

# Accredited Unanet GovCon: Using Purchasing Assessment Guide

The Unanet Accreditation Program is an industry standard that will help validate your level of skill and knowledge using Unanet products. Accreditation will help to set you apart in the competitive world of enterprise applications.

The Unanet GovCon: Using Purchasing Accreditation demonstrates users' knowledge required to perform Purchasing Processes using Unanet GovCon.

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

## Exam Blueprint

- You will be presented with 25 multiple choice questions.
- You will have 30 minutes to complete the exam.
- The minimum passing score for the exam is 80%.
- You will be given one attempt to pass the exam; if you do not pass, you will need to complete the recommended training listed below before attempting the exam again.
- The exam questions will include the categories and topics listed below and are weighted as shown:

CATEGORY	WEIGHT
<b>General System Usage</b> <ul style="list-style-type: none"><li>• Identify the user roles required to perform Purchasing processes</li><li>• Analyze Purchasing Reports</li></ul>	<b>25%</b>
<b>System Configuration</b> <ul style="list-style-type: none"><li>• Analyze the Purchasing flow in Unanet</li></ul>	<b>15%</b>
<b>Transaction Processing</b> <ul style="list-style-type: none"><li>• Differentiate Create/Submit/Approve Purchase Requisitions and Purchase Orders</li><li>• Relate the use of Receipts and Purchase/Project Assignments</li><li>• Recognize the options used to Manage and Monitor Purchasing</li></ul>	<b>60%</b>

## Exam Preparation

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

Self-Paced Learning
Unanet GovCon: Using Purchasing (SDL)

Instructor-Led Training
Unanet GovCon: Using Purchasing (ILT)

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

Resource Documents
Search Help Docs - Financials - Purchasing
Search Support - Sys Doc   Purchasing - Admin Properties
Search Support - Sys Doc   Purchasing - Initial Considerations
Search Support - Sys Doc   Purchasing - Scenario A - Sub Time In Timesheets
Search Support - Purchase Requisitions
Search Support - Purchase Orders
Search Support - Create A Purchase Order Without A Purchase Requisition
Search Support - Purchasing Approvals
Search Support - Purchase Order Formats
Search Support - Purchasing Alerts Preferences
Search Support - Purchasing Receipts
Search Support - Purchase Order Assignments
Search Support - Create Project Assignments From A Purchase Order Assignment
Search Support - Purchase Orders - Mods and Misc
Search Support - Manage An Existing Purchase Requisition
Search Support - Manage An Existing Purchase Order
Search Support - Purchasing Report On Commitments

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