



Unanet Support for DCAA Timekeeping & Expense Reporting Requirements



Unanet Overview

Unanet web-based software helps organizations manage people and projects for improved profitability, project performance, compliance to government regulations and reduced costs. For example, Unanet reduces processing costs for timesheets and expense reports by 90%. Beyond tactical improvements, Unanet real-time project reporting drives key decisions for choosing the right things to do. Unanet software is categorized in the Professional Services Automation and Project Portfolio Management software industry.

Unanet serves over 1,000 organizations including a growing list of government contractors (***including L-3 Corporation, Raytheon, General Dynamics, Telos and many smaller organizations***).

Support for Defense Contractors Audit Agency (DCAA) and Government Contractors

Unanet has features and functions that directly support the requirements stated in the **Automated Timekeeping Systems** section of the DCAA regulations.

Note that DCAA requires that the timekeeping process, collectively including **policies, manual procedures and tools** be compliant; the software alone is not audited for compliance or certified nor approved as DCAA compliant. The Unanet product suite has been reviewed by auditors at customer sites, and along with the customer policies and procedures approved as supporting the DCAA regulations.

Unanet makes implementation of the DCAA regulations easy and efficient. Here is a small sampling of the DCAA regulations supported by Unanet:

- Employees charge time to authorized, open projects
- Employee access time through a secure password
- Employee records viewable and auditable comments for any timesheet change
- Supervisors approve the entire timesheet
- All time must be reported (total time accounting)
- Administrators monitor delinquent timesheets

For information on controls checked during a DCAA audit please refer to 7641.90, "Information for Contractors" on the web, located at http://www.dcaa.mil/DCAAP_7641.90.pdf or contact the Defense Contract Audit Agency at the address below:

Defense Contract Audit Agency
ATTN: Policy Auditing Standards Division (PAS)
8725 John J. Kingman Rd., Suite 2135
Fort Belvoir, VA 22060-6219
(703) 767-3234 (FAX)
email: DCAAPAS@dcaa.mil

Unanet – Key Time Reporting Features for Government Contractors

- **Time Entry**
 - Simple 100% Web-Based Timesheet; Access Anywhere, Anytime
 - Time Reporting for Employees, Consultants, and Subcontractors
 - Authorized Project/Task Dropdown List; Restrictions on Charge Codes
 - Labor Categories Enforced Through Assignments or Selectable on Timesheet
 - Cell-Level Comments Available for Status Reporting
 - Indicator to Highlight which Cells Have Comments
 - Cell-Level Comments Can be Required on a Project-by-Project Basis
 - Period of Performance Restrictions, if desired
 - Leave Tracking
 - Past Timesheet Adjustment Process with Approvals
- **DCAA Compliance**
 - Controls on Timesheet Changes
 - Audit Trail with Change Reason
 - Standard Change Reasons Can be Defined and Required
 - Automatic, Scheduled Email Reminders to Ensure for Daily Time Entry
- **Approvals**
 - Required Timesheet Approval
 - Configurable Approvals by Manager, PMs and Customer Available
 - Disapproved Timesheet Routed to Employee with Comments
 - Email Notifications
 - Delegates
 - Alternate Submittal/Approve Review – requires a user to review their time or expense when an alternate does work on their behalf
- **Project Management and Real Time Project Visibility**
 - WBS Tracking; Integration with MS Project
 - Rates by Person, Labor Category, Task, Project
 - Budgets by Person, Task, Project
 - %Complete, ETC and Earned Value Reporting
 - Real Time Project Billing, Cost, Actual To Budget, Performance, Utilization Reports and more!
 - Notes Repository to Post and Share Project Information and Documents; Collaboration
 - Reporting
- **Administration and Integration**
 - Total Time Accounting Available; Dilution (similar to Deltek 'Autoadjust'); Flexible Rate Structures
 - Timesheet Status Report for Exception and Positive Reporting on Missing, Unapproved, Completed, etc. Timesheets
 - Scheduled Email Reminders for Timesheet Submit, Approval, Daily Time Entry, and others.
 - Standard Templates to Integrate with Accounting Systems including Deltek, QuickBooks, Microsoft Dynamics, Sympaq and many others

Unanet – Key Expense Reporting Features for Government Contractors

- **Expense Report Entry**
 - Simple 100% Web-Based Expense Report; Access Anywhere, Anytime
 - Authorized Project/Task Dropdown List; Restrictions on Charge Codes
 - Detailed Expense Comments
 - Employee Visibility into Expense Report Status
 - Wizards to Enforce Policies, Dollar Limits, IRS Rules and to Calculate Reimbursable Amounts (e.g. mileage)
 - Built-in Federal Per Diem Schedules; Locations Selectable from Dropdown
 - Automatic Unallowable Calculation and inclusion on expense report, if required
 - Expense Allocation (by %) Across Projects, Tasks, Cost Centers, Clients
- **Expense Authorization Entry**
 - Travel and Other Expense Pre-Approval-Authorization Workflow
 - Full Approval Process
 - Consolidated Audit Trail From Travel Approval Through Actual Expenses
- **Approvals**
 - Required Expense Approval
 - Configurable Approvals by Manager, PMs and Customer Available
 - Dynamic Approval Routing Based on Approver's \$\$ Level; Approval Escalation for High Dollar Expenses
 - Disapproved Expense Request or Report Routed to Employee with Comments
 - Email Notifications
 - Delegates
- **Project Management and Accounting Reporting**
 - Expense budgets by project, task, subtask
 - Expense Reporting by Project, Task, Subtask, Expense Type, Organization, Employee, Date Range, and more
 - Expense Tracking and Information by Carrier/Hotel
 - Integrated Labor and Expense Reporting
- **Administration and Integration**
 - Expense Status Report
 - Scheduled Email Reminders for Expense Report Submit, Approval and others.
 - GL Account Distribution and Integration with Payroll, Accounting, Billing and Accounts Payable Systems

Unanet – Key Combined Reporting Features for Government Contractors

- **Real-Time Reporting – before posting to the General Ledger**
 - Job Summary Reporting with Indirect Charges/Rates for Multi-Cost Structures
 - EVMS Reporting – OMB A-11 300 standards
 - Job Status Reports

