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Certified Unanet GovCon Adminstrator Assessment Guide

This assessment guide is intended to provide you with an overview of the format and content of the certification exam. Below 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 50 multiple choice questions.
- This is a timed 75-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 below before attempting the exam again.
- The exam questions will include the categories and topics listed below and are weighted as shown:

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CATEGORIES COVERED AND THEIR WEIGHTED PERCENTAGE:

Organizations 14%
- Creating and modifying Organizations
- Financial, Customer, and Vendor Organizations
- Legal Entity

Projects 14%
- Configuring and managing Holiday leave projects
- People Assignments
- Managing Items at the Project level

People 14%
- Modifying Employee Types using Expense Types and Pay Codes
- Managing accrual plans based on hours worked
- Create a new Person Profile and Project Assignment

Time 12%
- Create custom Time Periods
- Use the Admin Adjustment function to modify an end user timesheet

Expense 12%
- Create and modify Cost Elements to add new Expense Types
- Update Cost Structures and Cost Report definitions to include new Cost Elements

Financials 12%
- Importing credit card transactions and manage unassociated transactions
- Voiding an Expense Report in Completed status

Admin 23%
- Configuring Bank Accounts
- Creating Payment Terms
- Creating Items and Units of Measure (UOM)
- Customizing Invoice Number formats and Invoice Formats
- Setting up Unanet Pay
- Creating and modifying Cost Elements, Cost Structures, and Cost Report definitions
- Creating and managing Approval Groups
- Managing Notifications and Reminders
- Using the Admin Import and Export functions

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

Self-Paced eLearning
- Unanet GovCon: Introduction to Setting Up Projects (ELN)
- Unanet GovCon: Introduction to Managing Project Resources (ELN)
- Unanet GovCon: Introduction to Analyzing Project Metrics (ELN)
- Unanet GovCon: Introduction to Billing and Revenue Process Management (ELN)
- Unanet GovCon: Introduction to Accounts Payable (ELN)
- Unanet GovCon: Introduction to Accounts Receivable (ELN)
- Unanet GovCon: Introduction to General Ledger (ELN)

Instructor-Led Training
- Unanet GovCon: Setting Up Projects (ILT)
- Unanet GovCon: Managing Project Resources (ILT)
- Unanet GovCon: Analyzing Project Metrics (ILT)
- Unanet GovCon: Using Billing and Process Revenue Management (ILT)
- Unanet GovCon: Using Accounts Payable (ILT)
- Unanet GovCon: Using Purchasing (ILT)
- Unanet GovCon: Using Accounts Receivable (ILT)
- Unanet GovCon: Using General Ledger (ILT)

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

RESOURCE DOCUMENTS

Support Portal: Financial Organizations, Organization Types, Customer Profiles, Vendor Profiles, Project Organizations, Project Owning Organizations

Support Portal: Project Profile, Project Accounting Tab, Project Access, Tasks, People Assignments, Holidays,

Support Portal: Employee Types, Expense Types, Pay Codes, Best Practice If You Accrue Leave By Actual Hours Worked, Accruals By Hours Worked (Hourly Employees), Person Profile, Dilution Style, Dilution Calculation Tool, FAQ - Is there A Checklist For Setting Up A New User?

Support Portal: Creating Custom Time Periods For Stub End-Of-Month Periods, FAQ - What Types Of Adjustments Exist?

Support Portal: Credit Card Import, Expense Report - End-User Expense Training, Voiding A LOCKED Or EXTRACTED Expense Report

Support Portal: Bank Accounts, Steps For Processing Payments Via ACH, Payment Terms, Purchasing - Items And Units Of Measure, Invoice Formats, Unanet Pay, Cost Elements, Cost Structures, Project Accounting Guide - Setup Cost Report, Project Accounting Guide - Project Cost Reporting, Approval Groups, Expense Approval Authority Sequence

Help: Admin Setup - Email Notifications, Admin Setup - Email Reminders

Help: Admin Setup – Holidays, Admin Setup – Time Periods, Administrator Timesheet Adjustments

Help: Project People Assignments, Project Org Assignments, Project Items

Help: Manage People Profile, Import Credit Card – Generic, Transferring Imported Expenses, People Dilution

Help: Admin Setup – Bank Accounts, Admin Setup – Cost Elements, Admin Setup – Cost Structures, Admin Setup – Cost Reports, Admin Setup – Payment Terms, Admin Setup – Unit of Measure, Admin Setup – Items, Admin Setup - Time and Expense Approval Groups, Admin – Import, Admin - Export

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