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**UAN Services
for New Fiscal
Officers**

Presented by:
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and
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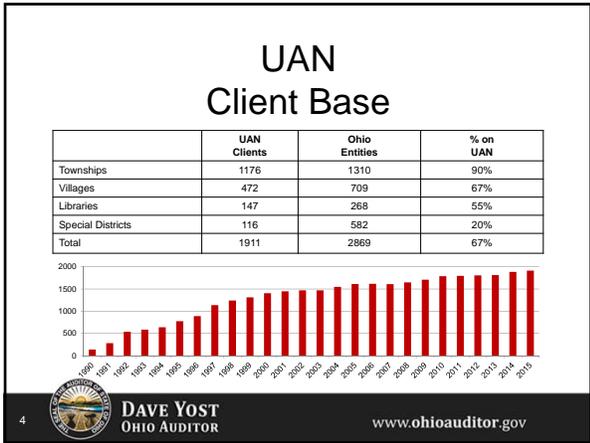
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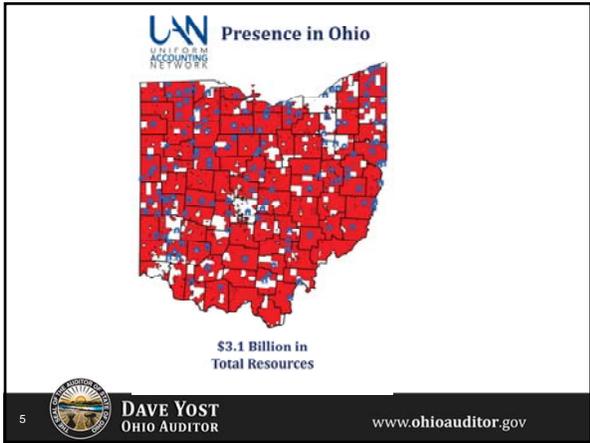
UAN Overview
What do we offer?

- UAN is a Financial Management System designed specifically for Ohio local governments.
- UAN version 2016.1 released in November 2015
- Multi-User (client server)
 - Accounting – Budget – Inventory – Payroll - Cemetery

UAN is examined through an annual independent audit to ensure the application is compliant.

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UAN Overview

Accounting

- Cash Basis Fund Accounting
 - Structured to use the accounting codes indicated by the State of Ohio
- Reports
 - Most Common Reports – Cash Summary by Fund and Fund Status Reports
 - Complete set of Budgetary and Management Reports designed for communication with your boards

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UAN Overview
Payroll

- Complete payroll package
 - Withholdings, Earnings, Leaves, Frequencies
- Direct deposit - EFT
- Informational reports from department level down to the individual
- 941, OPERS ECS, ODJFS, W-2, W-3, 1099, ACA-1094 and 1095, OP&F etc.



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UAN Overview
Budget

- Complete the Tax Budget for submittal to the County Auditor
- Tools to produce a 5 Year budget forecast



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UAN Overview
Year End

- OCBOA (GASB 34) and Regulatory filing
- Compliance for GASB 54 and the Hinkle AFDRS System
- Able to submit electronically
- Yearly update in December
 - 325 entities online and 260 entities at the Fawcett Center
- After closing your books, produce your Annual Financial Report (AFR) for submittal to the State Auditor in minutes.



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Releases per Year

- UAN version 2016.1 – November 2015
 - Federal Tax Table Update – December 2015
- UAN version 2016.2 – April 2016
- UAN version 2017.1 – December 2016

- Releases – Mailed
- Update – Download from UANlink

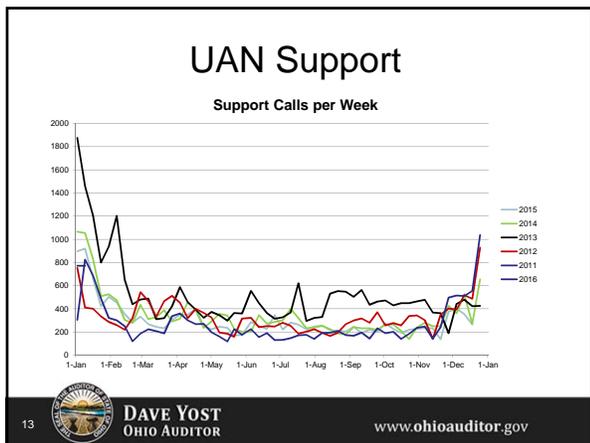
UAN Support

- Access to Support
 - Telephone/Voicemail
 - 1-800-833-8261
 - E-Mail
 - UAN_Support@OhioAuditor.gov
 - Extended Hours: Jan 2nd through Friday before President's Day

	Application Support		Tech Support	
	Standard Hours	Extended Hours	Standard Hours	Extended Hours
Mon - Thurs	7:30 am - 5:15 pm	7:00 am - 7:00 pm	8:00 am - 4:30 pm	8:00 am - 4:30 pm
Fri	7:30 am - 4:45 pm	7:00 am - 7:00 pm	8:00 am - 4:30 pm	8:00 am - 4:30 pm
Sat	8:00 am - 12:00 pm	8:00 am - 2:00 pm	By Appointment	8:00 am - 2:00 pm

UAN Support

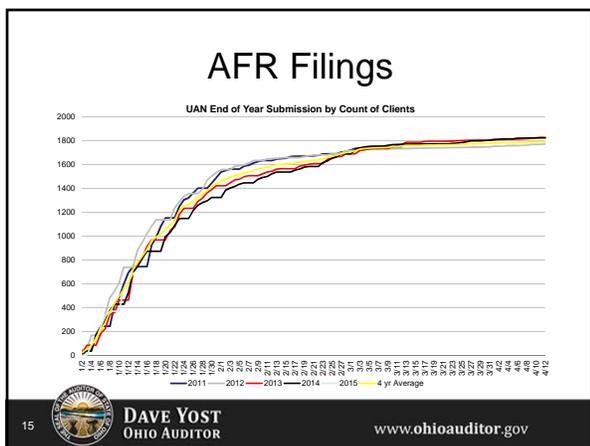
- Modified Hours of Operation
 - Day before Thanksgiving holiday: 7:30 A.M. to 2:00 P.M.
 - Day before Christmas holiday: 7:30 A.M. to 2:00 P.M.
 - Day before New Year's holiday: 7:30 A.M. to 2:00 P.M.
- No Support will be available on the following days
 - Presidents' Day: February 13 - 15, 2016
 - Memorial Day: May 28 - 30, 2016
 - Independence Day: July 2 - 4, 2016
 - Labor Day: September 3 - 5, 2016
 - Veterans' Day: November 11 - 12, 2016
 - Thanksgiving: November 24 - 26, 2016
 - Christmas: December 24 - 26, 2016



UAN Support

	12/21/2015 1:00:00 PM	12/21/2015 2:00:00 PM	12/21/2015 3:00:00 PM
Total Calls Answered	17	18	18
Average Time to Answer	0:01:11	0:08:17	0:00:19
Max Time to Answer	0:05:12	0:21:35	0:01:21
Total Calls Abandoned	2	3	0
Average Time to Abandon	0:02:18	0:00:19	0:00:00
Max Time to Abandon	0:02:43	0:00:40	0:00:00

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UAN Support

- Application Support
 - Assistance in using the application
 - How do I do something in the application?
 - I made a mistake, what do I do now?
- Technical Support
 - Assistance with technology
 - I have a computer, Windows, virus, or technical problem

UAN Hardware

- Dell Computers
 - Desktop 9010 OptiPlex CPU, Flat screen monitor, Keyboard, Mouse, Speaker bar, Microphone (maybe)
 - Laptop - e6530
- Dell Printer
 - Single function – 2350dn or 2360dn
 - Multifunction – 2335dn or 2375dn
- Printer Replacement
 - Two Options: Multifunction or Single Function Laser Printer
 - Delivery will be in February 2016

When to Call Dell or UAN

- Dell...
 - CPU – if you can't get to the Windows screen
 - Anything with the monitor, keyboard, mouse, or speakers
 - Printer – Making strange noises, not picking up paper, picking up multiple sheets, or jamming
- UAN...
 - CPU – If you can get to the Windows screen and then have a problem
 - Printer – Turns on fine but doesn't print when you hit the print button, tray setting issues
 - Issues with back-ups

Training

- UAN Training and Conferences
 - No additional charge
- Training options
 - How do you learn the best?
 - What is most convenient for you?
- Training Facility in Columbus
- On-Line Webinar training
- On Demand Videos

- Content is identical for all training options

- On-Line Course Registration



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Upcoming Training

- New Fiscal Officers Training
 - A basic understanding of Fund Accounting is needed prior to this course
 - Tentatively in March/April, Registration detail will be sent in February
- New Client Training
 - Scheduled to add new clients in April, July and October
- Lunch & Learn Webinars
 - Periodically during the year
- Refreshers
 - Application review sessions for current clients
- Year End Conference
 - Early December
 - Fawcett Center at OSU and Online
 - Prepares you to roll from one year to the next



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UAN Application Training for New Fiscal Officers

- UAN Services for New Fiscal Officers
- Fund Accounting Prerequisites for UAN Application Training
- Payroll Prerequisites for UAN Application Training
- How to Organize your Files
- I'm a Trustee, What UAN Reports Should I Receive
- New Fiscal Officer – UAN Accounting Module
- New Fiscal Officer – UAN Payroll Module
- UAN Accounting Module Training
- UAN Payroll Module Training



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UAN Transition Document

- Important questions to ask and vital information to obtain from your predecessor.
- Tasks that should be completed on your first day in office.

22



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UAN Orientation Document

- Additional assistance available for local governments.

23



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The screenshot shows a web browser displaying the UAN website. The main heading reads "UAN releases the new Cemetery Module". Below this, there are three columns of text: "About the Uniform Accounting Network", "FAQs - UANLink Redesign", and "UAN Communications". The website has a dark blue header with the UAN logo and navigation links for "SOFTWARE", "TRAINING", "RESOURCES", and "SUPPORT".

24



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What We Need From a New Fiscal Officer

1. Notification of the change in fiscal officer
 - A. Signed Letter on Letterhead (by Trustees)
 - B. Signed Minutes where fiscal officer change is noted
 - C. Certificate of Election
2. Contact Information

Review the UAN User Agreement which can be found at:
<https://uanlink.ohioauditor.gov>

Why? So UAN knows who you are to provide support help





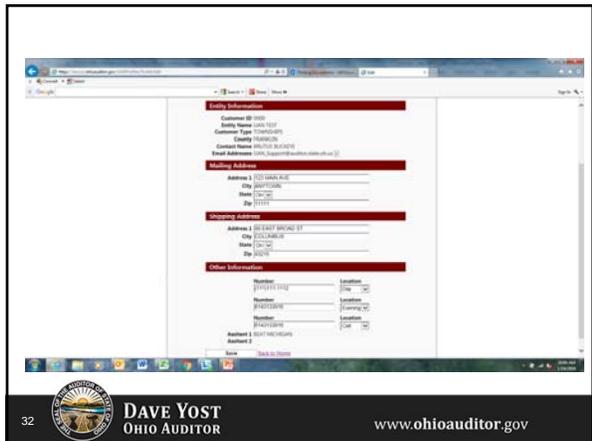


31



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32



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UAN Fees

- UAN Fees have 2 Components
 - Monthly User Fee
 - All releases each year
 - All Training courses
 - All usage of UAN Application and Technical Support
 - Sliding scale based on the Total Resources of the entity
 - 5% reduction
 - Monthly Hardware Surcharge
 - Computer system and warranty
 - MS Office, Symantec Endpoint Protection, all other licenses
 - Flat fee of \$50 per month per entity

33



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How are UAN Fees calculated?

User Fee is based on Total Resources

UAN fees are calculated on total resources. "Total Resources" means the sum from the prior year, for all funds other than agency funds, of the unencumbered beginning of the year cash balances plus the total amount of all receipts and other financing sources except interfund advances, transfers, and the proceeds from the sale of bonds, notes and other debt. The auditor of state may exclude other funds or funding sources from the calculation of total resources. The total resources will be calculated by the office of the auditor of state for billing purposes.

Total Resources	Monthly Fee
\$ 0 to \$50,000	\$ 8
\$50,001 to \$100,000	\$ 18
\$100,001 to \$150,000	\$ 30
\$150,001 to \$200,000	\$ 37
\$200,001 to \$250,000	\$ 44
\$250,001 to \$300,000	\$ 51
\$300,001 to \$350,000	\$ 62
\$350,001 to \$400,000	\$ 72
\$400,001 to \$450,000	\$ 83
\$450,001 to \$500,000	\$ 95
\$500,001 to \$600,000	\$105
\$600,001 to \$750,000	\$135
\$750,001 to \$1,000,000	\$165
\$1,000,001 to \$2,500,000	\$215
\$2,500,001 to \$5,000,000	\$255
\$5,000,001 to \$7,500,000	\$280
\$7,500,001 to \$10,000,000	\$300
\$10,000,001 or MORE	\$325



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Invoices

- Calculated Monthly but Billed Quarterly
- UAN Fees are on AOS invoices that are sent:
 - End of March
 - End of May
 - End of August
 - End of November
- Electronic invoicing available



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How to Move Equipment

- Perform the Regular, Prior Year and Documents backups
- Identify and confirm equipment
- Notify insurance company of changes of location
- Shut down system properly.
- Secure equipment when transporting.



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Securing Passwords

- If you do not remember your password, UAN will require you to submit a signed letter on entity letterhead by mail, fax or e-mail from the address noted in the entity profile requesting the password be reset. This is for your protection.
- New clerks should immediately change all passwords to secure UAN system.
- Secure your passwords! Do not leave them for others to see. You are responsible for your entity's information!
- No Post-Its!

37



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Documents and Regular Backups

- Perform backups often, especially after important tasks.
- Documents is a requested backup. It is not automatically performed.
- Word and PDF documents, and EXCEL are usually stored in My Documents. Desktop items and _UAN_Efiles are not backed up.

38



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My Docs and Regular Backups

- My Documents is not encrypted. Review confidential personal information, ex: SS #, bank accounts, etc stored in My Docs.
- We recommend not to use My Docs to store music, videos and pictures. Load these to external hard or USB flash drives.

39



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Symantec Antivirus

- Defaults is automatic scheduled weekly.
- Update instructions are available:
http://uanlink.auditor.state.oh.us/hardware-software_resources/computer_maintenance.htm
- You do not need to purchase extra spyware or malware programs, Symantec provides this functionality.
- Do not download or install non UAN software, free or otherwise, without contacting us.
 - Adding an additional browser does not need approval.



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Supplies

- You are responsible for purchasing...
 - Toner – it is recommended that Genuine Dell printer toner and PC Kit needs to replacement drum. Warranty could be voided if non-genuine toner caused an issue..
 - Digital storage – CD-r, DVD-r, USB external drives. Do not use CD-rw.
 - Warrants, Tax Forms, etc.



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Battery Backups for Desktops

- Recommended desktop users purchase Universal Power Supply (UPS) backup device.
- Battery backup (UPS) with minimum 1000 volt amps (VA). Connect monitor and CPU only.
- This will keep computer running 5 to 7 minutes to allows you to safely exit, thus avoiding data loss.



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UAN SUPPORT

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Questions




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