

Financials



This section of the Knowledge Center focuses on all aspects of billing, invoicing and revenue recognition. Including best practices and various scenarios.

Accounts Payable

- [FAQ - Does Unanet have a Cash Disbursements Journal?](#)
- [FAQ - Does Unanet have a Vendor Invoice Edit \(GCS Voucher Edit Report\)?](#)
- [FAQ - How can EFT payment advices be printed for distribution?](#)
- [FAQ - How can I handle bonuses in Unanet?](#)
- [FAQ - How can I quickly post many recurring vendor invoices?](#)
- [FAQ - How do we pay subcontractors only when our customers pay us? \(Pay When Paid\)](#)
- [FAQ - What check format does Unanet Financials support for printing checks?](#)
- [FAQ - Why does the AP Aging report not tie to the Balance Sheet?](#)
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- [Quick Topic - 1099-MISC functionality in Unanet](#)
- [Quick Topic - Create Subcontractor A/P Invoices From Subcontractor Timecards](#)
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- [Quick Topic - Positive Pay](#)
- [Quick Topic - Processing Collection Notices in Unanet](#)
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 - [Quick Topic - NACHA Balanced File](#)
- [Unanet Accounts Payable Instructional Guides](#)
 - [AP Admin Guide - Delete Vendor Invoice](#)
 - [AP Admin Guide - Delete Vendor Payment](#)
 - [AP Admin Guide - Vendor Creation](#)
 - [AP Admin Guide - Copy Vendor Invoice](#)
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 - [AP Admin Guide - VI Approvals](#)
 - [AP Admin Guide - Void Vendor Invoice](#)
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 - [AP Admin Guide - AP Aging Report](#)
 - [AP Admin Guide - Vendor Credit Memo Entry](#)
 - [AP Admin Guide - Manual Vendor Payment Entry](#)
 - [AP Admin Guide - Bulk Vendor Payment Creation](#)
 - [AP Admin Guide - Print Checks](#)
 - [AP Admin Guide - Accounts Payable Process Flows](#)
 - [AP Admin Guide - Unapplied Payments - Accounts Payable](#)
- [Video - 2019 Champions Conference - Fundamentals of Accounts Payable and 1099s](#)
- [Webinar - CSM Webinar - 1099 Processing](#)

Accounts Receivable

- [FAQ - How do I attach expense reports to invoices?](#)
- [FAQ - How do I record a batch deposit to my bank in Unanet?](#)
- [FAQ - Why does the AR Aging report not tie to the balance sheet?](#)
- [Quick Topic - Efficient initialization of system to receive AR aging through Customer Payments](#)
- [Quick Topic - Recording Customer Short pay](#)
- [Unanet Accounts Receivable Instructional Guide](#)
 - [AR Admin Guide: Customer Creation](#)
 - [AR Admin Guide: Customer Payment Entry](#)
 - [Quick Topic - Managing Accounts Receivable Overpayments](#)
 - [Quick Topic - Unapplied Payments - Accounts Receivable](#)
 - [AR Admin Guide: Deposit Entry](#)
 - [AR Admin Guide: AR Aging Report](#)
 - [AR Admin Guide: Billing and Invoicing](#)
 - [AR Admin Guide - Accounts Receivable Process Flows](#)

Journal Entries

- [FAQ - How does Unanet sort the rows of a Journal Entry?](#)
- [Journal Entries - Recurring Journal Entries](#)
- [Quick Topic - Can I adjust project revenue with a Journal Entry?](#)

General - Accounting

- [Cost Pool Group Creation Guide](#)
- [FAQ - Does Unanet interface with banks and credit institutions?](#)
- [FAQ - How can I import more than one Financial Document in a single import file?](#)

- FAQ - How do I get Historical Hours into the general ledger (GL) to use for allocations based on hours?
- FAQ - How do I set an "Equity" Account Type?
- FAQ - How should I configure Cross Charge Labor?
 - FAQ - Why can't I select or specify an Organization for the cross charge in the default posting setup?
- FAQ - How should I manage indirect budgets in Unanet?
- FAQ - Is there a quick list of steps for bill posting/invoicing?
- FAQ - Should I Post Cost Pool Calculations to the GL?
- FAQ - Should I set up a separate legal entity in a separate instance of Unanet?
- FAQ - What are some considerations for year-end processing?
- FAQ - What is the best way for a Unanet Financials system to get time/expense into the LOCKED status?
- FAQ - What is the best way to create a mapping of Cost Accounts between expense and project types?
- FAQ - When does a write off show up on the JSR?
- FAQ - Why can't I pull the data expected for a Cost Post or Billing & Revenue Post?
- FAQ - Why doesn't the Retained Earnings balance in the GL Summary (Trial Balance) Report match my Balance Sheet?
- FAQ - Why should I enable the Use Financial Organizations property if I am not using Unanet Financials?
- General Ledger Guide
 - General Ledger Guide: Bank Reconciliation
 - General Ledger Guide: Cost Pool Calculations
 - General Ledger Guide: Creating Budgets
 - General Ledger Guide: Fiscal Period Close and Fiscal Year Close
 - General Ledger Guide: Journal Entries
 - General Ledger Guide: Journal Entry Process Flow
 - GL Budgets From Resource Plans
- Historical Transactions & Beginning Balances
 - Historical Financials: Outstanding Accounts Payable Items
 - Historical Financials: Outstanding Accounts Receivable Items
 - Historical Financials: Outstanding Bank Reconciliation Information
 - Historical Financials: General Ledger Beginning Balances (Trial Balance)
 - Historical Financials: Labor and Expense
 - Historical Financials: Process Guide to Historical Transactions and Beginning Balances
 - Historical Financials: Unbilled Receivables and Deferred Revenue Balances
- Invoicing & Posting Guide
 - I&P GUIDE - INITIAL SETUP
 - I&P GUIDE - Posting Groups and Posting Options
 - I&P GUIDE - Revenue and Invoicing Admin Setup
 - I&P GUIDE - Project Billing Setup
 - I&P GUIDE - LABOR & EXPENSE COST POSTS
 - I&P GUIDE - Labor Cost Post
 - I&P GUIDE - Labor Cost Unpost
 - I&P GUIDE - Expense Report Cost Post
 - I&P GUIDE - Expense Report Cost Unpost
 - I&P GUIDE - REVENUE & INVOICING - PERIODIC POST AND INVOICE
 - I&P GUIDE - Readyng Billing & Revenue items for Post
 - I&P GUIDE - Billing & Revenue Post
 - Quick Topic - General Ledger Impact of the Billing & Revenue Post
 - I&P GUIDE - Billing & Revenue Unpost
 - I&P GUIDE - Add Invoice
 - I&P GUIDE - List/Edit/Email Customer Invoices
 - I&P GUIDE - REVENUE & INVOICING - OTHER
 - Customer Invoice Approvals - INTERNAL
 - I&P GUIDE - Exports
 - I&P GUIDE - FAQ'S
 - I&P GUIDE - Glossary for Project Billing
 - I&P GUIDE - Reports
- Procedures for Financials End-of-Month Close
 - Verify that all Project-to-Financial Postings are completed
 - Verify that all Financial Transactions for the period are entered into Unanet
 - Import Company Paid Credit Card Transactions (if applicable)
 - Verify that all Financial Documents for the period are in a POSTED status
 - Verify Billing & Revenue Process is completed
 - Verify all Invoices are in COMPLETED status for the period
 - Reconcile Unbilled Revenue and Deferred Revenue to Balance Sheet
 - Reconcile Open A/P to General Ledger
 - Perform monthly Bank Reconciliations
 - Perform monthly Credit Card Reconciliations (if applicable)
 - Verify Payroll Summary report reconciles to Labor Cost report
 - Quick Topic - Recording Unanet labor expenses and reconciling with payroll
 - Reconcile Accrued Leave
 - Close Vendor Payments & Vendor Invoices, Customer Payments, Deposits
 - Perform Cost Pool calculations
 - Close Cost Pool Post
 - Reconcile Open A/R to General Ledger
 - Reconcile Revenue and Project Costs from the JSR to the Income Statement
 - Close Invoicing and Posting and General Ledger
 - Generate Financial Statements
 - Analyze financial statements for unusual items
 - Analyze Project Reports for unusual items
 - Close Period
 - Video - Cease the Chaos Streamlining Month End Close

- Quick Topic - Accrual to Cash Basis Net Income - Two Methods
- Quick Topic - Calculate Indirect Rates from GL Budgets
- Quick Topic - Considerations in setting "Transactions Require Project"
- Quick Topic - Establishing historic revenue/cost to Unanet systems already in use
- Quick Topic - Financial Validation Stored Procedures
- Quick Topic - How updating a Financial Organization affects previously stated financials
- Quick Topic - ICE (Incurred Cost Electronically) Model
- Quick Topic - Inserting a Prior Fiscal Year with Non-Standard Dates
- Quick Topic - Multi-company or Intercompany Billing
- Quick Topic - Statement Of Cash Flow
- Quick Topic - Steps to Complete and post a Cash Advance with Unanet Financials
- Quick Topic - Unanet Bank Reconciliation For Credit Cards
- Quick Topic - Using Unanet for Basic Fixed Asset Management
 - Quick Topic - Historical Assets Setup
- Quick Topic - What is the best practice for Cost Plus contracts so that at the end of the year my Revenue matches my Billings?
- Quick Video - New Expense Payment Method Options
- Quick Video - Posting Labor and Expenses
- Video - 2019 Champions Conference - Accounting Efficiencies: Credit Cards, GSA IFF Fee Calculations, Sales and Revenue by State, and Contract Backlog/Waterfall
- Video - 2019 Champions Conference - Converting Project Plans and Budgets into GL Budgets
- Video - 2019 Champions Conference - GL Budgets and Rates
- Video - 2019 Champions Conference - How to Streamline a Fast and Effective Month End Close in Unanet
- Video - 2019 Champions Conference - Indirect Rates and Impact on Pricing
- Video - 2019 Champions Conference - Obtaining a Clean DCAA Accounting System Certification
- Video - 2019 Champions Conference - Speed Learning - Cost Pool Conundrum
- Video - 2019 Champions Conference - Speed Learning - Management of Fixed Assets
- Video - 2019 Champions Conference - Speed Learning - Month End Close
- Video - 2019 Champions Conference - Understanding the Rate Cycle
- Video - Credit Cards, Fixed Assets, and Other Accounting Efficiencies
- Video - DCAA Compliance
- Video - Obtaining a Clean DCAA Accounting System Certification
- Webinar - Diagnose and Remedy Series - Financials Administration
- Webinar - Foundations Series - All About AP & AR
- Webinar - GL Budgeting and Forecasting Indirect Rates
- Webinar - ICE (Incurred Cost Electronically) MODEL
- Webinar - Unanet CSM Webinar - Foundations of Accounts Payable & Accounts Receivable
- Webinar - Unanet CSM Webinar - Managing Fixed Assets in Unanet
- Webinar - Unanet CSM Webinar - Overview of Unanet Financials

Billing

- General - Billing
 - FAQ - Can I enter negative Fixed Price items?
 - FAQ - Can I import Fixed Price items?
 - FAQ - How can I check to see what projects have Billing set up?
 - FAQ - How can I recognize FP revenue in advance of billing?
 - FAQ - What is "Include projects without unbilled data"?
 - FAQ - Why are my Project level Bill To and Remit To addresses showing up blank?
 - FAQ - Why does my Project Cost Report (JSR) not match my Invoice for Cost Plus?
 - Quick Topic - Change a Posted Fixed Price Item's Revenue Recognition Method
 - Quick Topic - Fixed Price Item Import
 - Quick Topic - How to Use Organization Addresses
 - Quick Video - Unanet Billing Roles Comparison
 - Video - Project Billing, Invoicing, and Revenue Recognition
 - Video - Set up for Billing, Invoicing, and Revenue Recognition
 - Webinar - Billing & Revenue Recognition - What You Need to Know
 - Webinar - CSM Webinar - Fixed Price Projects in Unanet
 - Webinar - Diagnose and Remedy Series - Revenue Calculations
- Invoicing
 - FAQ - Can I bulk print multiple invoices at once?
 - FAQ - Can I display burdened labor costs on an invoice?
 - FAQ - Can I invoice all projects for one customer on one invoice?
 - FAQ - Can I invoice by person?
 - FAQ - Can I invoice in the middle of my timesheet period?
 - FAQ - Can I sum multiple Cost Elements together into a single row on an Invoice?
 - FAQ - Can Project Managers approve invoices before they are sent out?
 - FAQ - How can I attach a signature or text information to an invoice?
 - FAQ - How can I get page breaks on my invoice?
 - FAQ - How can I recognize retained/unbilled fee revenue on a Cost Plus contract without impacting AR Aging or showing on the invoice until billed?
 - FAQ - How can I set up my projects to include multiple projects on one invoice?
 - FAQ - How do I display the contributor project on the invoice?
 - FAQ - Is there a way to automatically populate the import invoice feature used to add additional items to existing Invoices?
 - FAQ - What causes a customer invoice to have a Landscape orientation?
 - FAQ - What does "Invoice Bill To Address is not valid for this project's organization hierarchy" mean?
 - FAQ - What do I do when approvals haven't been processed and I need to create invoices?
 - FAQ - What if I want to display both work/bill date AND Inception to Date column on the invoice?
 - FAQ - Where can I get a list of labor charges and expenses that have not been invoiced yet?
 - FAQ - Why aren't my Expenses showing up on the FP invoice?
 - FAQ - Why are Time/Expense/Fixed Price Items not appearing on my invoice?

- [FAQ - Why can't I create an Invoice?](#)
- [FAQ - Why do my project codes not show on the invoice?](#)
- [Invoicing and Posting Guide](#)
- [Quick Topic - 1034 and 1035 Invoice Formats](#)
- [Quick Topic - Bill on Completion with auto-calculated % complete](#)
- [Quick Topic - Calculating Sales & Use Tax on Invoices - Unanet with Avalara](#)
- [Quick Topic - Duplicate Descriptions and/or Memos on Invoices](#)
- [Quick Topic - How are Invoice Amounts rounded?](#)
- [Quick Topic - How does Unanet handle fixed fee retention \(retainage\) on Cost Plus projects?](#)
- [Quick Topic - Importing Invoices with Additional Items](#)
- [Quick Topic - Indirect calculations and changes to a rate during a Fiscal Year](#)
- [Quick Topic - Invoicing a Fixed Priced Contract Based on Hours Worked \(via TM Billing Type\)](#)
- [Quick Topic - T&M Projects with a Monthly Hours Cap](#)
- [Quick Topic - Zero-dollar \(\\$0\) invoices](#)
- [Quick Video - All Contract Types on One Invoice](#)
- [Quick Video - Email Invoices within Unanet](#)
- [Quick Video - Invoice Write-Offs](#)
- [Video - 2019 Champions Conference - Simpler Invoicing](#)
- [Webinar - Diagnose and Remedy Series - Invoicing](#)
- [Webinar - Diagnose and Remedy - Unanet's Customer Invoice Formats](#)
- [Webinar - Unanet CSM Webinar - Explore Unanet's Invoice Formats](#)
- [Webinar - Unanet Foundations Series - Improve Cash Flow with Fast and Accurate Billing](#)

Project Accounting

- [FAQ - Can I enter a budgeted Margin in the JSR?](#)
- [FAQ - Does Unanet Project Costing replace my accounting system?](#)
- [FAQ - How can I apply indirect calculations differently to different fiscal years?](#)
- [FAQ - How can T&M projects be supported?](#)
- [FAQ - How do I handle more than two decimals in a Cost Plus Fee Schedule?](#)
- [FAQ - Restamp - Can I use a SQL script to restamp expenses with a different ODC Cost Element?](#)
- [FAQ - Restamp - Can I use a SQL script to restamp labor with a different Labor Cost Element?](#)
- [FAQ - Total Value vs Funded Value](#)
- [FAQ - What roles are required to set up cost structures and run the reports?](#)
- [FAQ - Which Unanet license is required to use project costing?](#)
- [FAQ - Why doesn't the Profit % equal the Fee % in the JSR?](#)
- [Project Accounting Instructional Guide](#)
 - [Project Accounting Instructional Guide - Overview](#)
 - [Project Accounting Instructional Guide - Why is Project Costing Important?](#)
 - [Project Accounting Instructional Guide - Direct and Indirect Costs and Calculation of Pool Rates](#)
 - [Project Accounting Instructional Guide - Unanet Support for Direct and Indirect Cost Reporting](#)
 - [Project Accounting Instructional Guide - Project Costing Setup](#)
 - [Project Accounting Instructional Guide - Setup Cost Structure](#)
 - [Project Accounting Instructional Guide - Setup Cost Report](#)
 - [Project Accounting Instructional Guide - Project and Person Setup](#)
 - [Project Accounting Instructional Guide - Project Cost Reporting](#)
 - [Project Accounting Instructional Guide - Glossary for Project Accounting](#)
 - [Project Accounting Instructional Guide - Alternate Cost Structure Examples](#)
- [Quick Topic - Calculating Burdened Rates by Employee](#)
- [Quick Topic - Creating a Cost Structure with One Fringe Pool and Multiple Overhead Pools](#)
- [Quick Topic - Funded Value Best Practices](#)
- [Quick Topic - How can I limit billing and revenue to a contract's funded value?](#)
- [Quick Topic - How Commercial Service organizations report on revenue in Unanet](#)
- [Quick Topic - How to Budget/Plan by ODC](#)
- [Quick Topic - Understanding Funding Caps And Fee Cap Adjustments](#)
- [Quick Video - Adding a New Cost Element - Associated Setup](#)
- [Quick Video - Multiple Fee Calculations and Fee Caps](#)
- [Video - 2019 Champions Conference - Project Accounting Reports 101](#)
- [Webinar - Unanet CSM Webinar - Cost-Reimbursement Contracts](#)
- [Webinar - Unanet Foundations Series - NEW Views into Project Metrics: Learn to create multiple views of the P&L Reports](#)

Purchasing

- [FAQ - How do I set up subcontractors so they do not use a Unanet license?](#)
- [FAQ - What access and roles are needed for working with Purchase Orders and Purchase Requisitions?](#)
- [FAQ - What is a two-way match Purchase Order and a three-way match Purchase Order?](#)
- [FAQ - Why can't I get people to show up in the Purchase Order Assignment Labor or Expense tab?](#)
- [Purchasing Configuration and Usage Guide](#)
 - [Purchasing - Initial Considerations](#)
 - [Purchasing - Using Purchase Requisitions \(Optional\)](#)
 - [Purchasing - Scenario A - Sub Time in Timesheets](#)
 - [Purchasing - Scenario B - Sub Time in Vendor Invoices](#)
 - [Purchasing - Configuration/Setup](#)
 - [Purchasing - Basic Configuration](#)
 - [Purchasing - Items and Units of Measure](#)
 - [Quick Video - Purchasing - Items and Units of Measure](#)
 - [Purchasing - Admin Properties](#)
 - [Quick Video - Purchasing - Admin Properties](#)
 - [Purchasing - People Setup](#)
 - [Quick Video - Purchasing - People Setup for Purchasing](#)

- Purchasing Alerts
- Purchasing - Purchasing Approval Groups
 - Quick Video - Purchasing - Purchasing Approval Groups
- Purchasing - Project Settings
 - Quick Video - Purchasing - Project Settings
- Purchasing - Purchase Requisition and Purchase Order UDFs
- Purchasing - Purchase Order Formats
 - Quick Video - Purchasing - Purchase Order Formats
- Purchasing - Customer Invoice Format
- Purchasing - Posting Group - VI Funding Cap Adjustment Account
- Purchasing - Scenario A - Sub Time in Vendor Invoice - Additional Configuration Required
 - Purchasing - Scenario A - People Setup
 - Quick Video - Scenario A - Sub Time as Vendor Invoice - People Setup
- Purchasing - Scenario B - Sub Time in Timesheet - Additional Configuration Required
 - Purchasing - Scenario B - Assignments
 - Purchasing - Scenario B - People Setup
 - Quick Video - Scenario B - Sub Time in Timesheet - People Setup
- Purchasing - Enter Initial PO Balance Information
- Purchasing - Ongoing Usage
 - Purchasing - Create a Purchase Requisition
 - Purchasing - Create a Purchase Order without a Purchase Requisition
 - Purchasing - Create a Purchase Order from a Purchase Requisition
 - Purchasing - Create Purchase Order Assignments
 - Purchasing - How can Admin timesheet adjustments modify the Purchase Order number?
 - Purchasing - Manage an Existing Purchase Requisition
 - Purchasing - Manage an Existing Purchase Order
 - FAQ - Why are my Purchasing Alerts not generating?
 - Purchasing - Vendor Overage and Funding Caps
 - FAQ - How does Vendor Overage work?
 - FAQ - Why do I have Purchase Order funding caps on my vendor invoice?
 - Quick Topic - Disposition of a PO Funding Cap that you never intend to pay
 - Purchasing - Report on Commitments
 - Purchasing - Shared Documents
 - FAQ - What is the difference between Shared Documents versus Project Notes?
 - Purchasing - Vendor Invoices
 - Purchasing - Add PO Subcontractor Time onto Vendor Invoice *without* a Unanet timesheet
 - Purchasing - Add PO Subcontractor Time Onto Vendor Invoice *With* Subcontractor's Unanet Timesheet
 - Purchasing - Add PO Subcontractor Expense onto Vendor Invoice
- Purchasing: Sequential Steps for Sub Time in Vendor Invoice with a PO
- Purchasing: Sequential Steps for Sub Time in Timesheets
- Quick Topic - Automating Purchase Order Assignments
- Quick Topic - Both Active And Inactive Projects Are Included In Project Search Results for POs/PRs
- Quick Topic - Controlling Charges at the Task Level
- Quick Topic - Pay Purchase Order with Credit Card
 - Quick Video - Pay Purchase Order with Credit Card
- Quick Topic - Purchasing Compliance
 - Video - Purchasing Compliance
- Video - 2019 Champions Conference - Contractor Purchasing System Reviews
- Video - 2019 Champions Conference - Introduction to Purchasing
- Video - Purchasing Demo
- Video - Purchasing - Three-Way Match Process and Concept
- Video - Simple Purchasing Process
- Webinar - CSM Webinar - Closing Purchase Orders, Requisitions, and Vendor Invoices
- Webinar - CSM Webinar - Purchase Order Modifications
- Webinar - CSM Webinar - Unanet's NEW Subcontractor Labor Management Process
- Webinar - CSM Webinar - Unanet's Purchasing Process - Education for Unanet 11.0