Post Award Audit in Unanet
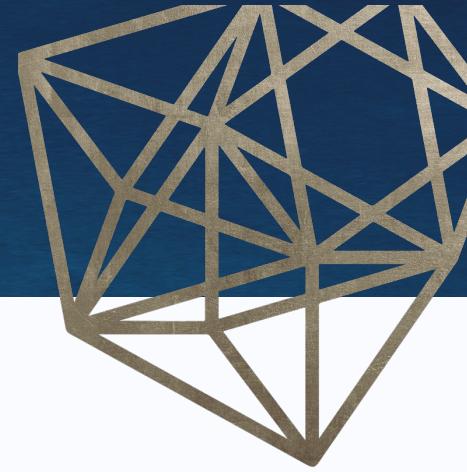
How to Prepare

Redstone
Government Consulting

Helping You Navigate the Maze of Government Contracting

Company Overview

Who Are We?

- A team of the most senior industry veterans and the brightest new talent in the industry.
- Many are former director level consultants from "big four" accounting and consulting firms with a strong mix of DCAA and GovCon industry executives.

What Do We Do?

- Government Compliance Consulting, Accounting, Human Resources, and Business Systems Consulting Services, and Training Programs for Government Contractors

Where Are We Located?

- We are based at 501 Madison Street SE, Suite 100, Huntsville, AL 35081

Introduction to the Presenters

Katherine Donnell
Unanet Practice Lead

Asa Gilliland
President & Director

LaDonna Wotell
Managing Consultant

Why is preparation important?

Why do I care about being prepared for a post award audit?

- I want to get paid! Avoid ineligible costs by keeping good records.

- Cause problems with bidding cost type work

  - Contracting Officer is required to make a determination of system adequacy prior to the award of flexibly priced work (cost type, T&M, etc.)

- Preclude timely billing and lead to withholds

  - So you've incurred the costs but you cannot bill for them; creating cash flow problems

- Avoid audit exposure: the more gray areas, more questions, more time, more cost of audit
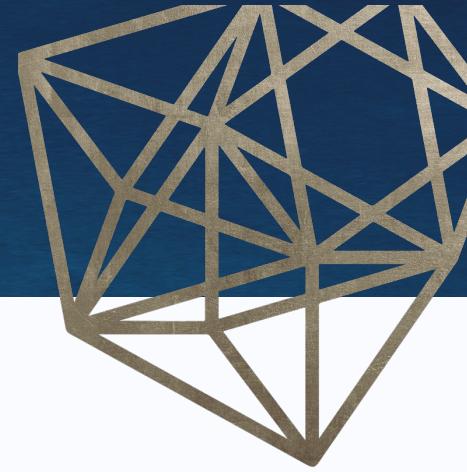
The objective of the post award accounting system audit is to determine if the contractor's accounting system complies with:

DFARS 252.242-7006 (if DoD) Accounting System Administration, requirements.

FAR 9.104.1-e is the clause associated with non DoD flexibly priced contracts.

Why now? It's just the next step in the process.

## The C/O might recommend a post award if...

- 3-6 months into performance of a flexibly priced contract
- There was no pre-award audit so the C/O determines that an audit is now required to support contract requirements
- Every 3 years during flexibly priced contract performance

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# A system is deemed acceptable during a post award audit if:
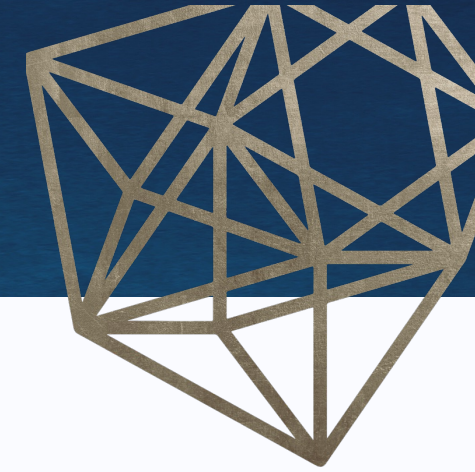
- Applicable laws and regulations are complied with;

- Adequate and reliable costs in Unanet;

- Low risk of miscalculations and misinterpretations

- Contract allocations and charges are consistent with billing procedures

What is DCAA Looking for in the Accounting System Audit?
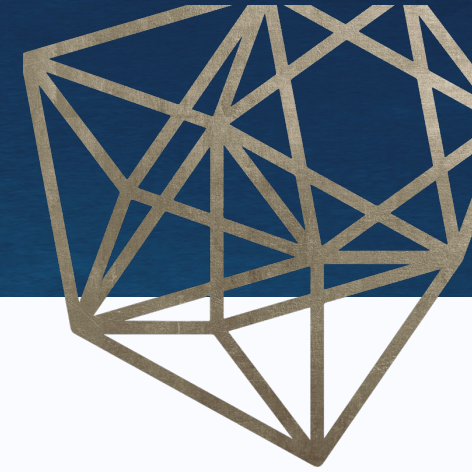
What is DCAA Looking for in the Accounting System Audit?
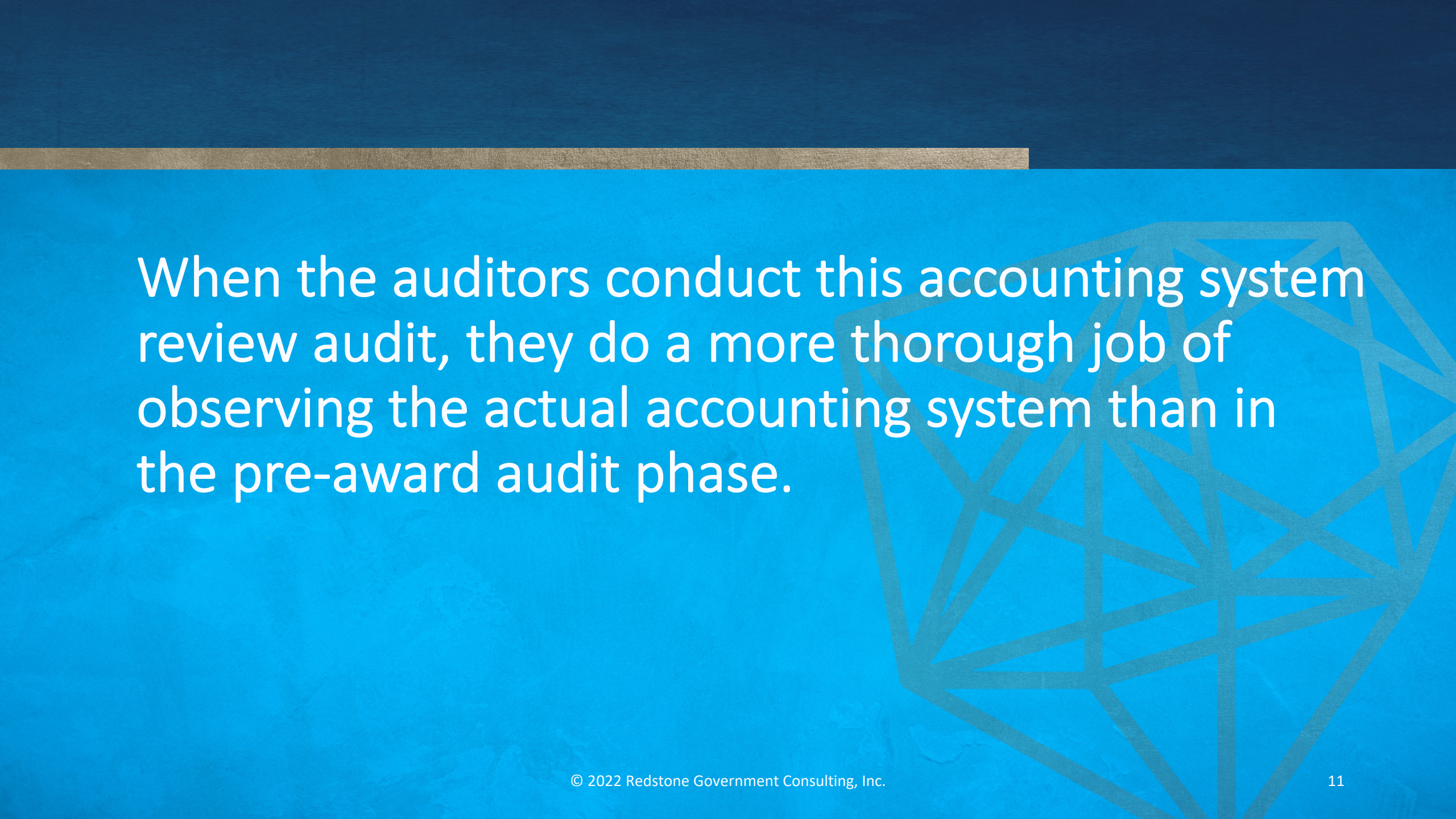
- This list of criteria below is very similar to the SF1408 Preaward Survey.

- **The Pre award asks "can", the system perform the control, the Post award is actual test of the system.**

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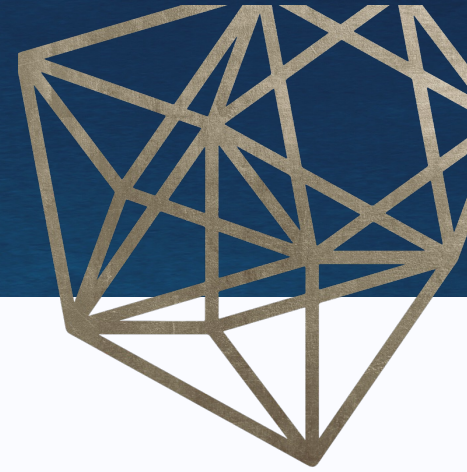
- A sound internal control environment, accounting framework, and organizational structure

- Segregation of direct and indirect costs

- Identification and accumulation of direct costs by contract

- Consistent allocation method for of indirect costs to intermediate and final cost objectives

- Accumulation of cost under the general ledger control

- Reconciliation of subsidiary cost ledgers and cost objectives to general ledger

- Approval and documentation of adjusting entries

- Management reviews or internal audits of the system to ensure compliance with the Contractor's established policies, procedures, and accounting practices

- A time keeping system that identifies employee's labor by intermediate or final cost objectives

- A labor distribution system that charges direct and indirect labor to the final cost objectives

- Interim determination of costs charged to a contract through routine posting of books of account

- Exclusion from costs charged to the government contracts of amounts that are not allowable per

- FAR 31, Contract Cost Principals and Procedures, or other contract provisions

- Identification of cost by contract line item (CLIN) and by units if required by the proposed contract

- Segregation of preproduction costs from production costs

- Billings that can be reconciled to the cost accounts for both current and cumulative amounts claimed and comply with contract terms

- Cost accounting information, as required:

- By contract clauses concerning limitation of cost (FAR 52.232-20), limitation of funds (FAR 52.232-22), or allowable cost and payment (FAR 52.216-7); and

- To readily calculate indirect cost rates from the books of accounts;

- Adequate, reliable data for use in pricing follow-on acquisitions

- Accounting practices in accordance with standards promulgated by the Cost Accounting Standards Board, if applicable, otherwise, Generally Accepted Accounting Principles.

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When the auditors conduct this accounting system review audit, they do a more thorough job of observing the actual accounting system than in the pre-award audit phase.
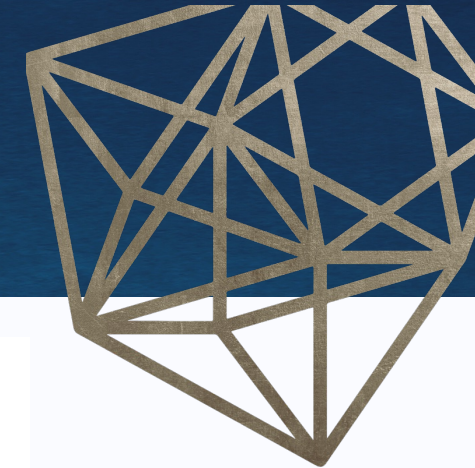
Timesheet Status – *EDGE1- Timesheet Status

	PERSON	HOURS	OUT OF	%	STATUS			MANAGER APPROVALS	PROJECT APPROVALS	CUSTOMER APPROVALS
Semi-Monthly 7/1/2020 - 7/15/2020										
🔍 ✉	Director, Chris S. (cdirector)	144.00	88.00	164%	LOCKED	7/20/2020	10:56 AM			

Total Timesheet Count: 1

*   Identifies items that require customer approval first

**   Identifies items that require Project Approvers before Manager

Timesheet Details

Chris S. Director (cdirector) (7/1/2020 - 7/15/2020) – Salaried

Status: LOCKED

PROJECT/TASK	LABOR CATEGORY	LOCATION	PROJECT TYPE	PAY CODE	WED 1	THU 2	FRI 3	SAT 4	SUN 5	MON 6	TUE 7	WED 8	THU 9	FRI 10	SAT 11	SUN 12	MON 13	TUE 14	WED 15	TOTALS
CUSTOMER-1 10.10.7011.102																				
1. Project Support	*Administrator		BILLABLE	RT														8.00		8.00
	SWIFT-Program Manager (CS)		BILLABLE	RT							8.00									8.00
CUSTOMER-1 20.STUDY-X																				
3. Investigator ID & Selection	SWIFT-Program Manager (CS)		BILLABLE	RT															8.00	8.00
DOE 12011_BIG-DATA																				
4. Test/QA	GSA-System Engineer 1		BILLABLE	RT	8.00		8.00		8.00	8.00			8.00		8.00	8.00				56.00
MYCO ADMIN	*Administrator		ADMIN	RT		8.00		8.00	8.00					8.00	8.00	8.00	8.00			56.00
MYCO HOLIDAY	*Administrator		PTO-LEAVE	H			8.00													8.00
				TOTALS:	8.00	8.00	16.00	8.00	16.00	8.00	8.00		8.00	8.00	16.00	16.00	16.00	8.00		144.00

Redstone Government Consulting
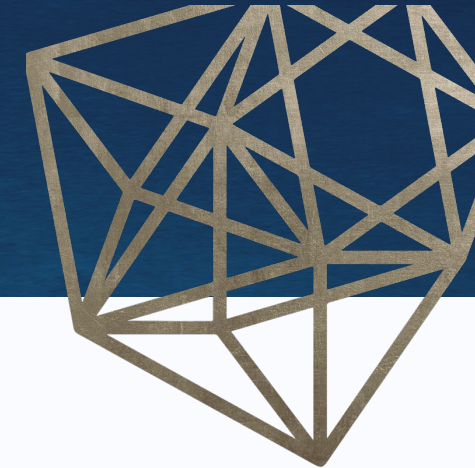
Approval History ▼

BY (FOR)	ROLE	PROJECT	STATUS		COMMENTS
Frank T. Controller (Chris S. Director)	Administrator		INUSE	6/16/2020 3:15 AM	Time Import
Frank T. Controller (Chris S. Director)	Administrator		SUBMITTED	6/16/2020 3:15 AM	Time Import
Frank T. Controller	Administrator		INUSE	7/1/2020 3:15 AM	Time Import
Frank T. Controller (Chris S. Director)	Administrator		SUBMITTED	7/1/2020 3:15 AM	Time Import
Chris S. Director	Manager		APPROVING	7/1/2020 1:28 PM	
Frank T. Controller	Administrator		INUSE	7/20/2020 10:56 AM	Time Import
Frank T. Controller (Chris S. Director)	Administrator		SUBMITTED	7/20/2020 10:56 AM	Time Import
–	–		COMPLETED	7/20/2020 10:56 AM	
–	–		LOCKED	7/20/2020 10:56 AM	
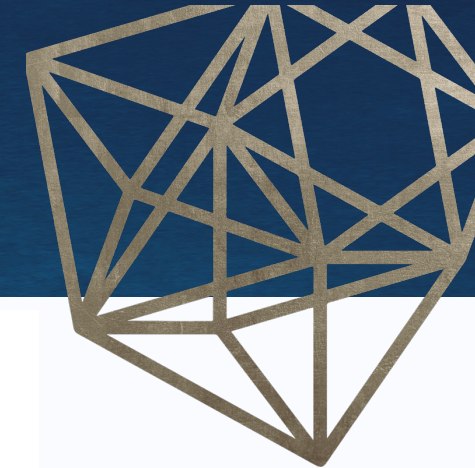
Cell Details ▼

DATE	PROJECT/TASK	LABOR CATEGORY	LOCATION	PROJECT TYPE	PAY CODE	WORK HOURS	PROJECT TIME IN/OUT		
							IN–OUT	NON-WORK	COMMENTS
WED 1	DOE 12011_BIG-DATA 4. Test/QA You can add comments here	GSA-System Engineer 1		BILLABLE	RT	8.00			
THU 2	MYCO ADMIN You can add comments here	*Administrator		ADMIN	RT	8.00			
FRI 3	DOE 12011_BIG-DATA 4. Test/QA You can add comments here	GSA-System Engineer 1		BILLABLE	RT	8.00			
FRI 3	MYCO HOLIDAY Independence Day	*Administrator		PTO-LEAVE	H	8.00			
SAT 4	MYCO ADMIN You can add comments here	*Administrator		ADMIN	RT	8.00			
SUN 5	DOE 12011_BIG-DATA 4. Test/QA You can add comments here	GSA-System Engineer 1		BILLABLE	RT	8.00			
SUN 5	MYCO ADMIN You can add comments here	*Administrator		ADMIN	RT	8.00			
MON 6	DOE 12011_BIG-DATA 4. Test/QA You can add comments here	GSA-System Engineer 1		BILLABLE	RT	8.00			

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People Actuals Summary – *EDGE2- Actuals Summary @ Cost

Date Range: 7/1/2020 - 7/15/2020
Including Pending Adjustments
Including Adjustments using Worked Date within range
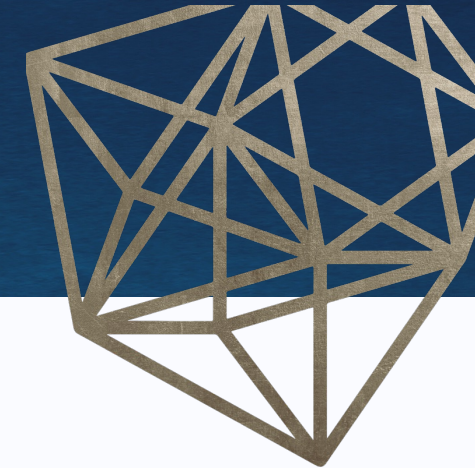**Totals Reflect Cost**
Financial Posted Date reflects the cost post date
Rounding Method: Legacy

Person Organization: Technical Services

Person: Director, Chris S.

PROJECT	LABOR CATEGORY	COST RATE	HOURS	TIME
CUSTOMER-1 10.10.7011.102	*Administrator	$47.54632	8.00	$380.37
	SWIFT-Program Manager (CS)	$47.54632	8.00	$380.37
	Totals for CUSTOMER-1 10.10.7011.102:		**16.00**	**$760.74**
CUSTOMER-1 20.STUDY-X	SWIFT-Program Manager (CS)	$47.54632	8.00	$380.37
	Totals for CUSTOMER-1 20.STUDY-X:		**8.00**	**$380.37**
DOE 12011_BIG-DATA	GSA-System Engineer 1	$47.54632	56.00	$2,662.59
	Totals for DOE 12011_BIG-DATA:		**56.00**	**$2,662.59**
MYCO ADMIN	*Administrator	$47.54632	56.00	$2,662.59
	Totals for MYCO ADMIN:		**56.00**	**$2,662.59**
MYCO HOLIDAY	*Administrator	$47.54632	8.00	$380.37
	Totals for MYCO HOLIDAY:		**8.00**	**$380.37**
	Totals for Director, Chris S.:		**144.00**	**$6,846.66**
	Totals for Technical Services:		**144.00**	**$6,846.66**
	Grand Totals:		**144.00**	**$6,846.66**

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Accounts Receivable – View Customer Payment 0000000098

Status: POSTED

Customer:	DOE - Dept. of Energy	**Document #:**	0000000098	**Legal Entity:**	MYCO - My Company
Payment Amount:	$134,553.12	**Document Date:**	8/15/2020	**Bank Account:**	Operating Account
Balance:	$0.00	**Post Date:**	8/15/2020	**Payment Method:**	CUST-ACH Customer Receipt
Check / Reference #:		**Fiscal Period:**	FY20-11		

CURRENT CUSTOMER BALANCES

Balance: $751,532.16
Unapplied Credits: $0.00

DETAILS ▾

ACCOUNT	ORGANIZATION	REFERENCE	DESCRIPTION	DATE	AMOUNT	PROJECT	TASK	PROJECT TYPE	EXPENSE TYPE	PERSON
				Totals:	$0.00					

PAID DOCUMENTS ▾

DOC TYPE	CUSTOMER INVOICE / REFERENCE #	PROJECT	DOCUMENT #	DOCUMENT DATE	DUE DATE	DISCOUNT DATE	ORIG AMOUNT	ORIG DISCOUNT	PAYMENT	DISCOUNT	WRITE OFF
CI		12011_BIG-DATA	12011- 20 07 31	7/31/2020	8/30/2020		$134,553.12	$0.00	$134,553.12	$0.00	$0.00
						Totals:	$134,553.12		$0.00		$0.00

ATTACHMENTS ▾

FILE NAME	CREATED
📎 Receipt of Payment.pdf	11/8/2022 9:39 PM

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Document #: 0000000151   **Reference:** Payroll Journal Entry   **Legal Entity:** MYCO - My Company

Document Date: 7/31/2020
Post Date: 7/31/2020
Fiscal Period: FY20-10

DOCUMENT TOTALS

	Debits	Credits	Variance
Expenses	$56,347.50	$56,347.50	$0.00
Items	$0.00	$0.00	$0.00
Details Total	$56,347.50	$56,347.50	$0.00

EXPENSE DETAILS ▾

ACCOUNT	ORGANIZATION	REFERENCE	DESCRIPTION	DATE	DEBIT	CREDIT	PROJECT	TASK	PROJECT TYPE	EXPE
10.01.01 - Operating Bank Account	MYCO - My Company	Payroll Entry		7/31/2020	$0.00	$56,347.50				
20.05.03 - Accrued Wages	MYCO - My Company	Payroll Entry		7/31/2020	$42,890.96	$0.00				
60.02.01 - Employer Taxes	MYCO - My Company	Payroll Entry		7/31/2020	$9,726.00	$0.00				
60.02.03 - Employer 401K Contribution	MYCO - My Company	Payroll Entry		7/31/2020	$3,730.54	$0.00				
				Totals:	**$56,347.50**	**$56,347.50**				

ITEM DETAILS ▾

| ACCOUNT	ORGANIZATION	REFERENCE	DESCRIPTION	DATE	ITEM	UOM	QUANTITY	RATE	DEBIT	CREDIT	PROJECT	TASK	PROJECT TY
								Totals:	**$0.00**	**$0.00**			

ATTACHMENTS ▾

FILE NAME
📎 Payroll Report PPE 07 15 20.pdf

GL Details – *EDGE7- GL Detail Cost & Rev

Legal Entity: MYCO - My Company
Fiscal Period(s) Range: FY20-10 to FY20-10

Src	Doc #	Doc Date	Fiscal Period	Description	Customer/Vendor	Person	Reference	Project	Quantity	Beginning Balance	Debit	Credit	Ending Balance
Account Type: ASSET													
Account: 10.02.01 - Accounts Receivable													
Project: DOE 12011_BIG-DATA - Big Data													
CI	12011- 20 07 31	7/31/2020	FY20-10	Invoice Complete - 7/31/2020	Dept. of Energy	--	--	DOE 12011_BIG-DATA	--		134,553.12		
					Totals for DOE 12011_BIG-DATA - Big Data:						134,553.12		
					Totals for 10.02.01 - Accounts Receivable:						134,553.12		134,553.12
Account: 10.03.01 - Unbilled													
Project: DOE 12011_BIG-DATA - Big Data													
BR	0000000253	7/31/2020	FY20-10	Billing Post - 7/31/2020	--	--	--	DOE 12011_BIG-DATA	--		134,553.12		
CI	12011- 20 07 31	7/31/2020	FY20-10	Invoice Complete - 7/31/2020	--	--	--	DOE 12011_BIG-DATA	--			134,553.12	
					Totals for DOE 12011_BIG-DATA - Big Data:						134,553.12	134,553.12	
					Totals for 10.03.01 - Unbilled:						134,553.12	134,553.12	
					Totals for ASSET:					269,106.24	134,553.12		134,553.12
Account Type: REVENUE													
Account: 40.01.01 - Revenue - Government													
Project: DOE 12011_BIG-DATA - Big Data													
BR	0000000253	7/31/2020	FY20-10	Billing Post - 7/31/2020	--	--	--	DOE 12011_BIG-DATA	--			134,553.12	
					Totals for DOE 12011_BIG-DATA - Big Data:							134,553.12	
					Totals for 40.01.01 - Revenue - Government:							134,553.12	134,553.12
					Totals for REVENUE:							134,553.12	134,553.12
Account Type: EXPENSE													
Account: 50.01.01 - Direct Labor - Client Site													
Project: DOE 12011_BIG-DATA - Big Data													
LC	0000000254	7/1/2020	FY20-10	Labor Cost Post - 7/15/2020	--	Director, Chris	--	DOE 12011_BIG-DATA	56.00		2,662.59		
LC	0000000254	7/1/2020	FY20-10	Labor Cost Post - 7/15/2020	--	Director, Darla	--	DOE 12011_BIG-DATA	88.00		6,546.21		
					Totals for DOE 12011_BIG-DATA - Big Data:				144.00		9,208.80		
					Totals for 50.01.01 - Direct Labor - Client Site:				144.00		9,208.80		9,208.80
					Totals for EXPENSE:				144.00		9,208.80		9,208.80
					Totals for MYCO - My Company:						278,315.04	269,106.24	
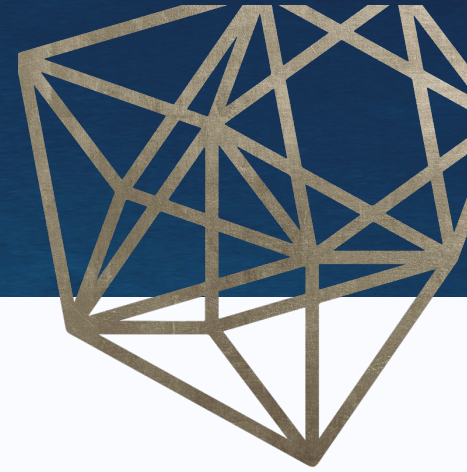
Accounts Payable – View Vendor Invoice 0000000711   Status: PO

DOCUMENT SUMMARY

[+]	Legal Entity:	MYCO - My Company
	Vendor:	V-MATERIALINC - Materials Incorporated
	Invoice Amount:	$5,000.00
	Invoice / Reference #:	12345
	Invoice Date:	5/28/2020
	Post Date:	5/31/2020
	Fiscal Period:	FY20-08
	Payment Terms:	NET 30
	Due Date:	6/27/2020

DOCUMENT TOTALS

	Total
Labor	$0.00
Expenses	$5,000.00
Items	$0.00
Details Total	$5,000.00
Invoice Amount	$5,000.00
Unallocated Amount	$0.00

LABOR DETAILS ▶

EXPENSE DETAILS ▶

ITEM DETAILS ▶

ATTACHMENTS ▼

FILE NAME	CREATED
📎 Materials Invoice 05 31 20.pdf	11/8/2022 9:55 PM

APPROVAL HISTORY ▼

BY (FOR)	ROLE	PROJECT	STATUS		COMMENTS
Admin, Unanet	–	–	Inuse	6/12/2020 12:50 PM	
Controller, Frank T.	–	–	Submitted	7/6/2020 11:39 AM	
	–	–	Approved	7/6/2020 11:39 AM	
Controller, Frank T.	–	–	Posted	7/6/2020 11:39 AM	

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Unanet.
Your Logo Goes Here

Invoice Number:	UNANET-01070		
Invoice Date:	5/31/2020	Billing Through:	5/31/2020
Payment Terms:	1% 10 Net 30	Due Date:	6/30/2020
Discount Amount:	$287.30	Discount Date:	6/10/2020
Contract Number:	123-455-6767		
Order Number:	1234		

Bill To:
Attn: Bob Jones
480 Rosecrans Ave.
Manhattan Beach CA 90266
USA

Ship To:
Attn: Bob Jones
480 Rosecrans Ave.
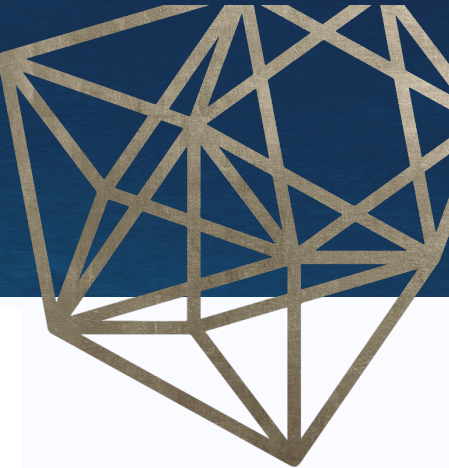Manhattan Beach CA 90266
USA

INVOICE

Description	Amount
Cost Plus	
Direct Labor	$ 8,346.86
Expense reports	$ 5,704.22
MATERIALS	$ 5,906.00
OTHER	$ 750.00
Fringe Client Site	$ 2,071.92
Fringe Company Site	$ 724.32
Overhead Client Site.	$ 528.45
Overhead Company Site	$ 1,096.86
G&A	$ 2,563.18
Fee on Total Labor	$ 667.75
Fee on Total ODC	$ 370.81
Total for Cost Plus:	$ 28,730.37
Total Amount Due This Invoice:	$ 28,730.37

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Accounts Receivable – View Customer Payment 0000000098

Status: POSTED

Customer:	DOE - Dept. of Energy	**Document #:**	0000000098	**Legal Entity:**	MYCO - My Company
Payment Amount:	$134,553.12	**Document Date:**	8/15/2020	**Bank Account:**	Operating Account
Balance:	$0.00	**Post Date:**	8/15/2020	**Payment Method:**	CUST-ACH Customer Receipt
Check / Reference #:		**Fiscal Period:**	FY20-11		

CURRENT CUSTOMER BALANCES

Balance: $751,532.16
Unapplied Credits: $0.00

DETAILS ▼

ACCOUNT	ORGANIZATION	REFERENCE	DESCRIPTION	DATE	AMOUNT	PROJECT	TASK	PROJECT TYPE	EXPENSE TYPE	PERSON
				Totals:	**$0.00**					

PAID DOCUMENTS ▼

DOC TYPE	CUSTOMER INVOICE / REFERENCE #	PROJECT	DOCUMENT #	DOCUMENT DATE	DUE DATE	DISCOUNT DATE	ORIG AMOUNT	ORIG DISCOUNT	PAYMENT	DISCOUNT	WRITE OFF
CI		12011_BIG-DATA	12011- 20 07 31	7/31/2020	8/30/2020		$134,553.12	$0.00	$134,553.12	$0.00	$0.00
						Totals:	**$134,553.12**	**$0.00**	**$134,553.12**	**$0.00**	**$0.00**

ATTACHMENTS ▼

FILE NAME	CREATED
Receipt of Payment.pdf	11/8/2022 9:39 PM

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General Ledger – View Bank Reconciliation
Status: Reconciled

Legal Entity:	MYCO - My Company
Bank Account:	Operating Account
Statement Date:	5/31/2020
Ending Balance:	$15,674,862.10

CALCULATED CURRENT BALANCES

Beginning Balance:	$15,125,517.94	Ending Balance:	$15,674,862.10
Checks & Credits:	$124,739.69	Unreconciled Balance:	$0.00
Deposits & Debits:	$674,083.85		

CHECKS & CREDITS ▾

TRANSACTION DATE	CHECK / REFERENCE #	DOC TYPE	DOCUMENT #	PAYEE / DESCRIPTION	AMOUNT
3/31/2020		VP	0000000244	Cigna Healthcare	$5,400.00
4/30/2020		VP	0000000247	Charlie User	$26,630.25
4/30/2020		VP	0000000248	Frank Controller	$2,391.22
4/30/2020		VP	0000000249	George Washington	$1,782.72
4/30/2020		VP	0000000251	San Diego Gas & Electric	$1,500.00
4/30/2020		VP	0000000252	Frank Controller	$688.00
4/30/2020		VP	0000000253	Landlord Joe	$7,000.00
5/31/2020	Payroll Entry	JE	0000000147		$56,347.50
5/31/2020		VP	0000000259	Equipment Distributors	$9,000.00
5/31/2020		VP	0000000261	Landlord Joe	$14,000.00
				Totals:	**$124,739.69**

DEPOSITS & DEBITS ▾

TRANSACTION DATE	REFERENCE #	DOC TYPE	DOCUMENT #	DESCRIPTION	AMOUNT
4/30/2020		CP	0000000091	Customer 1	$415,200.79
5/31/2020		CP	0000000094	Dept. of Energy	$258,883.06
				Totals:	**$674,083.85**

ATTACHMENTS ▾

FILE NAME	CREATED
Bank Statement (OFFICIAL).pdf	11/8/2022 10:07 PM

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The DCAA/DCMA will Test:

- Data entry policies and procedures
- Review accounting items
- Transaction testing
- Invoice and general ledger testing
- Segregation of duties
- Proper data access levels
- Expense recognition
- Accurate labor distribution

Deep Dive: Labor Allocation Walkthrough

Once a sample of costs has been selected from a list of contracts , the audit will require the following walk through:

- **Timesheet audit trail and proper compliance**
  - timesheet audit trail tracks any changes to saved records and is a very important aspect of compliance
  - consider User Review if admin adjustments are more common than you prefer
- **Reconciliation from cost amount to payroll and customer billing**
  - documents: customer billing
  - payroll report
  - GL detail to tie out the above

Unanet setup considerations: What level of detail are you posting your labor? Other records may be subject to submit in order to support your GL

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Deep Dive: Payables

Copies of vendor invoices will be traced through the system from the source document entry and approval, authorization of payment, bank statement and associated transaction, to customer billing.

- Attach the invoice in Unanet so the source document is handy

- Audit trail support in Payables records timeline of entry/submit/approval of invoices and payments, as well as any potential voids

- Attach the bank statement to the bank reconciliation, so it's also easily accessible

DCAA Compliance in Unanet System Access

- Timesheet users have access to their individual timesheets (labor charging instrument), only, through security controls - username and password

- Timesheet users are limited to authorized projects/activities/tasks through the My Projects feature and subject to charging restrictions set by Unanet project managers

- Approvers can be restricted from editing a user's timesheet - a global setting Allow Managers to Edit Timesheets *(unatime.manager.edit)*

- Passwords have key security features such as number and type of characters

- **Require User Review, so the audit trail still ends with the employee even if changes are made administratively in an infrequent situation**

Unanet Timekeeping Controls
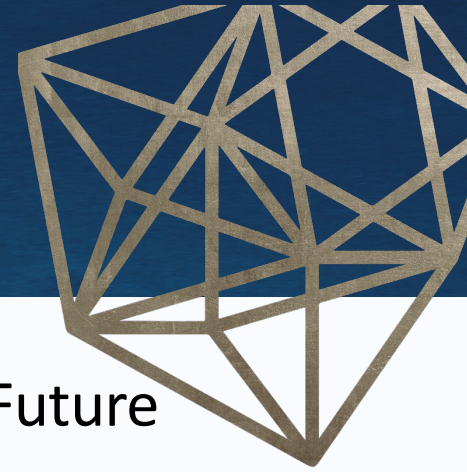
- Time may not be reported in advance – a project level setting (Allow Future Charges) .

- An Admin Property- Comments feature to describe and substantiate time reported for each timesheet entry (cell level comments). Delinquent time (daily time entry required) report is available (via the Minimum Hours Email Reminder).

- A Status Report is available to list % of pay period time reported to ensure complete paid and non-paid hours are reported.

- A stored procedure is available on the submit to implement your organization's time reporting rules

- Weekly overlap time period support for **flexible work weeks** (e.g. every other Friday off)

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DCAA Compliant Work Flow in Unanet

- Changes to 'saved' time are captured in a timesheet audit trail supported by comments containing the reason for the change and the before and after image of the changed items.
- Automated work flow event process to support and expedite the approval process.
- Automated timesheet approval (disapproval) audit trail for both manager and project managers and event log with comments.
- A post submittal review feature is available for users that have had an alternate perform a timesheet submittal or approval for another user (note this feature is also available for expense report reviews)
- User initiated adjustments (as permitted by the administrator) with adjustment audit trail

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DCAA Compliance: Contract Support

- User-defined pay codesGeneral and project specific labor categories

- Dilution settings (Style 1) can accurately apply a cost rate factor to time worked so that all hours are evenly costed

- Assignment reports (for work authorizations)

- Project performance reports comparing actual to budget

- Project status reports for on budget and on time checking

- Teamwork notes collaboration (attachments, status updates, risks, etc.)

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The reports tab features many options for project reporting:

Project Accounting Reports ▼

ⓘ DETAIL REPORTS	ⓘ PERIODIC REPORTS	ⓘ SUMMARY REPORTS	ⓘ STATUS REPORTS
ⓘ Billing & Revenue Details	ⓘ Cost Summary	ⓘ Billing & Revenue Summary	ⓘ Invoice Status
ⓘ Fixed Price Details	ⓘ Cost Summary Bar & Line Chart	ⓘ Earned Value	
ⓘ Invoice Details	ⓘ Cost Summary & Status	ⓘ Earned Value Line Chart	
ⓘ Journal Details		ⓘ Journal Summary	
ⓘ Labor Cost Details		ⓘ Project Summary by Cost Element	
ⓘ ODC Details		ⓘ Project Revenue & Funding Summary	
ⓘ Project Commitments Details		ⓘ Project Cost Summary (JSR)	
ⓘ Project Margin		ⓘ Project Control Panel	
ⓘ Project Transactions		ⓘ SPI/CPI Line Chart	

Project Reports (Time & Expense Only) ▼

ⓘ DETAIL REPORTS	ⓘ PERIODIC REPORTS	ⓘ SUMMARY REPORTS	ⓘ STATUS REPORTS
ⓘ Expense Details	ⓘ Actuals	ⓘ Actuals Summary	ⓘ Project Metrics Comparison
ⓘ Expense Schedule Details	ⓘ Daily Actuals	ⓘ Actuals Pie Chart	ⓘ Project Tracking Bar Chart
ⓘ Organization Activity	ⓘ Forecast	ⓘ Forecast Summary	ⓘ Project Status
ⓘ Schedule Calendar	ⓘ Forecast Bar Chart	ⓘ Gantt Chart	
ⓘ Schedule Details	ⓘ Forecast Comparative Bar Chart	ⓘ Margin (T&E)	
ⓘ Time Details	ⓘ Performance	ⓘ Margin (T&E) Line & Bar Chart	
ⓘ Project Time In/Out	ⓘ Performance Line & Bar Chart	ⓘ Matrix	
	ⓘ Resource Request	ⓘ Pay Code Summary	
		ⓘ Performance	
		ⓘ Plan Summary	

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Admin – Configure System Properties

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Floor Check- Unanet Style

When DCAA contacts you for a Floor Check, tell them you perform your own daily!

Set an E-mail Reminder (in Admin Setup) to go check employees reported hours for the previous day, and remind them to enter and save their time for the previous day. Send a summary report to their manager to easily keep them informed.

Other Project Related Controls

Set up people assignment budgets to mirror the employee (or subK) work authorization, so the person can track their remaining hours using a Schedule or Performance Report.
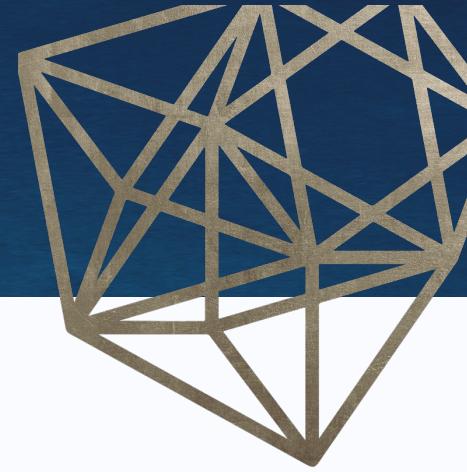
- Consider if this value should be set not to exceed, or not

Does my person level budget match up to the task and project level? How can I check that?

Project Performance Report

- Show People, Expenses, Tasks

- BOT-EOT should be fine; unless you know better

- Make sure you have properly planned both in the project and task profile as well as at the work authorization/assignment level

- Not looking at actuals; really just focused on the budget level reconciliation

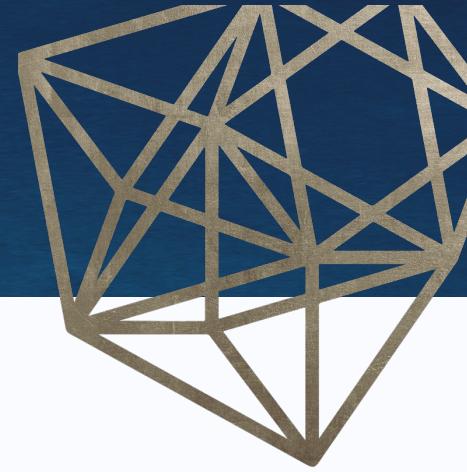*this is not compliance related, but good information for project management purposes.*

Attachments in Unanet

Attach PDF documents to VI's, CP's, contracts, projects, expense reports, etc.

These documents will need to be supplied along with the GL support for the audit. Using Unanet as a data repository system is a great way to avoid finding documents related to a transaction on a server elsewhere.

Prefixes in Unanet
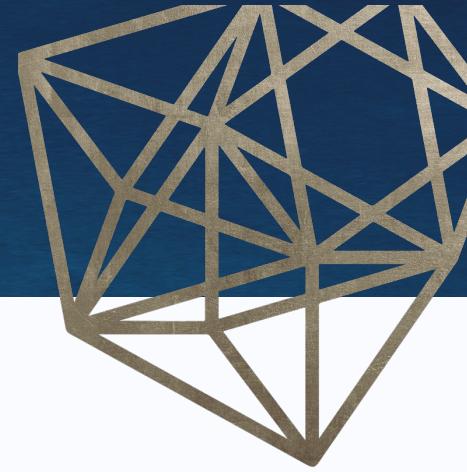
Reduce risk of misallocation or misidentification

This is an easy way to ensure that expense type entries have an understandable relationship back to the GL.

This helps make sure we apply the correct indirect rates to projects on our job cost reports and can fully tie out to the GL so if there are variances; they are easily identified.

Notifications and Reminders

- **Don't over-do it, so the employee doesn't ignore them!**

- **Consider communicating from the Unanet system only when action is needed in the system by that user**
    - Employee submit reminder
    - Manager approval notification
    - Disapproval notification (where a comment is required)
    - Assignment update
    - Managers Reports

Using Analytics

- **Set up analytic reports to run on an exception basis.**

- **Do you have something unique to your organization that you want to monitor? Set up an analytics report to run with 0 output if the system is configured properly. Set up an email schedule, and an Outlook rule to file it in a folder if no values are present.**

- **This is a cheaper, more flexible monitoring program than VSPs.**

- *Example: we configure our bill rates for LCATs at the project level. So, we set up an analytics report to check for $0 bill rates.*

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Who is the star of the show? It takes the village!

Unanet has features and functions that directly support

*the requirements stated in the **Automated Time keeping Systems** section of the Defense Contractors Audit Agency (DCAA) regulations.*

Note that DCAA requires that the time keeping process (collectively including policies, manual procedures and tools) be compliant; software applications alone are not audited for compliance nor certified or approved as DCAA compliant.

The Unanet product suite has been reviewed by auditors at customer sites in conjunction with customer policies and procedures and approved as supporting the DCAA regulations.

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References

https://support.unanet.com/s/article/DCAA

https://support.unanet.com/s/article/GC-Sys-Doc-Support-for-DCAA

https://support.unanet.com/s/article/FAQ-How-Can-I-Create-A-Floor-Check-Report

https://support.unanet.com/s/article/Analytics-Scheduler

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