



**DAVE YOST**  
OHIO AUDITOR



**UAN UPDATE**

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**Director's Notes**

- Hardware Surcharge
- House Bill 10 – Training
- Visit the UAN room



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**2015.3 Release**

- Early April  
– 2015 941
- Install immediately
- 2009 prior year reports will be removed upon installation



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### Vendor/Payee Updates

- Available since 2014
  - Added W-9 Needed box
  - Terms populate in PO
  - OPERS Non-contributing



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### Purpose Field

- New in 2014 – auto populate purpose fields with detail items
- Requires setup in User Preferences
  - Payment & Purchase Order
- Once items are posted detail appears on reports



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### Invoice #

- Improvements to Invoice #'s in 2014
- Field increased to 25 characters
- Added to Payment Utility:
  - Search by
  - List grid
- Added to V/P Payment Register



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**Import PO**

- Always available in new software
- Allows selection of detail & distribution items
- Saves you time posting payments

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**Export Reports**

- Listed on report drop down menus
  - Many lists have an export report
- Revenue & Appropriation Export added in 2014
- New Wage Earning
- Budget Financial worksheet – always available in the new software

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**Vendor/Payee Housekeeping**

- Deactivate “not needed” vendors
- Eliminate duplicates – deactivate one, set remaining available in multiple areas:
  - 1 Vendor with multiple Locations
  - 1 Vendor available in multiple areas, Accounting, Payroll, Receipts, etc.

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**Budget Module**

- Year End Balance Certificate
- Tax Budget
- Internal planning
- Trend reports

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**Audit Adjustments**

- Only adjust fund balances
- Budgetary report – Comparison of Budget & Appropriated – funds to be reduced must have available variance
- Clear fund balance adjustments on Bank Rec - Primary Adjustments Tab
  - If adjustments don't net to zero, bank reconciliation will be affected

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**Reallocate Payments/Receipts**

- Correct posting errors – post date important to monthly financial statements
  - Can't backdate past last posted bank rec
- Payment reallocations to non-direct accounts require PO on "reallocate to" account

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### OPERS/OP&FPF Rounding

- UAN withholding payments **MUST** be posted for the exact amount of the online payment
- Upload your report, view balance due **before** posting UAN electronic payment
- Employer Accounts tab allows adjustments for rounding difference

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### Wage Earning Report

- Useful for budget planning and spending reviews
- Report is **VERSATILE**
- Selections on the Sorting, Departments & Earnings tabs change the structure
- **Wage Earning Export** sends data to Excel spreadsheet

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### State/School Electronic

- Requires no setup changes in UAN
- Select **Electronic** type when adding payment
- Follow tax payment procedures
  - 1. Print withholding voucher
  - 2. Make online payment for exact same amount

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### 941 Federal Quarterly

- 941 is based on pay check dates
  - Pay periods – do **NOT** affect taxes
- Post tax payments first
- Add 941 Quarterly report
  - Payments tab:
    - online payments made for quarter
    - warrant mailed with 941 - report should indicate balance due

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### Non-Pensionable Earnings

- Call OPERS/OP&FPF before paying:
  - Per Item Earnings
  - Payout of unused leave
  - Bonus earnings
- Many items don't qualify
- Pay non-pensionable items from a non-retirement earning

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### Don't Override Tax or Retirement

- Tax and retirement withholdings are connected to wage base and tax rates
- Overriding withholdings does NOT remove earnings from wage base
- Generates a warning message
  - if ignored causes tax or retirement report inaccuracies requiring manual edits

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**Affordable Care Act**

- Employer sponsored healthcare new year end reporting requirements
- [www.irs.gov](http://www.irs.gov) 1095B 1095C, 1094C read, consult, and be prepared to document:
  - Month each employee was covered by Employer sponsored healthcare
  - Hours **worked** per month (not pay period) for all covered employees

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**Affordable Care Act**

- IRS & the Department of Labor determinations regarding healthcare reimbursements
- Premium reimbursements **MAY NOT** be allowed in 2015
  - Possible \$100 per day fine per employee if you continue to reimburse contrary to ACA

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**Departmentalization & Requisitions**

- Multi-user entities that gave department heads access to
  - Enter requisitions
  - Requisition approval
  - Reports
- **NO OTHER PURPOSE**

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**New/Rev & App Accounts**

- Auditor of State, Local Government Services occasionally add new revenue and appropriation accounts
- Most recent version of UAN always contains current chart of accounts
- Overview of version update contains list of items, including new accounts

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**Deposit Ticket #**

- Always available in UAN
- Create numbering system
- Add ticket # to receipts
- Clear total on bank rec

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**Need Help?**

- Need Help button
- FAQs
- Call Support line
  - Fastest response - wait for representative
  - Voicemail is checked when the queue is empty
- Email: Expect a response the same day
  - Not conducive to complex issues

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### 2015 Training Opportunities

- UANLink – Training – Training Schedule
- Training opportunities issued via email account in UAN profile
- 2015 Lunch & Learn
  - **hitting Payroll hard!**
- New UAN Users & New Payroll Users
- Accounting & Payroll Refresher

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### Training Mode

- Desktop/UAN Tools/UAN Training
  - Uses your current UAN password
- Synchronizes with UAN software
  - makes a copy for practice
- **VERY USEFUL** to “try out” a solution
  - Avoid having to correct a correction!
- **NEVER** connected to live software

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### Printer supplies

- Dell online ordering suspended
- UANLink contains the current contact for Dell phone orders
- Local vendors – order Dell supplies or warranty voided
- PC Kit – consumable item

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