Unanet University

UNANET GOVCON:
ADMINISTERING THE SUBCONTRACTOR PORTAL

PARTICIPANT GUIDE

Last Revised July 2023

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ABOUT THIS PARTICIPANT GUIDE

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

Symbols Used In This Guide:

Activity	Demonstration	Important Note	Question	Tour
A hands-on practical exercise that will be completed by participants	An instructor-guided detailed review of features or processes	A callout of critical information related to a topic	Assesses participants' understanding of a topic	A high-level review of system features or functionality by the instructor

Unanet University Contact Information

Send questions to **VirtualUU@unanet.com** for information about courses, course schedule, enrollments, and certifications. This mailbox is monitored daily.

Unanet Certification Program and Badges

For more information on the Unanet Certification Program, **click here**.

Support Portal

Use Unanet's Support Portal **support.unanet.com** to access product reference articles and FAQs. To obtain a Support Portal ID, send an email to **support@unanet.com** with the subject "Support Portal ID request".

The following conditions must be met to be granted a support account:

- The "from" address must match the domain of your company
- It must NOT be a generic email account (e.g., gmail.com)

COURSE INTRODUCTION

Unanet Subcontractor Portal users will review the configuration settings necessary to utilize the subcontractor portal, develop a process for creating and onboarding subcontractor administrators, managers, and users. Additionally, you will analyze and practice the workflow processes involved using the subcontractor portal. This includes timesheet and expense report entry and approvals, assign subcontractors to purchase orders, and generate vendor invoices.

Recommended Roles: Administrators (System, P&R, HR), and Subcontractors (HR Admin, Manager, Timesheet Users, Expense Report User, PO Assigner, PO Viewer, and VI User)

Learning Objectives

In this course, Unanet GovCon: Administering the Subcontractor Portal participants will:

- Analyze the subcontractor portal process performed in Unanet
- Identify the roles, in Unanet, required to perform subcontractor portal processes
- Review administrative configurations required to use the subcontractor portal
- Recognize the requirements and decisions involved to administer and manage the subcontractor portal
- Differentiate the various procedures and options to use the subcontractor portal such as adding new users and approving timesheets/expense reports submitted by subcontractor users
- Examine the use of Purchase Order assignments to create a Vendor Invoice using matched transactions

Student Training Site

A Unanet training system has been specifically created to support this course. The system is configured around a fictional GovCon company named MyCo. The activities, and accompanying simulations, reference MyCo, its related internal and external organizations, and business processes.

Roles & Access

Unanet is a role-based system which provides security and access based on the roles assigned to the user by the System Administrator. It is helpful to be familiar with Unanet's roles and the access that comes with each unique role. Users may find the need to be assigned a combination of roles in order to perform various job functions.

During this course, students will be instructed to Login to Unanet utilizing specific user personas which contain the appropriate roles in order to access and complete the required activities.

MyCo - Roles

MyCo uses the following user personas to Login to the system. **Please note, the password is case sensitive; username is not.**

Unanet environment

Unanet Role	Name	Unanet login Username	Password
System Administrator	Frank Controller	fcontroller	welcome

Subcontractor Portal environment

These users are designated as subcontractors in Unanet:

Vendor: Subs R Us (S-SUBSRUS)

Unanet Role Subcontractor Portal	Name	Portal login Username	Password
Designated as subcontractor HR Admin Manager	Sadie SubPAdmin SRU HR Administrator for Vendor: Subs R Us	subpadminsru	welcome

Continued next page…

Unanet Role Subcontractor Portal	Name	Portal login Username	Password
Designated as subcontractor Power User: Timesheet User Expense User Manager PO Assigner PO Viewer VI User	Calvin SubPManager Manager for Vendor: Subs R Us	csubpmgrsru	welcome
Designated as subcontractor User: Timesheet User Expense User	Cindee SubPUser Subcontractor for Vendor: Subs R Us	cisubpusersru	welcome
Designated as subcontractor User: Timesheet User Expense User	Cooper SubPUser Subcontractor for Vendor: Subs R Us	cosubpusersru	welcome

LESSON 1: CONFIGURING THE UNANET SYSTEM

Learning Objectives

- Analyze the subcontractor portal process performed in Unanet
- Identify the roles, in Unanet, required to perform subcontractor portal processes
- Review administrative configurations required to use the subcontractor portal
- Recognize the requirements and decisions involved to manage the subcontractor portal

Introduction

The Unanet Subcontractor Portal, an enhancement of our Financials solution, simplifies the subcontractor management process from onboarding to invoicing, empowering subcontractors to interact directly with the system to eliminate manual processes and duplicate work. This unified approach strengthens the relationship between your company and subcontractors while giving your team more time to focus on project execution, profitability, and growth.

Lesson 1 Overview Video (for SDL only)

Subcontractor Portal Process Benefits Overview

The Unanet Subcontractor Portal seeks to simplify and shorten the time and effort required to manage the Subcontractor workforce. The Subcontractor Portal is available to active users designated as subcontractors in Unanet.

The Subcontractor Portal is seen as a highly controlled extension or “sister site” to your Unanet environment. Portal users will have a separate log in site, but it is the same database. The data entered in the portal will be immediately visible in your Unanet environment.

Subcontractor Portal Benefits:

- **Easier time & expense process:** Subcontractor employees input and have their time and expenses approved in one location.
- **Reduced administrative burden:** Subcontractors self-manage new users, Purchase Order reviews and assignments, and prepare Vendor Invoices.
- **Improve project execution:** Gain real-time visibility and control over projects.
- **Provides efficiencies:** Shortens the cycle from incurring labor to invoicing and revenue recognition.

Unanet Roles for Subcontractor Portal Processes

It is helpful to be familiar with Unanet's roles and the access that comes with each unique role. Users may find the need to be assigned a combination of roles in order to perform various job functions.

The System Administrator role can perform all of the necessary configurations needed in Unanet to utilize the subcontractor portal. However, it should be noted that there are other admin roles that can also create some of the required configurations such as: P&R Administrators can create a vendor organization and HR Administrators can create approval groups.

Administrative Configuration in Unanet

Before using the subcontractor portal, you will need to confirm that your Unanet system is properly configured. The following configurations are required in Unanet prior to utilizing the subcontractor portal workflow:

1. Add **Vendor Organizations** for use in Subcontractor Portal
2. Add **Approval Groups** for use in Subcontractor Portal
3. Add **People** records for use in Subcontractor Portal
    - **designated as a Subcontractor** which indicates that this particular user will only have access to log in through the portal site.

Additional System Administrator considerations are provided in **Appendix B**.

Unanet Organizations

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

Navigate: Organizations > List then select + Organization icon

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

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

Vendor Organizations in Unanet for Subcontractor Portal Use

Vendor Organizations represent to whom you will send payments for goods and/or services provided. A Vendor Profile must be created to associate the Vendor Organization with a Legal Entity, establish Payment Terms, and optionally require approval for User Activation in the portal. The Vendor Organization is used to limit access (Person, Financial, Vendor) to this Vendor when it is associated to the Subcontractor's Person record and Approval Groups.

If portal users will be added directly into Unanet, User Activation is not required in the Vendor Organization Profile. User Activation is <u>only</u> recommended <u>if</u> subcontractor users are added to the system through the Subcontractor portal. This setting will "Require This Vendor To Solicit Approval For Activating Their Users". Only Unanet roles of System Admin and P&R Admin will appear as approvers for selection in this process.

Activity 1.1 Add User Activation to a Vendor Organization for use in the Subcontractor Portal

Login as Frank Controller (System Administrator) - fcontroller / welcome

Activity Steps:

1. **Navigate**: Organization > Dashboard and **Search** ORG NAME = Subs R Us (type "subs%"). **Use** the pencil icon to edit the Vendor Organization

2. **Confirm** the **Profile** information:
   - ORGANIZATION CODE — VS-SUBSRUS (no spaces)
   - ORGANIZATION NAME — Subs R Us
   - ORGANIZATION TYPE — VENDOR-SUBCONTRACTOR
   - ORGANIZATION PARENT — VS-VENDORS-SUBPORTAL

3. **Confirm** the **Contacts** and **Organization Addresses** information:
   - NAME — AR Dept, Collection (REMIT TO)
   - STREET ADDRESS — 123 Subs R Us Lane
   - CITY/STATE/ POSTAL CODE — Pittsburgh, PA 15200 (REMIT TO)

4. **Confirm** the **Vendor Profiles** information
   - Vendor Profile
     - LEGAL ENTITIES — All Legal Entities
     - PAYMENT TERMS — Net 30
     - ACTIVE — checked (yes)

5. **Use** the pencil icon to edit the Vendor Profile. **Select** the *__User Activation__ tab
   - Require Approval for Activating Users — Select Require Approval
   - Approver — Controller, Frank T. (type "con")

   SAVE

Approval Groups in Unanet for Subcontractor Portal Use

Navigate: Admin > Setup > Approval Groups > Time and Expense

Approval Groups define a People-based relationship between managers and submitters of time or expenses for approval. Which approval group a person belongs to is defined in the person's profile. The process of creating an Approval Group requires:

- Create and Define the Approval Group for Time & Expense
- Assign Approvers
- Assign Submitters

To establish Subcontractor Portal Approval groups, a specific Vendor Organization should be associated to the group. Approval Group members must be active users and have the specific Vendor Organization associated in their Person profile. Each approval group can have any number of approvers and submitters defined in the group (including the project manager). To be an approver, a user must have a Manager role and to be a submitter, a user must have a Timesheet User and/or Expense Report User role.

To review the Approval Group members, approvers, and submitters:

Navigate: Reports > Reference > People > Approval Group

Activity 1.2 Add Subcontractor Portal Approval Group

Login as Frank Controller (System Administrator) - fcontroller / welcome

Activity Steps:

1. **Navigate**: Admin > Setup > Approval Groups > Time and Expense
2. **Select** +Add Approval Group and enter the following:
   - APPROVAL GROUP NAME — VS-Subs R Us Team USERS
   - DESCRIPTION — Time and Expense for Subs R Us portal users
   - ORGANIZATION — VS-SUBSRUS - Subs R Us (type “sub”)

   SAVE
3. Members (Approvers and Submitters) of this approval group will be assigned when adding people records through the portal. To exit screen, press **Cancel**
4. **View** the newly added Approval Group included in list

People Records in Unanet as Subcontractor Portal Users

Navigate: People > List then select +Person icon

A Subcontractor Portal user will need to have a Person record in Unanet and be designated as a Subcontractor. By designating a user as a Subcontractor, you are indicating that this user will only have access to your Unanet environment through the Subcontractor Portal.

People records for Subcontractor Portal users can be added directly into to the main Unanet environment or through the portal. Although Subcontractor Portal users can all be added and configured in the main Unanet system, you may choose to assign a Subcontractor Portal Administrator to add users through the Subcontractor Portal thereby leveraging the User Activation feature to review and complete the new user record (**Lesson 2**). This process is found to be favorable to relieve some of the administration responsibility of new user setup for the portal.

A Subcontractor Portal Administrator must be assigned the HR Administrator role and be designated as a Subcontractor on the Roles tab in Unanet. When adding a new Person record for a Subcontractor in Unanet, the following fields must be entered prior to selecting “Designate this use as Subcontractor”:

- Profile tab - Person Organization assigned with active Vendor profile to be used in the Subcontractor Portal
- Rates tab - Classification of "Non-Employee (PO)"

Once a Subcontractor designation is made on the Roles tab, the available Unanet roles that can be assigned to Subcontractors are limited to the following:

- HR Administrator
- Manager
- Timesheet User
- Expense User
- Purchase Order Assigner
- Purchase Order Viewer
- VI User
- UnaSource User (project plans can be created for this user)

Available Subcontractor Roles:

HR Admin – acts as the administrator for the Subcontractor Portal to add Managers and Users to the Subcontractor Portal. This user **must** be created by the System Administrator in Unanet. The subcontractor administrator will not be able to access Unanet, only the administrative functions in the subcontractor portal. This role, when assigned to a designated Subcontractor, automatically has its Organization Access limited to the Person Organization (Vendor) selected on the Profile tab. Review the access on the Organization Access menu.

Manager - provides access for a user to participate in the Manager Approval process of submitted time or expense data for users in their approval group. This role, when assigned to a designated Subcontractor, automatically has its Organization Access limited to the Person Organization (Vendor) selected on the Profile tab. Review the access on the Organization Access menu.

Timesheet User - provides access to enter Time in the Subcontractor Portal

Expense Report User - provides access to enter Expenses in the Subcontractor Portal

Purchase Order Assigner - provides access to view, create, and edit Purchase Order Assignments in the Subcontractor Portal. This role automatically has its Organization Access restricted to NONE. The Organization Access menu will need to be updated to allow access for the specific Organizations (Person, Financial).

Purchase Order Viewer - provides access to view Purchase Orders in the Subcontractor Portal. This role automatically has its Organization Access restricted to NONE. The Organization Access menu will need to be updated to allow access for the specific Organizations (Financial, Vendor).

VI User - Provides access to create, view, edit, and delete Vendor Invoices (VI) for a particular Vendor only from Matched project transactions in the Subcontractor Portal. A VI User cannot process Vendor payments. This role automatically has its Organization Access restricted to NONE. The Organization Access menu will need to be updated to allow access for the specific Organizations (Financial, Vendor).

Organization Access Restriction

The ability to restrict Organization Access to a specific Organization (Person, Financial, and Vendor) is based on the assigned roles. The following Subcontractor Portal Roles can have their organization access limited: **HR Admin, Manager, PO Assigner, PO Viewer, and VI User.** To review a user's Organization Access:

Navigate: Reports > Reference > People > Organizational Access

Add Subcontractor Portal Users in Your Instance of Unanet

The following values are set automatically for a Subcontractor's Person record:

- Time tab Vendor set to Person Organization from Profile tab
- Expense tab Vendor set to Person Organization from Profile tab
- Rates tab End Date set to EOT

Subcontractor's Person record:

Specific information and preferences will need to be entered to complete the Person record such as:

Summary Profile:	Required/Suggested Fields:
Profile tab:	• **Person Organization** - this should be the Vendor Organization for which the subcontractor is employed • **Username** • **Name** • **Email** • **Business Week** • **Employee Type –** Subcontractor • **Preferences** – Receive Assignment Notification emails
Roles tab:	• **Designate this user as subcontractor** • **Assign Specific Subcontractor roles as needed**
Time tab	• **Time Period** • **Time Approval Group** • **Vendor** - this is the same Vendor Organization as Person Organization • **Time Entry Increment** • **Time In / Out** • **Preferences** – Receive Timesheet Notification E-mails
Expense tab	• **Expense Report Approval Group** • **Vendor** - this is the same Vendor Organization as Person Organization • **Preferences** – Receive Expense Notification emails
Rates tab	• **Begin Date** (Cost and Bill *Rates are set to zero) • **Classification** – Non-Employee (PO) • **Labor Cost Element** *Rates can be specified in PO Assignment or Project Labor Category*
Password tab	**Establish new password** A new portal users will receive an email notification with a link to establish login credentials and be prompted to set a new password

Organization Access menu:

Organization Access	Required/Suggested Fields:
Based on Role assignment	**Allow access for specific Organizations (Person, Financial, and Vendor)**

Activity 1.3 Confirm Subcontractor Portal Admin in Unanet

Login as Frank Controller (System Administrator) - fcontroller / welcome

Activity Steps:

1. **Navigate**: People > Dashboard and **Search** by PERSON LAST NAME = **SubPAdmin** (type “SubPA%”). **Use** the pencil icon to edit the record for SubPAdmin, Sadie, HR-ADM-SRU

2. **Navigate** to the **Profile** tab and **Confirm** the following information:

• Person Organization	VS-SUBSRUS - Subs R Us
• *Username	SUBPADMINSRU
• Name	Sadie SubPAdmin, HR-SRU
• Email	SubPAdmin@SRU.com
• Business Week	WEEK-40
• Employee Type	Subcontractor
• Preferences	Receive Assignment Notification emails

3. **Navigate** to the **Roles** tab and **Confirm** the assigned roles:

   - Designate this user as subcontractor
   - HR Administrator
   - Manager

4. **Navigate** to the **Rates** tab and **Confirm** the following:

• Begin Date	First day of the year - EOT
• Classification	Non-Employee (PO)
• Labor Cost Element	Division A – SUBCONTRACTOR_LABOR
• Bill/Cost Rates	$0.00

5. **Navigate** to the left side menu and Select **Organization Access**

6. **Confirm** the Organization Access for the roles:

• HR Administrator	Person	VS-SUBSRUS - Subs R Us
• Manager	Person	VS-SUBSRUS - Subs R Us

7. **Select** Back to People List

Check Your Understanding

1. Which Subcontractor Portal role is required to be created in Unanet and not from the portal?
    a) Timesheet User
    b) HR Admin
    c) Manager

2. When User Activation Approval is required in a Vendor Organization, which user role(s) can activate new users assigned to that organization?
    a) System Admin or P&R Admin
    b) HR Admin
    c) Manager

3. Which Subcontractor Portal role can have their Organization Access restricted?
    a) Timesheet User
    b) HR Admin
    c) Expense User

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

LESSON 2 ADMINISTERING - SUBCONTRACTOR PORTAL

Learning Objectives

- Recognize the requirements and decisions involved to administer the subcontractor portal
- Differentiate the various procedures and options to use the subcontractor portal such as adding new users

Introduction

The Unanet Subcontractor Portal allows users to manage their own timesheets and expense reports and allows HR Administrators and Managers to manage their users. The data entered (e.g., people, timesheets, expense reports) through the portal is immediately available in Unanet.

Lesson 2 Overview Video (for SDL only)

Subcontractor Portal Access

Navigate: Admin > Properties > Unanet > System then Scroll to the bottom to see Subcontractor Portal (Portal URL)

All holders of Financial licenses will have access to the Subcontractor Portal. The Subcontractor Portal will be available through a separate link from your Unanet application but use the same database.

Activity 2.1 Access the Subcontractor Portal URL Site Address

Login as Frank Controller (System Administrator) - fcontroller / welcome

Activity Steps:

1. **Navigate**: Admin > Properties > Unanet > System
2. **Scroll** down to External URLs to view Portal URL address (Subcontractor Portal)
3. **Highlight** the Portal URL address then right click and **Select** Go to https://"*student### specific site*" Or **Copy** (ctrl + C) then **Paste** (ctrl + V) in a new internet browser tab
4. Confirm the Subcontractor Portal log in page is displayed on a new tab

Subcontractor Portal Users

Navigate: Portal > Dashboard

Once logged in, portal users can access My Account by clicking on the username in the upper right corner of the screen and then selecting My Account. This screen provides access to edit the user's email address, change Password, and manage Attachments (such as resumes). MY Account also provides Permission information regarding Access Type, Roles, and Approval Groups.

HR Administrator - My Organization

The Subcontractor Portal **HR Admin** role can add, edit, and delete users in the portal or import records for their team (with same Person Organization). The My Organization screen is used by the HR Admin to manage portal users for their Person Organization.

Navigate: Portal > Dashboard > My Organization > People

The HR Admin can maintain user profile information (PEOPLE tab) to add, delete, and inactivate users. They can view a list of the users' timesheets (TIMESHEETS tab) and expense reports (EXPENSES tab).

The **Search** field can narrow the list of people as you type a first name, last name, or username. The **Filters** icon can narrow down the results based on Status, Effective Date, Roles, and Approval Groups. Click **Apply Filters** to filter the listing. Click **Clear All** and then **Apply Filters** to see full listing again.

Click on a row to see the User's Account DETAILS and any ATTACHMENTS.

The ATTACHMENTS tab is used to view and add additional documentation to a user's record, such as a resume. To add attachments, click on **Add Attachments** at the bottom of the page. Then either drag and drop or browse for files to upload (multiple files can be uploaded at once), then click **Upload**. Certain graphics file formats are known to result in much larger files sizes than others (jpg and gif files tend to be much smaller than tif and png file formats).

Activity 2.2 Sign in as Subcontractor Portal Admin (HR Admin)

Login as Sadie SubPAdmin, (Portal HR Admin for Subs R Us) - subpadminsru / welcome

Activity Steps:

1. **In Portal**, Sign In Username = subpadminsru Password = welcome
2. **Navigate**: Portal > Dashboard > user account dropdown (upper right corner) > My Account
3. **View** DETAILS and confirm Personal and Permissions information
4. **Navigate**: Portal > Dashboard (left side menu) > Admin > My Organization to view the PEOPLE, TIMESHEETS, AND EXPENSES tabs
5. **View** PEOPLE and **Select** the row for the record of **SubPManager, Calvin, SRU**
6. **Review** DETAILS tab in the Admin section to **Answer** the following:

Question	Answer
a) What is the Effective Date?	
b) What is the Business Week?	
c) What is the Time Entry Increment?	

7. **Review** DETAILS tab in the Permissions section to **Answer** the following:

Question	Answer
a) What is the Access Type?	
b) What Roles are associated with the Access Type?	
c) What is the Approval Group(s) for Time/Expense?	
d) What is the Approval Group for Accounts Payable?	
e) What is the Approval Group for Approver For?	

8. **Select** the EDIT button in the upper right corner (popup window opens)
9. **View** the Person record field layout for each section (Status, Personal, Admin, Permissions, and Organization Defined Fields)

10 Under Permissions, **Select** Approver For and choose an additional group of **VS-Subs R Us Team USERS** then SAVE CHANGES.

11. Confirm the Approver For field now lists 2 Approval Groups in the Permissions section on the DETAILS tab
12. **Select** ADMIN My Organization (left side menu) to return to the PEOPLE list

Add Subcontractor Users in the Portal

The portal HR Admin can add new users to their same Person Organization. To create a standard approval workflow for subcontractors, the portal HR Admin should create at least one manager who will be responsible for approving timesheets and expense reports for end users on their team. As well as add the team's timesheets/expense reports end users.

Highly recommended when using this approach, to set the **Vendor Organization Profile to Require USER ACTIVATION APPROVAL** so that new users added by the subcontractor HR Admin in the portal will be in a pending status until activated/approved in Unanet.

Navigate: Portal > Dashboard > My Organization > People

Enter Subcontractor User Records

To add a new user, click **+ADD PERSON,** at the bottom of the PEOPLE page, and populate the required fields in the ADD PERSON popup window then Click **+ADD**.

Minimum Required Fields:	
Status:	Active, Inactive
Personal:	First Name Last Name Email Username
Admin:	Effective Date Business Week Time Enty Increment
Permissions:	Access Type (User or Power User) Roles Approver For (Manager role only) Time Approval Groups: • Time • Expense • Accounts Payable (VI User role only)
Organization User Defined Fields (UDF)	If applicable

Subcontractor Access Type - choose "User" or "Power User"

Roles can still be manually selected/deselected as desired.

Access Type Field:	Description:
User	Automatically selects Expense User and Timesheet User for the Roles field
Power User	Automatically selects *Expense User, Timesheet User, Manager, Purchase Order Assigner, Purchase Order Viewer,* and VI USER for the *Roles* field

Subcontractor Portal Import People

The **Import** button in the upper right corner of PEOPLE (and TIMESHEETS) page allows the HR Admin to import user information into the portal. For more information, please see **APPENDIX B**.

Portal Users Requiring Activation Approval in Unanet

If the Vendor Organization Profile on the new user's organization requires activation approval, the resulting status will be "Pending" until the new user record is approved in Unanet. The assigned Unanet Activation Approver will receive an email containing Vendor Organization, Username, Full Name, And Rate Begin Date for the new user added in the Subcontractor Portal. The Activation Approver may choose to update any additional fields in the new subcontractor portal user's People record as desired.

In Unanet, to view the People require Activation list and complete the new user record:

Navigate: Unanet > Person > List> select SHOW USERS PENDING ACTIVATION checkbox

Select the pencil icon to open and edit the record. At a minimum, the following fields will need to be entered in the new Subcontractor portal user's profile:

Subcontractor Action	Profile Record	Field
To Activate the new Subcontractor to use the portal	Profile tab	Select ACTIVE
To allow the new Subcontractor to create a timesheet	Time tab	Time Period
To correctly accounted for the new Subcontractor's labor costs	Rates tab	Labor Cost Element

In addition to the information entered in the portal, the new Subcontractor Portal user's record will have the following information automatically selected/entered in Unanet:

User Profile:	Description:
Preferences to Receive Notifications E-mails	Assignments, Timesheet, and Expense
Rates tab: • **BEGIN DATE** • **END DATE** • **CLASSIFICATION** • **BILL/COST RATE**	 • Effective date • EOT (12/31/2099) • Non-Employee (PO) • $0.00 (actual values will come from PO Assignment or Project Labor Category)

Once Activation is Approved

The new Subcontractor portal user's Status is now displayed as "Active" in the portal. The new portal user will receive an activation email (the approver receives a copy) containing the link to establish login credentials and information outlining how to log into the Subcontractor Portal. The email provides the specified Portal URL link address as shown in Admin Property. In Unanet, a Resend Subcontractor Activation Email link exists on the Subcontractor's People Profile record page until the user login has been established.

Activity 2.3 Add a User From the Subcontractor Portal

Login as Sadie SubPAdmin, (Portal HR Admin for Subs R Us) - subpadminsru / welcome

Calvin SubPManager SRU manages the team for the Vendor Subs R Us. A new User needs to be added to the Team.

Activity Steps:

1. **In Portal**, Sign In Username = subpadminsru Password = welcome
2. **Navigate**: Portal > Dashboard > My Organization > People **+ADD PERSON**
3. Populate the fields in the ADD PERSON popup window:

• Status	Active
Personal:	
• First Name	Cooper
• Last Name	SubPUser
• Suffix	SRU
• Email	csubpusersru@subsrus.com
• Username	CSUBPUSERSRU
Admin:	
• Effective Date	First day of Month
• Business Week	WEEK-40
• Time Entry Increment	¼ hour
Permissions:	
• Access Type	User
• Confirm Roles	Expense User and Timesheet User
• Time Approval Group	VS-Subs R Us Team USERS
• Expense Approval Group	VS-Subs R Us Team USERS

4. **Press** +Add to save
5. **Confirm** the Status listed is **PENDING** along with the waiting for approval icon

Activity 2.4 Activate New Subcontractor Portal User in Unanet

Login as Frank Controller (System Administrator) - fcontroller / welcome

Frank Controller is the Unanet System Admin who was selected as the Vendor Organization's Activation Approver for new users who were added in the portal.

Activity Steps:

1. **Return** to the Unanet main system, **LOGIN** as fcontroller / welcome

2. **Navigate**: People > List and **Scroll** to the bottom to **Select** SHOW USERS PENDING ACTIVATION then **Select** List tab to view the results

3. **Confirm** the new user is listed and **Select** the pencil icon to open and edit the record. The following fields will need to be entered:

   - Profile tab — Select ACTIVE
   - Time tab - Time Period — Weekly Su-Sa
   - Rates tab - LABOR COST ELEMENT — Division A – SUBCONTRACTOR

   SAVE

4. **Select** Back to People List and confirm there are no additional pending activations

5. Upon returning to the Subcontractor Portal window, Select My Organization to refresh screen and the new Subcontractor portal user's Status is now Active

Along with User Activation, Assignments (Purchase Order and Project) are required for Subcontractor Portal users to begin entering their time/expenses successfully into the portal.

Check Your Understanding

1. How is the Subcontractor Portal accessed?
    a) Uses a different database through a separate link from the Unanet application
    b) Uses the same database but through a separate link from the Unanet application
    c) Uses a different application separate from Unanet

2. When is data, entered through the portal, available in Unanet?
    a) Immediately
    b) Next Day
    c) After data is batched and uploaded

3. Which Permissions Access Types are available when adding a new subcontractor record through the portal?
    a) Timesheet Users only
    b) User and Power User
    c) Timesheet and Expense Users

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

LESSON 3 USING - SUBCONTRACTOR PORTAL

Learning Objectives

- Differentiate the various procedures and options to use the subcontractor portal to enter, submit, and approve timesheets/expense reports
- Recognize the requirements and decisions involved to manage the subcontractor portal

Introduction

Subcontractors using the portal will need to enter and submit time and expenses in adherence with the company's reporting practices established in Unanet. New portal users can begin to record their time and expenses for the projects to which they are assigned. A Subcontractor's timesheet and expense report actuals, entered through the portal, are available in real-time for analysis and reporting in Unanet.

Lesson 3 Overview Video (for SDL only)

Subcontractor Portal Users - My Timesheets

Navigate: Portal > Dashboard > My Timesheets

If a user has been assigned the Timesheet User role in the Subcontractor Portal, the default view for a user is the **My Timesheets** screen. It is from this screen users can add a new timesheet or view/edit a list of existing timesheets. The list is sorted by Stage (ACTIVE and DONE), then sorted by time period begin date (descending).

My Timesheets can also be accessed from the left menu. If a number is displayed next to the My Timesheets menu option, it indicates the number of timesheets that have a status of INUSE. Also on the left menu is quick access to **+Enter Time**. A number "1" displayed next to the + Enter Time menu option indicates a timesheet for the current period has not been created.

Add a Timesheet:

- Click **+ADD TIMESHEET** (bottom of the page) or **+Enter Time** (left menu)
- Enter a Timesheet Date and click **ADD**
- The timesheet entry screen is displayed to enter time for the period

Enter Time:

- From the My Timesheets screen, click on a row to view a specific timesheet (or use the edit pencil icon) or Click **+Enter Time** on the left menu to access the current timesheet

- Click **+ADD NEW ROW** a popup window opens to enter various Time Fields:

Time Field:	Description:
Project	Select the Project to entering time against • only see projects to which user has an assignment (project, task, or organization)
Task	Once a Project has been selected, the Task dropdown list will be populated with open tasks (if any) the user is authorized to charge time against for that project
Labor Category	If the user has a project assignment that specifies a labor category, then that will be the only option available
Location	field is required if the project requires a Location
Project Type	field availability based on Admin Property settings
Pay Code	field availability based on Admin Property settings
Comments	field availability based on Admin Property settings

Admin Property settings determine if a field is displayed on the timesheet See **APPENDIX B Timesheet and Expense Report Display Options*

- Click **+ADD**
- Enter the number of hours worked on a given day (for the project, task, etc.) into the timesheet Cells. Values must be greater than zero and are rounded to the time increment value.
- Click **+ADD NEW ROW** to enter time for any additional projects
- Click **SAVE CHANGES** (validation process may produce warnings/errors)

Timesheet Entry Screen Controls:

Timesheet Field:	Description:
Preview button	View Details, Approval History, Comments, and Audit information
Save Changes button	Save timesheet
Submit button	Submit an INUSE timesheet

Submit A Timesheet:
While in edit mode, click **SUBMIT** in the upper right corner. The Submit Timesheet confirmation popup window is displayed where Comments can be included, if desired. Click **SUBMIT** to complete the process. Validation process may produce warnings or errors which may prevent submittal.

Timesheet Validations:
To ensure accurate time reporting, when a timesheet is **SAVED** or **SUBMITTED**, the system will revalidate that an assignment exists (allowing the user to charge to that project for each day entered) and budget amounts have not been exceeded. Additional system validations may occur and as a result, could prevent a timesheet from being able to be saved or submitted. If there are discrepancies or errors, the system will display a warning or error message.

The following are some validations to be aware of:

- Assignment not made to allow time entry
- Charged time outside of assignment date range
- Require a change reason for each modified entry
- Cannot have duplicate rows, where all the columns are the same
- Cannot enter time before user's effective date
- If the project enforces project or task dates, then the timesheet date range must be within the project's or task's Revised Begin and End dates and before the Completed date.
- Budget is exceeded for a project or task (if an Assignment Budget value has been specified)
- Entering an invalid character in a numeric field

Timesheet Stages based on Status:

Stage	Status
ACTIVE	INUSE, SUBMITTED, or APPROVING (with or without adjustments)
DONE	COMPLETED, LOCKED, or EXTRACTED (no outstanding adjustments)

For more information See **APPENDIX B Timesheet and Expense Statues*

Edit Timesheets:

- **Pencil icon** - to edit the Time Fields
- **More icon** (stacked dots) and select Delete (if available)

***Note**: Timesheet users cannot delete a timesheet if Admin Property "unatime.audit" is set to true.*

Imports - Subcontractor Portal Timesheets
A subcontractor portal HR Admin can import Timesheets for the users with the same Person Organization. Please see **APPENDIX B** for additional information.

Activity 3.1 Enter Subcontractor Timesheet in Portal

Login as Calvin SubPManager, SRU (Timesheet User) - subpmgrsru / welcome

Activity Steps:

1. **In Portal**, Sign In Username = subpmgrsru Password = welcome then **Navigate**: Portal > My Timesheets > **+ ADD TIMESHEET**

2. **Enter** Timesheet Date (use the default of today's date) then click **ADD**

3. **Select + ADD NEW ROW**

4. **Select** Project **CUST-08-UU SRU TIME SUBCONTRACTORS**

5. **Select + ADD**

6. **Enter** 8 Hours into each cell for Monday – Friday

7. **Select SAVE CHANGES**

8. **Preview** Timesheet by Selecting **PREVIEW** to view details and confirm accuracy. If edits are needed, Select **EDIT** at the top of the screen.

9. **Select My Timesheets** (left menu) to return to the list and take notice of the Status and Stage of the Timesheet

10. To Submit, **Select** the Timesheet row (or click edit pencil) then **Select SUBMIT**. To confirm and continue the submission process, click **SUBMIT** (again).

11. Take notice of the Status change and displayed people icon which provides Approval information (can be seen within the Timesheet or from the My Timesheet list)

12. **Select** My Timesheets on the left side menu to return to the list

Subcontractor Portal Users - My Expenses

Navigate: Portal > Dashboard > My Expenses (Left Menu)

Subcontractor Portal users assigned the Expense User role can access **My Expenses** from the left menu to add a new expense report or view/edit/delete existing expense reports. The list is sorted by Stage (ACTIVE and DONE), then sorted by expense report number (descending).

Add a New Expense Report:

- From **My Expenses** (left menu)
- Click **+ADD EXPENSE REPORT** (bottom of the page)
- **Enter** Purpose, Location, Project/Task and click **ADD**
- The expense entry DETAILS screen is displayed to enter expenses for the report

Enter Expenses:

- Click **+ADD NEW ROW** a popup window opens to enter various Expense Fields:

Expense Field:	Description:
Expense Type	Select the appropriate category for the expense
Date	Enter date of expense
Amount	Enter amount of expense
Payment Method	Select the appropriate category for the expense
Vendor Name	Optional
Comments	Optional
Receipt provided	Checkbox then **ATTACH RECEIPT** (if none, supply Reason for No Receipt)

Admin Property settings determine if a field is displayed on an expense report* ***See APPENDIX B* *Timesheet and Expense Report Display Options*.

- Click **SAVE CHANGES**
- **Edit Expense Line Items** (on the DETAILS tab)**:**

Expense Line Icons:	Description:
Paperclip icon	Access to attachments with an additional column number indicating the number of attachments included on the expense report
Trashcan icon	Delete expense item
Pencil icon	Edit expense line items opens a popup window where the line item details can be edited
Copy icon	Used to create a duplicate row of expense item
Additional Pencil icon (far right side)	Opens a popup window where the Purpose, Location, and Project/Task can be edited

- Click **+ADD NEW ROW** to add a new line item to the expense report
- Use SHOW ALL TOTALS to see the breakdown of Total Expenses (Non-reimbursable and Reimbursable)

Submit An Expense Report:
While in edit mode, click **SUBMIT** in the upper right corner. The Submit Expense confirmation popup window is displayed where Comments can be included, if desired. Click **SUBMIT** to complete the process. Validation processes may result in warnings or errors to be corrected before submission.

Expense Report Stages based on Status:

Stage	Status
ACTIVE	INUSE, SUBMITTED, or APPROVING
DONE	COMPLETED, LOCKED, or EXTRACTED

For more information See **APPENDIX B Timesheet and Expense Statues*

Edit Timesheets:
- **Pencil icon** - to edit the Time Fields
- **More icon** (stacked dots) and select Delete

Activity 3.2 Submit Subcontractor Expense Reports in Portal
Login as Calvin SubPManager, SRU (Expense User) - subpmgrsru / welcome

Activity Steps:

1. **In Portal**, Sign In Username = subpmgrsru Password = welcome then **Navigate**: Portal > My Expenses

2. **Select** the INUSE Expense Report row to view the DETAILS, APPROVAL HISTORY, and ATTACHMENTS

3. **Select** SUBMIT (in upper right corner). To confirm and continue the submission process, press SUBMIT (again)

4. Take notice of the Status change and displayed people icon which provides Approval information (can be seen within the Expense report or from the My Expenses list)

5. **Select** My Expenses on the left side menu to return to the list

Manager – My Team

If you have been assigned a **Manager** role in the Subcontractor Portal, the My Team menu is available to view a list of people and their timesheets and expense reports. Managers can only see users in the time or expense approval groups for which the manager is an approver.

Navigate: Portal > Dashboard > MANAGE > My Team (Left Menu)

A Subcontractor Portal Manager can view user profile information (PEOPLE tab), timesheets (TIMESHEETS tab), and expense reports (EXPENSES tab) for their Team. Each tab of information will display a listing with various fields which can be used to Search and Filter. Click on a row to see the User's Account DETAILS and any ATTACHMENTS.

Timesheets and Expenses Tabs

Clicking on the Timesheets tab will display a listing of the users' timesheets and the Expenses tab will display a listing of the users' expense reports. The **Approver** icon is available to see the list of approvers for SUBMITTED or APPROVING statuses. The number in the **Attachments** (paperclip icon) column indicates the number of attachments. Select a specific row to display the transaction details.

Bulk Actions - Download As CSV

To download timesheet or expense information into Excel as a CSV file, click on **Bulk Actions slider** at the bottom of the page. Then Select the checkboxes for the transactions to download. The **Download as CSV button** option will appear above the list and will be enabled to now be selected. The downloaded information provides additional details such as the associated Purchase Order and Line numbers. For timesheets, the Cost Rate field will only be populated for users who are HR Administrators.

Manager – Approvals

Managers can navigate to the Approvals menu option to see a list of timesheets and expense reports awaiting their approval. A number next to Approvals in the menu indicates the existence of timesheets and expense reports submitted to be approved. Managers can view and approve time and expenses only for those users assigned to their approval group.

Navigate: Portal > Dashboard > MANAGE > Approvals (Left Menu)

An Approving Manager can select the TIMESHEETS or EXPENSES tabs then select a row to view the DETAILS and then APPROVE or REJECT (disapprove) the timesheet or expense report. A status change notification email will be sent to the owner. If the Admin Property to *Require Approvers to View Details* is false, a Manager will have access to Approve/Reject directly from the TIMESHEETS or EXPENSES tabs without accessing each row. **See APPENDIX B for Timesheet and Expense Report Statuses**

Activity 3.3 Approve Subcontractor Timesheet and Expense Report in Portal

Login as Calvin SubPManager, SRU (Power User - Manager) - subpmgrsru / welcome

Activity Steps:

1. **In Portal**, Sign In Username = subpmgrsru Password = welcome then **Navigate**: Portal > Dashboard > MANAGE > My Team
2. **View** the Team list of People and their Timesheets and Expenses
3. **Navigate**: Portal > Dashboard > MANAGE > Approvals > Timesheet and take notice of the Status and displayed people icon which provides Approval information
4. **Select** row, View Details, Approval History, Comments, Audit tabs
5. **Select APPROVE** Comments can be included, if desired then **Select APPROVE** again
6. **Navigate** back to My Team > TIMESHEETS tab to confirm the status change

Check Your Understanding

1. Which Subcontractor Portal screen can users add a new timesheet or view/edit a list of their existing timesheets?
   a) My - Organization
   b) My - Timesheets
   c) My - Team

2. Which Subcontractor Portal screen can Managers view a list of their team's existing timesheets and expense reports?
   a) My - Organization
   b) My - Timesheets
   c) My - Team

3. Which Subcontractor Portal screen can users add a new expense report or view/edit a list of their existing expense reports?
   a) My - Timesheets
   b) My - Team
   c) My - Expense User

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

LESSON 4 ASSIGNMENTS AND VENDOR INVOICING

Learning Objectives

- Examine the use of Purchase Order assignments to create Vendor Invoices using matched transactions

Introduction

A Purchase Order (PO) is used to control the purchasing of products and services (e.g., labor) from external vendors. A PO is intended to represent a binding contract between the organization issuing the PO and the Vendor. Purchase Order Assigners can assign time and expense users to work on the labor and expense detail lines on the PO Details page. A user must also have a project assignment created for them in Unanet. These assignments (PO and project) allow the VI User to create Vendor Invoices in the portal from matched transactions (timesheets/expense reports).

Lesson 4 Overview Video (for SDL only)

Purchase Orders (PO)

Navigate: Portal > Dashboard > Purchase Orders (left side menu)

The Purchase Orders screen provides access to see the list of Purchase Orders (POs) created in Unanet for a given Vendor Organization and any Assignments made for labor and expense users. This is available for the Unanet roles of Purchase Order Viewer, Purchase Order Assigner. These roles will only be able to access POs with the same Organization Access.

The following PO fields are provided (some fields can be used to Search and Filter):

PO Field:	Description:
PO#	Value assigned in Unanet when PO was created
PO Begin/End Dates	Value entered in Unanet when PO was created
Total Amount	Amounts from the original PO and modifications
Balance	Amount as a result of Total Amount minus all posted Vendor Invoices against this PO
Status	Open, Closed
Project	Value entered in Unanet when PO was created
Description	Value entered in Unanet when PO was created
Assignments	Count of distinct labor or expense PO assignments

Purchase Order Details – select the PO line to view the DETAILS, SUMMARY, ASSIGNMENTS, and ATTACHMENTS.

Header (on all tabs) – provides the repeated information for Balance Remaining, Total, Status, as well as Sum of all Detail line type (Labor/Expenses/Items) amounts.

DETAILS tab (some fields can be used to Search and Filter):

Details Fields:	Descriptions:
Assign icon	Used to Create Purchase Order Assignments for labor or expense *see Create PO Assignments in Subcontractor Portal*
# Line Number	Unique Detail line ID, L = Labor, E = Expense, and I = Item
Description	Used to describe the purpose of the PO. Value entered in Unanet when PO was created
Begin / End Dates	Represent the Period of Performance (POP) dates. Value entered in Unanet when PO was created
Amount	Total amount for this PO Detail line
Category/Type/Item	Labor Category for labor lines, Expense Type for expense lines, or Item name for item lines, if provided in Unanet when PO was created
Person	Person associated with the detail line, if provided in Unanet when PO was created
Hours	Number of hours purchased, if applicable (for labor lines)
Rate	Labor rate or rate per Item, if applicable (based on type)
Assignments	Count of user Assignments for this line (view additional information on ASSIGNMENTS tab)

DETAILS (at the bottom of the screen) - additional information for each selected detail line (Value entered in Unanet when PO was created, if any) LINE TYPE, PROJECT, TASK, REQUIRED BY, CLOSED DATE, REFERENCE, COMMENTS.

SUMMARY tab:

PO Balances Fields:	Descriptions:
Approved PO(s)	The total amount from the approved PO and its modifications.
Posted VI(s)	The sum of the posted Vendor Invoices related to this PO
PO Balance	The remaining balance calculated as Approved PO(s) - Posted VI(s).

PO Details Fields:	Descriptions:
Legal Entity	The legal entity to which this will belong
Owning Org	The organization on behalf of which the Purchaser is creating the PO
Begin and End Dates	The dates for the period of performance for this PO.
Description	Used to describe the purpose of the PO. Value entered in Unanet when PO was created
Payment Terms	The payment terms associated with this PO. Payment Terms are set up by the Unanet *Administrator*
Purchaser	The user with the *Purchaser* role who is allowed to create purchase orders in Unanet

ASSIGNMENTS tab: (to view user Assignments created for PO lines)

Assignment Fields:	Descriptions:
Delete/Edit icons	**Delete** - *Purchase Order Assigners* can delete the assignment. **Note** that deleting an assignment for a line item with a project that requires PO for time or expense reporting will cause an error when user submits the timesheet or expense report. **Edit** - *Purchase Order Assigners* can edit person or date range for PO Lines that have OPEN status.
# Line Number	Shows the specific PO Line for the Assignment
Person	Shows the Person Assigned
Assigned Begin/End Dates	Shows the Person's Assignment date range
Project	Shows which project the person is assigned to (required to assign users)
Task	If applicable
Project Assignment date range	Shows the related project assignment dates for this assignment if the project assignment exists. Assignments are matched on project, person, date range, and task.

ATTACHMENTS tab:

PO Viewers and PO Assigners can click on the Attachments tab to see the attachments related to line items. Only attachments identified as "Email with PO" in Unanet will be included.

Create PO Assignments in Subcontractor Portal

Navigate: Portal > Dashboard > Purchase Orders (left side menu) > Select specific PO

For Purchase Orders involving Labor or Expenses, Purchase Order Assignments are used to create the link between a timesheet or expense report and a PO. The following are some reasons to use Purchase Order (PO) assignments:

- To allow Vendor Invoices to be created in the Subcontractor portal from subcontractor's project transactions (timesheets/expense reports)
- Subcontractors' timesheets (expense reports) will decrease Unanet's PO commitments in real time
- Utilize a 3-way match process when creating Vendor Invoices between PO, project transactions (timesheets/expense reports), and Vendor Invoices

PO Assigners can assign Subcontractor time and expense users to open PO labor and expense detail lines for a specific date range. To create an Assignment in the Subcontractor Portal, a project must be associated to the PO. On the DETAILS tab, Select the line then use DETAILS at bottom of page to view additional information (e.g., project). When PO Assignments are added or modified, the primary Project Managers and Resource Assigners of the affected projects can be notified.

To Add a Purchase Order Assignment. Select the PO row to open the DETAILS tab. From the PO DETAILS tab, Click the **Assign icon** on the PO line to create a PO Assignment. The **ASSIGN USERS** pop up window is used to Select People and Date range to assign.

- Click **+ADD** to preview Assignment (use “x” to remove if necessary)
- Check box to Notify Project Manager and Resource Assigner that PO assignments are ready for review
- **SAVE CHANGES** and confirm the user is now included on the ASSIGNMENTS tab

Activity 4.1 Create a Purchase Order Assignment in Subcontractor Portal

Login as Calvin SubPManager, SRU (Power User - PO Assigner) - subpmgrsru / welcome

Activity Steps:

1. **Navigate:** Portal > Dashboard > Purchase Orders > **Select PO# 730**
2. From the PO DETAILS tab, **Select Assign icon**
3. In the **ASSIGN USERS** pop up window, **Select:**
   - People Cooper SubPUser SRU
   - Date Range Accept the default Date Range
   - **Press** +ADD to preview the Assignment
   - Confirm checkbox for Notifications
   - **SAVE CHANGES**
4. Navigate to the ASSIGNMENTS tab and confirm Cooper SubPUser SRU is included
5. Note that the Project Assignment would still need to be added in Unanet

Subcontractor Portal - Vendor Invoice

Navigate: Portal > Dashboard > Vendor Invoice (left side menu)

The Subcontractor Portal Vendor Invoice (VI) screen allows the role of the VI User to view, edit, add, and delete Vendor Invoices for a given Vendor associated with a Purchase Order containing assignments of labor or expenses. Vendor Invoices are only able to be generated in the Subcontractor Portal by selecting a Purchase Order that has matched labor or expense transactions related to the Purchase Order.

The VI User role has limited functionality and is usually given to a Power User in the Subcontractor Portal or an external vendor. The VI User role can only access Purchase Orders with the Financial legal entity and Vendor Organization to which they have been given via their Organization Access in their People record in Unanet.

Vendor Invoice Fields: (some fields can be used to Search and Filter)

VI Field:	Description:
Edit icon	Edit invoice when in INUSE Status
More icon	Download or Delete
Invoice #	Value automatically assigned when invoice is created
Status	INUSE, SUBMITTED, APPROVING, APPROVED, DISAPPROVED, POSTED
Modified	Invoice Date or last modified
Description	Can be edited on the SUMMARY tab for Invoice Details
Amount	Total invoice amounts of Matched Transactions for a period of time
Amount Paid	The amount paid on a posted VI, if applicable
PO #	The PO this VI is posted against
Stage	ACTIVE/DONE - DONE if status is POSTED, Active for any other status
Voiding/Voided indicator	If applicable
Approvers	Once Submitted, hover over the **Approver** icon in the Status column to see the next pending approver

Create a Vendor Invoice (VI)

From the Vendor Invoices list, press **+Add Invoice**. A popup window will include a list of Purchase Orders (for the vendor that matches the VI User's Person Organization) and Amount for the Labor (timesheets) and Expenses with dates on or before the current day will be included. Select one or more lines and then click **Generate Invoices**. The invoice date (document and post dates in Unanet) will default to the current date.

Turn on **Bulk Actions** (bottom of page) to:

- SUBMIT - Select multiple INUSE VIs to submit
- DOWNLOAD - Select multiple VIs (any status) to download as PDFs (zip file)

VI Invoice - select the VI row to view the MATCHED, DETAILS, SUMMARY, APPROVAL HISTORY, and ATTACHMENTS.

Header (on all tabs) – provides the repeated information for Total, Status, as well as Detail line type Labor/Expenses/FCA (Funding Cap Adjustment, and associated PO#.

MATCHED tab - contains the approved Subcontractors' matched labor and/or expense details from the associated PO and automatically included in the VI.

Screen Controls

VI Field:	Description:
CALCULATE FUNDING CAP ADJ	• If the total amount of posted VI transactions plus transactions from the VI are more than the PO funding and the PO's Vendor Invoice Overage is set (summary or detail) to "PO Funding Cap Adj" in Unanet • When clicked, the Funding Cap Adjustments (FCAs) are calculated, and the total amount is updated
SUBMIT	Used to Submit Vendor Invoice to the Accounts Payable dept for Approval and Posting in Unanet
+ADD UNMATCHED LINE ITEM	Select dates to add unmatched labor or expenses line items
BULK ACTIONS	When Bulk Actions is on, you can select labor or expense detail lines to defer to another invoice. This is only available if the VI is in INUSE status

VI DETAILS tab - contains labor, expense, and item transactions that can be manually entered in the main Unanet web application. Additionally, it contains funding cap adjustments that can be automatically generated either through Unanet or the portal.

VI SUMMARY tab – contains Invoice Details and PO Balances information.

Invoice Details:	PO Balances:
(can be edited when invoice has an INUSE status) • Invoice Amount • Description • Payment Terms • Expected Due Date • Discount Amount	• Approved PO(s) • Posted VI(s)/FCA • PO Balance • This VI/FCA - only displays if VI is not posted • Estimated PO Balance - [Approved PO(s) - Posted VI(s)] - This VI

VI APPROVAL HISTORY tab – contains the approval details.
VI ATTACHMENTS tab – contains the attachments if applicable

Submit a Vendor Invoice (VI)

VI Users can submit a VI in INUSE status, enter comments and select an accounts payable approval group based on the Require Approvals - Vendor Invoice Admin property. The list of available approval groups is limited to those whose organization matches the VI User. Standard and stored procedure validations apply.

Once the Vendor Invoice is SUBMITTED in the Subcontractor Portal, Unanet Users can review, approve, edit, and post the resulting Vendor Invoice via the standard Accounts Payable Vendor Invoice functionality within Unanet.

Activity 4.2 Create/Submit Vendor Invoice in Subcontractor Portal

Login as Calvin SubPManager, SRU (Power User – VI User) - subpmgrsru / welcome

Activity Steps:

1. **Navigate**: Portal > Vendor Invoice
2. Press **+ADD INVOICE** at the bottom of page
3. **Select PO# 730** and Press **GENERATE INVOICES**
4. Vendor Invoices are created in the status of **INUSE**
5. **Select** the row for the newly created Vendor Invoice to view the MATCHED, and SUMMARY information
6. Press **SUBMIT** then select Approval Group = Subs R Us VI Approval Group then **SUBMIT** again and take notice of the change in Status

Check Your Understanding

1. What does Unanet use to create the link between a timesheet or expense report and a Purchase Order (PO)?
    a) Project Assignment
    b) PO Assignment
    c) Person record

2. What must be selected, in the Subcontractor Portal, when creating a Vendor Invoice?
    a) A Purchase Order
    b) A Project
    c) A Person

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

APPENDIX A: CHECK YOUR UNDERSTANDING ANSWER KEY

Lesson 1:

1. Which Subcontractor Portal role is required to be created in Unanet and not from the portal?
   a) Timesheet User - This is an incorrect answer because this role can be added through Unanet and the portal
   b) HR Admin - This is the correct answer because only the HR Admin is required to be added through Unanet and not the portal
   c) Manager - This is an incorrect answer because this role can be added through Unanet and the portal

2. When User Activation Approval is required in a Vendor Organization, which user role(s) can activate new users assigned to that organization?
   a) System Admin or P&R Admin - This is the correct answer because either of these roles are available to be activation approvers
   b) HR Admin - This is an incorrect answer because this role is not available to be activation approvers
   c) Manager - This is an incorrect answer because this role is not available to be activation approvers

3. Which Subcontractor Portal role can have their Organization Access restricted?
   a) Timesheet User - This is an incorrect answer because the ability to restrict Organization Access can be applied to these subcontractor roles, HR Admin, Manager, PO Assigner, PO Viewer, and VI User
   b) HR Admin - This is the correct answer because this role in included in the roles that have the ability to restrict Organization Access
   c) Expense User - This is an incorrect answer because the ability to restrict Organization Access can be applied to these subcontractor roles, HR Admin, Manager, PO Assigner, PO Viewer, and VI User

Lesson 2

1. How is the Subcontractor Portal accessed?
   a) Uses a different database through a separate link from the Unanet application - This is an incorrect answer because it uses the same database but through a separate link from the Unanet application

b) Uses the same database but through a separate link from the Unanet application - This is the correct answer because it uses the same database but through a separate link from the Unanet application
c) Uses a different application separate from Unanet - This is an incorrect answer because it uses the same database but through a separate link from the Unanet application

2. When is data, entered through the portal, available in Unanet?
   a) Immediately - This is the correct answer because it uses the same database therefore information entered is immediately available
   b) Next Day - This is an incorrect answer because it uses the same database therefore information entered is immediately available
   c) After data is batched and uploaded - This is an incorrect answer because it uses the same database therefore information entered is immediately available

3. Which Permissions Access Types are available when adding a new subcontractor record through the portal?
   a) Timesheet Users only - This is an incorrect answer because this is a role and not a Permission Access Type
   b) User and Power User - This is the correct answer because the Subcontractor Portal defines these 2 Permission Access Tyes
   c) Timesheet and Expense Users - This is an incorrect answer because these are roles and not Permission Access Types

Lesson 3

1. Which Subcontractor Portal screen can users add a new timesheet or view/edit a list of their existing timesheets?
   a) My - Organization - This is an incorrect answer because this screen is used by HR Admin to view information regarding people within their same organization
   b) My - Timesheets - This is the correct answer because this screen is used by Timesheet users to add/view/edit timesheets
   c) My - Team - This is an incorrect answer because this screen is used by Managers to view information regarding people within their Approval group (Team)

2. Which Subcontractor Portal screen can Managers view a list of their team's existing timesheets and expense reports?

a) My - Organization - This is an incorrect answer because this screen is used by HR Admin to view information regarding people within their same organization
b) My - Timesheets - This is an incorrect answer because this screen is used by Timesheet users to add/view/edit timesheets
c) My - Team - This is the correct answer because this screen is used by Managers to view information regarding people within their Approval group (Team)

3. Which Subcontractor Portal screen can users add a new expense report or view/edit a list of their existing expense reports?
    a) My - Timesheets - This is an incorrect answer because this screen is used by Timesheet users to add/view/edit timesheets
    b) My - Team - This is an incorrect answer because this screen is used by Managers to view information regarding people within their Approval group (Team)
    c) My - Expenses - This is the correct answer because this screen is used by Expense users to add/view/edit expense reports

Lesson 4

1. What does Unanet use to create the link between a timesheet or expense report and a Purchase Order (PO)?
    a) Project Assignment - This is an incorrect answer because this is used to create the link between a timesheet or expense report and a project
    b) PO Assignment - This is the correct answer because use to create the link between a timesheet or expense report and a PO
    c) Person record - This is an incorrect answer because use to create the link of the Vendor Organization as the Person's Owning Organization

2. What must be selected, in the Subcontractor Portal, when creating a Vendor Invoice?
    a) A Purchase Order - This is the correct answer because charges on a Vendor Invoice must be matched to a specific PO in the Subcontractor Portal
    b) A Project - This is an incorrect answer because project charges must be matched to a specific PO in the Subcontractor Portal
    c) A Person - This is an incorrect answer because charges must be matched to a specific PO in the Subcontractor Portal

APPENDIX B: SUPPLEMENTAL INFORMATION

Additional Considerations for Unanet Administrator

Admin Reminders and Share Saved Reports

Unanet System Administrator can schedule reminders for the subcontractors to complete and submit their timesheets on a timely basis, reminders to managers to complete approvals, etc. In addition, shared saved reports can be created for the internal managers to help them monitor subcontractors' timesheets and/or expense reports.

Configurations

Below are additional Unanet system areas that may require specific configuration updates to appropriately support subcontractor portal usage and meet contractual requirements.

Admin Properties

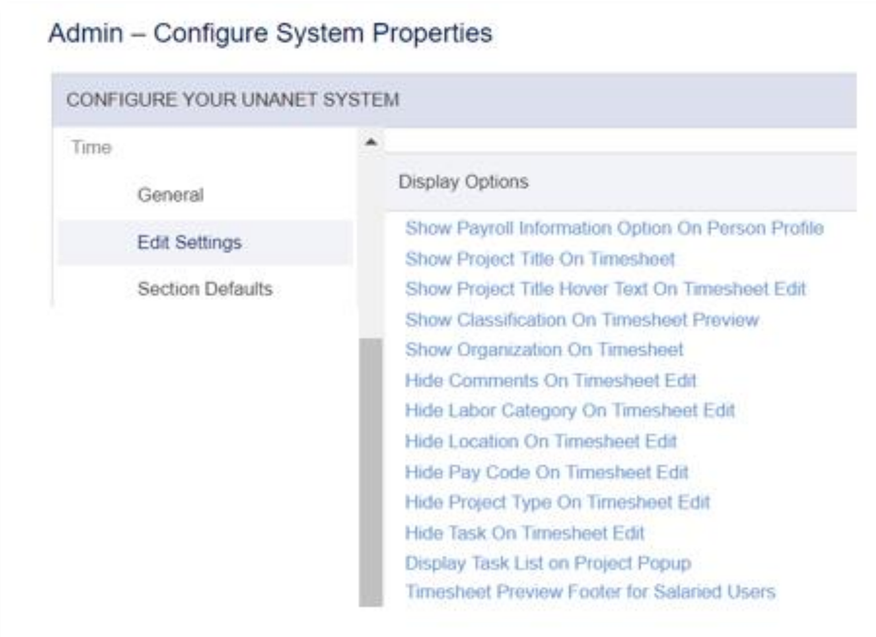
Navigate: Admin > Properties >

Review the following areas:

Menu Navigation	
Unanet > System > Email Settings:	Note the *Default/Static From Email Address* and notify subcontractor portal users to add that email address to their Safe Senders list to ensure portal notifications are received.
Unanet > Access/Permissions > Password Reset	When enabled, a Forgot Password link will appear on the login screen that allows users to initiate a password reset.
Approval Process > General:	Make sure that the *Allow Self Approvals* box is UNCHECKED so that subcontractors cannot approve their own time and expenses. This is required for DCAA compliance.
Time > Edit Settings > Timesheet Edit Page Footer for Non-Employee (PO) Users:	A customized statement can be added to the timesheet for subcontractor users. It can include HTML tags and holds up to 4,000 characters.

Timesheet and Expense Report Display Options

Navigate: Admin > Properties > Time > Edit Settings > Display Options



Navigate: Admin > Properties > Expense > Edit Settings > Display Options

Admin Setup

Navigate: Admin > Setup >

Review the following areas:

Menu Navigation	
Miscellaneous > Images:	Add company logo as an image for the Subcontractor Portal. Then Navigate to Admin > Properties > Unanet > System > Portal Logo and Update the Portal Image Source property to the image name
Miscellaneous > Custom Links:	Add any custom files to be displayed in the portal's bottom left-hand menu. Can be used for reference documents like time reporting guidelines or code of conduct
Time > Time Period Setup:	Confirm that the required reporting period is configured and note the name of the period(s) to be used for subcontractors.
Time > Change Reason:	Review the available active Change Reasons; note whether they are included in the audit trail. Are there any new Change Reasons that need to be added?
Time > Pay Codes:	Review the list of pay codes to confirm that those to be used for subcontractors are configured; make note those codes.
People > Employee Types:	If using this table, confirm Pay Codes and Expense Types are accurate for your Subcontractor employee type.
People > Business Week:	Confirm that the required business week setting for subcontractor agreement is configured. Note the name of the Business Week to be used for subcontractors.
People > Labor Categories:	Review the list to identify those to be used with subcontractors.
People > Location:	Confirm that locations related to time and expenses charged to projects are documented.
User-Defined Fields > Person:	Review the list of UDFs; Active and Enabled UDFs appear in the subcontractor portal during new user setup.

Import in Subcontractor Portal

People

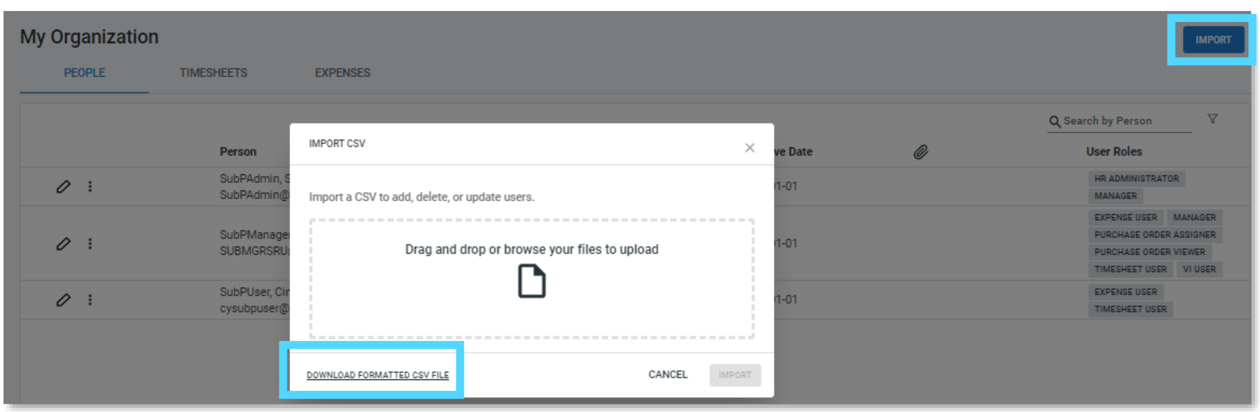
Navigate: Portal > Dashboard > My Organization > People > Click Import

Access to the Import function in the Subcontractor Portal is limited to the HR Administrator role. The Subcontractor Portal's HR Admin can use Import (button located in upper right corner) to add, update, and delete user records. The new user's person organization defaults to the same organization as the HR Administrator.

Bulk Actions at bottom of page should be turned off. If not, the **Import** button will be disabled.

File Format
The file to import must be saved in a comma delimited format. The fields can be enclosed in double quotes, which is necessary if the data being imported contains commas. The header row is required (row 1 and is indicated with an * in cell A1). The columns can appear in any order.

Click the attached file at the bottom of the Import page to download the Formatted CSV Template (*People Import Template.csv*) with predefined headers:



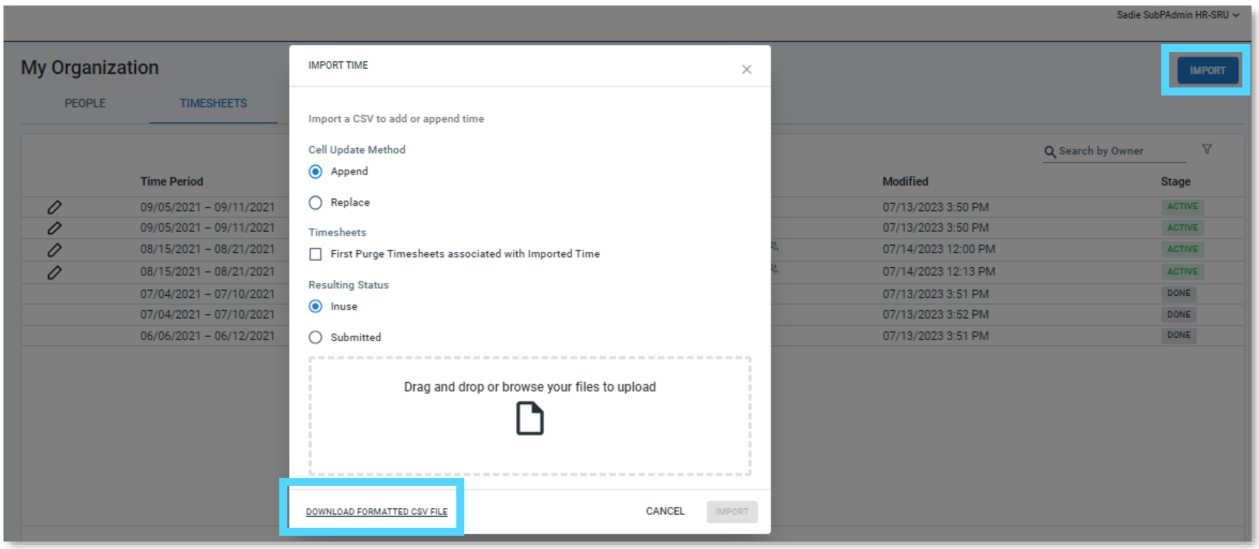
Timesheets

Navigate: Portal > Dashboard > Timesheets > Click Import

The Subcontractor Portal's HR Admin can use Import (button located in upper right corner) to Append or Replace (Cell Update Method) time in the timesheet cells. Select the appropriate options (Status) then press the **paper icon** to attach the file to upload.

Note that standard submit validations and custom stored procedure validations will apply to time loaded via the time import.

Click the attached file at the bottom of the Import page to download the Formatted CSV Template (*Time Import Template.csv*) with predefined headers:



Timesheet and Expense Report Statuses

Timesheet Statuses

- If a user has not created a timesheet for a time period, the timesheet will be listed as MISSING in the system.
- As soon as the user creates a timesheet the status will be changed to INUSE.
- This status will be maintained until the user presses the submit button and sends the timesheet for approval. The timesheet status will be set to SUBMITTED. The status would stay in the submitted status until the first person in the approval process approves the timesheet.
- Once the first person approves a timesheet, the status will be updated to APPROVING. The status will remain in the APPROVING state until all pending approvals have been completed.
- At this point, the status will then be set to COMPLETED.
- If the user chooses to edit the timesheet at any time during the approval process period, the timesheet can be withdrawn from the approval process and the status

will be returned to INUSE. This timesheet would need to go through the entire approval process again.

- If any approver disapproves the timesheet, the status will be set to DISAPPROVED. The timesheet would remain in this state until the user re-opens, edits, and saves the timesheet. At this point, the timesheet will then go back to the status of INUSE.
- If the *Administrator* extracts the timesheet from the system, the status will be set to EXTRACTED. Extracted timesheets are essentially frozen from any further manipulation by end users.
- The LOCKED Status is a status between the COMPLETED and EXTRACTED status. It is NOT used by default but can be enabled by enabling the Auto-Lock feature (*Set Timesheets to Locked Upon Completion (unatime.autolock)* property.) When this status is enabled, timesheets immediately move to a LOCKED status upon completion. Once in the LOCKED status, timesheets are treated as if they are EXTRACTED, meaning the timesheet can no longer be pulled back to INUSE by anyone.

Expense Report Statuses

- When a user creates an Expense Report the status is initially set to INUSE.
- Once the user submits the Expense Report, the status is set to SUBMITTED.
- Once the first person in the approval group approves an Expense Report it is set to a status of APPROVING.
- If any approver disapproves the Expense Report, the status will be set to DISAPPROVED until the user edits and re-saves the Expense Report details. The status would once again be set to INUSE.
- After the last person in the approval group has approved the Expense Report, the status is set to COMPLETED (expense reports in this status can continue to be pulled back to INUSE for further editing).
- If the *Administrator* extracts the expense from the system, the status will be set to EXTRACTED.
- The LOCKED status is used if the *Administrator* would like to lock the expense reports so that it cannot be opened by the user again to edit, but to note that the expense report also has not been extracted yet. This status is used as an in-between status of COMPLETED and EXTRACTED. Expense Reports can be automatically set to the LOCKED status immediately following the event that set it to COMPLETED if the Auto-Lock feature (*Set Expense Reports to Locked Upon Completion (unasense.autolock)*) property is enabled.

Reference Links

[Unanet GovCon Glossary of Terms]

Subcontractor End User Navigation Templates

Subcontractor End User Navigation – Time and Expense
Subcontractor End User Navigation – PO Assign and Vendor Invoice

Search Unanet's Support Portal and Help Documents

support.unanet.com

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