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UAN UPDATE

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Agenda

1. 2016.1 Highlights
2. Reminders
3. Software Extras
4. Accounting
5. Payroll



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2016.1 Highlights



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Batch Wage Detail & Wage Detail Reports

- Located under:
 - Payroll → Reports & Statements → Batch Reports – Wages, click Batch Wage Detail.
 - Payroll → Reports & Statements → Wages, click Wage Detail.



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Batch Wage Detail & Wage Detail Reports

- Enhanced to significantly reduce the report length while still reporting essential details.
 - The reduced length is the default setting.
 - When withholding account code details are needed, click the Options tab and checkmark 'Show withholding details'.



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Employee Information Export

- Payroll → Reports & Statements → Employees, select Employee Information Export.
 - Saves employee data to Excel. Separated by category in 10 worksheets so you can take advantage of the many Excel features.
 - Caution! The Excel file is not password protected. Social Security numbers & bank data are excluded, but be careful to delete less obvious sensitive data when applicable.



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Email EFT Pay Stubs

- An optional enhancement enabling clients already setup for EFT wage processing to email EFT pay stubs to employees.
- 'How To' steps are located in Appendix 1 of the Payroll Manual or by opening General → Maintenance → Entity Setup and then clicking the 'How to...' link under the FAQs menu.

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Email EFT Pay Stubs

- The entity's governing board should implement a policy for this prior to using.
- As part of the policy, it is highly recommended to use the 'Send Test' option available in each setup area.
- We also recommend using the password protection option when emailing the stubs.

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1094 / 1095 Forms

- Most UAN clients may not be required by the IRS to complete the 1095 or 1094 forms, but it is very important that you determine any requirement for your particular entity and comply if necessary.
- The 2015 UAN Update included a helpful handout and video that can be accessed at <https://uanlink.ohioauditor.gov/training/yearend/default.html>

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AFR - Rounding

- By default all amounts listed on AFR statements are rounded to the nearest whole dollar as required by the Auditor of State's Office.
 - If desired, you can print for your internal use amounts rounded to the nearest penny for precise comparison with non-AFR reports by clicking the "Options" tab and remove the checkmark next to 'Round to whole dollars'.

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AFR – Documents Import

- Notes to the Financial Statements or any other supporting documents (such as MD&A) are now required by the Auditor of State to be imported in the **PDF file** format.
 - The AFR – Documents Import screen has been updated to only accept **PDF files**.
 - Appendix 2 of the Year End Procedures includes instructions on saving Excel & Word documents to PDF files.

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Reminders



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2016 First Quarter 941

- The 941 Federal Quarterly Tax Return for first quarter of 2016 will be added to the UAN software in the next update version 2016.2.



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2010 Prior Year Reports

- The 2010 prior year reports will be removed from the UAN computer upon the installation of **2016.2** which will be released in early April 2016.
- If any reports from 2010 still need to be printed or saved to a PDF, they can be accessed from the Window's Desktop by opening UAN Tools → Prior Year Reports → 2010 and logging into the old software.



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2010 Prior Year Reports

- An efficient method to create PDF reports from the old UAN software is to select the 'Screen' option from the Printing Utilities menu, click the 'Print a Document' icon, then select a PDF printer driver (Amyuni, Adobe, etc.).
 - Note: UAN Support cannot recommend which reports to print or save.



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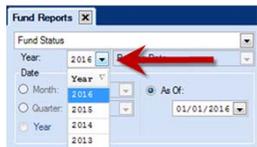
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2010 Prior Year Reports

- Detailed information on accessing prior year reports in the old software can be found in the Housekeeping booklet starting on page 23.
- To open the Housekeeping booklet online, go to:
<https://uanlink.ohioauditor.gov/training/payroll/moduletraining/Housekeeping.pdf>

2013-2015 Prior Year Reports

- Select the year from the drop down box.



– Note: When viewing some prior year reports the default settings on the Filters tab may need to be changed i.e. Open to Closed or Unpaid to Paid.

Password Resets

- You will be locked out after five unsuccessful attempts to log in to UAN with an incorrect password! Check Username, Caps & Number Lock!
- UAN Support **requires** a written request for password reset:
 1. Email **from an email address in your UAN profile** requesting password reset, **or**
 2. Fax **on entity letterhead** a **SIGNED** letter requesting password reset.

Software Extras



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Custom Design Functions

- Warrant Designer:
 - Only use when needed – standard layout works for most clients.
 - Most commonly used to adjust the warrant layout so that address information will display in windowed envelopes.
- Located under:
 - General → Maintenance → Entity Setup, click the Payments Tab.



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Custom Design Functions

- In addition to the Warrant Designer, several other items can be customized when needed: purchase orders, receipts, requisitions, and 1099-Misc and 1096 forms.
- All located under:
 - General → Maintenance → Entity Setup, click the corresponding tab.



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Electronic Signatures

- In addition, the software has the ability to incorporate Electronic Signatures into the custom design of warrants, purchase orders and/or receipts.
- **Caution!**
 - The use of an electronic signature should be discussed with your board, council or legal counsel. Before implementation, an approved board/council resolution may be required.

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Electronic Signatures

- To access detailed instructions on setup of electronic signatures in UAN, go to General → Maintenance → Entity Setup, click the Need Help button. Then scroll to the Entity Setup section titled Electronic Signatures.

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Accounting



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Amended Official Certificate Of Estimated Resources

- The Amended Official Certificate of Estimated Resources (aka Amended Certificate) issued by your county auditor and is the official document that certifies the

RESOURCES AVAILABLE FOR APPROPRIATION



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UAN Revenue Budgets

- Revenue Budgets are added in the UAN Software at Accounting → Maintenance → Revenue Budgets.
- Add all the revenue budgets for each fund at one time. Before saving review the figures and make sure they are correct.



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Resources Available
for Appropriation

Plus the 2016 Revenue
Budget

Fund Cash
Balance 12/31

Adjusted by:
Advances not Repaid,
Non-Expendable Balances,
Reserve Balance Accounts

Also adjusted by:
Carryover POs
and unpaid
employee
withholdings



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Balance Amended Certificate with UAN

- Print the Resources Available for Appropriation: Accounting → Reports & Statements → Budgetary Reports, select Resources Available for Appropriation.
- This report should balance exactly with the Amended Certificate.



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Correcting Revenue Budget Entries

- If you have made an error, or
- If your county auditor doesn't certify the amount you requested:
 - Go to Accounting → Maintenance → Revenue Budgets, mark the fund and click the Supplemental Button,
 - On the Add Supplemental Revenue Budget adjust entries and mark Apply as correction. Assign an effective date & save.



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Equal +/- Correcting Entries

- Using the Add Supplemental Revenue Budget form requires the fund's total revenue budget to increase or decrease even when Apply as correction is marked.
 - If all correcting entries will not cause a total increase or decrease to a particular fund's total revenue amount, then save two separate Supplemental changes i.e. save all negative supplemental changes for the fund first, then save all positive supplemental changes.



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Appropriations

- UAN software will allow you to enter appropriations up to the resources available for appropriation.



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Temporary Appropriations

- Temporary Appropriations, effective January 1:
 - amount limited by the Official Certificate, generated by the budget, if your county still files budgets. Counties that don't file budgets have different procedures-contact your county auditor or legal advisor.
- UAN software limits entries to the resources available for appropriation.



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Permanent Appropriations

- Permanent appropriations should only be adopted after:
 - The fiscal year 2015 is closed.
 - You have certified the carry over fund balances, encumbrances and revenues to the county auditor.
 - The Amended Certificate from the county auditor is received since it certifies the amount you are authorized to appropriate.



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Appropriations

Appropriations are entered in UAN under Accounting → Maintenance → Appropriation Budgets

- Click the Add button, select Temporary (first quarter only) or Permanent (full year).
- Enter the entire fund's budget amounts in one step.
- Permanent appropriations are for the entire year and replace temporary appropriations (when applicable).

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Correcting Appropriation Entries

- If you have made an error **Adding** Temporary or Permanent Appropriations:
 - Go to Accounting → Maintenance → Appropriation Budgets, mark the fund and click the Supplemental Button,
 - On the Add Supplemental Appropriation Budget form enter correcting amounts (positive or negative) and mark Apply as correction.

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Equal +/- Correcting Entries

- Using the Add Supplemental Appropriation Budget form requires the fund's total appropriation budget to increase or decrease even when Apply as correction is marked.
 - If all correcting entries will not cause a total increase or decrease to a particular fund's total appropriation amount, then save two separate Supplemental changes i.e. save all negative supplemental changes for the fund first, then save all positive supplemental changes.

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CHANGES TO YOUR BUDGET DURING THE YEAR



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Certification of New Revenue

- When you receive money that hasn't been certified on the Amended Certificate it will **NOT** be available for appropriation until you:
 - Request an Amended Certificate from the county auditor certifying the new revenue.
 - Enter a Supplemental Revenue Budget for the new revenue in the UAN Software.



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What Constitutes Revenue Change?

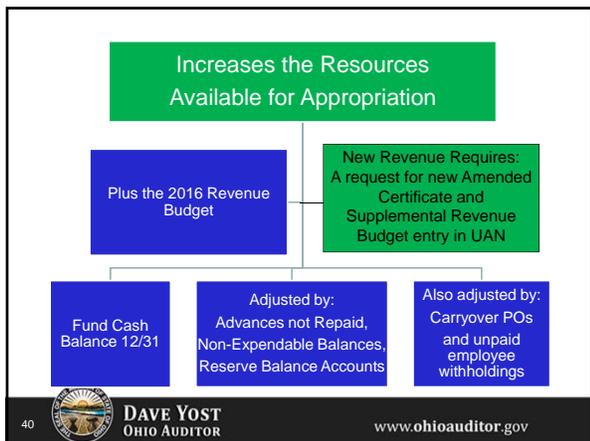
- Receipt of money not already budgeted or certified on the Amended Certificate such as:
 - grants, loans, donations, receiving more than expected, transfer of money from another fund that was not budgeted.



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Balance new Amended Certificate with Revenue Budgets after Supplemental Entries

- Always verify your Revenue Budget entries balance with the Taxes and Other Sources columns on the new Amended Certificate. Print a new Resources Available for Appropriation.

Supplemental Appropriation

- Legislation that changes the fund's total appropriations.
 - Increase: limited to resources available.
 - Decrease: limited to unencumbered balance.
- **Requires legislative action!**
- Not an action the fiscal officer can take on their own.

Reallocate Appropriations

- Does **not** change the total appropriation to the fund.
- Allows you to move unencumbered* balances between appropriation accounts within a fund. *You may need to close PO/BC first.
- **Requires legislation when outside your legal level of control.**

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Payroll



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Payroll Utilities

- Before you use a Payroll Utility:
 - Print reports and confirm the information that needs correction.
 - Be prepared to enter the correct dates or figures when you open the utility.
 - If you are in doubt about the use of the utility – call UAN Support for assistance.

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Pay Period Adjustment Utility

- Used to correct the pay period on posted wages **or** batch wages.
- First narrow the selection by Post Date and Frequency. Then select the incorrect pay period that was used to create the wage and select the wages in the list that do **not** belong in that pay period.
- Enter the correct pay period dates.
 - Note that skipped deductions may be affected by posting an incorrect pay period!



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Unpaid Withholding Clear

- Used to clear, from Payroll, a withholding that was paid in Accounting and no longer needs paid from Payroll.
- Also used to send an unpaid withholding from Payroll to Accounting to make adjustments.



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Payroll Payment Utility

- Used to:
 - Reprint EFT vouchers.
 - Reissue paycheck to a new check # or EFT wages / Electronic WH Payments can be reissued to a check.
 - Void Wage* or Withholding Payments.



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Payroll Payment Utility

- When voiding a wage that has paid withholdings, the software will allow you to print the list of withholdings affected by the void.
- Print and review the report.
- Before voiding the wage, first void only the withholdings on the list **that haven't left the control of your office** (by check or electronic payment).

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Payroll Payment Utility

- Void the wage.
- If withholding overpayments are created follow instructions to complete the void.
 1. Must have active appropriation account 1000-990-990-0000.
 2. Must have unencumbered balance in this account to cover the withholding overpayments. The report will guide you.
- See Withholding Overpayment Utility.

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Withholding Overpayment Utility

- Withholding Overpayments created by voiding a wage with paid withholdings **MUST** have a solution posted in the software.
- Don't forget to amend reports.
- You may be able to incorporate the credit into your next payment, or

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Withholding Overpayment Utility

- If you receive a refund or if the credit can't be incorporated into the next payment you must use the Withholding Overpayment Utility to post the resolution.

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Adjust OPERS/OP&FPF Withholding Payment by Rounding Difference

- The OPERS & OP&FPF withholding payments can be adjusted if there is a rounding difference.
- Always post your retirement withholding payment for the exact same amount as the online payment.

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OPERS/OP&FPF Vouchers

Correct order to follow:

- Add, complete, Print (Internal) & File (electronic) the Monthly Contributions report.
- Upload or manually input on OPERS/OP&FPF website. Compare the Employee and Employer share on OPERS/OP&FPF website with the printed internal report.

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OPERS/OP&FPF Vouchers

Correct order to follow continued:

- If the website total matches the internal report – post the voucher!
- **IF** the employer share on the website is not the same as the printed Internal report – the difference should be a few cents rounding difference that must be adjusted on the voucher **BEFORE IT IS POSTED!**



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OPERS/OP&FPF Vouchers

Adjust the OPERS/OP&FPF payment for the employer share rounding difference:

- Add the Electronic withholding payment.
- Select the month and the wages.
- On the Employer Accounts tab enter the rounding difference in the adjustment column – verify the adjusted total matches the online balance due, click Save & Close then mark & Post/Print.



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Non-Retirement Earnings

- UAN Support often receives calls when earnings that don't qualify for state retirement have been paid incorrectly.
- Always call OPERS and/or OP&FPF to find out if the payment of a bonus or payout of unused leave is pensionable.
- If it is not pensionable you **MUST** use a Non-Retirement type earning!



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Non-Retirement Earnings

- Add the Non-Retirement Earning to your Earnings & Leave list - once added it can be used for all employees.
- Add the Non-Retirement Earning to your employee on the Earnings Tab.
- Pay the non-retirement earning as required by local legislation or policies.



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Non-Retirement Earnings

- Adjust leave balances when paying out unused leave.
- Deactivate the non-retirement earning so it isn't accidentally paid with regular wages.
 - Deactivated items can be activated for use when the earning needs paid again.



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Withholdings Editor

- Withholdings Editor: Updates all employee withholding rates/amounts at once.
- Payroll → Maintenance → Withholdings Editor.
- Select the withholding from the drop down.
- Select the employees.
- Enter the new amount/rate in the Change to area & click Save.
- View the updated list for accuracy.



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Skip Calendars Editor

- When withholdings don't come out of every paycheck – some paychecks the withholdings are "skipped".
- Employees must already have Skip Deductions set on their withholdings.
- Add the Skip Calendar for withholdings that are skipped together.
- Click Apply to update all employee skip deductions calendars.

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Questions



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