

Image Test Page

A financial Fiscal Period Close is performed to preserve the financial information that has been reported on, internally and externally, and to ensure financial statements are accurately reflected in the current fiscal period. To lock down the financial data, Unanet provides Posting Features groups that are mutually exclusive which can be closed all together or individually throughout the closing process to facilitate the procedural needs of Closing the Fiscal Period.

The procedures do not have to be performed in any sequential order.

- End Of Month Close - Analyze Financial Statements For Unusual Items
 - End Of Month Close - Analyze Project Reports For Unusual Items
 - End Of Month Close - Close Cost Pool Post
 - End Of Month Close - Close Invoicing And Posting And General Ledger
 - End Of Month Close - Close Period
 - End Of Month Close - Close Vendor Payments & Vendor Invoices, Customer Payments, Deposits
 - End Of Month Close - Generate Financial Statements
 - End Of Month Close - Import Company Paid Credit Card Transactions (If Applicable)
 - End Of Month Close - Perform Cost Pool Calculations
 - End Of Month Close - Perform Monthly Bank Reconciliations
 - End Of Month Close - Reconcile Accrued Leave
 - End Of Month Close - Reconcile Open AP To General Ledger
 - End Of Month Close - Reconcile Open AR To General Ledger
 - End Of Month Close - Reconcile Revenue And Project Costs From The JSR To The Income Statement
 - End Of Month Close - Reconcile Unbilled Revenue And Deferred Revenue To Balance Sheet
 - End Of Month Close - Recording Unanet Labor Expenses And Reconciling With Payroll
 - End Of Month Close - Verify That All Financial Documents For The Period Are In A POSTED Status
 - End Of Month Close - Verify That All Financial Transactions For The Period Are Entered Into Unanet
 - End Of Month Close - Verify All Invoices Are In COMPLETED Status For The Period
 - End Of Month Close - Verify That All Project-To-Financial Postings Are Completed
 - End Of Month Close - Verify Billing & Revenue Process Is Completed
 - End Of Month Close - Verify Payroll Summary Report Reconciles To Labor Cost Report
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To Support the Fiscal Period Closing Process:

- Analyze Financial Reports (e.g., GL Summary Trial Balance, GL Details)
- Verify All Financial Transactions for the Period are Entered
- Verify, Reconcile to GL, and **Close Posting Features** for Subledgers
 - Vendor Invoice
 - Vendor Payment
 - Customer Payment
 - Deposit
 - Accounts Payable
 - Accounts Receivable
 - Invoicing & Posting
- Billing & Revenue Post (performed by Billing Manager role in Unanet)
 - Invoice (Customer Invoice)
 - Purchasing
 - Commitment
- Perform and Validate Project to Financials Posts - Expense Report and Labor Cost Posts
- Prepare and Post Service Contract Act (SCA) – Pay in Lieu of Benefits
- **Close Posting Features** for Invoicing & Posting
 - Expense Report Cost Post
 - Labor Cost Post
 - Pay in Lieu of Benefits
- Prepare and Post Various Journal Entries as needed.
 - Reconcile and Record Recurring Journal Entry for Payroll
 - Reconcile Accrued Leave
 - Record Adjusting Journal Entry for Accrued Leave
 - Prepare and Post Fixed Asset's Depreciation Expenses
 - Record Accrued Expenses
 - Record Prepaid Expenses
- Perform Cost Pool Calculations and review indirect rates on the Statement of Indirect Rates. Post rates to Cost Structure
- **Close Posting Features** for General Ledger
 - Cost Pool Post
 - Fixed Asset Post
- Generate and Analyze Financial Statements
 - Balance Sheet
 - Income Statement
 - Income Statement - Trending

- Analyze and Perform Various Reconciliations
 - YTD Project Cost Summary (JSR) Report tie to Income Statement
 - Bank Reconciliation Process
 - Reconcile the Project Subledger to the General Ledger
 - Balance Sheet accounts
- Prepare and Post any Correcting Journal Entries as needed.
- **Close Posting Features** for General Ledger
 - Journal Entry
- Confirm all **Posting Features** for Fiscal Period are Closed
 - Once all Posting Feature sections have been closed, the Fiscal Period is considered closed. All transactions will be captured in the next available Fiscal Period.
- Publish Financial Statements

Admin – Configure System Properties View all property settings

CONFIGURE YOUR UNANET SYSTEM AUDIT TRAIL

Time

General

Edit Settings

Section Defaults

Expense

General

Edit Settings

Section Defaults

Wizard Settings

Planning

General

Financials

General

General Ledger

Accounts Payable

General

Set Expense Reports To LOCKED Upon Completion

System Base Currency

Require Post Date on Expense Extraction

Enable Expense Request Functionality

Credit Card Settings

Enable Credit Card Functionality

Allow Administrators to Delete Imported Transactions

Allow Users to Delete Imported Transactions

Purge Imported Transactions Older Than (days)

Values in light gray italics are overridden in the unanet.properties file.

Save Cancel

Profile

Accounts

Accruals

Alternates

Attachments

Benefits Value

Credit Cards

People – Credit Cards for Frank T. Controller (fcontroller)

+ Credit Card

	ISSUED BY	NAME ON CARD	NUMBER	EXPIRES	TYPE
	Bank of America	Frank Controller	*****2345	12/21	Visa

Total Rows: 1

People – Credit Cards for Frank T. Controller (fcontroller)

 Credit Card

- Credit Card Numbers may not start with an asterisk (*).

ISSUED BY	NAME ON CARD	NUMBER	EXPIRES	TYPE
  Bank of America	Frank Controller	*****4925	12/2020	Visa

Total Rows: 1

Admin – Import

IMPORT SELECTION

TYPE OF IMPORT:

FILE TO IMPORT:

Import

Approved for use by Unanet Sales Demo




- <Choose Import Type>
- <Choose Import Type>
- Account
- Alternate
- Approval Group
- Assignment
- Contract
- Credit Card - Amex
- Credit Card - Generic
- Customer Payment
- Customer Profile
- Employee Type
- Employee Type Expense Type
- Employee Type Pay Code
- Expense
- Expense Budget
- Expense Plan
- Expense Type - Master
- Expense Type - Project
- Fixed Price
- General Ledger Journal Entry











































Expense – Expense Report Details for Controller, Frank T.

Accounting (FN-ACCOUNTING)

Purpose: Subsequent trip to New York

Location: Yew York, NY

#	PROJECT	TASK	ALLOCATION	DEFAULT PROJECT TYPE
	1. MYCO ADMIN		100%	ADMIN
	2. CUSTOMER-1 10.10.7011.102 (CP)	1. Project Support	0%	BILLABLE
	3. CUSTOMER-2 BIG-DATA (TM)	1. Research/Analysis	0%	BILLABLE

	DATE	EXPENSE TYPE	AMOUNT (USD)	PAYMENT METHOD	CHARGE TO PROJECT
   	1. 8/2/2020 	Airfare	199.00	*Corp. Card	Allocation
   	2. 8/2/2020 	Taxi / Shuttle	33.00	*Employee Paid	Allocation
   	3. 8/7/2020 	Taxi / Shuttle	29.00	*Employee Paid	Allocation
   	4. 8/7/2020 	Taxi / Shuttle	119.00	*Employee Paid	Allocation
    	5. 8/9/2020 	Business Meals	67.22	*Employee Paid	2.
    	6. 8/9/2020 	Business Meals	149.47	*Company Paid	Allocation
   	7. 8/10/2020 	Materials	178.96	*Company Paid	Allocation
   	8. 8/14/2020 	Other	39.43	*Company Paid	Allocation

<input type="text" value="1"/> 	Total Expenses:	815.08
	(-) Non Reimbursable:	566.86
	(-) Advances:	0.00
	Cash Returned:	0.00
	Total Reimbursement:	248.22

Wizard Summary

Comments

- Save
- Submit
- Preview
- Allocate
- Purpose
- Threshold
- Import
- Attach

Admin – Configure System Properties

[View all property settings](#)

CONFIGURE YOUR UNANET SYSTEM

[AUDIT TRAIL](#)

Category	Property Name	Value
Time	General	
	Set Timesheets To LOCKED Upon Completion	<input checked="" type="checkbox"/>
	Set Leave Requests To LOCKED Upon Completion	<input type="checkbox"/>
	Default Work Hours	8
	Holiday Hours from Business Week	<input checked="" type="checkbox"/>
	Enable Leave Requests	<input checked="" type="checkbox"/>
	Leave Balance Quick Reports Include Projected Accruals	<input type="checkbox"/>
	Allow Budget to be Exceeded	<input type="checkbox"/>
	Accrual Hire Date Cap (post first, then cap)	<input checked="" type="checkbox"/>
	Apply Accrual Calendar Year Cap on Prior Year Balance	<input type="checkbox"/>
Expense	Enforce User Time Increment for Time In/Time Out	<input type="checkbox"/>
	Enable Item on the Timesheet	<input type="checkbox"/>
	Calculate Pay in Lieu of Benefits As Of (YYYY-MM-DD)	
	Enable Mobile Offline Timesheets	<input checked="" type="checkbox"/>

1:16 91% 4G LTE

Offline Data

Data

Timesheets 1

[Refresh Data](#)

[Reset Data](#)

Settings

Offline Enabled

Poll Interval 15

Show Timesheet Badge

OVERVIEW TIME EXPENSES MORE

Home
Accounting
Approval Groups
Accounts Payable
Purchasing
Time and Expense
Expense
Miscellaneous
People
Project
Time
User-Defined Fields

Admin Setup – Time and Expense

Summary **Approvers** Leave Submitters Time Submitters Exp Request Submitters Exp Report Submitters

MANAGE APPROVERS FOR THE GOVSERV-EXPENSE APPROVAL GROUP

AVAILABLE PEOPLE

<Please use filter to populate>

APPROVERS

Director, Grace (\$5,000.00)
Controller, Frank T. (\$10,000.00)

FILTER

Org. Code Last Name

Save Cancel

Home
Accounting
Approval Groups
Accounts Payable
Purchasing
Time and Expense
Contracts
Expense
Miscellaneous
People
Project
Time
User-Defined Fields

Admin Setup – Time and Expense

Summary **Approvers** Leave Submitters Time Submitters Exp Request Submitters Exp Report Submitters

MANAGE APPROVERS FOR THE FCONTROLLER-EXPENSE APPROVAL GROUP

AVAILABLE PEOPLE

<Please use filter to populate>

APPROVERS

Director, Grace (\$5,000.00)
Controller, Frank T. (\$10,000.00)
Director, Darla (\$0.00)

FILTER

Org. Code Last Name

Save Cancel

Home
Accounting
Approval Groups
Accounts Payable
Purchasing
Time and Expense
Expense
Miscellaneous
People
Project
Time
User-Defined Fields

Admin Setup – Time and Expense

Summary **Approvers** Leave Submitters Time Submitters Exp Request Submitters Exp Report Submitters

MANAGE APPROVERS FOR THE GOVSERV-EXPENSE APPROVAL GROUP

AVAILABLE PEOPLE

<Please use filter to populate>

APPROVERS

Director, Darla (\$0.00)
Director, Grace (\$5,000.00)
Controller, Frank T. (\$10,000.00)

FILTER

Org. Code Last Name

Save Cancel

APPROVERS

Director, Grace (\$5,000.00)
Controller, Frank T. (\$10,000.00)
Director, Darla (\$0.00)

