

Historical Financials: Labor and Expense

Introduction

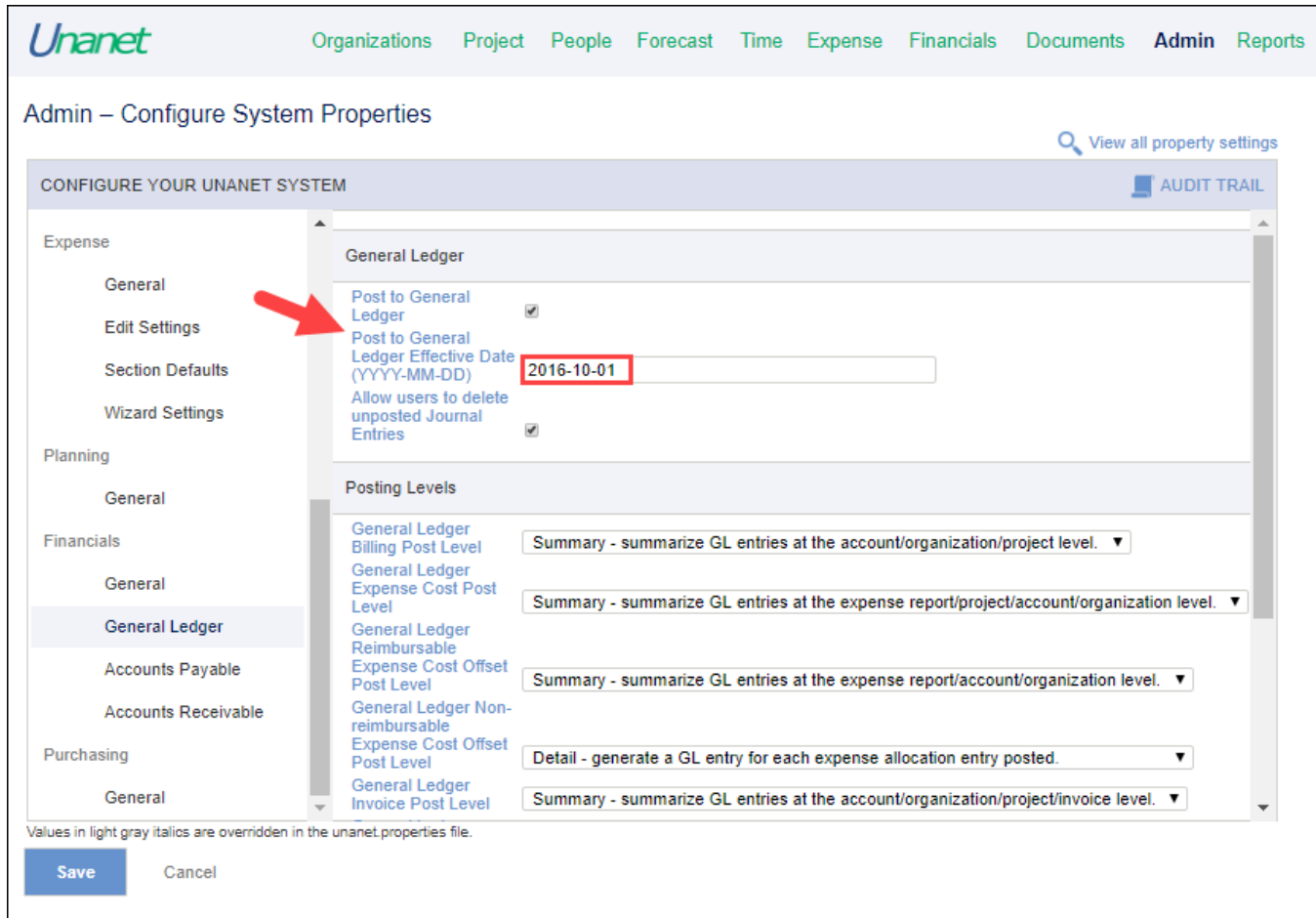
This document describes the considerations and process for entering the labor and expense cost post initial balances.

- [Introduction](#)
- [Pre-Requisites](#)
- [Considerations](#)
- [Quick Steps](#)
- [Additional Information](#)

Pre-Requisites

Historical General Ledger balances will normally be set up via journal entry. As a result, we do not want transactions related to setting up project history to post to the GL. To assure this doesn't happen, you must set the *Post to General Ledger Effective Date* to a FUTURE date prior to posting existing labor and expense report costs. For example, in the below example, we loaded historical balances as of 12/31/13, so our post to general ledger date is 1/1/14. The historical labor and expense report costs must be posted to stop them being picked up in future labor cost and expense report cost postings once the system is live.

Navigate: Admin > Properties > Financials > General Ledger.



The screenshot shows the 'Admin - Configure System Properties' interface. The left sidebar lists various system categories: Expense, Planning, Financials, and Purchasing. The 'General Ledger' option under 'Financials' is selected. The main content area is titled 'CONFIGURE YOUR UNANET SYSTEM' and contains several sections:

- General Ledger:** Includes checkboxes for 'Post to General Ledger' (checked), 'Post to General Ledger Effective Date (YYYY-MM-DD)' (set to '2016-10-01'), and 'Allow users to delete unposted Journal Entries' (checked).
- Posting Levels:** A list of dropdown menus for different ledger types, all set to 'Summary':
 - General Ledger Billing Post Level: Summary - summarize GL entries at the account/organization/project level.
 - General Ledger Expense Cost Post Level: Summary - summarize GL entries at the expense report/project/account/organization level.
 - General Ledger Reimbursable Expense Cost Offset Post Level: Summary - summarize GL entries at the expense report/account/organization level.
 - General Ledger Non-reimbursable Expense Cost Offset Post Level: Detail - generate a GL entry for each expense allocation entry posted.
 - General Ledger Invoice Post Level: Summary - summarize GL entries at the account/organization/project/invoice level.

At the bottom, there are 'Save' and 'Cancel' buttons. A note at the bottom left states: 'Values in light gray italics are overridden in the unanet.properties file.'

Considerations

- You may decide, especially for new systems, to import project level historical labor and expense. For more details on how to import labor/expense cost and revenue, please visit these links or request access to:
 - [Quick Topic - Historical data load considerations of project labor](#)
 - [Quick Topic - Historical data load considerations of project expense](#)
- Any existing labor costs and expense report costs should be posted via the Labor Cost Post and Expense Report Cost Post functions prior to going live. This includes Unanet systems containing time/expense data prior to usage of Unanet Financials as well as imported project data. To perform these posts, browse to and select the appropriate post option.

- The cost postings of historical data should take into account the fact that the Post Date specified in the cost posts will become the date used to display the cost transactions in the project accounting reports. As a result, the postings should be done based on the following time intervals:
 - a. Periodic - to support the ability to see project results by period
 - b. Fiscal Year - to support the ability to see project results by fiscal year. This is required for CP projects.
 - c. Inception to Date - if you don't care about previous periodic results and don't have any CP projects.

Quick Steps

To run the cost posts:

1. Select the appropriate **Include Actuals in** Date Range prior to the **Post to General Ledger Effective Date** based on the intervals selected above.
2. Select the appropriate **Post Date** to get the transactions to appear in the proper interval. Note that this should always be prior to the **Post to General Ledger Effective Date**.
3. Click on List tab and verify that the amounts to be posted are correct
4. Click checkbox(es) and Post button.

Repeat for the other posting process.

Navigate: Financials > Invoicing & Posting > Labor Cost Post.

The screenshot shows the Unanet web application interface for the 'Labor Cost Post' function. The navigation bar at the top includes 'Organizations', 'Project', 'People', 'Forecast', 'Time', 'Expense', 'Financials', 'Documents', 'Admin', and 'Reports'. The main heading is 'Invoicing & Posting - Labor Cost Post'. Below this, there are fields for 'Post Date:' and 'Fiscal Period:'. A search section follows, with a 'Search' button and a 'List' tab. The search criteria are organized into several sections: 'SEARCH CRITERIA', 'LEGAL ENTITY:', 'TIMESHEET APPROVAL GROUP:', 'PERSON:' (with sub-fields for 'ORG. CODE' and 'LAST NAME', and checkboxes for 'Show Org. Codes in filter only' and 'Include inactive people in filter'), 'PERSON STATUS:' (with 'Active' and 'Inactive' checkboxes), 'LOCATION: (PERSON DEFAULT):', 'INCLUDE ACTUALS IN:' (with 'Date Range' and 'Time Period' options), and 'ADJUSTMENTS:' (with 'No Adjustments', 'Include Adjustments', and 'Include Adjustments only' options). At the bottom, there is a 'TRANSACTION ATTRIBUTES' section with 'POST DATE:' and 'FISCAL PERIOD:' fields. A red box highlights the 'Labor Cost Post' title and the 'POST DATE:' and 'FISCAL PERIOD:' fields.

Additional Information

[Help Docs - Labor Cost Post](#)

[Help Docs - Expense Cost Post](#)

[KC - Quick Topic - Historical data load considerations of project labor](#)

[KC - Quick Topic - Historical data load considerations of project expense](#)