Unanet Insights:

Hot Topics and Hidden Gems

Redstone
Government Consulting
Helping You Navigate the Maze of Government Contracting

Instructor
Katherine Donnell

Katherine Donnell

Unanet Practice Lead

- **Background**
  - Public accounting, back office support
  - Small to mid-sized government contractors
  - Operational experience with software such as Unanet, QuickBooks, SpringAhead, Deltek GCS, ADP, Paychex, and QB Payroll.
- **Today**
  - Unanet Practice Lead at RGCI
  - Certified Unanet ERP Implementation Consultant since 2016
  - Emphasis in implementation to focus on maximizing return on investment in software, while understanding the limitations in bandwidth or resources and risk areas of new software adoption
  - Ideally, we’ve set up dashboards for managers before they ever log into the system during implementation

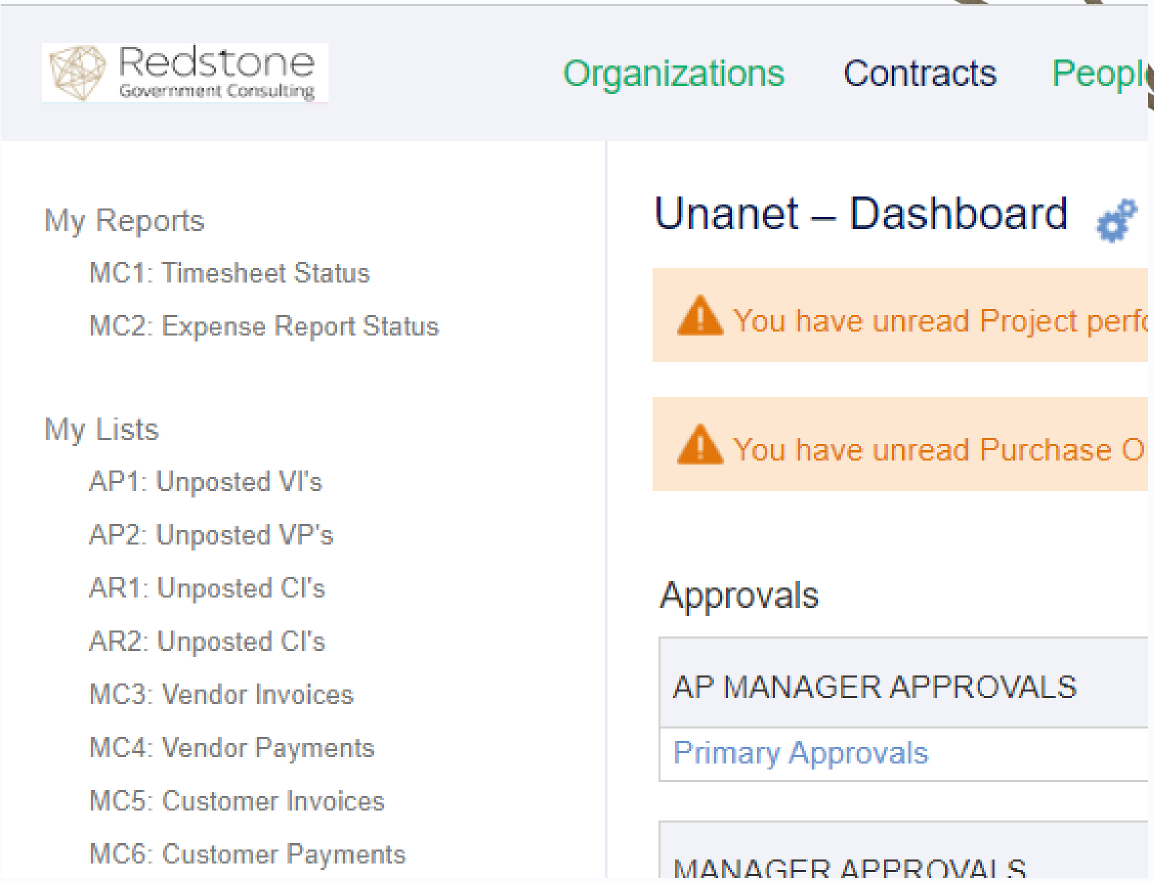
CONNECT WITH ME
LINKEDIN

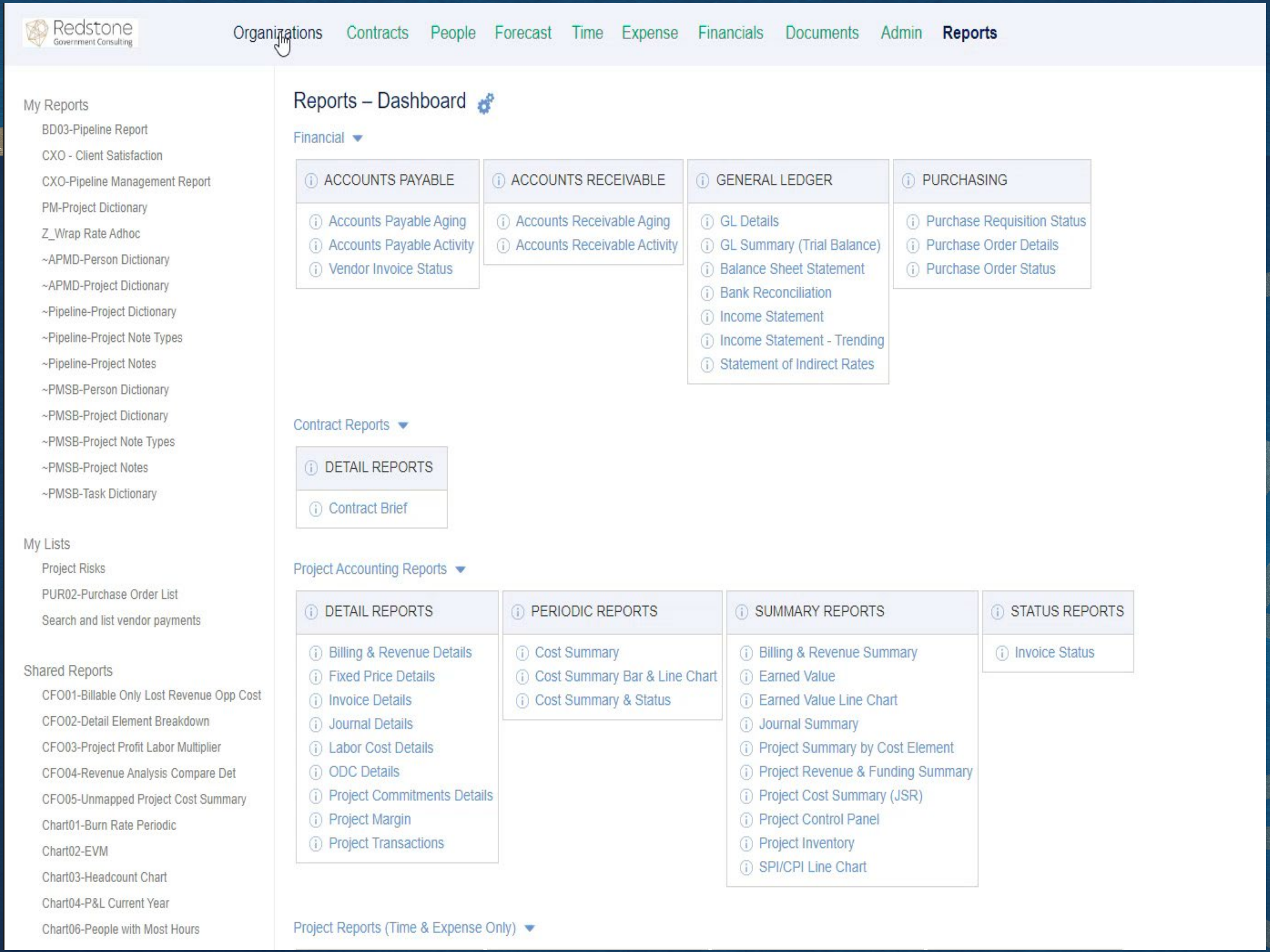
D. (256) 704-9848
Email. kdonnell@redstonegci.com

Dashboards Administration & Reporting –
What you didn't know you have.

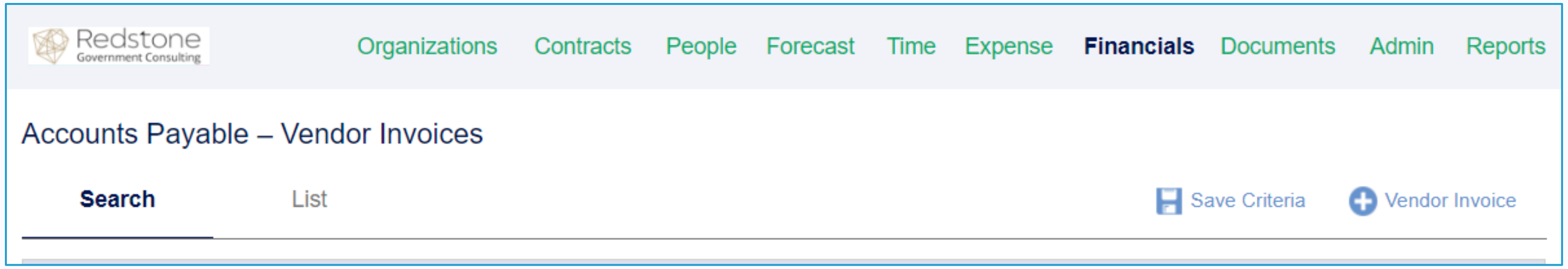
Using Lists on the Home screen

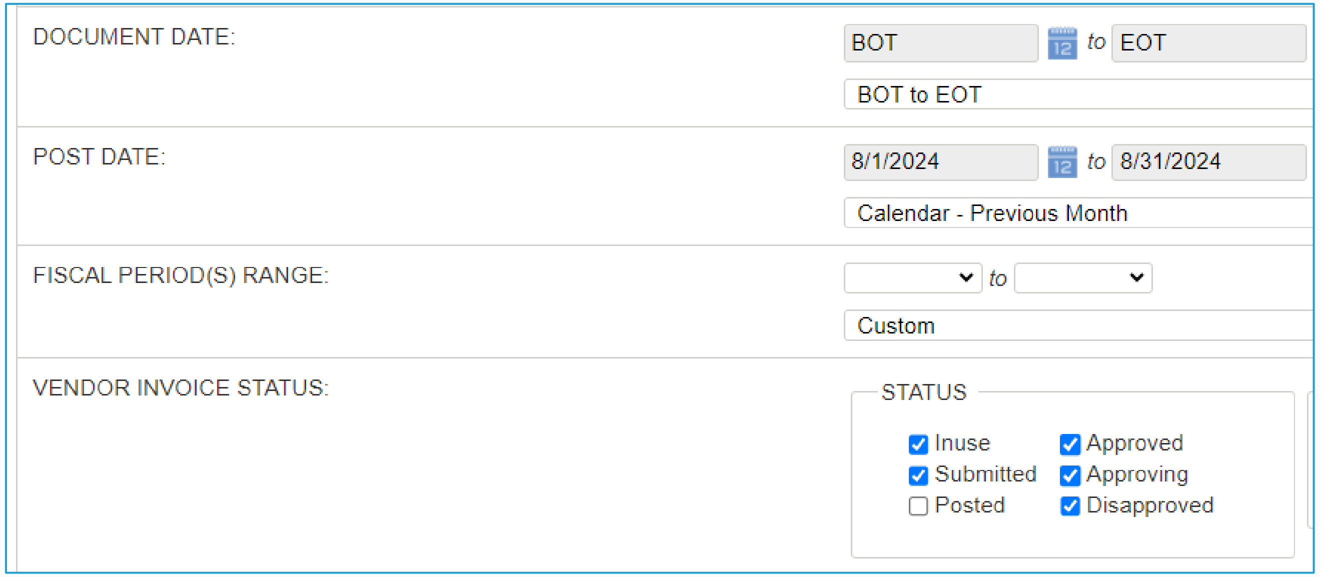
- Save Lists on Home screen only
  - *Cuts down on navigation between dashboards*
  - *Every click & scroll counts; Home screen being the most common location*
- Saved *lists* here rather than reports when you can
  - *As system operators, we need the edit pencil*
  - *Saves time in functional adjustments*
  - *Use Prefixes to save lists in functional order (alphabetical)*




Redstone
Government Consulting
Organizations
Contracts
People
Forecast
Time
Expense
Financials
Documents
Admin
Reports
My Reports
BD03-Pipeline Report
CXO - Client Satisfaction
CXO-Pipeline Management Report
PM-Project Dictionary
Z_Wrap Rate Adhoc
~APMD-Person Dictionary
~APMD-Project Dictionary
~Pipeline-Project Dictionary
~Pipeline-Project Note Types
~Pipeline-Project Notes
~PMSB-Person Dictionary
~PMSB-Project Dictionary
~PMSB-Project Note Types
~PMSB-Project Notes
~PMSB-Task Dictionary
My Lists
Project Risks
PUR02-Purchase Order List
Search and list vendor payments
Shared Reports
CFO01-Billable Only Lost Revenue Opp Cost
CFO02-Detail Element Breakdown
CFO03-Project Profit Labor Multiplier
CFO04-Revenue Analysis Compare Det
CFO05-Unmapped Project Cost Summary
Chart01-Burn Rate Periodic
Chart02-EVM
Chart03-Headcount Chart
Chart04-P&L Current Year
Chart06-People with Most Hours
Reports – Dashboard
Financial
ACCOUNTS PAYABLE
Accounts Payable Aging
Accounts Payable Activity
Vendor Invoice Status
ACCOUNTS RECEIVABLE
Accounts Receivable Aging
Accounts Receivable Activity
GENERAL LEDGER
GL Details
GL Summary (Trial Balance)
Balance Sheet Statement
Bank Reconciliation
Income Statement
Income Statement - Trending
Statement of Indirect Rates
PURCHASING
Purchase Requisition Status
Purchase Order Details
Purchase Order Status
Contract Reports
DETAIL REPORTS
Contract Brief
Project Accounting Reports
DETAIL REPORTS
Billing & Revenue Details
Fixed Price Details
Invoice Details
Journal Details
Labor Cost Details
ODC Details
Project Commitments Details
Project Margin
Project Transactions
PERIODIC REPORTS
Cost Summary
Cost Summary Bar & Line Chart
Cost Summary & Status
SUMMARY REPORTS
Billing & Revenue Summary
Earned Value
Earned Value Line Chart
Journal Summary
Project Summary by Cost Element
Project Revenue & Funding Summary
Project Cost Summary (JSR)
Project Control Panel
Project Inventory
SPI/CPI Line Chart
STATUS REPORTS
Invoice Status
Project Reports (Time & Expense Only)

Dashboards Administration & Reporting – *Home Screen*





Saved lists can have dynamic dates, so it always reads for the previous month.

Dashboards Administration & Reporting – *Home Screen*

Home Dashboard Reports

- All of these reports can be saved with the dynamic "Previous Month" criteria for month close ease

  GL Summary

  PS by CE

  - *Filter for Direct projects only*
  - *Save at provisional rates and actual rates*

  Balance Sheet

  Billing & Revenue Summary

Redstone Government Consulting

Dashboards Administration & Reporting – *Home Screen*

Admin review of project budgets

- Project Performance Report BOT- EOT

  Show resource level (people, expenses) AND/OR

  Show task level

  Reconcile budgets & plans from the project level to the task/resource level

  This isn't to analyze actuals. This is to verify accuracy of budget.

Project: CUST-1-DOD 100.10.OY4

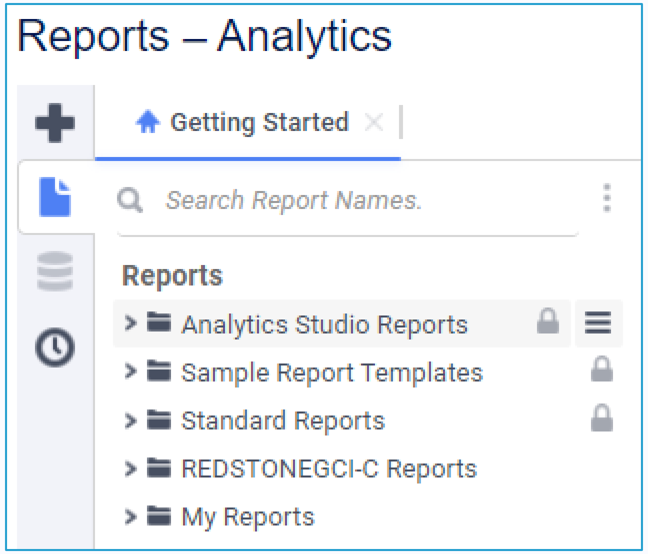
PERSON	PROJECT BUDGET	PERSON BUDGET	PLANS
Get, Bud (budget)		0.00	0.00
Hourly1, Cole (chourly)		—	468.00
Hourly2, Carrie (chourly2)		—	468.00
Hourly4, Cassie (chourly4)		—	520.00
User1, Carmine (cuser1)		835.20	1,056.00
User2, Caroline (cuser2)		—	840.00
User5, George (guser5)		530.00	528.00
User7, Carla (cuser7)		1,044.00	0.00
Totals for CUST-1-DOD 100.10.OY4:	**3,880.00**	**2,409.20**	**3,880.00**

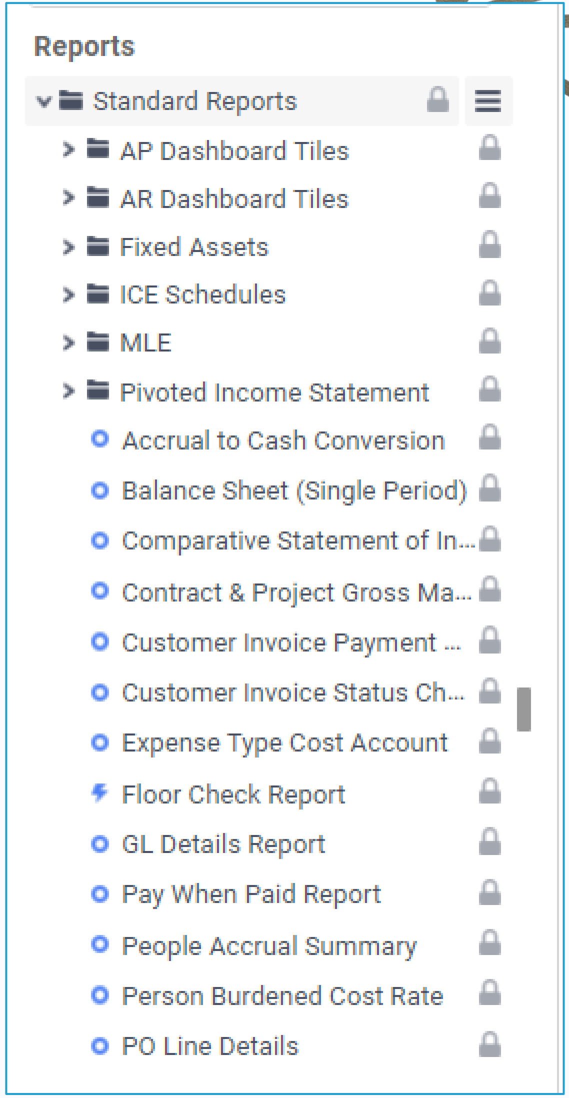
Redstone Government Consulting

Dashboards Admin & Reporting – *Analytics*

Analytics

- Cannot be saved to your dashboard
- Can email on a schedule
- There are some standard reports, but custom reports are also helpful





Redstone
Government Consulting

Dashboards Administration & Reporting – *Analytics*

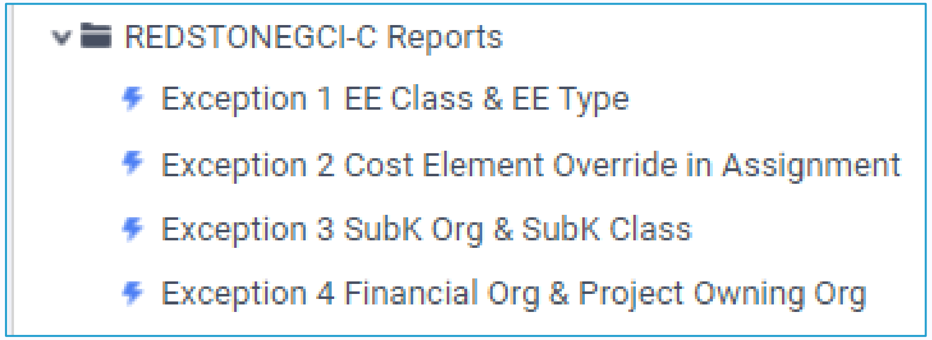
- Recommended use:

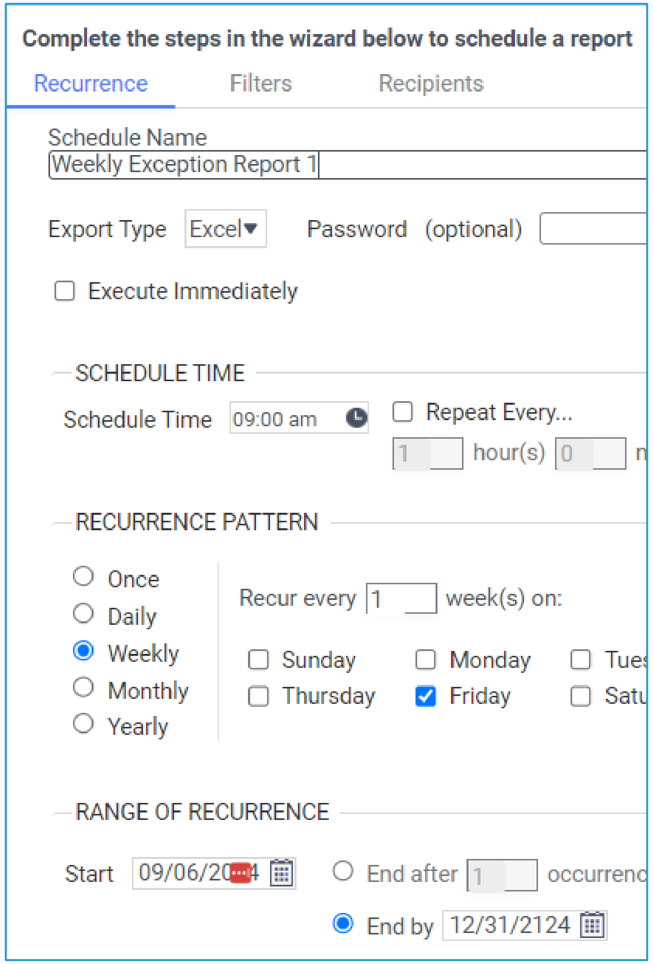
  Exception Reports (for monitoring)
  - Develop logic for system design necessary for success
  - Outlook rule to file empty messages, draw attention to the outlier incorrect setups that have an attachment
  - Consider custom database designs
    - Pros: Control rather than monitoring
    - Cons: You're married to it and must update logic if your configuration changes

  MLE (Multi Legal Entity)
  - Consolidated AR Aging
  - Consolidated AP Aging
  - Consolidated Trial Balance

  Project billable budget versus project/contract value
  - There are dashboard reports with this information, but they don't provide a variance column

Dashboards Admin & Reporting – *Analytics*





Redstone
Government Consulting

Unbilled: What to consider, what to review

Turn on Project requirement for all billing related accounts within the Chart of Accounts to ensure no transactions are entered outside of the subledger (Unbilled, Deferred, Revenue, etc.)

B&R Summary

Reconcile Deferred and Unbilled together potentially due to fixed price revenue recognition methods

If this did not reconcile when you started using the system, it probably will not ever reconcile

What other reports show or include the project balances of Unbilled?

- **B&R Details**
- **Project Transactions**
- **Any others?**

Redstone
Government Consulting

Unbilled: Retainage

Fee retainage

- Is considered Unbilled on the B&R Summary in Unanet but can be its own GL account
- Best practice is an Additional Item on the customer invoice, because we can post straight to Unbilled

Downside: Manual calculation is cumbersome and prone to error in the billing cycle

- *Especially a contract/billing with multiple funding lines*

Link to Suggestion portal to automate this

- *https://suggestions.unanet.com/ideas/ESUGS-I-46*

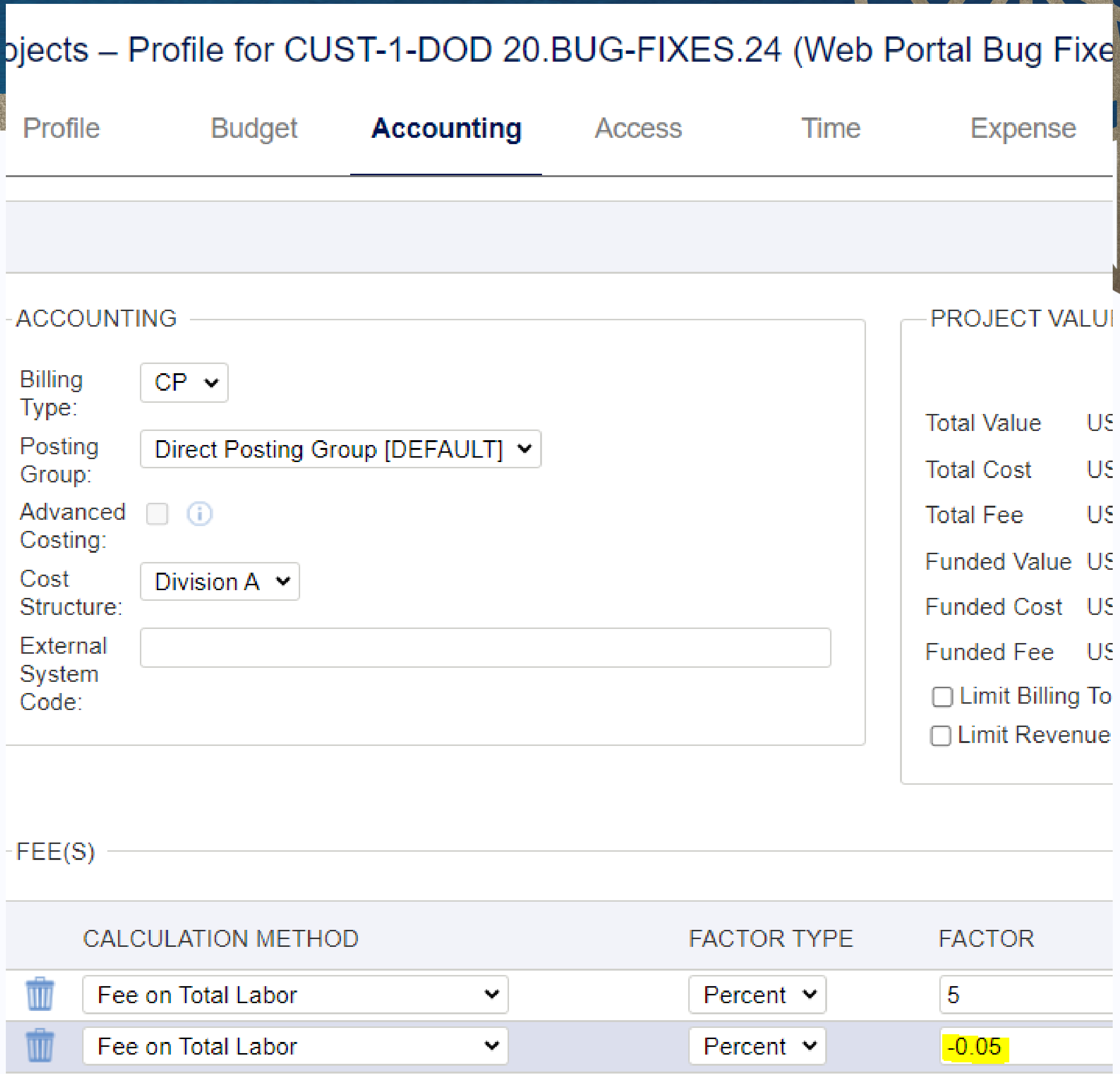
Unbilled: Retainage

Fee retainage (cont.)

- Another practice is to invoice using a negative fee application in the project profile along with the typical fee

  This isn't correct, because it reduces revenue and doesn't establish unbilled

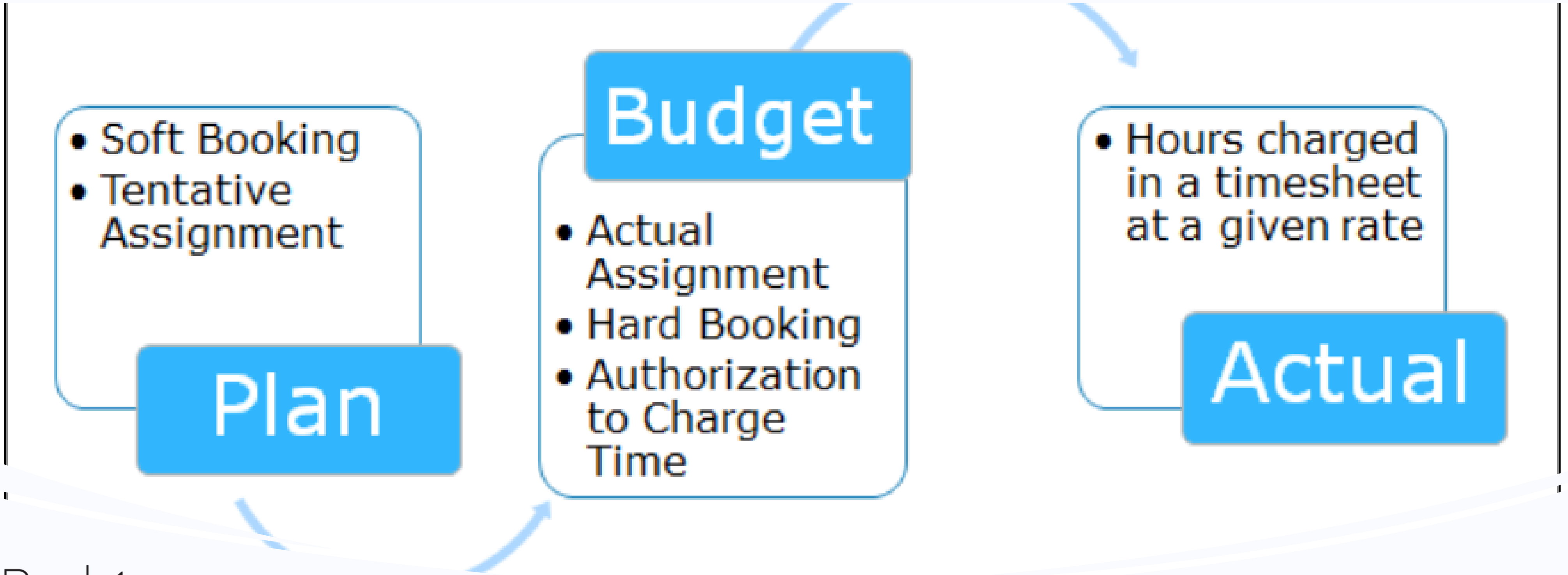
  You MUST process $0 customer invoice using Additional Items on a routine (monthly, quarterly) basis to establish the Unbilled asset and missing revenue per accounting standards



Work Authorizations in Unanet

AKA Assignments AKA Labor budgets

- **Used in reporting/forecasting for users and managers**
- **All projects require an authorization of some kind**
- **Can be an email notification to project managers and assigned staff**



Work Authorizations for compliance

When does the government check work authorizations?

- Incurred cost auditors might cite DFARS 252.242-7006(c)(1) which states “The contractor’s system will provide for a sound internal control environment, accounting framework, and organizational structure.”
- RGCI blog by W. Murdock: https://info.redstonegci.com/blog/are-work-authorizations-required-by-dcaa-for-an-adequate-accounting-system

Floor Checks- How can Unanet help?

It's our job as managers to make sure staff is recording hours timely and accurately.

- RGCI blog by K. Basden: https://info.redstonegci.com/blog/what-to-expect-from-a-dcaa-floor-check
- Schedule a daily reminder to email individuals and their manager for time missing the day before

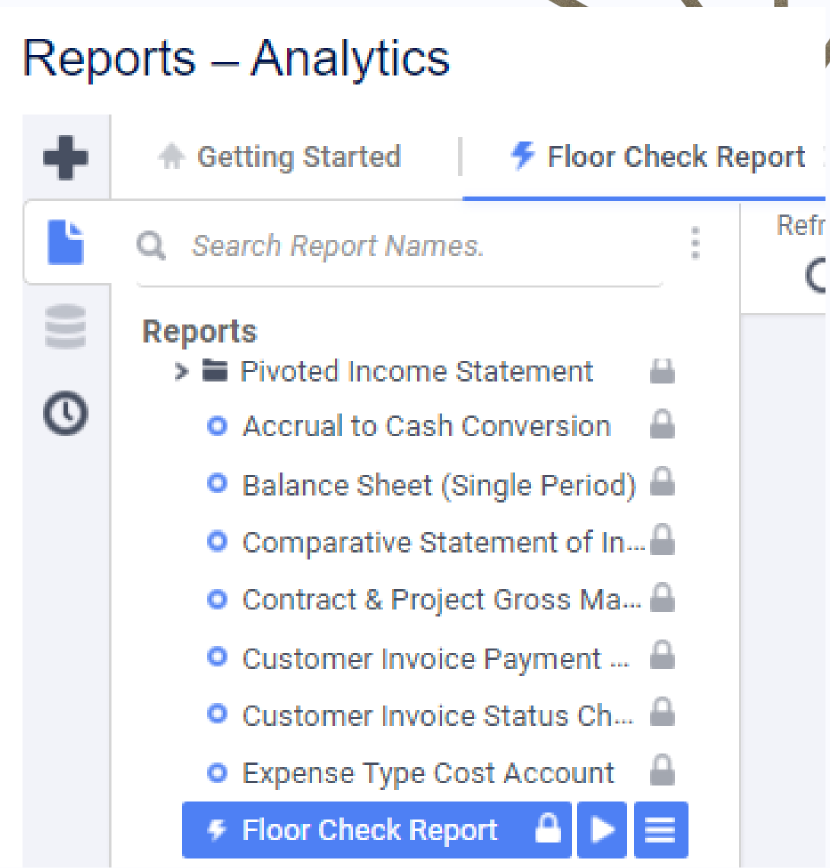
  Admin Schedule- Reminders

  - Set to .1 hours, to catch any time completely missing for the prior day if your staff has a flexible schedule
- Analytics Report- Floor Check (newer to Standard Reports)

  Gives the necessary synopsis for the current time-period

  Cannot be ran for a previous time-period unless designed custom

  Can email on a schedule for record keeping purposes



Redstone Government Consulting

Indirect Rate Adjustment Invoices

Adjustments to actual rates are done annually with approved rates

- *(FAR) 52.216-7(e), Allowable cost and payment, Billing rates, requires the adjusting voucher for year-end rates. It states, "Until final annual indirect cost rates are established for any period, the Government shall reimburse the Contractor at billing rates established by the Contracting Officer or by an authorized representative (for example, the contract auditor), subject to adjustment when the final (year-end) rates are established."*
- Takeaways from RGCI blog by D. Fix: https://info.redstonegci.com/blog/are-adjusting-billings-to-final-year-end-rates-really-that-important

  It doesn't matter if the amount is insignificant

  Cost flow is a benefit, if the government owes you money

  But so is accounting system compliance

Rate Adjustment Invoicing- *How can Unanet help?*

How do I know the B&R Post amount is correct upon recalculation?

1. Does it match your ICS computation on Sch I?

Use Unanet Reports to back out fee from billing

- The retention makes this fun!

Reporting to reconcile total direct cost on the job report back to the income statement

- Requires synchrony between cost elements and cost accounts
- Especially important when a S&MH pool is present (Travel/ODC versus SubK/Material mapping on expense types cost accounts and elements) can be a big (small) pain

Once total direct costs are verified, the job reports should be run at actual versus provisional to check the variance from provisional to actual computes correctly with respect to the incurred cost

- This is also fun, due to fee and any changes in posting options, etc.

Rate Adjustment Invoice: Reconcile to Job Reports

Reports to use:

- Project Summary by Cost Element

  Run at provisional and actual
- Statement of Indirect Rates
- Billing & Revenue Summary

  If you're fancy and you're reconciling all billing related accounts
- Trial Balance

  If you're fancy and you're reconciling billing related accounts
  - Fee, fee withhold, other unbilled, deferred, etc.
- Once you've reconciled these items, your re-calculation of Billing & Revenue should match what you expect given your analysis.

Indirect Rate Monitoring

It's important to track your trending indirect rates to make sure your spending as budgeted

- If not, why? We may need to adjust our habits or we may need to resubmit provisional rates if there are significant variances
- RGCI blog by L. Nalley: https://info.redstonegci.com/blog/provisional-billing-rates
- Unanet Analytics: Trending Indirect Rate Report

  This is great but it doesn't address specifically how this will impact your cost type contract billings

  We suggest running a comparison of over(under) billings using job reports on a monthly or quarterly basis

  - We cannot run provisional and actual rates in the same report from the Dashboard but we can create a custom Analytics report or export to excel and formula drive the analysis
  - This is built into the best practice during month close

SCA Cash in Lieu Calculation in Unanet

This is not a new update, but is underutilized

SCA takes a good bit of time to set up, but cash flows quickly in comparison to an outsourced calculation

- Can you really trust an outsourced provider?
- Excel calculation is possible with minimal Unanet setup (subject to manual error)

UDF Fields in the person profile house the benefits paid, while a time export calculates the H&W due to the employee. The result is a calculation for cash in lieu of benefits that you can trust.

System Updates- SCA PTO

Annual calculation based on hire date now available!!

This is to avoid a more awkward setup previously used as best practice that required Unanet customers to back date the Hire Date to the beginning of the month

An annual plan that reads daily

SCA Sick

No updates here, just a reminder to check your pay code and project type limitations on what hours to accrue for

It's easy to accidentally give Sick accrual time on an ineligible set of time (like other PTO)

System Updates- Multi Currency

Great for foreign contracts, otherwise, it's just in the way

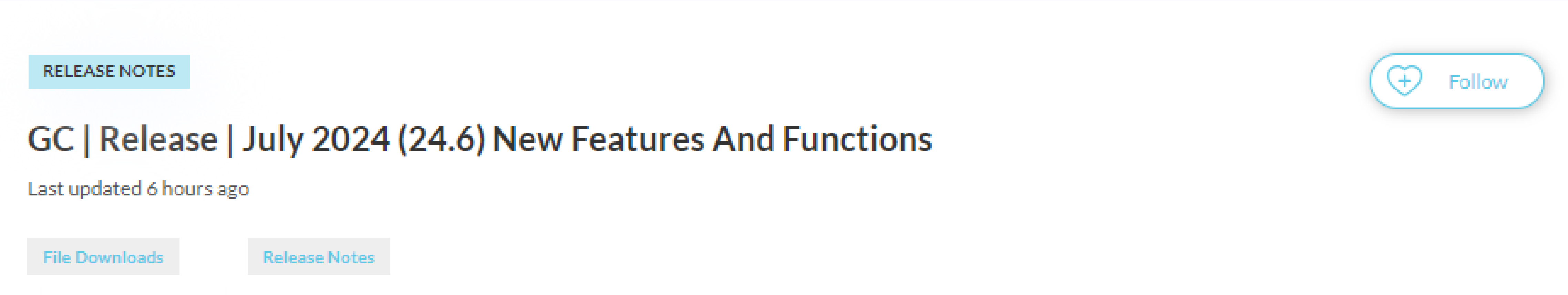
- When are you doing your currency exchange?
- Will probably be a process change for current Unanet customers

System Updates

Quarterly updates, larger updates are annual

Details are found on the support site in the Release Notes section

- Keep up with these; it will eventually impact your processes.



Questions and Discussion

Redstone
Government Consulting

501 Madison Street SE, Suite 100
Huntsville, AL 35801
(256) 704 - 9800

info@redstonegci.com
www.redstonegci.com