Unanet University

Accredited Unanet GovCon General Ledger 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 General Ledger Accreditation demonstrates users' expertise in performing GL 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.

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CATEGORIES COVERED AND THEIR WEIGHTED PERCENTAGE:

System Configuration: 36%

- Fiscal Years
- Financial Organizations
- Accounts
- GL Budgets

Transaction Processing: 28%

- Journal Entries
- Attachments

General System Usage: 36%

User Roles

- GL User
- GL Poster
- GL Viewer
- GL Budget Manager
- GL Admin

Reports

- GL Details
- GL Summary (Trial Balance)
- Balance Sheet Statement
- Income Statement

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 General Ledger (ELN)

Instructor-Led Training:

- Unanet GovCon: Using General Ledger (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:** Chart of Accounts
- **Help:** Unanet Menu → Admin → Admin Setup → Accounting → Setup Accounts
- **Support Portal:** Bank Accounts
- **Help:** Unanet Menu → Admin → Admin Setup → Accounting → Setup Bank Accounts
- **Support Portal:** Fiscal Years
- **Help:** Unanet Menu → Admin → Admin Setup → Accounting → Setup Fiscal Years

- **Support Portal:** Payment Methods
- **Help:** Unanet Menu → Admin → Admin Setup → Accounting → Setup Payment Methods
- **Support Portal:** General Ledger Guide – Journal Entries
- **Help:** Using Unanet → People Maintenance → People Profile
- **Support Portal:** Roles Quick Guide
- **Help:** Unanet Menu → Reports → Report Dashboard → General Ledger

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

Where Information Means Insight

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