

UNANET GOVCON SUPPORT FOR GOVERNMENT CONTRACTOR TIMEKEEPING & EXPENSE REPORTING

UNANET GOVCON OVERVIEW

Unanet GovCon web-based software helps organizations manage people and projects for cost control and profitability, improved project performance, and compliance with government regulations. For example, Unanet can lower processing costs for timesheets and expense reports by up to 90% over manual, paper-based systems. Beyond tactical improvements, Unanet GovCon's real-time project reporting drives better decision making through insights. Unanet GovCon software is designed for companies who sell to the federal government and other industries with demanding compliance environments.

SUPPORT FOR DCAA AND CIVILIAN AGENCY REGULATORY REQUIREMENTS

Unanet GovCon's software solution for timekeeping and expense reporting has been purpose-built to support the federal government's timekeeping and expense reimbursement requirements, based on auditor reviews at customer sites. Unanet GovCon makes implementation of DCAA regulations easy and efficient. Here is a small sampling of the DCAA regulations our solution supports:

- Employees may charge time only to authorized, open projects
- Employees must access the timekeeping function through a secure password
- Employees must record an explanation for any change to a previously saved timesheet entry
- Supervisors must approve the entire timesheet (individual project managers may also approve charges to their projects at the option of the company)
- The system enforces the requirement to report all time (total time accounting)
- Administrators can monitor timesheet completion or submission status in real time

Note: DCAA assesses the compliance of the timekeeping process as a whole including policies, procedures, and tools; the software alone is neither audited for compliance nor approved as DCAA compliant.

KEY TIME REPORTING FEATURES FOR GOVERNMENT CONTRACTORS

TIME ENTRY

- Simple, 100% web-based timesheet; accessible anywhere, anytime via browser or mobile app
- Time reporting available not only for employees, but also consultants and subcontractors
- Authorized project and tasks visible in a dropdown; with flexible restrictions on charge codes
- Labor categories enforced through assignments or manually selectable on the timesheet
- Cell-level comments available for reporting and can be made mandatory on a project-by-project basis
- Project charging may be restricted based on period of performance project by project
- Leave tracking can be completely automated from accrual to usage
- Robust process for correction of prior period timesheets available including approvals
- Approvals routing configurable to include personnel managers, project managers and even customers
- Timesheets rejected during the approval process automatically routed to employee for correction
- Automated status notifications available for approvals, rejections, and processing
- Managers may assign delegates to approve timesheets in their absence
- Only corrected or rejected timesheet lines need to be re-approved by project managers

ADMINISTRATION AND INTEGRATION

- Total time accounting can be enforced automatically
- The system can perform dilution calculation for labor costing in accordance with DCAA requirements
- Realtime timesheet status reports available for time critical processing periods
- Positive reporting for missing, unapproved, completed, and processed timesheets is standard
- Scheduled email reminders configurable for submissions, approvals, daily entry, and other actions
- Seamless integration with all other ERP functions including employee disbursements, project budgeting and forecasting, general ledger, and customer billing
- Standard templates available integrate with other ERP systems

DCAA COMPLIANCE

- Controls on Timesheet Changes
- Audit Trail for change reasons and approvals
- Standard change reasons can be pre-defined
- Automatic, scheduled email reminders available for everything from daily entry to submission

APPROVALS

- Automated timesheet routing for both supervisory and project manager approval

KEY EXPENSE REPORTING FEATURES FOR GOVERNMENT CONTRACTORS

EXPENSE REPORT ENTRY

- Simple, 100% web-based expense report; accessible anywhere, anytime via browser or mobile app
 - Expense reporting available not only for employees, but also consultants and subcontractors
 - Authorized project and tasks visible in a dropdown; with flexible restrictions on charge codes
 - Detailed expense comments may be entered by line or at the report level and can be made mandatory
 - Employees and supervisors always have visibility into the status of expense reports in process
 - Wizards are available to assist completion of expense report items and enforce policies, expense limits, IRS rules and even to calculate reimbursable amounts for things like mileage
 - Federal allowable lodging and per diem (FTR/JTR) schedules are built in and travel locations are selectable from a dropdown
 - Calculation of unallowable amounts is automated and may be included or excluded from reimbursement as the company's option.
 - Expenses may be allocated by percentages across projects and tasks at the line item level, if desired
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EXPENSE AUTHORIZATION ENTRY

- Travel and expense may be made subject to pre-authorization
 - Pre-authorizations can have an approval workflow similar to expense reports
 - Single, system-maintained audit trail for all entries and approvals from pre-authorization through expense reimbursement.
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APPROVALS

- Required Expense Approval
- Approval routings configurable to include personal manager, project managers and even customers
- Dynamic approval routing configurable based on approver's authorization level with escalation for high value amounts
- Rejected expense reports automatically routed to employees with comments
- Automated email reminders and notifications available for functions from submissions to approvals
- Delegates
- Managers may assign delegates to approve timesheets in their absence
- Only corrected or rejected expense report items need to be re-approved by project managers

ADMINISTRATION AND INTEGRATION

- Extensive expense report status reports available including overaged pre-authorizations and expense reports in process
- Automated email reminders and notifications available for functions from submissions to approvals
- Seamless integration with all other ERP functions including employee disbursements, project budgeting and forecasting, general ledger, and customer billing

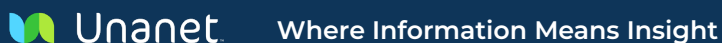
KEY COMBINED REPORTING FEATURES FOR GOVERNMENT CONTRACTORS

REAL-TIME REPORTING—BEFORE POSTING TO THE GENERAL LEDGER

- Job summary reporting by project, task, or contract with application of indirect rates
- EVMS Reporting, revenue and cost forecasting, utilization reporting
- Labor and non-labor detailed transaction reporting

*“UNANET
SHONE
DURING OUR
DCAA AUDIT.”*

- **Bob Deegan**, Senior Vice President and CFO, Array Information Technology



Unanet is a leading provider of project-based ERP and CRM solutions purpose-built for Government Contractors, AEC, and Professional Services. More than 3,100 project-driven organizations depend on Unanet to turn their information into actionable insights, drive better decision-making, and accelerate business growth. All backed by a people-centered team invested in the success of your projects, people, and financials.



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