Accredited Unanet GovCon Billing & Revenue Process Management Assessment Guide

The Unanet Accreditation Program is an industry standard that will help validate your level of skill and knowledge using Unanet products. Accreditation will help to set you apart in the competitive world of enterprise applications.

The Unanet Accounts Billing & Revenue Process Management Accreditation offers a complete overview of the Billing Process as performed by the Unanet Billing Manager role.

This exam guide is intended to provide you with an overview of the format and content of the accreditation exam. In this guide, you will find a list of categories and topics with their weight distribution, as well as suggested resources to prepare for the exam.

EXAM BLUEPRINT

- The exam consists of 25 multiple choice questions.
- This is a timed 30 minute exam.
- The minimum passing score for the exam is 80%.
- You will be given one attempt to pass the exam; if you do not pass, you will need to complete the recommended training listed later in this guide before attempting the exam again.
- The exam questions will include the categories and topics listed on the next page and are weighted as shown.

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CATEGORIES COVERED AND THEIR WEIGHTED PERCENTAGE:

System Configuration: 32%
- Customer Organizations
- Project Billing

General System Usage: 20%
- Billing Manager Role
- Project Accounting and Financial Reports

Transaction Processing: 48%
- Billing Process
- Customer Invoicing

EXAM PREPARATION
The exam is based on the training content listed below. While it is optional, we recommend you complete the following courses before attempting the exam.

Self-Paced eLearning:
- Unanet GovCon: Introduction to Billing and Revenue Process Management (ELN)

Instructor-Led Training:
- Unanet GovCon: Using Billing and Revenue Process Management (ILT)

RESOURCE DOCUMENTS
As an alternative to our training content, you may also review the exam topics in our Help documentation and Support Portal.

- **Search Support:** Invoicing & Posting Guide
- **Search Support:** I&P Guide - Revenue & Invoicing - Periodic Post and Invoice
- **Search Help Docs:** Invoice & Posting - Billing & Revenue Post
- **Search Support:** I&P Guide - Add Invoice
- **Search Support:** General - Billing
- **Search Support:** Quick Topic - General Ledger Impact of the Billing & Revenue Post
- **Search Support:** I&P Guide - List/Edit/Email Customer Invoices

- **Search Help Docs:** Organization - Contacts
- **Search Support:** I&P Guide Reports
- **Search Support:** AR Admin Guide: AR Aging Report
- **Search Help Docs:** Reports - Financial - Accounts Receivable Aging
- **Search Support:** Contacts
- **Search Support:** AR Admin Guide: Customer Creation
- **Search Support:** Organizational Setup
- **Search Support:** I&P Guide - Project Billing Setup

Please direct questions or comments regarding this and other Unanet University content to **VirtualUU@unanet.com**.

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