



UNANET GOVCON: GLOSSARY OF TERMS

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ABOUT THIS GUIDE

This document serves as a supplement to the training courses offered through Unanet University, www.unanetuniversity.com. Participants should use this to reference various Unanet GOVCON terms used while attending the courses.

Unanet Contact Information

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

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.

A

Item	Description
Accounts	Accounts are used to define and organize a customer's Assets, Liabilities, Expenses, and Revenue in the General ledger. These Accounts form the backbone of the customer's Cost Accounting and Financial Management setup.
Actual Indirect Cost Rate	Computed by dividing the total amount of the cost pool by the total amount of the direct Cost Element(s). Example would be dividing the total dollars spent on fringe benefits by the total payroll dollars of the people receiving the benefits. The actual rate is dynamic and changes with each period as costs are incurred and recorded in the General Ledger. This rate is computed in the accounting system and keyed into Unanet as required. Unanet allows the effective date for the Actual Rate calculation to be stored so that reports can show how current the rate is.
Assignment	An authorization for a user to charge time or expense to a project or task.

B

Item	Description
Backlog	Budget minus total Incurred to date.
Bill Rate	The rate that is charged to a customer for each labor hour on a Time and Materials contract. The Bill Rate is used in billing, revenue recognition, and planning.
Billed Status	Represents items that have been on a completed invoice.
Billing Type	TM, FP, CP Values: Field in Project Record. Note: Tasks may also have different billing types (either TM or FP), thus allowing a blend of FP/TM projects.

C

Item	Description
Cost Element	Elements comprising the total cost of a project. Elements can be <i>direct Cost Elements</i> and <i>indirect Cost Elements</i> . Examples are Direct Labor and Fringe.
Cost Element Actuals or Budget Formula	A formula created by the user that defines the calculation steps involved in computing the desired end total or amount for a Cost Element.
Cost Pool	Groupings of indirect costs to be allocated to a direct Cost Element. Examples: Fringe, Overhead, and G&A. Contains the Cost Pool name and the actual, provisional and target rates. Cost Pool rates are calculated by the total dollar amount of the indirect cost divided by the total dollar amount of the Cost Element.
Cost Pool Group	Grouping of Cost Pools to facilitate.
Cost Structure	A group of Cost Pools and how those Cost Pools are allocated to direct costs. Cost Structures can include multiple Cost Pools. Example: Company A multiplies the total amount of direct labor by the fringe rate.
Customer Organization	Any entity you intend to receive payments from for Project work. On the Project, the Customer Organization is the organization populated in the Project Organization field.

D

Item	Description
Deferred Bill Status	Prior to Unanet version 10.0 ONLY(Legacy). Earned but not yet billable. These entries will no longer be made effective with 10.0.
Deferred Revenue Status	Represents revenue that is billable, but not yet been earned.
Direct Cost Elements	Labor hours at hourly cost rates and expense amounts for materials and other purchases charged to a project.
Draft Bill Status	Represents items on a Draft invoice on reports, including Additional Items which do not yet have an associated journal entry, and items which have unbilled Journal Entries. One-time items will have a journal entry of Billed when the invoice is complete.
Draft Revenue Status	Fixed Price items with a Revenue Recognition Method of When Billed or any Write-offs or Additional Items included on draft invoices.

E

Item	Description
Effective Date	Used in many areas of Unanet and contains the date that a particular element becomes effective. Usage details are below:
- Person Import	
From project acct course glossary (need to ID)	The date the change is effective. This date is used to determine which historical file to use when making calculations. This is not required. Only an Administrator will change Actual Rates.
Expense Types	Categories of expenses you would like to associate with Expense Reports. It is very important to note that Expense Types need to be mapped to the applicable Cost Accounts and also to the appropriate Cost Element at the Cost Structure level. Otherwise, the costs for these expenses will not be appropriately captured.

F

Item	Description
Facilities Pool	<p>This is a grouping of expenses associated with housing operations and is sometimes referred to as occupancy. Sometimes these costs are included in the Overhead cost pool, but they are often filled out on the DCAA cost submission on a separate schedule. This can be based upon headcount, square footage, labor dollars, or some determining factor to allocate costs between overhead, G&A, and sometimes materials and subcontractor handling. Examples of items include but are not limited to:</p> <ul style="list-style-type: none"> Rent Building maintenance, property management services Utilities, communications equipment Depreciation of building, furniture & fixtures Facilities administration Security services Moving and remodeling costs Custodial Building debt service
Fiscal Years	<p>Fiscal Years are required to be setup in Unanet for planning and assigning labor and expenses, posting transactions, generating financial documents, and for reporting.</p>
Fringe Pool	<p>This is a grouping of expenses incurred for the benefits of employees, both direct and indirect. These may be different for different categories of employees such as full-time or part-time. Items which typically would be included in Fringe are:</p> <ul style="list-style-type: none"> Employer federal, state, and local payroll taxes Workers' compensation Holidays, vacations, and sick or lost time Jury duty, military, or bereavement Medical, dental, and vision Life insurance Short and long-term disability Stock incentive options Company contributions to 401(k) Bonuses (if applicable to all employees)
Funded Value	<p>Authorized expenditure, typically equal to project budgeted revenue. Can optionally be shown in an invoice header and used to limit Revenue and Billings at the Task and Project levels.</p>

G

Item	Description
General & Administrative (G&A) Pool	<p>This is a grouping of expenses associated with general administration and overall management of the business. Typically abbreviated to G&A, but sometimes known as SG&A (Sales, General & Administrative). Items which would typically be included in G&A are:</p> <ul style="list-style-type: none">Executive managementFinance and AdministrationSales and marketingHuman resourcesInformation technologyProfessional feesBid & proposal efforts

H

Item	Description

I

Item	Description
Indirect Cost Elements	Indirect cost allocated from a grouping of incurred costs in a pool identified with two or more objectives (such as Fringe, Overhead, or Sales -General & Administrative costs) and apportioned to the some grouping of other cost elements, both direct and indirect.
Indirect Cost Rate	A percentage to be applied to the dollar amount of the direct costs. Percentages can be provisional, target and actual.

I

J

Item	Description

K

Item	Description

L

Item	Description
Labor Categories	Labor Categories allow you to classify work/labor performed on contracts/projects. If you have defined schedules of Labor Categories and Bill Rates (such as a GSA schedule) set and manage these rates at the Admin/Setup level. For contract negotiated bill rates, set and manage these rates at the Project level. It is important to note, the Labor Category itself must exist at the Admin/Setup level for it to be available for use at the Project level, but the rates should be managed as previously stated.
Labor Cost Elements	Subcategory of Cost Elements that includes all labor costs that are direct. Direct labor costs are expressed as a rate per hour.

M

Item	Description

N

Item	Description

O

Item	Description
Organization	See <i>Customer Organization, Person Organization, Project Organization, Owning Organization, Vendor Organization</i>
Other Direct Cost Elements	Subcategory of cost elements that includes all costs other than labor that are direct, such as expenses. Often, these are termed ODCs.
Overhead Pool	<p>This is a grouping of expenses associated with assisting direct labor employees in doing their jobs. Items which would typically be included in Overhead are:</p> <ul style="list-style-type: none"> Communications/telephone Training Recruiting Travel expenses (unless ODC) Utilities Depreciation of buildings and equipment Licenses and fees Computer equipment and maintenance Office supplies Postage and shipping <p>For direct labor on client site, overhead will be lower than on company site.</p>
Owning Organization	Field in Project Record. Represents the Internal Organization responsible for the project (and/or task). When invoicing a project, the Owning Organization will determine the Remit To address to be used.

P

Item	Description
Person Organization	Each person in Unanet is identified as belonging to an organization which is the person's organization.
Posting Groups	Posting Groups control the logic used to assign Accounts and Organizations to transactions posted to the General Ledger.
Pre-Bill Labor	The ability to create a billable transaction for placement on an invoice for T&M projects. Billable hours which are posted will be offset against the Pre-Billed Labor balance to offset the deferred revenue until it has all been earned, i.e., becomes recognized revenue. Invoices show Pre-Bill amounts and remaining balance. Once a Pre-bill amount has all been earned, additional posted billable hours would be billed in arrears.
Project Administrators	This menu option on Projects defines which users have responsibilities for a particular project. It is important to note that if your project has Tasks the Project Administrators will have the same access to the Project and all Tasks.
Project Manager	A role in Unanet which allows the user to create Projects. This role <i>is not</i> analogous to the Project Manager function within most companies. It is more aligned with functions performed by the Contracts Manager/Program Manager.
Project Organization	Each project in Unanet is associated with an organization which is the project organization. Project organizations are designed to represent customers (an external company or internal department) and, specifically, the organization that benefits from the project. When invoicing, the Project Organization supplies the values for Bill To and Ship To.
Project Total Value	Maximum contract value; may exceed Funded Value.
Provisional Indirect Cost Rate	The rate determined by budgets or forward pricing and approved by audit of an outside firm or agency. This rate is static and only changes with authorization from the outside firm or agency. This rate is normally used in proposals and in billing for Cost Type contracts. This rate is keyed in.
Procurement	The strategic process of searching, negotiating, and strategic selection of goods and services from an external source, such as a third-party vendor or supplier.

Purchasing	A sub-process of Procurement and focuses on the transactional phase associated with buying goods and services.
Purchase Order (PO)	A legally binding document created by a buyer and presented to a seller indicating types, quantities, and agreed prices for goods or services. It is used to control the purchasing of goods and services from external suppliers.
Purchase Requisition (PR)	A formal document used by a department to request that the purchasing department order goods or services.

Q

Item	Description

R

Item	Description
Recognized Revenue Status	Amount of Revenue posted via the Billing and Revenue Post process.

S

Item	Description
Subcontractor	An individual or business hired by the main contractor to do specific tasks or services in their area of expertise as part of an overall project.

T

Item	Description
Target Indirect Cost Rate	The rate determined by the company as a goal rate based on budgets. This rate may be the same as the provisional rate and is usually a static rate, only changing once or twice a year. This rate is keyed. Note, some accounting systems such as GCS support only two rates (Target and Actual). In such situations Target has the same meaning as Provisional defined above.

U

Item	Description
Unbilled Bill Status	Represents items that are billable and have been posted but are not billed.
Unearned Revenue	The terminology Deferred Revenue is used in Unanet for this.

V

Item	Description
Vendor Organization	Any entity you intend to issue payment must be created as a Vendor Organization. These may be external vendors or employees which you will reimburse for out-of-pocket expenses via Accounts Payable. Any Sub-contractor firm which utilizes the Sub-contractor Portal must be created as a Vendor Organizatoin.

W

Item	Description
Wrap Rate	For every dollar of Direct Labor, the Wrap Rate is the calculated factor of how much to charge to cover costs. Wrap Rate does not include materials, subcontractors, or fee. Generally speaking, Wrap Rates between 1.6 and 2.2 are common.

XYZ

Item	Description

APPENDIX A: SUPPLEMENTAL INFORMATION

Reference Links

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

General Reference

Search the Support Portal

Knowledge Center - Training and Financial Guides

Knowledge Center – Organizational Setup

Knowledge Center – Procedures for Financials Month End Close