial or Organizational Hierarchy to ensure the changes do not negatively impact the general ledger.

Organizations in Unanet

The term "Organization" is used in Unanet to represent a number of similar but distinct foundational elements. An Organization can represent a company's organizational tree including corporate entities such as business units, divisions, departments, groups, and subgroups. It can represent customers (those being charged for goods and services by a company), vendors (those being paid for their goods and services), and employees and subcontractors (those performing services or creating material goods).

All Unanet organizations, whether internal (People Organizations or Project Owning Organizations) or external (Customer/Project/Vendor Organizations), are managed in a single list. These are organized through the creation of a hierarchy and by assigning an Organization Type. For example, internal organizations such as business units, divisions, and departments may all reside under the same organizational tree and have a common Organization Type of INTERNAL; these are also referred to as Person or People Organizations. Customers may all live under an organizational tree called CUSTOMERS and have a common Organization Type. A key concept to remember is that all of these organizations are managed in the same set of screens in Unanet.

When using Unanet Financials, a Financial Organization represents a legal entity for which a separate set of books is maintained for the various departments, regions, and divisions within the legal entity. The designation of Financial Organization is a flag on the organization itself. All Person Organizations (for employees but not subcontractors) and all Project Owning Organizations must be designated in the organization profile as Financial organizations.

Once an Organization is designated as a Financial Organization, that selection cannot be changed. Please double-check that a new Organization is part of a Legal Entity before designating it a Financial Organization.

Customer Organizations
- Any entity from which you will receive payments
- Requires an active Customer Profile

Financial Organizations
- Organizations that will be reported on financial statements
- Available for transaction entry

Owning Organizations
- Internal business unit responsible for project/task

Person Organizations
- Company/department/division by which a user is employed
- Required on the Person Profile

Project Organizations
- Company or department for which work is being performed

Vendor Organizations
- Any entity to which you will make payments
- Requires an active Vendor Profile
- Can be used for employee expense reimbursement and managing subcontractors

Modifying the Organizational Hierarchy

A common reason to modify the Financial or Organizational Hierarchy is to reflect the expansion or realignment of a business. Only Organizations that are Legal Entities or subdivisions of a Legal Entity should be marked as Financial Organizations to track costs and income on financial statements. Beyond creating new internal Organizations, an Administrator may need to change parent-child relationships or migrate existing users to different departments.

Demo 1.1 – Modify the Financial Organization Hierarchy

As part of a business reorganization, the existing Product Development organization will be changed from an independent department to a subordinate department of the Product Management organization. Log in to Unanet as the Administrator, Ralph Durbin (rdurbin/welcome).

Demo Highlights

- Review the existing department structure via the "Financial Hierarchy Organization Tree View" report.
- Modify the "Product Development" Organization settings.
- Refresh the "Financial Hierarchy Organization Tree View" report to confirm the change.

Creating a New Organization

Once Organizations are set up, they are associated with other Unanet structures. For example, an employee in MYCO belongs to a specific organization based on where they work and what they do. When the organization is used in this context, it is referred to as a Person Organization. Person Organizations are used to grant specific access rights to employees or subcontractors, and to provide a method for grouping users for reporting.

Just as employees fall within a specific node in the organizational tree, so do projects. In fact, each project may have two organizations: one which is the internal grouping or Owning Organization and one which is the external customer grouping or Project Organization. The organization that "owns" a project is generally the organization that assumes the costs and revenue of the project and holds the "Remit To" information for billing purposes. Unanet calls this type of organization the Project Owning Organization. MYCO's customers are also set up as Organizations in Unanet. When used in this way, customers are referred to as Project Organizations (which are different from project owning organizations).

Similarly, vendors are referred to as Vendor Organizations. A Vendor Organization may be specific to an individual (which would include all employees needing direct expense reimbursement or any subcontractor individual requiring direct payment) or it may represent an external vendor company or subcontractor firm (in such cases where you issue payment in bulk to a subcontractor company, and they then issue their own payments to their individual employees).

Activity 1.2 – Create a New Financial Organization

Another aspect of reorganizing MYCO's business structure includes creating new organizations to represent new or modified business units. Log in to Unanet as the Administrator, Ralph Durbin (rdurbin/welcome).

Activity Steps

Part 1: Create a new Financial Organization
1. From the Home dashboard, navigate to **Organizations > Dashboard** and select *+Organization*.
2. On the **Profile** tab, complete the following fields as indicated:
   a. *Organization Code*: PROD.ENG
   b. *Organization Name*: Product Engineering
   c. *Organization Type*: Internal
   d. *Organization Parent*: PROD.MGT – Product Management
3. On the **Financials** tab, check the *Financial Organization* box.
4. In the *Financial Organization Type* section, select *This organization is a sub-division of the legal entity:* and select "MYCO - My Company" from the dropdown list.
5. Check *Transaction Entry Allowed*.
6. In the *Organization Hierarchies* section, enter a % in the *Financials Parent* field.
7. Select "PROD.MGT – Product Management".
8. Repeat steps 6 and 7 for the *Cost Pools Parent* field.
9. Press **Save**.

When selecting Financial Parents for internal Organizations, clients should check with their Accounting personnel to confirm the desired hierarchy structure.

Check your understanding

? You create an organization in the system and need to allow transactions as well as associate this new organization to the correct Financial Organization Parent that is already in your system; however, those boxes are currently grayed out. What do you need to do to allow edit for these fields?

    a) Check the box for "Financial Organization"
    b) Change the Organization Type to "Financial" or "Internal"
    c) Choose the Organization Parent on the Profile tab

? You now realize that you mistakenly checked the Financial Organization box on an organization and posted transactions to it. However, this new organization will be used for customer billing, and it will not represent one of the departments, regions, or divisions of a Legal Entity. How can you correct the organization record?

    a) Once checked and saved, this box cannot be unchecked
    b) Edit the organization profile to uncheck the box and save
    c) Submit a Support ticket to have this corrected

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

LESSON 2: MANAGING BANK ACCOUNTS

Learning Objectives

Configure Bank Accounts to ensure accurate reconciliation of transactions
- Associate Bank Accounts with a General Ledger Account and Organization
- Create a separate Bank Account and Payment Method to manage Automated Clearing House (ACH) transactions

Introduction

Bank Accounts are used to record cash receipts, vendor payments, and bank reconciliations. In Unanet, bank accounts are not necessarily all traditional bank accounts, but rather represent an account into which users can make deposits, from which they can make payments, and perform bank account reconciliations.

Separate accounts must be defined for each bank account. These accounts are set up with a single Organization selected for use with the bank account.

 The three types of bank accounts available include:

- **Bank Account**: An actual bank account. The user can optionally specify the bank with which they have the account and the Bank Account and Routing numbers of the account. This is for informational purposes only. Only Bank Account Types can be designated as a checking account and only checking accounts can be used in the Check Printing process.

- **Undeposited Funds**: A holding account into which users can record payments received prior to depositing them into the bank. This type of account is also necessary if the user must accumulate multiple checks in the same deposit to match the deposit amounts that show up on the bank statement (e.g., two checks for $100 and $150 respectively are deposited into the bank in a deposit for $250).

- **Other**: Can be used to reconcile non-cash accounts to external statements. Examples include payroll clearing, credit card statements, subcontractor bills, etc.

Creating Bank Accounts

When configuring Bank Accounts, select an Account and an Organization to specify where transactions posted to the Bank Account will be charged in the General Ledger. The Account and Organization selected for a Bank Account must match exactly when entering transactions to ensure accurate bank reconciliation; any Organization other than the one selected will not appear on the reconciliation.

> Unanet recommends establishing a 1:1 relationship between real-world bank accounts and General Ledger Accounts in Unanet.

Processing ACH Transactions

For each real-world checking account used by your company, a corresponding Bank Account should be configured in Unanet. When using Automated Clearing House (ACH), a separate Bank Account and Payment Method needs to be created with the same account number as the Bank Account for system checks. This enables the check and ACH transactions to be reconciled to the same checking account when performing the bank reconciliation.

Demo 2.1 – Configure Bank Accounts for ACH Transactions

To enable the use of Automated Clearing House (ACH) transactions, a new Bank Account with an associated General Ledger Account must be configured as a modified duplicate of the existing Operating Account. Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Demo Steps

1. Create a new Bank Account to match the existing Operating Account, but with a modified *Name* and *Last Check # Used* to specifically identify it for use with ACH transactions.
2. Confirm that there is Payment Methods configured to manage ACH transactions for both receipt of customer payments and issuance of vendor payments.
3. Modify Vendor Organization names to denote which will be paid via ACH by adding "(ACH)" to the name.
4. In **Admin > Setup** > **User-Defined Fields > Vendor Profile**, edit the last two UDF fields to capture the Bank Routing number and Bank Account.
5. In the *Vendor Profile* of a Vendor Organization, enter the Bank Account and Bank Routing numbers in the *Vendor User-Defined Fields* and confirm that the Vendor Name appears in the *Payee Name(s)* field.

Check your understanding

? Why is a duplicate of the Operating Account Bank Account necessary for processing ACH transactions?

    a) Each accepted method of payment should have its own Bank Account
    b) To reconcile both checks and ACH payments to the same checking account
    c) To enable the payment of vendor invoices using ACH

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

LESSON 3: MANAGING PAYMENT TERMS

Learning Objectives

Create Payment Terms to apply discounts to both customer and vendor payments
- Create a new Payment Term to receive a vendor discount
- Create a new Payment Term to apply a customer discount

Introduction

Payment Terms in Unanet are associated with vendors and customers so that payments are made and received within a reasonable period of time. Discount Terms may be set to accelerate cash collections and to receive discounts. It is key to understand that Payment Terms in Unanet are used for both payments to vendors and payments from customers. While one Payment Term must be established as the system-wide default, multiple payment terms can be created.

Payment Terms in Unanet

Payment Terms can be assigned at the Organization level for customers and vendors, or at the Project level for billable projects. If new terms have been negotiated with a vendor to provide a discount, a new Payment Term will need to be created and assigned to the vendor's Organization so the discount will be applied when payments are made. To provide a customer with a discount, the new Payment Term would be assigned to the customer's Organization profile or selected on a specific customer project. Those payment terms having an Active status will be available for use when adding or updating the project settings or overriding values on a draft invoice. The number of Days specified are used in calculating an invoice due date.

Demo 3.1 – Create a New Payment Term to Receive a Vendor Discount

A vendor has offered a 2% discount on balances paid in full within fifteen (15) business days. The Administrator will create a new Payment Term to apply this discount to received invoices, then apply the discount to the Vendor Profile. Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Demo Highlights

- Create a new Payment Term
- Add the new Payment Term to the Vendor Profile

Activity 3.2 – Create a New Payment Term for a Customer Discount

To incentivize a customer to pay invoices more promptly, a 2% discount is being offered on balances paid within 15 days. Log in to Unanet as the Administrator, Ralph Durbin (rdurbin/welcome) to create the new Payment Term and apply it to Customer 7's Customer Profile.

Activity Steps

Part 1: Create a New Payment Term
1. Navigate to **Admin > Setup > Payment Terms**.
2. Select the *+Payment Term* link to create a new row.
3. Complete the fields with the following entries:
   a. *Name:* 2% 15 Net 30
   b. *Description:* 2% 15 Net 30
   c. *Days:* 30
   d. *Discount Days:* 15
   e. *Discount Percent:* 2
4. Press **Save**.

Part 2: Modify the Customer Profile with the New Payment Term
1. Navigate to **Organizations > Dashboard**
2. In the **Organizations Quick Search** section, enter "%pepper" in the *Org Code* field and filter using the blue arrow.
3. Select the **edit** icon for "PEPPERBUSH Pepperbush Partners".
4. In the Organization submenu, select **Customer Profiles**.
5. Select the **edit icon** for the existing customer profile.
6. In *Payment Terms* dropdown list, select "2% 15 Net 30".
7. Press **Save**.

Check your understanding

To which financial documents can Payment Terms be applied? (Select all that apply.)

    a) Customer Payments
    b) Vendor Invoices
    c) Vendor Payments

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

LESSON 4: CREATING AND MANAGING LABOR CATEGORIES

Learning Objectives

Create new Labor Categories and modify Labor Categories at the system and project level

- Create a new Labor Category
- Modify a Labor Category at the system level
- Add and modify Labor Categories at the project level

Introduction

Labor Categories in Unanet serve a variety of purposes. At their most basic, Labor Categories provide a means to classify certain types of work. However, they can be configured with additional attributes like general ledger accounts and multiple bill and cost rates, each with their own effective dates. Labor Categories can be assigned at the project level to be associated with users' timesheet entries, and the rates associated with those Labor Categories will appear on Forecast, Assignment, and Plan reports.

Labor Categories in Unanet

The master list of Labor Categories is configured and managed by the Administrator and may require periodic modification based upon the projects or contracts worked on by their company. Labor Categories can be defined in the master list in Admin Setup, at the Project level, and at the Person Assignment level. The list in Admin Setup is available system-wide, and any Labor Categories to be used in the system must first be defined at this level. At the Project level, users with the Project Manager role can select Labor Categories from the master list to associate with a specific project; this limits the Labor Categories that are available for time charged to that project. Finally, a specific Labor Category can be assigned to individual users through project People Assignments.

Unanet recommends configuring bill rates for Labor Categories at the master list level unless bill rates are negotiated on a project-by-project basis to support contract-specific rates, while cost rates should be assigned on the Person Profile > Time tab to increase the accuracy of cost reports.

The Master List of Labor Categories

The list of available Labor Categories in Admin > Setup can be modified at any time by the Administrator. In addition to the ability to classify work by labor category, Unanet also has a number of options when it comes to person and labor category rates:

- Users in Unanet can be defined with a default bill and cost rate.
- The master list of Labor Categories can also contain zero to many bill and cost rates with effective dates.
- Project Managers can configure each labor category to utilize the master labor category rate or a project level custom set of rates.
- Project Managers can limit which Labor Categories are available on a project by project basis.
- Projects can be defined to use either a person's or a labor category's rates.
- Multiple rates can be established per labor category (at both the master and project level) along with an associated effective date.
- Project Managers can explicitly specify a labor category for a specific user's assignment, but then choose to use either the person's rate or the labor category rate.
- Labor Categories can also be used within the Planning module to assist with providing bill and cost information for planning and forecasting purposes.

Demo 4.1 – Modify the Master List of Labor Categories

Log in as the Administrator, Ralph Durbin (rdurbin/welcome) to review the configuration options for Labor Categories.

Demo Highlights

- Discuss the fields and configuration options of a new Labor Category.
- Assign project-level Labor Categories.

Managing Project Labor Categories

When Labor Categories are assigned to a project, they become the only available options for users to select when charging time to the project. If People Assignments include a Labor Category, then time charged to the project will be restricted to the selected Labor Category on the user's timesheet. Assigning Labor Categories at the project or assignment level allows the Project Manager to override the bill rate established at the master list level to support contract specifications.

Activity 4.2 – Assign Labor Categories at the Project Level

Pepperbush Partners negotiated a 2% reduction on bill rates for their latest project. Log in to Unanet as the Project Manager, Jack Griffin (jgriffin/welcome) to modify the settings in the PEPPERBUSH ADMIN-PRODUCT-DESIGN project.

Activity Steps

1. Navigate to **Contracts > Project > List**.
2. On the **Search** tab, enter "%pepper" in the *Org Code* field.
3. Press the **blue right-facing arrow** to filter the results.
4. Go to the **List** tab.
5. Select the **edit icon** for "PEPPERBUSH ADMIN-PRODUCT-DESIGN".
6. Select the **Labor Categories** submenu.
7. Select the *+Labor Category* icon.
8. In the *Filter* field, enter "%" and press the **blue right-facing arrow** to filter the results.
9. In the *Available Labor Categories* column, select "Business Analyst", "Designer", "Programmer", and "Systems Engineer", then press the **blue right-facing arrow** to move the selected Labor Categories to the *Labor Categories for PEPPERBUSH ADMIN-PRODUCT-DESIGN*.
10. Press **Save**.
11. Press **Back**.
12. Open the **List** tab.
13. Select the **edit icon** for each assigned Labor Category and select the *Custom Rates* radio button.
14. Modify the bill rate associated with the latest date of each Labor Category to reflect the 2% discount.

Labor Category	Default Bill Rate	Pepperbush Partners Bill Rate
Business Analyst	$232.32	$227.67
Designer	$125.15	$122.65
Programmer	$144.27	$141.39
Systems Engineer	$205.82	$201.70

15. Press **Save**.

Check your understanding

Why does Unanet recommend configuring Labor Categories at the master list level with a bill rate of $0?

    a) The bill rate should be selected from the project-level Labor Category
    b) The bill rate is not included in revenue calculations
    c) The Pay Code will determine the bill rate

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

LESSON 5: MANAGING PAY CODES

Learning Objectives

Create new Pay Codes and modify existing Pay Codes
- Explain when diluted and undiluted Pay Codes should be used
- Manage Pay Code availability throughout the system

Introduction

Pay Codes in Unanet are used to classify the distinct types of pay to be associated with hours reported on timesheets. They may include a variety of labor earnings and leave that can be used for reporting or integration with a third-party payroll or financial system. Pay Codes can be associated with general ledger accounts to post labor costs separately (e.g., posting regular, overtime, and holiday time each to a different GL account). Only users with the Administrator or P&R Administrator role can create and modify Pay Codes.

Demo 5.1 – Considerations for Pay Code Configuration

Log in as the Administrator, Ralph Durbin (rdurbin/welcome) to review the fields required to create a new Pay Code and Unanet's recommended practices.

Demo Highlights

- Identify the required fields for a Pay Code
- Describe the difference between "Standard Pay (Diluted)" and "Additional Pay (Undiluted)"
- Review Unanet's recommendations for controlling users' access to Pay Codes
- Assign the new Pay Code to existing Projects

Field Name	Description
Pay Code	Contains a unique Pay Code identifier; cannot contain blanks
Description	Text entry field to further describe the item
Additional Pay Per Hour	
Effective Date	Reflects the date on which a particular rate goes into effect
Rate	Contains the per hour rate associated with the pay code's additional pay; an optional field that may contain positive or negative values

Cost Rate Factor	Contains a value that can be used to multiply against a user's cost rate to adjust cost amounts for any time allocated to this pay code; defaults to 1.0; only applies to users with Hourly or Non-Employee classifications
Salaried Usage	
Dilution Enabled	
Standard Pay (Diluted)	Default value for a new Pay code; indicates that time charged will have the values of its effective cost rate and effective hours multiplied by the dilution factor; Pay Code factor is not applied for salaried employees who charge time to these
Additional Pay (Undiluted)	Time charged to these is not included in dilution calculations; used to pay a salaried employee for additional hours worked without those hours being affected by dilution; Pay Code Factor is applied for salaried employees who charge to these
Standard Pay (Undiluted)	Reduces the number of Available Hours in dilution calculations to create "straight time pay"; Pay Code factor is not applied to time charged to such pay codes by salaried users
Dilution Disabled	
Standard Pay	Pay Code factor is not applied when salaried employees charge time to these pay codes
Additional Pay	Pay Code factor is applied when salaried employees charge time to these pay codes
Include in Default List	Determines whether a selected Pay Code will appear in the default list of available pay codes for new projects; default setting is "Yes"
System Wide Default	Indicates whether a particular Pay Code should be selected from the list of default pay codes when creating a new project; default value is "No"
Active	Determines whether a Pay Code is available for us; default value is "Active" (checked)

Activity 5.2 – Create a New Pay Code

Log in as the Administrator, Ralph Durbin (rdurbin/welcome) to create a new Pay Code to add a 50% rate increase for hazardous work.

Activity Steps

1. Navigate to **Admin > Setup > Time > Pay Codes**.
2. Select the *+Pay Code* icon.
3. Complete the fields as indicated below:
    a. *Pay Code*: HAZ50
    b. *Description:* Hazard Pay at 50%
    c. *Cost Rate Factor:* 1.5
    d. *Salaried Usage:* Standard Pay (Diluted)
    e. *Active:* check the box
4. Press **Save**.

Check your understanding

? Which of the following is a *Salaried* Usage option available for creating a new Pay Code in a system which has dilution enabled? (Select all that apply.)

    a) Standard Pay (Diluted)
    b) Standard Pay (Undiluted)
    c) Additional Pay (Diluted)
    d) Additional Pay (Undiluted)

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

LESSON 6: MANAGING POSTING GROUPS

Learning Objectives

Interpret the settings of the system default Posting Group to identify how transactions will be posted to the general ledger
- Describe the effects of the selection options for each field

Introduction

Posting Groups in Unanet are centralized command centers for directing transactions posted to the General Ledger. They are used by the various posting procedures in the system to identify the Financial Organization and Account to which a transaction should be posted. All Unanet system installations include a "System Default" posting group that governs general defaulting behavior and is automatically selected when a new project is created. Custom posting groups can be created and associated with specific projects by overriding the default on the project's Profile > Accounting tab.

> ⚠️ Users with the Administrator, P&R Administrator, or GL Administrator roles can view, modify, and create custom posting groups.

Posting Groups in Unanet

The "System Default" posting group contains a complete listing of the Account Categories used by the various posting processes or used as defaults in data entry screens throughout Unanet. For each Account Category, the Administrator must specify where the system should obtain the Financial Organization and General Ledger Account that will be used to post transactions related to that Account Category. This requires specifying the Organization Source and the combination of Account Source Type, Account, and Account Source(s). The default posting group cannot be removed or deactivated. Custom posting groups only contain project-related Account Categories. The number and names of account categories cannot be changed.

> 🗺️ **Tour 6.1 – Review the System Default Posting Group**
> Log in as the Administrator, Ralph Durbin (rdurbin/welcome) to review the settings in the "System Default" posting group.

Tour Highlights

- Review the fields and available selections in the "Direct Posting Group"

Account Category	Organization Source	Account Source Type	Account	Account Source(s)
•**System Default**: Includes all available Account Categories •**Custom**: Includes Project-related Account Categories only	•**PO Line**: Org specified in expense line item or timesheet cell •**Legal Entity**: Default GL Posting Org •**Project**: Project Owning Org •**Person**: Person Org of the Person associated with transaction •**None**: Org Source will not be determined by posting group	•**Fixed**: specified Account will always be retrieved •**Variable**: Account will be retrieved based on selected Account Source(s)	•Includes Active and Inactive GL Accounts except those associated with Expense Types	•Controls where the account defaulting process will look for account information •Reads from right to left (Fixed Asset Class to Legal Entity) until it reaches a check mark and an Account in the appropriate place

Modifying Posting Groups

An Administrator may need to edit the default posting group to correct an error encountered during a posting process. If your system is using Billing but not Financials, the Account Categories will be limited to Unbilled, Billed, Deferred Revenue, Recognized Revenue, and Tax.

⚠️ Unanet recommends contacting Support for guidance in creating a custom posting group.

Check your understanding

When the Account Source Type is "Variable", the system will determine the Account to use based on which of the following?

    a) Account Source
    b) Account Category
    c) Organization Source

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

LESSON 7: CREATING INVOICE NUMBERS AND INVOICE FORMATS

Learning Objectives

Create Items and Units of Measure and modify Items at the Project level

Customize Customer Invoice Number formats and Customer Invoice formats based on customer needs or contract specifications
- Create and modify invoice number formats
- Build and modify Invoice Formats

Introduction

As part of the Purchasing and vendor invoicing process, Items can be used for anything purchased by your organization to keep track of the cost and quantity of those purchases. First, the Unit of Measure must be established, then the Item can be created with an established UOM to calculate cost and bill rates as well as markup.

Unanet offers many options to personalize the invoices created in the system to enable users to present information differently based on customer or contract needs. These options can be set up after Posting Groups and Posting Options are configured and are available whether you are using Billing or Financials.

Items in Unanet

The master list of Units of Measure is configured at the time of implementation but may be updated at any time, as necessary. UOM is used in conjunction with Item Codes to specify cost rate, bill rate, and markup for an Item. Items can also be added to the master list to reflect contractual obligations or changes in business practices. When creating new Items in Admin Setup, it is critical to ensure that at least one UOM is associated with the Item to ensure it is available for transactions in the system. Items can have no or many rates associated with them, each with its own effective date. Once the list of Items and UOMs has been set up by the Administrator, Items can be modified at the Project level without changing the settings in the Admin > Setup tables. The cost and bill rates associated with Items will appear in some reports.

> Unanet recommends limiting the name of a Unit of Measure to four characters, as that is the most that will appear on a Purchase Order form.

Items as Expenses

Expense Types are linked to Items to associate them with the appropriate Cost Account/Cost Element. It is recommended to create Expense Types exclusively used for Items. This is for invoicing purposes since both Items and Expenses are currently lumped into one category.

Demo 7.1 – Create a New Unit of Measure and a New Item

MYCO has begun including the cost of headsets for remote resources in their service contracts and will document their purchases in invoices sent to customers. Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Demo Highlights

- Create a new Unit of Measure and Item
- Assign the new Item to a customer project
- Modify an Item at the Project level

Customer Invoice Numbering in Unanet

Creating multiple invoice numbering schemes enables Billing Managers to select a specific format to appear on customer invoices on a project-by-project basis. Invoice numbers in Unanet are guaranteed to be unique but will not necessarily occur in sequence without gaps. If a draft invoice is deleted, the invoice number associated with it will not be reused, which will create gaps in the number sequence. To resolve this issue, the Billing Manager should manually edit the invoice number in **Invoice > Setup** while it is in Draft status.

> Invoice Numbers are not automatically reused when their associated invoice is removed from the system, which can create gaps in the numbering sequence.

Admin Setup of Customer Invoice Number Formats

If the goal is to provide a specific invoice format for certain projects, the Administrator will need to define the invoice number format on this screen so that it can be available to associate with those particular projects. It is possible to associate a specific invoice number format with multiple projects and as such the uniqueness will be preserved across those projects and not within each project.

Tour 7.2 – Creating a Customer Invoice Number Format

An invoice number can be designed to quickly identify the project, customer, or vendor associated with an invoice. Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Tour Highlights

- Review the fields of the Invoice Number Format

CREATING AN INVOICE NUMBER FORMAT

NAME	Required field; holds up to 50 characters
PREVIEW	Displays what the created format will look like
PREFIX	Optional field; fixed text up to 25 characters
START WITH	Required field; numerical field value can include 1 to 99999
MIN WIDTH	Optional field; determines minimum number of digits to include in numerical portion; allows up to 15 digits
SYSTEM WIDE DEFAULT	Optional field; determines which format should be automatically used for invoices; only one may be selected
ACTIVE	Required field; determines which formats may be associated with an invoice

Customer Invoice Formats

In addition to customizing invoice numbers, the Administrator may also create multiple invoice formats to address the needs of different customers or contracts. Changes made to an invoice format will affect the draft invoices of all projects using that format. However, existing completed invoices will not be affected.

Building Customer Invoice Formats

The invoice format can be customized by the Administrator to show certain fields and multiple versions can be defined. Once these standard invoice formats have been defined, Billing Managers will be able to select one or more of these active formats from a list when choosing the invoice format(s) to be used for a project.

The invoice configuration screen provides a remarkably high degree of flexibility for the information to be presented on a particular invoice format and a visual preview of how the invoice layout will look with assorted options enabled. Each of the sections on the invoice can be configured using the tabs across the top. If any of these items are not included on a particular invoice for a project, sections for these items will not appear on the invoice (e.g., if no Fixed Price transactions exist for the invoice, the Fixed Price header in that section of the invoice will not appear).

> Time & Materials, Fixed Price, and Cost Plus projects can be billed on the same invoice. Cost Plus invoice formats must be designated in a separate project, but Time & Materials and Fixed Price invoice formats can be in the same project.

Tour 7.3 – Designing Customer Invoice Formats

To view the effects of modifying invoice formats, compare the format selections in Admin Setup with the preview of the invoice draft. Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Tour Highlights

- Modify an existing invoice format

Invoice Field	Description
Active	
Name	
Description	
Orientation	
Show Charge Breakdown	
Show Tax Separately	
Show *Remit To* As A Single Line	
Show Inception To Date Amount	
Show Invoice To Date Amount	
Show Outstanding AR Balance	
Show Billing Period Dates Instead of Billing Through Date	

Projects	
Tasks	
Group by Project	
Group by Task	
Section Order	
Section	
Section Description Detail	
Section Details	

Modifying Customer Invoice Formats

The Primary Invoice Format selected for an invoice in Draft status can be edited in Project Billing, but to change the elements and structure of format itself, the Administrator must edit the template in Admin Setup. Changes made at the Admin Setup level will not affect existing completed invoices; only invoices still in Draft status will reflect the modified format.

Activity 7.4 – Modify the Format of a Draft Invoice

Log in to Unanet as the Administrator, Ralph Durbin (rdurbin/welcome) to modify the invoice format for the PEPPERBUSH ADMIN-PRODUCT-DESIGN project.

Activity Steps

1. Navigate to **Admin > Setup > Accounting > Customer Invoice Format**.
2. Select **edit** icon for the "CP FP TM Format" to review the configuration options.
3. In a new tab or browser window, navigate to **Financials > Invoicing & Posting > List Invoices.**
4. In the search criteria, select "BOT to EOT" as the **Invoice Date** and **Post Date** and check the box to include only invoices in **Draft** status.
5. On the **List** tab, select the **edit** icon for invoice "UNANET-01192".
6. In the **Invoice** menu, select the **Setup** option.
7. Note the selected *Primary Invoice Format*, *Invoice Number*, and *Payment Terms*.
8. In the **Invoice** menu, select **Preview**.
9. Return to the tab or browser window containing the "CP FP TM Format".
10. **Modify** the tabs of the invoice as desired and press **Save**.
11. **Refresh** the draft invoice to view the changes**.**

Check your understanding

? Why does Unanet recommend creating Expense Types specifically for Items?

    a) To aid in accurate General Ledger reconciliation
    b) To distinguish between Items and Expenses on invoices
    c) To make clear which Items are being selected at the Project level

? Which status allows invoices to be modified after being created?

    a) Completed
    b) Draft
    c) Posted

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

LESSON 8: MANAGING COST ELEMENTS AND COST STRUCTURES

Learning Objectives

Create and modify Cost Elements, Cost Structures, and Cost Report definitions to incorporate new Expense Types
- Create a new Expense Type with an associated general ledger Cost Account
- Map a new Expense Type to an existing Cost Element
- Create a new Cost Element
- Update the Cost Structure to include new Cost Elements
- Update Cost Report definitions to include new Cost Elements

Introduction

Cost Elements are used to categorize and define how labor and other direct costs (ODC) are accumulated and appear in Project Accounting reports. Cost Elements represent categories of labor and expense, broken out as necessary based upon your application of indirect cost rates and cost formulas. A typical Unanet implementation includes a standard list of Labor, Fringe, and Overhead Cost Elements in a single Cost Structure. However, individual business needs may require more granular recording and managing of costs, resulting in the need to create more Cost Elements to document specific costs.

> ⚠️ New Cost Elements must be mapped to an existing Cost Structure and added to all relevant Cost Report definitions to ensure accurate cost reporting.

Cost Elements and Cost Structures in Unanet

To record a new kind of expense in Unanet, an Administrator would create a new Expense Type and either map it to an existing Cost Element or create a new Cost Element. If a new Cost Element has been created, it will need to be added to the Indirect Cost Rates formula(s) and the Cost Report definitions.

> ⚠️ Unanet recommends using descriptive word names when creating Cost Elements. Do not use names such as "C<number>" or "D<number>" as this may result in a conflict between pre-defined system names and user-defined names and can cause errors with formulas and duplication of calculations.
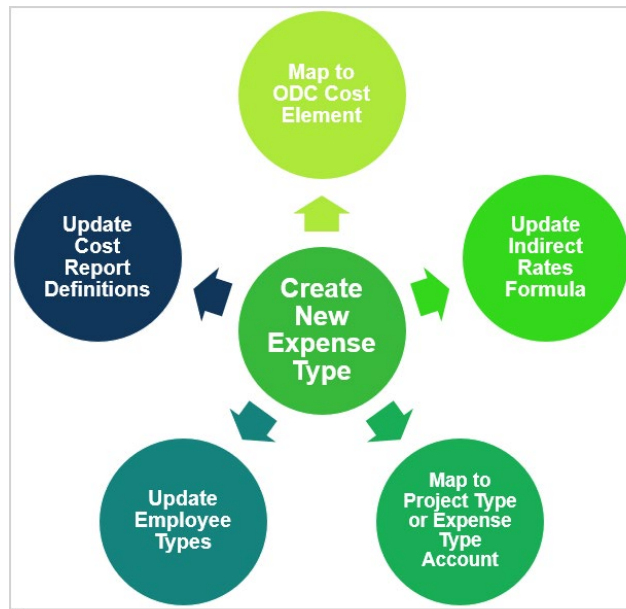
Creating Cost Elements

To record a new kind of expense in Unanet, an Administrator would create a new Expense Type and either map it to an existing Cost Element or create a new Cost Element. Expense Cost Elements always follow the Project Cost Structure set on the *Accounting* tab of the Project Profile.

Demo 8.1 – Creating New Expense Types and Cost Elements
Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Demo Highlights

- *Part 1*: New Expense Type Overview
- *Part 2*: Configure Unmapped Expense Type Warning
- *Part 3*: Create a New Expense Type
- *Part 4*: Create a New Cost Element
- *Part 5:* Modify System Areas to Include New Expense Type

Activity 8.2 – Create a New Expense Type and Cost Element
MYCO has authorized reimbursement of expenses related to setting up home offices for employees and the Finance department wants those costs

tracked as a new expense type. Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Activity Steps

Part 1: Confirm Expense Property Settings
1. Navigate to **Admin > Properties > Expense > General**.
2. In the **General** section, confirm that *Enable Expense Type Unmapped Warning* is set to "Required".

Part 2: Create a new Cost Element
1. Navigate to **Admin > Setup > Accounting > Cost Elements**.
2. Select the *+Cost Element* link.
3. Complete the fields as indicated below:
   a. *Type*: Other Direct Costs
   b. *Cost Element*: HOME_OFFICE
   c. *Description*: Set up and maintenance of a home office for remote work
4. Press **Save**.

Part 3: Create a new Expense Type
1. Navigate to **Admin > Setup > Expenses > Expense Types**.
2. Select the *+Expense Type* link.
3. Complete the fields as indicated below:
   a. *Expense Type Name*: Remote Phone Service
   b. *Expense Type*: REMOTE PHONE SERVICE
   c. *Description*: VoIP subscription for remote work
   d. *Expense Reporting Options*: Check "Require Receipt"
4. Press **Save**.
5. Open the **ODC Costs** tab.
6. In the *Available Cost Structures* column, select "Division A" and "Division B".
7. Select "HOME_OFFICE" from the *ODC Cost Elements* dropdown list.
8. Press the **right-facing blue arrow** to move the selected cost structures and ODC cost element to the *Assigned Cost Structures/ODCs* column.
9. Press **Save.**

Part 4: Map the new Expense Type to Cost Accounts
1. Press **Cancel** to return to the list of Expense Types.
2. Scroll down to the "Remote Phone Service" Expense Type.
3. Select the **paper with plus sign** icon.
4. In the popup window, select *Cost Account*.
5. Select the **edit** icon for the *Project Type* "G&A".
6. Search for the account "80.03.14 – G&A Other Expense".
7. Press **Save**.

8. Select the **edit** icon for the *Project Type* "Billable".
9. Search for the account "50.24.02 – Unbillable Other Costs".
10. Press **Save.**

Modifying Cost Structures

Cost Structures allow you to apply indirect costs to projects for profitability reporting and for billing Cost Plus projects. If a new Cost Element has been created, it will need to be added to the Indirect Cost Rates formula(s) in the Cost Structure and the Cost Report definitions.

Demo 8.3 – Updating a Cost Structure
Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Demo Highlights

- *Part 1:* Update an existing Cost Structure to include the new Cost Element
- *Part 2:* Update existing Cost Report definitions with the new Cost Element

Activity 8.4 – Modify Affected System Areas with a New Cost Element
Log in as the Administrator, Ralph Durbin (RDURBIN/welcome).

Activity Steps

Part 1: Update the Cost Structure to include the new Cost Element
1. Navigate to **Admin > Setup > Accounting > Cost Structures**.
2. Select the **edit** icon for the *Division B* Cost Structure.
3. On the **Indirect Costs** tab, select the **edit** icon for the "G&A" *Cost Element*.
4. From the dropdown menu, select the "HOME_OFFICE" Cost Element.
5. In the **Formula** box, insert the cursor at the end of the existing formula.
6. Select the **plus** icon.
7. Insert the cursor after the plus icon.
8. Select **Insert Item** to add the "HOME_OFFICE" Cost Element to the formula.
9. Press **Save**.
10. Open the **Indirect Cost Rates** tab to verify that the provisional indirect rates for the current fiscal year have been entered.

Part 2: Update existing Cost Report definitions with new Cost Element
1. Navigate to **Admin > Setup > Accounting > Cost Reports**.
2. Scroll down to the "UU_ADMIN Cost Element Format" definition and select the **edit** icon.
3. On the **Reports Elements** tab, select the *+Report Element* link.
4. In the *Report Item Label* field, enter "Home Office Expenses".
5. In the *Actuals Formula* section, select the new cost element "Cost::HOME_OFFICE".
6. Press **Insert Item** to move the selected cost element to the formula box.
7. Press **Save**.
8. Press the **double arrow** icon for the "Home Office Expenses" Report Item Label.
9. **Select** *Move Up To Top*.
10. Select the **edit** icon for the Report Item Label "Total ODC Direct Costs".
11. In the *Actuals Formula* box, **insert** the cursor at the end of the existing formula.
12. Select the **plus** icon.
13. In the *Actuals Formula* section, select "Cost::HOME_OFFICE".
14. **Insert** the cursor at the end of the formula.
15. Press **Insert Item** to add "Cost::HOME_OFFICE" to the formula box.
16. Press **Save**.

Check your understanding

? Which of the following would cause a new Expense Type Cost Element to not appear in Cost reports? (Select all that apply.)

   a) New Cost Element was not added to Indirect Rates formula(s)
   b) New Cost Element does not fit into established cost types
   c) Cost Report definitions were not updated to include it

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

LESSON 9: CREATING CUSTOM TIME PERIODS

Learning Objectives

Create custom Time Periods and set work hours to manage split periods
- Create a new Time Period to manage partial-week timesheets for end-of month/quarter/year

Introduction

Occasionally, a fiscal period ends in the middle of a standard period, like a month or year that ends on a Wednesday in a Unanet system that has been configured on a Sunday – Saturday weekly time period. To ensure accurate timekeeping and billing, a custom Time Period should be created to address the "stub" period.

> ⚠️ Custom Time Periods must be created BEFORE any timesheets are created on a date within that period.

Custom Time Periods in Unanet

The process of creating custom Time Periods is two-fold. First, the system must allow the creation of custom Time Periods. Second, custom Time Periods should be configured well in advance of the actual period to avoid timesheets being generated within an unaltered "stub" period.

> ⚠️ The *Allow Custom Time Periods* property setting must be enabled to use this feature.

Creating Custom Time Periods

A custom Time Period can be created to address a fiscal month that closes in the middle of a week to prevent time entry from overlapping into the next month.

Demo 9.1 – Create a Custom Time Period for a Month-End Weekly Period

A custom Time Period can be created to address a fiscal month that closes in the middle of a week to prevent time entry from overlapping into the next month. Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Demo Highlights

- Enable the creation of custom Time Periods in **Admin > Properties**
- Run the People Timesheet Status Report to confirm no timesheets exist for the desired period
- Create a custom Time Period

Check your understanding

A weekly Timesheet User enters planned vacation for next year. How might this impact the system?

    a) Creation of Custom Time Periods may be prevented
    b) Accrual calculations will be inaccurate for the period
    c) No impact as timesheets in future periods are not allowed

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

LESSON 10: MANAGING APPROVAL GROUPS

Learning Objectives

Create and modify Approval Groups
- Create a new Approval Group
- Modify an existing Approval Group
- Create and manage a dynamic approval sequence

Introduction

Approval Groups define a People-based relationship between managers and submitters. Accounts Payable approval groups manage the approval process for vendor invoices; Purchasing approval groups manage the approval of purchase requisitions and purchase orders; and Time and Expense approval groups control the approval workflow for leave requests, timesheets, expense requests, and expense reports. Accounts Receivable approval groups define a Project-based relationship between managers and submitters of customer invoices generated from projects.

> ⚠️ Standard approvals occur in the order in which approvers are listed, from top to bottom. If a manager disapproves a submission, it is returned to the submitter to modify, resubmit, and begin the approval process again.

The Dynamic Approval Sequence

Accounts Payable, Accounts Receivable, Expense, Purchase Requisition, and Purchase Order Approval Groups have the option to create a dynamic approval sequence that limits the number of approvals for a submitted document by assigning an Approval Authority Amount for approvers. Once an approver with the authority to approve an amount greater than the amount submitted has approved an item, it does not need to be approved by the other approvers in the approval group.

In Properties > Approval Process > Approvals, an Administrator can enable the *Require Approval* setting and the dynamic approval sequence for expense reports and expense requests, purchase orders and purchase requisitions, vendor invoices, and customer invoices. Approvers must have one of the available Manager roles (AP Manager, AR Manager, Purchasing Manager, or Manager) as well as an Approval Authority Amount defined in their Person Profiles. Confirm that the selected Manager role has the required Organization Access to approve submissions to their assigned approval group(s). Unanet recommends an approver sequence order based on the approver's Approval Authority Amount from smallest to largest value; while this is optional, it can make the

approval sequence easier to comprehend. Once the Dynamic Approval Sequence is enabled, the approval order is determined by the system, regardless of the order shown on the Approvers tab of the approval group. The system will first order the approvers by dollar thresholds greater than zero, then sort them in increasing values. Approvals will continue to be required through the approval hierarchy until the approver having an Approval Authority Amount greater than the document has approved it.
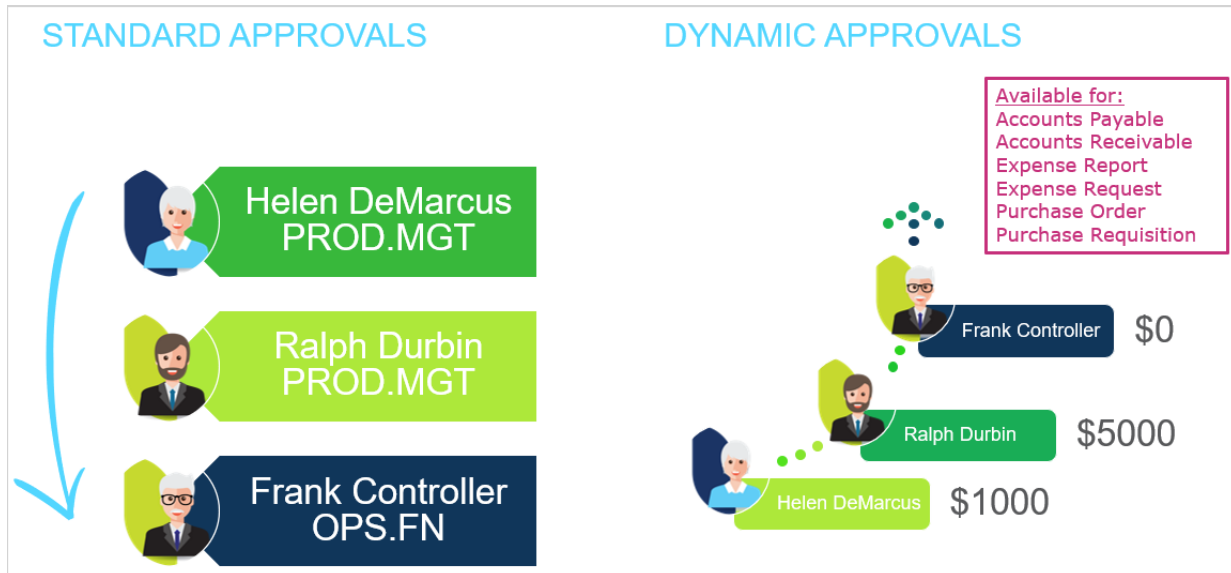
Approval Groups in Unanet

The process of creating an Approval Group requires three steps: defining the Approval Group, establishing approvers, and assigning submitters. The relationship between approvers and submitters can be reviewed in the People > Approval Group Details Reference report. Creating new Approval Groups may be necessary when expanding or restructuring a business or to enable customer approval of project-related expenses. To be an approver, a user must have a Manager role. Members of an Approval Group must be active users in Unanet, whether they are approvers or submitters. For users who are assigned as approvers for an approval group in which they are also submitters, self-approval must be enabled for those users to view and approve their submissions. When off-boarding a discharged employee, the user should be moved to an approval group specifically for inactive users.

⚠️ Unanet recommends assigning a member of the Finance department as a "zero amount" final approver in Expense Request and Expense Report Approval Groups to ensure all submissions are reviewed.
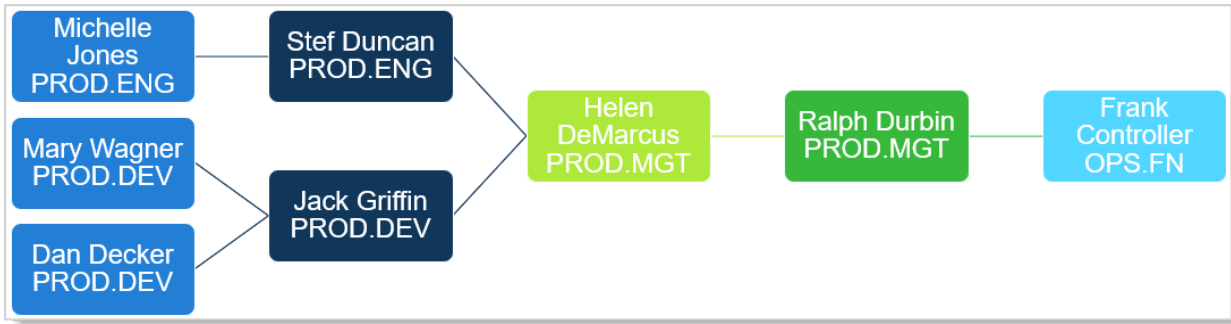
Managing Approval Groups

A new Approval Group can be created to establish a timesheet and expense report approval workflow for an organization. Unanet recommends making a member of the Finance or Accounting department the final approver to ensure the accuracy of submissions. An Approval Group for inactive users should be created to house users that are no longer with your organization to preserve their historical data.

Demo 10.1 – Create and Modify Approval Groups
Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Demo Highlights

- Create a new Time and Expense Approval Group
- Modify an existing Approval Group to remove an inactive user

Approval Group Type	Related "Approvals" Properties	Eligible Approvers	Eligible Submitters	Eligible Document(s)
Accounts Payable	Vendor Invoice: Require/Conditionally Require/Optional/Disable	AP Manager	AP Poster AP User	Vendor Invoices
Accounts Receivable	Customer Invoice: Disabled/Optional/Required	AR Manager	Billable Projects + "Generate Unanet Invoice" enabled	Customer Invoices
Purchasing	Purchase Order/Purchase Requisition: Require Approvals	Purchasing Manager	Purchase Requestors Purchasers	Purchase Requisitions Purchase Orders

Time & Expense	Timesheet/Leave Request/Expense Report/Expense Request: Require Approvals	Manager	Timesheet User Expense User	Leave Requests Timesheets Expense Requests Expense Reports

Creating and Managing Approval Groups

As part of creating a new business unit, MYCO will need to create a new Time and Expense Approval Group for the employees in that organization and assign the department head as their approver. Discharged employees will need to be moved to an approval group specifically for inactive users to preserve their data while removing them from approval queues.

Activity 10.2 – Create and Modify Approval Groups

Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Activity Steps

Part 1: Create a new Time and Expense Approval Group
1. Navigate to **Admin > Setup > Approval Groups**.
2. Select **Time and Expense**.
3. Select the *+Approval Group* link.
4. Complete the fields as indicated below:
   a. *Approval Group*: Product Engineering
   b. *Description*: Approvals for members of the Product Engineering department
5. Press **Save**.
6. On the **Approvers** tab, search for eligible Approvers by entering a "%" in the *Org Code* field and filtering the results.
7. Assign the approvers so that they appear in order from top to bottom as indicated below:
   - Helen DeMarcus
   - Ralph Durbin
   - Frank Controller
8. Press **Save**.

Part 2: Modify an Existing Approval Group
1. Navigate to **Admin > Setup > Approval Group**.
2. Select **Time and Expense**.
3. Select the **List** tab.

4. Select the **edit** icon for the "zInactive Employees – Time and Expense".
5. On the **Leave Submitters** tab, search for "Dan Decker" by entering "decker" in the *Last Name* filter.
6. Select Dan Decker in the *Available People* column and move him to the *Submitters* column using the blue right-facing arrow.
7. Press **Save**.
8. On the **Time Submitters** tab, search for "Dan Decker" by entering "decker" in the *Last Name* filter.
9. Select Dan Decker in the *Available People* column and move him to the *Submitters* column using the blue right-facing arrow.
10. Press **Save**.
11. On the **Exp Request Submitters** tab, search for "Dan Decker" by entering "decker" in the *Last Name* filter.
12. Select Dan Decker in the *Available People* column and move him to the *Submitters* column using the blue right-facing arrow.
13. Press **Save**.
14. On the **Exp Report Submitters** tab, search for "Dan Decker" by entering "decker" in the *Last Name* filter.
15. Select Dan Decker in the *Available People* column and move him to the *Submitters* column using the blue right-facing arrow.
16. Press **Save**.

Check your understanding

For what reasons might a user be unavailable to add to an Approval Group as a submitter or approver?

_____

_____

_____

_____

_____

_____

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

LESSON 11: ENABLING CUSTOM NOTIFICATIONS AND REMINDERS

Learning Objectives

Review the differences between notifications and reminders and identify which to enable to improve operational efficiency
- Identify the purpose of available Notifications
- Identify critical reminders to enable efficient people management

Introduction

Unanet can send out email messages for a variety of purposes. Many of these messages (but not all) can have their subject and body customized to specific needs via "email templates". Maintenance of the several types of email templates has been sub-divided into the following three categories: Messages, Notifications, and Reminders. Email Notifications are triggered by system events such as a user submitting their timesheet or scheduled Project Alerts. Notifications must be marked as active for notifications to be sent. Email Reminders can be either manually invoked or scheduled to be sent at certain times to remind users to perform specific Unanet tasks.

> ⚠️ Unanet recommends including your Unanet portal URL in the message body of notifications and reminders to encourage users to take immediate action.

Notifications and Reminders in Unanet

While Notifications are triggered after a specific system action has occurred, Reminders are scheduled to occur on a preset frequency. By default, all available notifications are enabled, but can be disabled by the Administrator. Reminders must be created to trigger an email to users who have not performed a required action by a specified time.

Enabling Email Notifications

The **Admin > Setup > Email Notifications** screen can be used to enable or disable specific system email notifications as well as customize the content of each. You cannot currently add additional Notifications to the system. While there are many notifications to choose from, there are a few that Unanet recommends to increase the efficiency of your business processes.

Tour 11.1 – Review Crucial Email Notifications

Review the top notifications Unanet recommends enabling to ensure speedy completion of the timesheet submission and approval processes. Log in to the system as the Administrator, Ralph Durbin (rdurbin/welcome).

Tour Highlights

- Review the description and customized message for the following notifications:
  - Timesheet Minimum Hour Summary
  - Timesheet Manager Submit Adjustment
  - Timesheet Submission Due

Activity 11.2 – Modify an Email Notification

MYCO wants to adopt the best practice recommendation to include a direct link to their approval queue in *Timesheet Submit* notifications to encourage users to take immediate action. Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Activity Steps

1. Open the **People** menu and right-click on **Approvals**.
2. From the pop-up menu, select **Copy link address**.
3. Navigate to **Admin > Setup > Miscellaneous > E-mail Notifications.**
4. Scroll down to the *Timesheet Notifications* section.
5. Select the **edit icon** for "Timesheet Manager Submit Adjustment".
6. In the *Message* field of the notification, paste the copied link from the **People > Approvals** page.
7. Press **Save.**

Enabling Email Reminders

The Reminders feature provides Administrators with the ability to manually send or schedule reminders as emails that are automatically sent to people who have yet to enter time, submit timesheets, or approve time, expenses, purchase requisitions, purchase orders, or vendor invoices. Other options exist as well. In addition to selecting person organizations, approval groups and specific criteria, the administrator can set a reminder to run daily, weekly, monthly or at some other interval. These scheduled reminders accelerate timesheet and expense report processing.

Reminders are different from Notifications in that Reminders are scheduled while Notifications are not scheduled. Reminders will only go out to people who have yet to do what was required to be done by a certain time.

Tour 11.3 – Review Critical Reminders

Review the top reminders that Unanet recommends for encouraging users to complete and submit timesheets and expense reports in a timely manner and to prompt managers to process approvals quickly. Log in to the system as the Administrator, Ralph Durbin (rdurbin/welcome).

Tour Highlights

- Review the description and message for the following reminders:
    a. *Timesheet Minimum Hour*
    b. *Timesheet Submit*
    c. *Timesheet Manager Approval*
    d. *Expense Manager Approval*
- Review each of the scheduled system actions below:
    a. *Automated Accrual Post*
    b. *Automated Customer Payment Past Due Reminder*
    c. *Project Alerts*
    d. *Purchase Order Alert*

Activity 11.4 – Schedule a Daily Minimum Hour Reminder

To assist team leaders with managing their direct reports, the Administrator is going to set up a scheduled reminder to be emailed to users whenever they fail to log the minimum hours required each day. Log in as system Administrator, Ralph Durbin (rdurbin/welcome).

Activity Steps

1. Navigate to **Admin > Reminders**.
2. On the **Reminder** tab, select the *Reminder Type* "Timesheet Minimum Hour".
3. In the *Person Org Code* field, enter "%prod" and filter to show the results.
4. Move to the **Schedule** tab.
5. Select the *Schedule Type* "DAILY".
6. Complete the fields of the schedule as indicated below:
    a. *Name:* Daily Minimum Hour Reminder
    b. *Description*: Reminder for users to enter the minimum hours required daily

   c. *Date Range*: Today's date – [blank]

   d. *Time*: 9:00 AM

   e. *Days*: Select Tue, Wed, Thu, Fri, Sat

 7. Press **Preview** to view the list of users to whom the reminder will be sent.

 8. Press **Cancel** to return to the Reminder dashboard.

 9. Press **Save**.

Check your understanding

Select the triggers that send Notifications to users. (Select all that apply).

  a) System events like timesheet or expense report submission

  b) Scheduled project alerts

  c) Broadcast reminders from Managers

Why would a user receive a reminder to submit their timesheet? (Select all that apply.)

  a) The reminder is scheduled to go out automatically

  b) The user has not submitted their timesheet before the deadline

  c) The reminder has been generated by an Administrator

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

LESSON 12: MANAGING PAID HOLIDAY LEAVE

Learning Objectives

Create the list of Holidays for the next fiscal year, map them to a Holiday project, and create People assignments to auto-populate timesheets with Holiday hours

- Define project settings to customize control over holiday hours usage
- Assign users to the Holiday project to ensure leave auto-populates on their timesheets

Introduction

Holidays in Unanet can be used to create and maintain one or more sets of Holidays that will be available in the system. These holidays can then appear automatically as users create a new timesheet which contains a holiday date. Once these entries have been automatically placed on a user's timesheet, the user can subsequently modify the timesheet to remove or change those entries. This is a one-time automatic pre-population.

> Holidays will only show up on a user's timesheet if the Holiday information is setup prior to the user creating the timesheet. Holidays set up after timesheets have been created will not auto-populate on existing timesheets.

Holidays in Unanet

The Holidays feature allows the Administrator to create a list of holidays and associate them with a project (or project and task). The dates and descriptions that are entered on this screen are used to pre-populate user's timesheets with paid holiday leave when they are created during a time period that contains a holiday.

Configuring Holidays

There are two steps to configuring holidays. When these two steps are completed, holidays will auto-populate on the timesheets of those assigned to the holiday leave project.

The first step is to set up the Holiday schedule in **Admin > Setup > Time > Holidays**. Holidays require manual date input for each new year, as they are not set up in the

system to repeat annually. The second step is to create People or Organization Assignments to the Holiday project.

Demo 12.1 – Setting Up Holiday Leave
Log in to the system as the Administrator, Ralph Durbin (rdurbin/welcome).

Demo Highlights

- Review the Holidays list and Holiday project configuration

Creating Holidays

Holidays in Unanet can be configured to be floating without the need for approval, floating only with HR or manager approval, or fixed to day-of usage. MYCO leadership has determined that paid holiday leave is available only on the observed date of the holiday. The day after Thanksgiving is now considered a holiday, so the Administrator will need to add this new holiday to the system by modifying the Holidays list and the Holiday leave project.

Activity 12.2 – Add a New Holiday
Log in as system Administrator, Ralph Durbin (rdurbin/welcome).

Activity Steps

Part 1: Confirm that there are no existing timesheets in the affected time period
1. Navigate to **Reports > Dashboard > People Reports (Time & Expense Only) > Periodic > Daily Actuals.**
2. Select the report criteria as indicated below:
    a. *Project*: MYCO STATE-HOLIDAY
    b. *Include Actuals In*: Date Range 11/1/2022-11/30/2022
3. Press **Run Report**.

Part 2: Confirm Organization assignment to the Holiday project
1. Navigate to **Contracts > Project > List.**
2. In the *Project Code* field, enter "%holiday" and filter to view all options.
3. Select the *Project* "MYCO STATE-HOLIDAY".
4. Go to the **List** tab to view results.

5. Select the **edit** icon for the project.
6. Open the **People Assignments** submenu.
7. Select **Organizations**.
8. Note the assigned *Org Code* and *Org Name*.

Part 3: Create new holiday in the Holiday List
1. Navigate to **Admin > Setup > Time > Holidays**.
2. In the *Project Code* field, enter "%holiday" and press the blue right-facing arrow.
3. Select "MYCO STATE-HOLIDAY".
4. Select the **List** tab.
5. Select the *+Holiday* icon.
6. Complete the fields of the new holiday as indicated below:
   a. *Holiday Date*: 11/25/2022
   b. *Name*: Day After Thanksgiving
   c. *Project*: MYCO STATE-HOLIDAY
7. Press **Save**.

Check your understanding

? Which TWO things does an Administrator need to do before users enter their first timesheets each January?

   a) Configure the new list of Holidays in Admin > Setup
   b) Create required custom time periods for next year
   c) Assign affected users to a new Holiday project for next year

? Which settings should the Administrator review to ensure holiday leave auto-populates on users' timesheets? (Select all that apply.)

   a) Confirm users are assigned to the Holiday project
   b) Confirm users have no existing paid leave on timesheets
   c) Confirm Holiday pay code is available to Employee Types

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

LESSON 13: CREATING AN ACCRUAL PLAN

Learning Objectives

Review settings for an employee accrual plan based on hours worked
- Manually post accrued leave based on actual hours submitted

Introduction

Unanet offers a robust leave accrual functionality that allows for a user's accrual of leave time (PTO/vacation/sick) based on the passage of time or years of service. Calculation of leave accrual requires three elements: creating the Accrual Plan, associating People with the Accrual Plan, and posting Accruals manually or automatically.

Accrual Plans in Unanet

While it is typical for leave to accrue by years of service or elapsed time, many companies employ individuals on an hourly basis rather than salaried. Some of these hourly employees need to accrue their leave based on actual hours worked. By allowing companies to support accrual plans by hours worked, the employee's accruals can be systematically calculated, stored, and reported upon. Utilizing this capability will alleviate Human Resources' efforts to manually calculate and track accrued leave for hourly employees.

Accrual Plans for Hourly Employees

Unanet allows Administrators to create an accrual plan that calculates accrued leave based on hours worked. These plans can be capped and restricted by Location, Pay Code, and Project Type. Once plans have been created, accrual reports can validate the accuracy of the configuration or provide end users with information about their accrued leave.

> Accrual plans for hourly employees must be posted manually to ensure that the accrued leave is calculated based on the hours worked.

Demo 13.1 – Review an Accrual Plan Based on Hours Worked
Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Demo Highlights

- Review the settings and last posting date for the accrual plan "Accrual by Hours worked"
- Manually post accruals for the accrual plan "Accrual by Hours worked"
- Generate a summary report to view year-to-date accruals

Activity 13.2 – Manually Post Accruals for an Hourly Accrual Plan

Accrual plans based on hours worked require manual posting to ensure accrued leave is calculated based on actual hours submitted by employees. Log in as the system Administrator, Ralph Durbin (rdurbin/welcome).

Activity Steps

Part 1: Confirm affected timesheets are in the Locked or Extracted status
1. Navigate to **Reports > Dashboard > People Reports (Time & Expense Only) > Status Reports > Timesheet Status**.
2. Select the report criteria indicated below to generate a report for hourly employees in the PRODUCT organization:

REPORT ON:	All People I can see
PERSON: ORG CODE	PROD.DEV PROD.MGT
PERSON STATUS:	☑ Active ☑ Inactive
CLASSIFICATION:	☑ Hourly
TIMESHEET STATUS:	☑ MISSING ☑ DISAPPROVED ☑ INUSE ☑ COMPLETED ☑ SUBMITTED ☑ LOCKED/EXTRACTED ☑ APPROVING

TIME PERIOD:	◉ Specific Time Period
	    WeeklySu-Sa (5/2/2021-5/8/2021)
	    WeeklySu-Sa (5/9/2021-5/15/2021)
	    WeeklySu-Sa (5/16/2021-5/22/2021)
	    WeeklySu-Sa (5/23/2021-5/29/2021)

REPORTING OPTIONS:	◉Summary View

3. Press **Run Report**.
4. Confirm that all timesheets are in Locked or Extracted status.

Part 2: Manually post accrued leave to the hourly accrual plan
1. Navigate to **Admin > Accruals.**
2. On the **Search** tab, select the plan criteria indicated below:
    a. *Date Range:* Calendar – Previous Year
    b. *Accrual Plan:* Accrual by Hours worked
3. Open the **List** tab.
4. Scroll down to select the open accrual posting periods for the weekly time periods used in the Timesheet Status report.
5. Scroll to the bottom of the page and press **Post**.

Check your understanding

Which Accrual Plan details can be used to restrict which hours count towards leave accrual? (Select all that apply.)

a) Schedule
b) Location
c) Labor Category
d) Pay Code
e) Period Type
f) Project Type

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

LESSON 14: MODIFYING EMPLOYEE TYPES

Learning Objectives

Modify Employee Types to manage Pay Codes and Expense Types for end users
- Create a new Pay Code for hours related to fulfillment of a specific contract
- Modify an existing Employee Type to make a new Expense Type and Pay Code available for expense and time reporting

Introduction

Employee Type is an optional attribute for categorizing Unanet users by their access to Pay Codes and Expense Types. Assigning an Employee Type on a user's profile can restrict the types of pay that the user can use to charge time and the types of expenses they can charge to a project.

> ⚠️ Pay Codes and Expense Types can be selected at the Project level to restrict users' options for charging time and expenses to that project.

Employee Types in Unanet

In addition to using the Employee Type to categorize a user, this feature can also be used to optionally define a set of Pay Codes and/or Expense Types that will be available to users associated with a particular Employee Type. Note this feature works in conjunction with the Project-level pay code and expense type restrictions (so you can have both user and project restrictions on available pay codes and expense types).

> ⚠️ A user can only be associated with a single Employee Type at any given time.

Modifying Employee Types

Using the Pay Codes tab, you can define which pay codes will be available for users associated with a particular Employee Type category. Pay Codes are earnings and leave categories used to track and classify reported hours. Pay Codes are used to classify labor hours and leave for the purposes of reporting and integration with downstream payroll and/or financial systems, as well as for calculation of pay code factors such as time and a half or double time.

At the Person level, unless a user's Employee Type is restricted to specific expense types, ALL expense types enabled within the system are available to the user (with the additional consideration of whether the project itself was restricted, as above). To limit the expense types available to an expense user, you must first assign the user to an Employee Type, then associate specific expense types with the Employee Type. The user will then have only these Expense Types available within the system.

If an expense type is available to an employee type but not available on a particular project, the user will not find that expense type on the expense report dropdown menu. If an expense type available at the project level is not available to the user's employee type, the expense type will not appear on the user's expense report dropdown menu.

1. Update an Employee Type to make the new Expense Type available for expense reporting

Demo 14.1 – Modify an Employee Type
Log in as the Administrator, Ralph Durbin (rdurbin/welcome) to update the Salaried Employee Type.

Demo Steps

- *Part 1*: Assign Expense Types to an existing Employee Type
- *Part 2*: Assign a new Pay Code to an existing Employee Type

Check your understanding

A user needs to charge the CV-19 pay code to the LWOP project but the project does not show up on their timesheet. Why not? (Select all that apply.)

    a) The pay code is not available on the LWOP project
    b) The pay code is not available to their Employee Type
    c) The user is not assigned to the LWOP project

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

LESSON 15: CREATING PEOPLE

Learning Objectives

Create a Person profile and Project assignment to enable a new user to use the system
- Complete the Person profile for a new user
- Create a Project assignment to enable use of system functionality

Introduction

Unanet Administrators can manage user accounts via the People maintenance screens. These include the People Profile and additional menu options (along the left side of the People screen). These screens are comprised of several sub-screens that allow for the management of user attributes.

People in Unanet

When a new employee or a subcontractor is hired, the Administrator will set up a Person Profile with information such as name, username, hire date, supervisor, roles, rates, and roles/permissions. This information is used for time and expense reporting, project management, resource planning, costing and more.

> ⚠️ System Administrators, HR Administrators, and P&R Administrators are the only users permitted to add new People to the system.

Creating People

For users to access the system and perform actions like entering time and expenses, they need to have an active, completed Person profile, Organizational Access to one or more Organizations, and at least one active Project assignment. The selections made in each of these areas dictates which actions a user can perform and the data they can view.
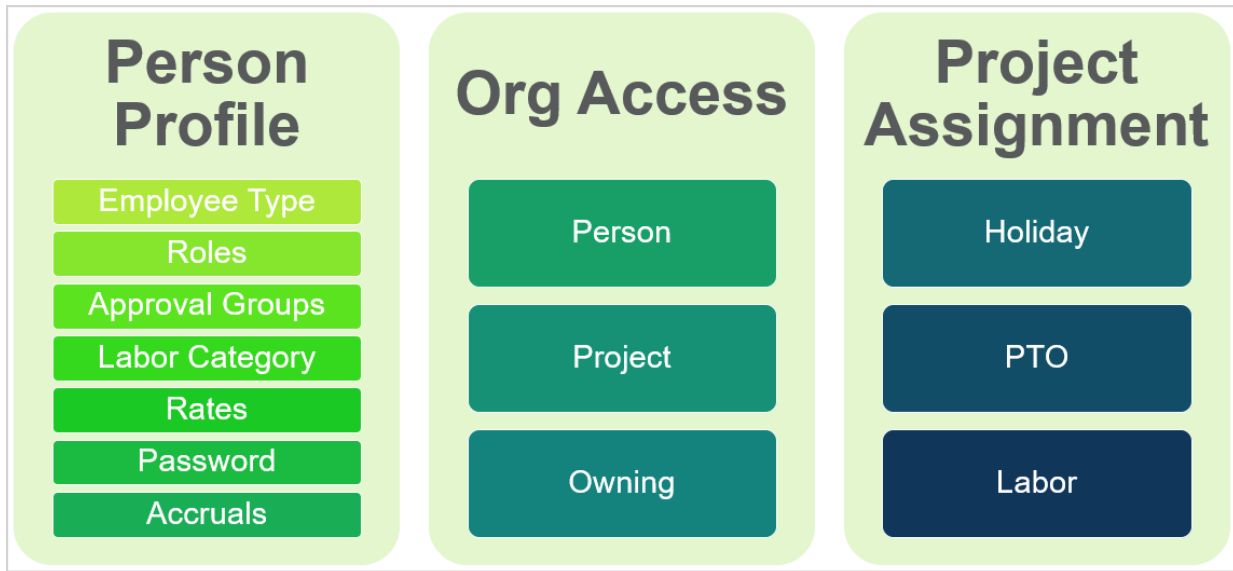
Tour 15.1 – Review Admin Setup Requirements for People
Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Tour Highlights

Admin > Setup Function	Description
Business Week	
Employee Types	
Labor Categories	
Locations	
Skills	
Skill Levels	
Skill Types	
User-Defined Fields	

Create a New Person

Once the Admin Setup tables for People have been configured, a new user can be created as a Person to access the system and given project assignments to use system functions. Unanet controls what users can see and do through a combination of role and access settings. Roles are set in the Roles tab of the Person Profile and define what a user has the potential to do within Unanet. Organization Access grants permissions for users in a certain role to specific or All Organizations. User access is managed at two levels: finite and broad. At the finite level, a user can be given access to specific projects as a project viewer, while at the broad level, a user can be given access to all projects under a specific customer. Once a role is granted to a user, then permission must be specified via a combination of Organization Access and Project Administrators. This combination of roles and access determines what users can see and do in Unanet.

Demo 15.2 – Create a Person and Enable System Usage
Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Demo Highlights

- *Part 1*: Complete the Person profile for a new user
- *Part 2*: Assign user roles and Organization Access for a new user
- *Part 3*: Configure additional Person-related options in the submenus
- *Part 4*: Associate a new user with an Accrual Plan
- *Part 5*: Create a Project Assignment to enable the new user to perform actions in the system
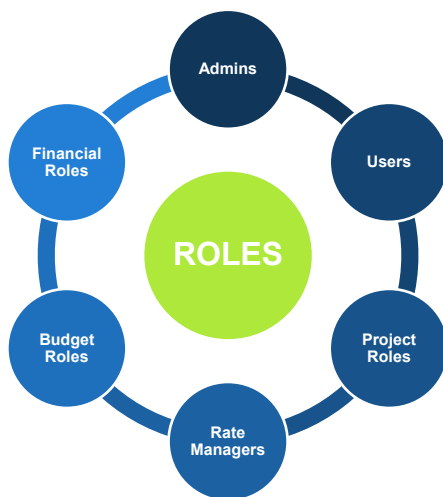
Activity 15.3 – Create a Person Profile and Project Assignment for a New User

The Product Engineering team has a new hire, so the director of the Product Management team will set up her user profile and project assignment. Log in as system Administrator, Ralph Durbin (rdurbin/welcome).

Activity Steps

Part 1: Complete the Person profile
1. Navigate to **People > List**.
2. Select the *+Person* link.
3. Complete the fields of the **Profile** tab as indicated below:
    a. *Person Organization*: PROD.ENG – Product Engineering
    b. *Username*: ssarkar
    c. *Name*: Sarika Sarkar
    d. *E-mail*: sarika.sarkar@myco.com
    e. *Business Week*: WEEK-40
    f. *Hire Date*: First day of the current month
    g. *Employee Type*: Salaried
4. On the **Roles** tab, check the boxes for the roles listed below:
    a. Expense User
    b. Project Manager
    c. Timesheet User
    d. UnaSource User
5. Complete the fields of the **Time** tab as indicated below:
    a. *Time Period*: Semi-Monthly
    b. *Time Approval Group*: Product Engineering
6. Complete the fields of the **Expense** tab as indicated below:
    a. *Expense Report Approval Group*: Product Engineering
    b. *Expense Request Approval Group*: Product Engineering
7. Complete the fields of the **Rates** tab as indicated below:
    a. *Begin Date*: First day of the current month
    b. *Classification*: Salaried
    c. *Labor Cost Element*: Division B – LABOR_COMPANY_SITE
    d. *Cost Rate*: $39.14
8. On the **Password** tab, complete the fields as indicated below:
    a. *New Password*: welcome
    b. *Confirm Password*: welcome
9. On the **Other** tab, enter the *True Hire Date* as the first day of the current month.
10. Press **Save**.

Part 2: Complete Additional User Data

Accruals
1. Navigate to the **Accruals** submenu.
2. In the left-hand dashboard, select *+Associate w/Accrual Plan*.
3. From the *Accrual Plan* dropdown, select "Semi-Monthly Vacation".
4. Select the *Accrual Begin Date* as the first day of the next month.
5. In the *Project Org. Code* field, enter "%myco" and press the blue right-facing arrow to filter results.
6. From the results in the dropdown list, select "MYCO PTO".
7. Under **Initial Balance**, select the radio button for *Enter Balance*.
8. Enter 120 in the *Hours* field.
9. Press **Save**.

Alternates
1. Navigate to the **Alternates** submenu.
2. In the *Org. Code* field, enter "%prod" and filter to view the results in *Available Alternates*.
3. Select "Stefanie Duncan" in the *Available Alternates* column.
4. Select all roles in the *Role* column.
5. Press the **right-facing blue arrow** to assign Stef Duncan as an alternate.
6. Press **Save**.

Attachments
1. Navigate to the Attachments submenu
2. Press **Choose Files**.
3. Select Sarika's resume from the *Open* file popup and press **Open**.
4. Press **Save**.

Credit Cards
1. Navigate to the **Credit Cards** submenu.
2. Select *+Credit Card* link.
3. Complete the fields of the new credit card record as indicated below:
   a. *Issued By:* Chase
   b. *Name On Card:* Sarika Sarkar
   c. *Number:* 5678901234567890
   d. *Expires:* 01/25
   e. *Type*: Visa
4. Press **Save**.

Organization Access
1. Navigate to the **Organization Access** submenu.
2. Select the **edit icon** for the Project Manager role with *Access Type* "Project".
3. Select the radio button for *Selected Project Organizations*.

4. Expand the **MYCO** list by selecting the + *icon*.
5. Select "PROD.ENG – Product Engineering".
6. Press **Save.**
7. Press **Back**.
8. Select the **edit icon** for the Project Manager role with *Access Type* "Owning".
9. Select the radio button for *Selected Project Organizations*.
10. Expand the **MYCO** list by selecting the + *icon*.
11. Select "PROD.ENG – Product Engineering".
12. Press **Save.**

Skills
1. Navigate to the **Skills** submenu.
2. In the *Available Skills* column, select the following Skills:
   a. Certification – PMP
   b. Language – German
3. In the *Skill Level* dropdown, select "Advanced (5-10 years)".
4. Press the right-facing blue arrow to move the selected Skills to the *Skills for Sarika Sarkar (SSARKAR)* column.
5. Press **Save**.

Part 3: Generate a report to preview projected actuals
1. Navigate to **Reports > Dashboard > People Reports (Time & Expense Only)**.
2. In the **Detail Reports** column, select *Accrual Details.*
3. In the report criteria screen, enter the following criteria selections:
   a. *PERSON LAST NAME*: enter "sarkar" and press the **right-facing blue arrow** to filter.
   b. *Date Range*: Calendar – Next Month
   c. *Reporting Options*: Include Projected Accruals, Include Pending Adjustments
4. Press **Run Report**.

Part 4: Create a Project Assignment
1. Navigate to **Contracts > Project > List**.
2. In the **Project** section, enter "%pepper" in the *Org Code* field and filter using the blue arrow icon.
3. Go to the **List** tab.
4. Select the **edit** icon for the "PEPPERBUSH ADMIN-PRODUCT-DESIGN" project.
5. In the **Project** submenu, select *People Assignments*.
6. Select the **+Assignment** link.
7. Enter "%sarkar" in the *Last Name* field and filter using the blue arrow icon.
8. Select all Tasks in the *TASK FOR PEPPERBUSH ADMIN-PRODUCT-DESIGN* column.

9. Press the **blue right-facing arrow** to move Sarika Sarkar from the *Available People* column to the *ASSIGNMENTS FOR CUSTOMER PEPPERBUSH ADMIN-PRODUCT-DESIGN* column.

10. Complete the following fields of the **Assignment Overrides** section as indicated below:

   a. *Bill Rate*: select "Override" and enter 98.00
   b. *Miscellaneous - Cost Element*: Division B – LABOR_CLIENT_SITE
   c. *Miscellaneous - Labor Category*: System Engineer

11. Press **Save**.

Check your understanding

Where is a Person assigned as a submitter to a Time or Expense Approval Group? (Select all that apply.)

   a) People > Profile > Time
   b) Project > People Assignments
   c) Admin > Setup > Approval Groups > Time and Expense

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

LESSON 16: EXECUTING IMPORTS AND EXPORTS

Learning Objectives

Use the Admin Export and Admin Import functions to add, delete, or modify system data and to transfer data to third party systems
- Complete a preformatted import template to add, delete, or modify system data
- Identify required, conditionally required, and optional fields of the import and templates

Introduction

Administrators can import and export data to modify specific areas of the Unanet system. Imports can be used to create new data, add to existing data, modify existing entries, or delete data. Exports can be used to move existing data out of Unanet and into a third-party system, as in the case of payroll processing, or to manipulate the data to import the changes back into the system, thereby modifying the system data.

> All import and export options are available to the Administrator; the HR Administrator and P&R Administrator have access to a restricted list of options.

Unanet has introduced new functionality to enable non-Administrator users to perform exports and imports and access export and import templates. The Data Export User and Data Import User roles can only be assigned by the Administrator, with their data visibility limited by Organization Access. Once a Data Export User or Data Import User role is assigned, the Administrator can specify which templates will be available to those users in Admin > Setup > Miscellaneous > Data Import/Export Template Access, which contains a limited list of templates.

Exporting in Unanet

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

Exporting System Data

Unanet software comes with many preconfigured export templates, which are available in Admin > Export > List. The Administrator can also design new export templates to meet the specific needs of their business. To export data from Unanet, the Administrator will press the Run icon for the desired template, select the criteria to determine what data to include, and then press Run Export.

Demo 16.1 – Review General Requirements of an Admin Export

Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Demo Highlights

- Review the available fields of an export
- Run an expense report export including attachments

Export Template Section	Description
Summary	
Template Name	Any unique name the user wishes to assign to the template
Template Type	Used to identify the time of export template; specified when a new template is created and cannot be modified on an existing template
File Type	Determines output format; options are .csv or Fixed-Format
Import Template	Checking this box enables the template to appear in the Import template list
Default File Name	Used to supply a default filename that will pre-populate on export selection criteria screens
Default E-mail	Used to supply a default email address; can be overridden when running an export
User's E-mail	Can automatically append a user's email address on the export selection criteria screens
Description	Text entry to further describe the item
Fields	
File Header	an optional record that appears only once at the top of a file; may contain summed information, but any non-summed database fields used in it will be from the last database read
Group Header	an optional record that will repeat grouped by the fields it contains, meaning when its data changes, it will be written, and it will also write any detail records under it that are part of this group; can contain summed information
Detail REQUIRED	repeats as often as necessary to display its information; may contain summed information and can be part of a group record

Group Trailer	an optional record that will repeat grouped by the fields it contains, meaning when its data changes, it will write any detail records that are part of this group and then be written out as a group footer; may contain summed information
File Trailer	an optional record that appears only once at the bottom of a file; may contain summed information, but any non-summed database fields used in it will be from the last database read
Order	
Database Ordering	the order in which the data will be sorted when retrieved for processing from the database; only fields selected from the database are included in this list

Activity 16.2 – Exporting Payroll Data

Log in to the system as the Administrator, Ralph Durbin (rdurbin/welcome).

Activity Steps

Part 1: Confirm the status of timesheets to be exported

1. Navigate to **Reports > Dashboard > People Reports (Time & Expense Only) > Status Reports > Timesheet Status**.
2. In the Timesheet Status Criteria, select the report criteria as indicated below:
   a. *Person Org Code*: %prod
   b. *Classification*: Salaried
   c. *Timesheet Status*: Inuse, Submitted, Approving, Disapproved, Completed, Locked/Extracted
   d. *Time Period*: Semi-Monthly (5/1/2021-5/15/2021)
3. Select **Run Report**.
4. Review the output to confirm that all timesheets are in Locked status.

Part 2: Perform the timesheet data export
1. In a new tab or browser window, navigate to **Admin > Export**.
2. On the **Search** screen, enter "%uu" in the *Name* field.
3. Go to the **List** tab.
4. Select the **Run icon** for the "UU Payroll Time Template".
5. Select the following criteria:
   a. *Date Range*: Select *Specific Date Range* and enter the dates 5/1/2021 – 5/15/2021
   b. *Person*: Enter "%prod" in the *Org Code* field and filter
   c. *Classification*: Salaried
   d. *Timesheet Status*: Locked
6. Press **Run Export.**

7. Compare the export results to the Timesheet Status report output to confirm the extracted records match the report.
8. Press **Back to Criteria** on the export results screen.
9. Check the box to **Mark Data as Extracted**.
10. The Date Range will default to *Specific Time Period*; select "Semi-Monthly (5/1/2021-5/15/2021)" for Salaried users.
11. In *Timesheet Status*, select "Locked" and "Extracted".
12. Press **Run Export**.

Importing in Unanet

During an import, the system will review each column and row in the template file; if the data in a cell does not exist in the system, it will be added. If data exists in the system, the contents of the template file will overwrite the existing data. Blank cells in the import file will be ignored. Some templates offer the option to delete an existing entry using the import file.

Importing System Data

Administrator imports are an efficient option for updating substantial amounts of data at once; Unanet recommends exporting data to a .csv file, making the necessary changes, and then importing the modified file to update the system.

Import Selection options vary depending on the type of import being performed

TYPE OF IMPORT	FILE TO IMPORT	OUTPUT OPTIONS
• Select one of the many import types available • All options are available to the Administrator • Most options are available to the P&R Administrator	• Select the saved completed .csv file in the related template	• Choose to view all info related to the import results, errors and warnings only, or errors only

Tour 16.3 – Review General Requirements of the Import File
Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Tour Highlights

- Review the fields of the Person import template
- Run a Person import
- Recalculate Cost Rates occurring off dilution boundaries

Activity 16.4 – Updating Person Cost Rates via Admin Import

MYCO has market-corrected their salary bands, resulting in pay raises for several employees. The Product Management department and subdivisions will need their Cost Rates adjusted as a result. Rather than updating them individually for each member of each team, a pre-filled Person import will be used to update them all at once. Log in as system Administrator, Ralph Durbin (rdurbin/welcome).

Activity Steps

1. Navigate to **Admin > Import**.
2. In the *Type of Import* field, select "Person" from the dropdown list.
3. In the *File to Import* field, press **Choose File** and upload the completed template "admin_import_people_cost_rate.csv".
4. Select "Errors" from the *Output Options*.
5. Press **Import**.
6. Review the status report to identify and correct any errors in the import file.

Check your understanding

Why does Unanet recommend marking exported data as Extracted?

    a) To prevent data from being exported again
    b) To ensure no further changes are made to the data
    c) To identify which data has already been exported

How does the system handle imported data when data already exists in the designated field?

    a) The existing data is erased
    b) The new data overwrites the existing data
    c) The system will ignore the imported new data

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

LESSON 17: MANAGING CREDIT CARD TRANSACTIONS

Learning Objectives

Import credit card transactions and manage unassociated transactions to prevent duplication errors
- Configure a preformatted .csv template to prepare credit card transactions for import
- Identify and resolve common errors in the import process
- Resolve unassociated transactions

Introduction

The Credit Card functionality enables an Administrator to import transactions manually or automatically from one or more credit cards and assign them to users for submission on their expense reports. Once transactions have been successfully imported into Unanet, Expense Users will be able to import selected transactions onto their expense reports.

⚠️ To assign imported transactions to users, a credit card number must be saved in their Person Profile to associate the transactions in the import file with that user.

Credit Card Import in Unanet

To use credit cards to record and reconcile expenses, the Properties settings for this functionality must be enabled. Credit card numbers should be supplied in the Person Profile to associate imported transactions with individual users. If a transaction is not automatically associated with an existing user during the import process, it will be available in **Admin > Imported Expenses** for Expense Users to pull into their expense reports.

The Credit Card Import Process

To effectively use credit cards in Unanet, the Administrator must confirm that the system is properly configured to enable credit card management, record credit card numbers in the Person profile, prepare the import template, perform the import, and address any errors to ensure accurate expense reporting.

Tour 17.1 – Importing and Managing Credit Card Transactions
Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Tour Highlights

1. Review the system configuration requirements.
2. Review the data fields of the import template.
3. Import the completed template.
4. Confirm imported expenses are accurately assigned.
5. Correct any unassigned transactions.

Credit Card Management Functions	Description
Admin > Properties > Expense > General > Credit Card Settings	
Credit Card Import Template	
Admin > Import > Import Selection	
Admin > Imported Expenses	

Check your understanding

Why would "Unassociated" transactions appear in Admin > Imported Expenses after a credit card import? (Select all that apply.)

a)   The Person Profile is missing a credit card number
b)   The credit card number in the Person Profile does not match the number in the import file
c)   Credit Card functionality has not been enabled

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

LESSON 18: ADJUSTING TIMESHEETS AS AN ADMINISTRATOR

Learning Objectives

Modify a Locked or Extracted timesheet as an Administrator
- Configure the system to enable timesheet adjustments
- Explain the capabilities and limitations of Administrator timesheet adjustments
- Identify options for reviewing pending and completed adjustments

Introduction

Once a timesheet has been locked and/or extracted, it is still possible to make corrections to the data entered. The Administrator Timesheet Adjustment function allows the Administrator to add or remove hours, modify the selected projects and tasks, and change bill rates and/or cost rates.

> Adjustments performed by the Administrator do not flow through the established approval process. Adjusted timesheets will remain in LOCKED or EXTRACTED status with the changes visible in the Adjustment History section. Historical timesheets cannot be adjusted.

Another available option for modifying Locked or Extracted timesheets is to enable the *Allow Admins to Edit Timesheets* property. When this feature is turned on, Administrators will have the ability to modify the fields visible in the Timesheet view including Project, Task, Location, and Pay Code and edit the time entries and comments. The Administrator will then be able to submit the edited timesheet on behalf of the end user. A timesheet modified using the Administrator edit option will be processed through the established approval workflow.

> While Unanet does not recommend allowing Administrators to edit timesheets due to DCAA guidelines, enabling the property to "Require Approvals: Timesheet" can be turned on to support compliance by ensuring edited timesheets submitted by Administrators will flow through the established approval workflow and will be reviewed by all assigned approvers.

Regardless of properties settings, an Administrator can adjust timesheets that are in LOCKED or EXTRACTED status. All timesheet cells are available in this type of

adjustment to include overrides for bill rates, cost rates, organizations, and cost elements. Since administrator adjustments do not go through an approval process, extreme caution is advised in using this feature. Adjusted timesheets will include an audit trail of changes as well as a visual indicator that the timesheet has been "adjusted" by any user with access to the timesheet

Timesheet Adjustments in Unanet

Only items that display in the timesheet edit view can be adjusted; options may vary depending on the visibility of timesheet fields like project type, location, etc. This is ideal for adjustments to quantity of hours, or to change the hours from one project/task to another, or to change the date of the hours.

It is possible to maintain DCAA compliance while completing adjustments by ensuring the *Enable Time Sheet Audit Trail* property setting is enabled to record the changes made to end user timesheets and that the *Allow Self Approvals* property setting is disabled to prevent end users from approving their own submissions.

The Timesheet Adjustment Process

To perform a timesheet adjustment, there cannot be any pending end user adjustments. The Administrator can either modify existing timesheet entries or create negating entries to cancel existing entries and create new ones. When modifying existing entries, the project assignment details (Project Type, Pay Code, and Labor Category) cannot be changed; a new line must be inserted to negate those fields, then another new line should be added to select different project assignment data.

If a timesheet requiring adjustment belongs to a salaried user, the cost rate field will not be available for modification as the system will not allow even the Administrator to change the cost for a salaried person.

Demo 18.1 – Performing an Administrator Timesheet Adjustment

Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Demo Highlights

- Review the capabilities and limitations of the Administrator Timesheet Adjustment functionality
- Adjust a Locked timesheet for an existing hourly user

Calculating Cost Rate Dilution

Cost Rate Dilution, commonly referred to as "Dilution", "Effective Cost Rate," or "Total Time Accounting," is the concept of calculating the actual cost per hour for a salaried user regardless of the number of hours worked in a specific time period. Dilution allows the cost-based reports to show accurate cost rates for projects. For dilution calculations to occur, a *Cost Dilution Method* must be selected in Admin > Properties, the user must have the Classification of "Salaried" selected on the Rates tab of their People Profile, and the user's timesheet must be in the Completed status (i.e., fully approved.)

The Administrator may impact dilution calculations in the system for Salaried users in several ways. These include:

- Modifying a row on the People Profile > Rates tab that has extracted data within its date range
- Importing Person data that modifies rows on the People Profile >Rates tab
- Administrator timesheet adjustments in which the number of hours worked are changed
- Modifying a row on the People Profile > Dilution screen
- Exporting timesheets with the *Mark Data as Extracted* check box selected.

Demo 18.2 – Calculating Cost Rate Dilution
Log in as the Administrator, Ralph Durbin (rdurbin/welcome).

Demo Highlights

- Recalculate dilution to ensure accurate salary

Check your understanding

How can an Administrator adjust a user's timesheet to change the labor category associated with several entries?

   a) Delete the existing timesheet entries then add a new row with the correct labor category
   b) Insert a row of negating entries then add a new row with the correct labor category
   c) Delete the entire timesheet and create a new one with the correct labor category

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

APPENDIX A: Check Your Understanding Answer Key

Lesson 1: Managing Organizations

? You create an organization in the system and need to allow transactions as well as associate this new organization to the correct Financial Organization Parent that is already in your system; however, those boxes are currently grayed out. What do you need to do to allow edit for these fields?

   a) *Check the box for "Financial Organization"*
   b) Change the Organization Type to "Financial" or "Internal"
   c) Choose the Organization Parent on the Profile tab

? You now realize that you mistakenly checked the financial organization box on an organization and saved the file. However, this new organization will be used for customer billing, and it will not represent one of the departments, regions, or divisions of a Legal Entity. How can you correct the organization record?

   a) *Once checked and saved, this box cannot be unchecked*
   b) Edit the organization profile to uncheck the box and save
   c) Submit a Support ticket to have this corrected

Lesson 2: Managing Bank Accounts

? Why is a duplicate of the Operating Account Bank Account necessary for processing ACH transactions?

   a) Each accepted method of payment should have its own Bank Account
   b) *To reconcile both checks and ACH payments to the same checking account*
   c) To enable the payment of vendor invoices using ACH

Lesson 3: Managing Payment Terms

? To which financial documents can Payment Terms be applied? (Select all that apply.)

      a) *Customer Payments*
      b) Vendor Invoices
      c) *Vendor Payments*

Lesson 4: Creating and Managing Labor Categories

? Why does Unanet recommend configuring Labor Categories at the master list level with a bill rate of $0?

      a) The bill rate should be selected from the project-level Labor Category
      b) The bill rate is not included in revenue calculations
      c) The Pay Code will determine the bill rate

Lesson 5: Managing Pay Codes

? Which of the following is a *Salaried* Usage option available for creating a new Pay Code in a system which has dilution enabled? (Select all that apply.)

      a) Standard Pay (Diluted)
      b) Standard Pay (Undiluted)
      c) Additional Pay (Diluted)
      d) Additional Pay (Undiluted)

Lesson 6: Managing Posting Groups

? When the Account Source Type is "Variable", the system will determine the Account to use based on which of the following?

      a) Account Source
      b) Account Category
      c) Organization Source

Lesson 7: Creating Invoice Numbers and Invoice Formats

Why does Unanet recommend creating Expense Types specifically for Items?

    a) To aid in accurate General Ledger reconciliation
    b) To distinguish between Items and Expenses on invoices
    c) To make clear which Items are being selected at the Project level

Which status allows invoices to be modified after being created?

    a) Completed
    b) Draft
    c) Posted

Lesson 8: Managing Cost Elements and Cost Structures

Which of the following would cause a new Expense Type Cost Element to not appear in Cost reports? (Select all that apply.)

    a) New Cost Element was not added to Indirect Rates formula(s)
    b) New Cost Element does not fit into established cost types
    c) Cost Report definitions were not updated to include it

Lesson 9: Creating Custom Time Periods

A weekly Timesheet User enters planned vacation for next year. How might this impact the system?

    a) Creation of Custom Time Periods may be prevented
    b) Accrual calculations will be inaccurate for the period
    c) No impact as timesheets in future periods are not allowed

Lesson 10: Managing Approval Groups

For what reasons might a user be unavailable to add to an Approval Group as a submitter or approver?

If a user is lacking the Manager role, is inactive, is already a submitter to the Approval Group, or does not have Organization Access to the submitters, then that user cannot be assigned as an approver.

Lesson 11: Enabling Custom Notifications and Reminders

Select the triggers that send Notifications to users. (Select all that apply.)

a) System events like timesheet or expense report submission
b) Scheduled project alerts
c) Broadcast reminders from Managers

Why would a user receive a reminder to submit their timesheet? (Select all that apply.)

a) The reminder is scheduled to go out automatically on set dates
b) The user has not submitted their timesheet before the deadline
c) The reminder has been generated by an Administrator

Lesson 12: Managing Paid Holiday Leave

Which TWO things does an Administrator need to do before users enter their first timesheets each January?

a) Configure the new list of Holidays in Admin > Setup
b) Create required custom time periods for next year
c) Assign affected users to a new Holiday project for next year

Which settings should the Administrator review to ensure holiday leave auto-populates on users' timesheets? (Select all that apply.)

a) Confirm users are assigned to the Holiday project
b) Confirm users have no existing paid leave on timesheets

c) Confirm Holiday pay code is available to Employee Types

Lesson 13: Creating an Accrual Plan

Which Accrual Plan details can be used to restrict which hours count towards leave accrual? (Select all that apply.)

    a) Schedule
    b) Location
    c) Labor Category
    d) Pay Code
    e) Period Type
    f) Project Type

Lesson 14: Modifying Employee Types

A user needs to charge the CV-19 pay code to the LWOP project but the project does not show up on their timesheet. Why not? (Select all that apply.)

    a) The pay code is not available on the LWOP project
    b) The pay code is not available to their Employee Type
    c) The user is not assigned to the LWOP project

Lesson 15: Creating People

Where is a Person assigned as a submitter to a Time or Expense Approval Group? (Select all that apply.)

    a) People > Profile > Time
    b) Project > People Assignments
   c) Admin > Setup > Approval Groups > Time and Expense

Lesson 16: Executing Imports and Exports

Why does Unanet recommend marking exported data as Extracted?

    a) To prevent data from being exported again

b) To ensure no further changes are made to the data
c) To identify which data has already been exported

**?** How does the system handle imported data when data already exists in the designated field?

a) The existing data is erased
b) The new data overwrites the existing data
c) The system will ignore the imported new data

Lesson 17: Managing Credit Card Transactions

? Why would "Unassociated" transactions appear in Admin > Imported Expenses after a credit card import? (Select all that apply.)

a) The Person Profile is missing a credit card number
b) The credit card number in the Person Profile does not match the number in the import file
c) Credit Card functionality has not been enabled

Lesson 18: Adjusting Timesheets as an Administrator

? How can an Administrator adjust a user's timesheet to change the labor category associated with several entries?

a) Delete the existing timesheet entries then add a new row with the correct labor category
b) Insert a row of negating entries then add a new row with the correct labor category
c) Delete the entire timesheet and create a new one with the correct labor category

APPENDIX B: Supplemental Information

Organizations

Help
Unanet Menu – Admin – Admin Setup – Project – Setup Organization Types
Unanet Menu – Organizations – Organization List

Support
Sys Doc | Default GL Posting Organization
Sys Doc | Financial Organizations
Sys Doc | Organization Naming Conventions
Sys Doc | Organization Types
Sys Doc | Person Organizations
Sys Doc | Project Organizations
Sys Doc | Project Owning Organizations

Bank Accounts

Help
Unanet Menu – Admin – Admin Setup – Accounting – Setup Bank Accounts

Support
How To | Set Up A New Bank Account
Sys Doc | Bank Accounts

Payment Terms

Help
Unanet Menu – Admin – Admin Setup – Accounting – Setup Payment Terms

Support
Sys Doc | Payment Terms

Labor Categories

Help

Unanet Menu – Admin – Admin Setup – People – Setup Labor Categories
Using Unanet – Project Maintenance - Project Labor Categories

Support

Sys Doc | Labor Categories
Sys Doc | Project Labor Categories

Pay Codes

Help

Unanet Menu – Admin – Admin Setup – Time – Setup Pay Codes
Using Unanet – Project Maintenance – Project Pay Codes

Support

Sys Doc | Hazard Pay/Danger Pay
Sys Doc | Pay Codes
Sys Doc | Project Pay Codes

Posting Groups

Help

Unanet Menu – Admin – Admin Setup – Accounting – Setup Posting Groups

Support

Sys Doc | Posting Groups
Sys Doc | Posting Groups and Posting Options

Invoice Numbers and Invoice Formats

Help

Unanet Menu – Admin – Admin Setup – Accounting – Setup Customer Invoice Formats
Unanet Menu – Admin – Admin Setup – Accounting – Setup Customer Invoice Number

Support
Sys Doc | Invoice Formats

Cost Elements and Cost Structures

Help
Unanet Menu – Admin - Admin Setup – Accounting – Setup Cost Elements
Unanet Menu – Admin - Admin Setup – Accounting – Setup Cost Structures
Unanet Menu – Admin - Admin Setup – Expense – Setup Expense Types

Support
Sys Doc | Cost Elements
Sys Doc | Cost Structures
Sys Doc | Expense Types
Sys Doc | Setup Cost Structure

Custom Time Periods

Help
Unanet Menu – Admin – Admin Setup – Setup Time Period Setup
Unanet Menu – Admin – Admin Setup – Setup Time Periods

Support
Sys Doc | Creating Custom Time Periods For Stub End-Of-Month Periods
Sys Doc | Time Period Setup

Approval Groups

Help
Unanet Menu – Admin – Admin Setup – Approval Groups – Setup Accounts Payable Approval Groups
Unanet Menu – Admin – Admin Setup – Approval Groups – Setup Accounts Receivable Approval Groups
Unanet Menu – Admin – Admin Setup – Approval Groups – Setup Purchasing Approval Groups
Unanet Menu – Admin – Admin Setup – Approval Groups – Setup Time and Expense Approval Groups
Using Unanet – Time and Expense Approvals – Dynamic Approval Sequence

Using Unanet – Time and Expense Approvals – People Approvals
Using Unanet – Time and Expense Approvals – Project Approvals
Using Unanet – Time and Expense Approvals – Setup Time and Expense Approval
Groups

Support
Sys Doc | Approval Groups
Sys Doc | Approval Order (Project and Manager Approvals)
Sys Doc | Creating Approval Groups
Sys Doc | Expense Approval Authority Sequence
Sys Doc | Procedures For Manager Approval

Notifications and Reminders

Help
Unanet Menu – Admin – Admin Setup – Miscellaneous – Setup Email Notifications
Unanet Menu – Admin – Admin Setup – Miscellaneous – Setup Email Reminders

Support
Sys Doc | Email Notifications
Sys Doc | Email Reminders

Holidays and Paid Leave

Help
Unanet Menu – Admin – Admin Setup – Time – Setup Holidays

Support
Sys Doc | Holidays

Accrual Plans

Help
Unanet Menu – Admin – Admin Accruals
Unanet Menu – Admin – Admin Setup – Time – Setup Accrual Plans
Using Unanet – People Maintenance – People Accruals

Support
Sys Doc | Accruals By Hours Worked (Hourly Employees)

Sys Doc | Best Practice If You Accrue Leave By Actual Hours Worked
Sys Doc | Vacation and Leave Accruals

Employee Types

Help
Unanet Menu – Admin – Admin Setup – People – Setup Employee Types

Support
Sys Doc | Employee Types

People

Help
Using Unanet – People Maintenance – People Organization Access
Using Unanet – People Maintenance – People Profile

Support
Sys Doc | Business Week
Sys Doc | Default Roles
Sys Doc | Organization Access
Sys Doc | Person Profile
Sys Doc | Time Period Setup

Imports and Exports

Help
Unanet Menu – Admin – Export
Unanet Menu – Admin – Import

Credit Card Management

Help
Unanet Menu – Admin – Admin Imported Expenses
Unanet Menu – Admin – Import – Import Credit Card - AmEx
Unanet Menu – Admin – Import – Import Credit Card - Generic
Using Unanet – People Maintenance – People Profile – People Credit Cards

Support

Sys Doc | Administrating Corporate Card Expenses In Unanet
Sys Doc | Credit Card Import
Sys Doc | Credit Card Reconciliation Overview

Administrator Timesheet Adjustments

Help

Using Unanet – Time Recording - Administrator Timesheet Adjustments

Support

FAQ | What Types Of Adjustments Exist?
Sys Doc | Timesheet Adjustments

[Unanet GovCon Glossary of Terms](#)

NEXT STEPS

Completion Certificate and Course Survey

When the course has finished, Unanet University staff will mark attendance in the Learning Management System (LMS). The LMS will generate a completion certificate (including CPE credits, where applicable) which will be available to the participant under the *Transcript* section of the LMS.

Course evaluations will be sent from GoToTraining at the conclusion of the course. While a completed evaluation is not required to receive a completion certificate or CPE credits, Unanet University appreciates any and all feedback to improve our training content. We recommend adding **customercare@gototraining.com** to your Safe Senders list so that the evaluation is not filtered by your email as spam.

Self-Directed Learning (SDL) Courses

In addition to eLearning and instructor-led training, Unanet University also offers self-directed learning options that enable learners to complete courses at their own pace. Completion of SDL courses can prepare you to successfully attain Unanet accreditations and certifications. Available SDL courses can be located in the LMS Store by selecting the "_Self-Directed Learning" filter.

Certification Options

Unanet University offers a growing catalog of certification options ranging from end user accreditations to manager and administrator certifications. Each certification option requires a passing score on an assessment, which can be accessed once with or without completion of its prerequisite course(s). Learners may complete a single assessment to earn a single certification or complete multiple assessments to earn a comprehensive certification. The assessments are timed, "open book" exams and include a guide to the topics that will be assessed. For each assessment, learners will be given one free opportunity to pass; if unable to pass the first attempt, learners will need to complete the prerequisite ILT or SDL course(s) before attempting the assessment again.

All-Access Learning Pass

The All-Access Learning Pass provides customers and partners FREE unlimited access to live or self-paced training. The annual subscription includes:

- Unlimited access for all employees of the company
- Enrollment in all Unanet University instructor-led or self-directed courses*
- CPE credits for all instructor-led courses
- Access to all <u>new</u> courses without an additional fee
- Immediate access to all <u>updated</u> courses to include new features and functionality
- 24x7 access to on-demand microlearning online training content

*Private training events are 50% off the regular price