

# Accredited Unanet GovCon Accounts Payable 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 Payable Accreditation demonstrates the user's expertise in performing AP processes using Unanet GovCon

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.

## CATEGORIES COVERED AND THEIR WEIGHTED PERCENTAGE:

### System Configuration: 30%

- Vendor Organizations
- Bank Accounts
- Payment Methods

### Transaction Processing: 44%

- Create Vendor Invoices from Expense Reports
- Create Vendor Invoices
- Post Vendor Invoices
- Void Vendor Invoices
- Create Vendor Payments

### General System Usage: 26%

#### User Roles

- AP User
- AP Poster
- AP Viewer
- AP Admin

#### Reports

- AP Aging
- AP Activity
- Vendor Invoice Status

## 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 Accounts Payable (ELN)

### Instructor-Led Training:

- Unanet GovCon: Using Accounts Payable (ILT)

## RESOURCE DOCUMENTS

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

- **Support Portal:** Configuration Guides – Organizational Setup
- **Help:** Unanet Menu → Organizations
- **Support Portal:** Bank Accounts
- **Help:** Unanet Menu → Admin → Admin Setup → Accounting → Setup Bank Accounts
- **Support Portal:** Payment Methods
- **Help:** Unanet Menu → Admin → Admin Setup → Accounting → Setup Payment Methods
- **Support Portal:** Accounts Payable – Admin Guides
- **Help:** Using Unanet → People Maintenance → People Profile
- **Support Portal:** Roles Quick Guide
- **Help:** Unanet Menu → Financials → Accounts Payable → Vendor Invoices
- **Help:** Unanet Menu → Financials → Accounts Payable → Vendor Payments
- **Help:** Unanet Menu → Reports → Report Dashboard → Financial → Accounts Payable

Please direct questions or comments regarding this and other Unanet University content to [VirtualUU@unanet.com](mailto:VirtualUU@unanet.com).

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