

Training

UNANET.COM VIDEO DEMONSTRATIONS

- [Unanet Video Demonstrations](#)

UNANET CSM WEBINARS

- [Unanet CSM Webinars](#)

END USER GUIDES

- Timesheet:
 - [Quick Topic - End User Timesheet Training](#)
 - [Quick Video - Time Entry \(update in progress\)](#)
- Leave Request:
 - [Help Docs - Leave Request](#)
- Expense Report:
 - [Quick Topic - End-User Expense Training](#)
 - [Quick Video - Expense Entry \(update in progress\)](#)
- Manager Approval:
 - [Quick Topic - Manager Training](#)

FINANCIAL GUIDES

- [Billing Guide](#)
- [Project Accounting Guide](#)
- [Accounts Payable](#)
- [Accounts Receivable](#)
- [Cost Pool Guide](#)
- [Accounting Process Guide](#)
- [Posting Group Guide](#)
- [Procedures for End of Month](#)

PROJECT MANAGEMENT GUIDES

Unanet Budgeting and Forecasting User Guide:

- [Quick Topic - Basic Labor Planning in the Grid](#)
- [Quick Topic - Basic Expense Planning in the Grid](#)
- [Quick Topic - Project Management Reports: Budget and Forecast Reporting](#)

ADMIN GUIDES

- [FAQ - Is there a checklist for setting up a new project?](#)
- [FAQ - Is there a checklist for setting up a new user?](#)

REPORTING

- [Foundations of Reporting](#)

CONCEPT AND FOUNDATION VIDEOS

- You may access this free content by registering with your company e-mail address at www.unanetuniversity.com, which will take you to our learning management system. Once there, click on the appropriate tile to register.

SUPPORTING DOCUMENTATION

- [Supporting Documentation](#)

CONFIGURATION GUIDE

- [Configuration Guide](#)
 - **ORGANIZATIONAL SETUP**
 - [Addresses](#)
 - [Contacts](#)
 - [Customer Images](#)
 - [Customer Profiles](#)
 - [Financial Organizations](#)
 - [FAQ - Should I Mark A Financial Organization As A Legal Entity?](#)
 - [Organization Types](#)
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 - [Vendor Profiles](#)
 - **CORE FINANCIAL SETUP**
 - [Bank Accounts](#)
 - [Chart Of Accounts](#)
 - [DCAA](#)
 - [Webinar - Unanet Foundations Series - Tips To Support DCAA Compliance](#)
 - [Fiscal Years](#)
 - [Payment Methods](#)
 - [Payment Terms](#)
 - [Unanet Financials Property Settings](#)
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 - **EMPLOYEE & SUB SETUP**
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 - **PROJECT SETUP**
 - [Project Types](#)
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 - [Project Administrators/Approvers](#)
 - [Project Labor Categories](#)
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 - [People Assignments](#)
 - **TIME CONFIGURATION**
 - [Dilution Style](#)
 - [Final Timesheet & Expense Status Reporting & Close-Out](#)
 - [Holidays](#)
 - [Timesheet Fields & Options](#)
 - [Vacation and Leave Accruals](#)
 - **EXPENSE CONFIGURATION**
 - [Credit Card Import](#)
 - [Expense Report Fields & Options](#)
 - [Expense Types](#)
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 - [Per Diem Management - Lodging](#)

- Per Diem Management - MIE
 - Project Expense Types
- PROJECT ACCOUNTING & COSTING
 - Posting Options
 - Cost Elements
 - Cost Pool Groups
 - Cost Reports
 - Cost Structures
 - Fee Calculation Methods
 - Posting Groups
- BILLING SETUP
 - Email Messages
 - Invoice Formats
- MISCELLANEOUS
 - Approval Alternates
 - Bank Reconciliation
 - Default GL Posting Organization
 - E-mail Notifications
 - E-mail Reminders
 - General Ledger Budgets
 - Recurring Journal Entries
- PURCHASING - CONSIDERATIONS AND SETUP
- Unanet.com Video Demonstrations
- Unanet CSM Webinars
- Unanet University LMS Reference Guide