

Ohio Auditor of State

UAN Accounting Update

Presented by:
Angela Muller

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Agenda

- Educational Opportunities
- Shortcuts in Software
- Entity Setup
- User Preferences
- Deposit Ticket Numbers
- Duplicate PO
- Import PO
- Invoice Numbers
- Positive Pay
- Budget

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Do you know?

There is an easy way to access the UAN Link website from within the UAN Software. Click on the Seal in the upper left hand corner.

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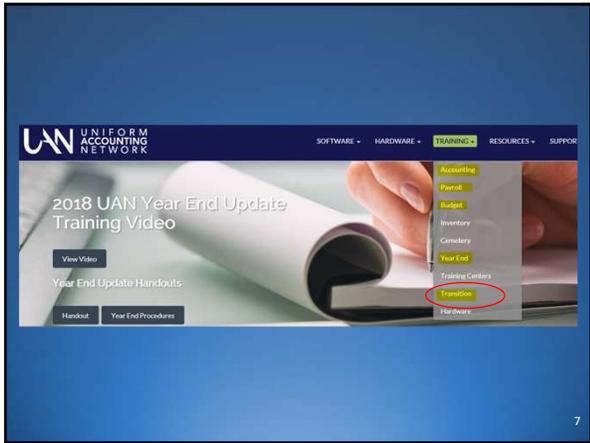


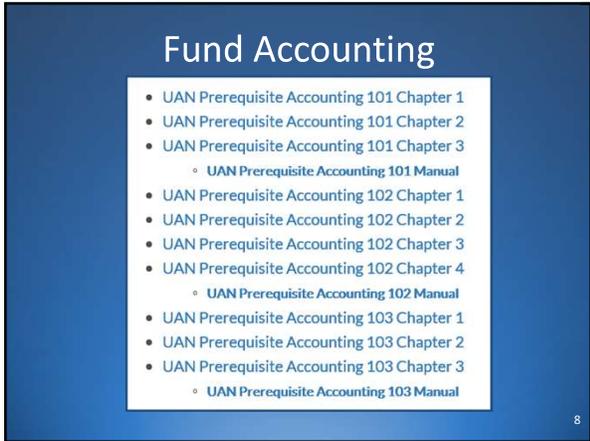
Do you know?

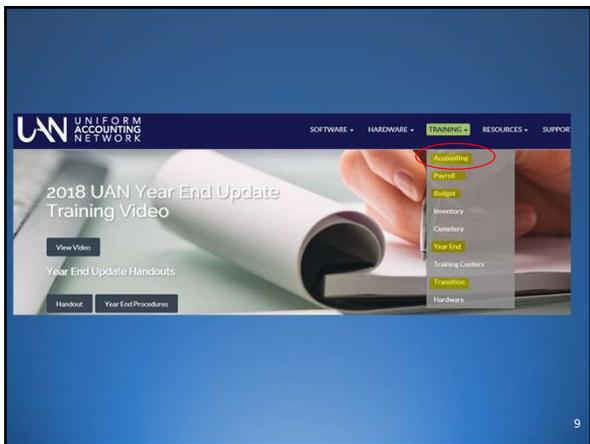
There are many hours of UAN accounting training available on our website that qualifies for credit under the Fiscal Integrity Act.

UAN Online Training

- Select Training on the UAN Link
- Transition – Fund Accounting
- Accounting – Software and Housekeeping
- Self report on Auditor of State website







Accounting Software

Online Training Sessions

Please click on a link below to view the selected training section.

1. Overview / Self-Training Resources
2. Checking Accounts
3. Funds
4. Cost Centers
5. Revenue Accounts
6. Appropriation Accounts
7. Revenue Budgets
8. Appropriation Budgets
9. Investment Maintenance
10. Purchase Orders
11. Receipts
12. Investment Transfers
13. Payments
14. Interfund Transfers
15. Interfund Advances
16. Checking Transfers
17. Accounting Utilities / Receipt / PO / Payment
18. Accounting Utilities / Fund Balance Adjustments & Misc Utilities
19. Bank Reconciliation & Utility
20. Reports
21. General Maintenance / Part 1
22. General Maintenance / Part 2
23. Compliance Violations / Reserve Balance Accounts

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Housekeeping

Housekeeping

Receipts

- Void a Current Year Receipt
- Void a Prior Year Receipt
- Adjust a Receipt Period for the Wrong Amount
- Produce a Receipt Refund Warrant
 - Void a Receipt Refund Warrant
- Correct a Receipt Posted to the Wrong Revenue Account(s)
- Manage a Customer W/ff Check

Payments

- Release a Lost or Damaged Current Year Warrant
- Void a Current Year Warrant or Electronic Payment
- Void a Prior Year Warrant or Electronic Payment
- Payment Cleared the Bank for a Different Amount
- Adjust a Current Year Payment to a Refund
- Correct a Payment Posted to the Wrong Appropriation Account(s)

Purchase Order

- Class Purchase Orders
- Adjust Purchase Orders

Audit Adjustments

- Audit Adjustments

Interfund Advances

- Reversal of an Interfund Advance

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Fiscal Integrity Act Self-Reporting Portal

Access the portal:

<https://www.ohioauditor.gov/fiscalintegrity/default.html>
or
<https://ohioauditor.gov> (look under local government)

Questions or assistance
email: fiscalintegrityact@ohioauditor.gov

Do you know?

There are many ways to access additional help within the UAN Software.

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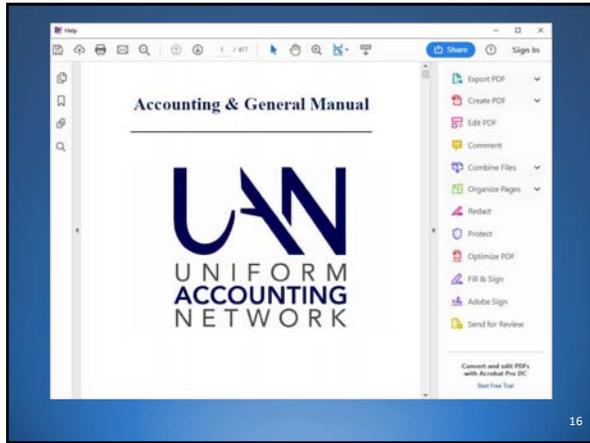
Help

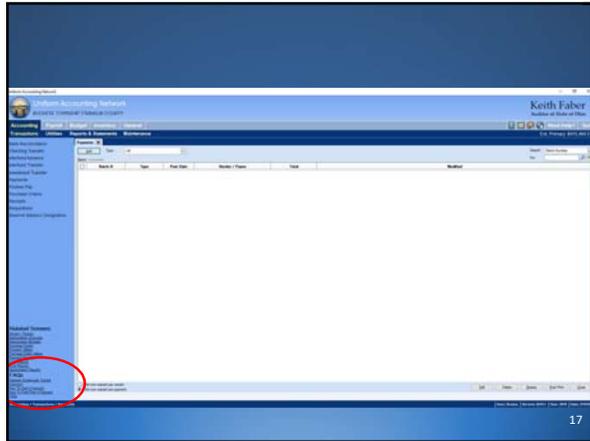
- Need Help - Opens the Manual
- When a screen is open help screens related to the open screen will show in the bottom left hand corner of the software
- Screen Casts – short videos that show how to use the screen
- Links to related parts of the manual
- Question marks offer additional information about the screen or field

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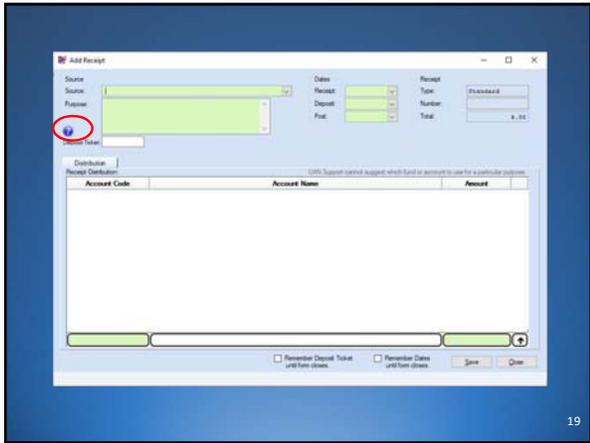
The screenshot shows the UAN (Uniform Accounting Network) software interface. The main area displays the UAN logo and the text "UNIFORM ACCOUNTING NETWORK". In the top right corner, the name "Keith Faber" is visible. A red circle highlights a small icon in the top right corner, which is likely the help icon mentioned in the text.

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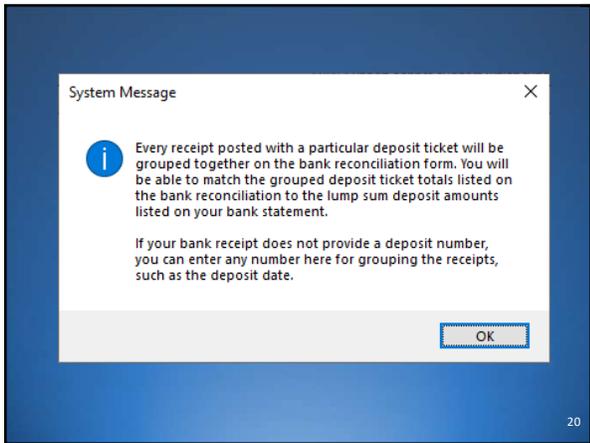








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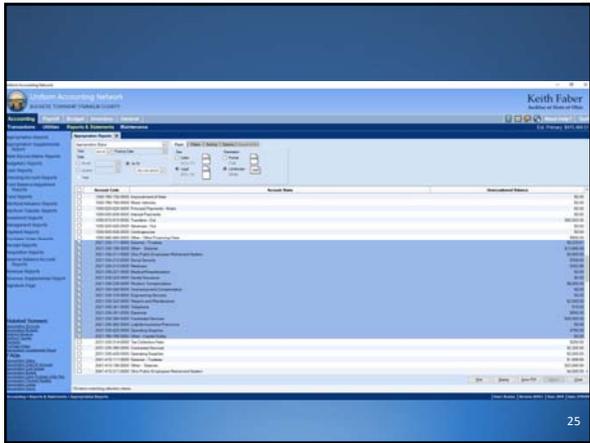


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Do you know?

There are shortcuts for selecting groups of items in the UAN grids.

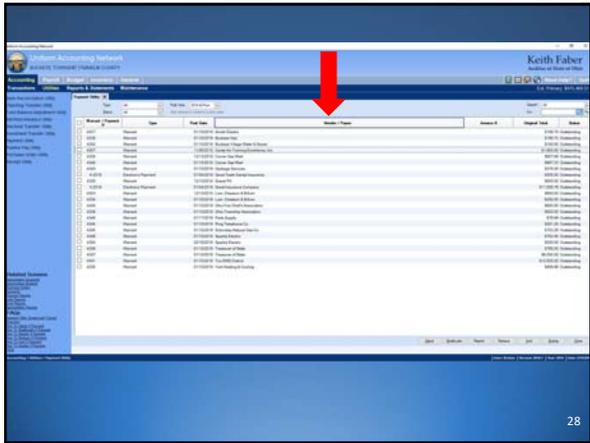
21

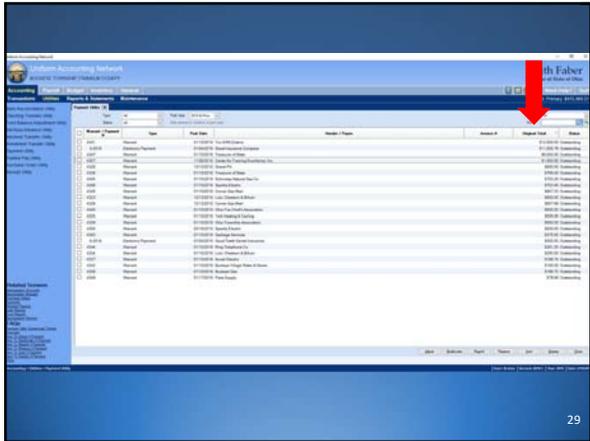


Do you know?
There are sorting capabilities
built into all the grids.

Grids

- Select any of the headers in the grid and it will sort that column.
- This is useful on Utility screens and Reports when you are looking for a specific item.





Do you know?
 There is a way to set a default
 number of forms to print.

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User Preferences

- General – Maintenance – User Preferences
- Purchase Order Tab
- Receipt Tab

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The screenshot shows the 'User Preferences' dialog box with the 'Receipts' tab selected. The 'Print Copies' section is circled in red, showing the following settings:

Print Copies	1
PO Regular	1
PO Then & Now	2
BC Regular	2
BC Super	2

Additional settings visible include 'Ship To Address' and 'Bill To Address' both set to 'BUCKEYE TOWNSHIP' and 'TEMP NODE'. The 'Miscellaneous' section has two checked options: 'If Purpose is left blank, automatically fill it from the Description fields on the Detail grid (Post)' and 'If Vendor Location is left blank, display a message to verify that it is intentionally blank. (Save)'. The status bar at the bottom indicates 'Modified: 2/19/2019 at 9:35 AM by Brutus' and 'Saved User Preferences for Brutus'.

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This screenshot is a closer view of the 'Print Copies' section from the previous slide, which is circled in red. The settings are:

Print Copies	2
Standard	1
Interest	1
None	1

The status bar at the bottom shows 'Modified: 2/19/2019 at 9:35 AM by Brutus' and 'Saved User Preferences for Brutus'.

33

Do you know?

There is a way to customize printing or add a signature to warrants and other forms within the system.

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Entity Setup

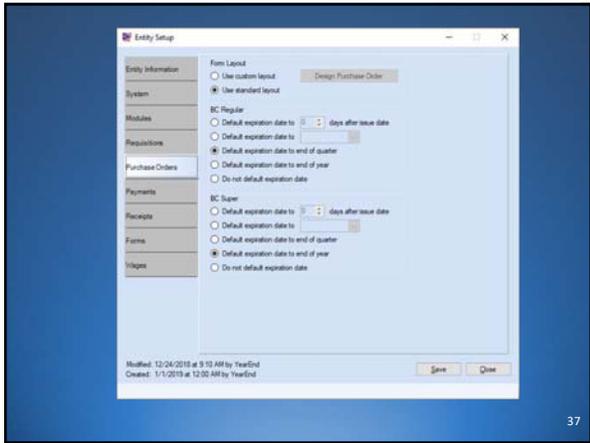
- General – Maintenance – Entity Setup
- Purchase Order Tab
- Receipt Tab
- Payment Tab

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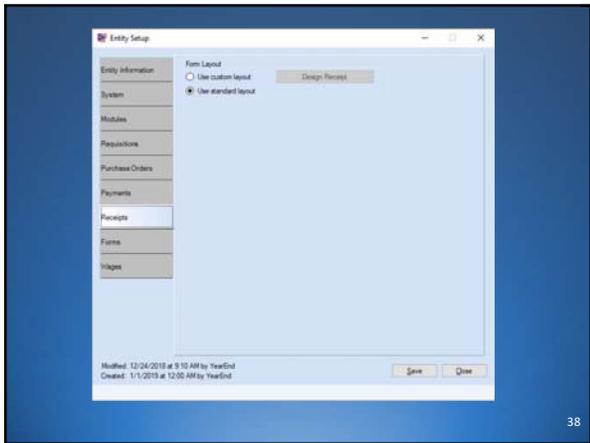
Add a Signature

- Select Use Custom Layout
- Select Design 'Form' button
- Select Signature and Messages tab
- Select the Choose File button
- Locate and select already scanned signature image
- Select Add signature Image button
- Drag into place on form
- Select Save button on the Designer screen
- Select Save button on the Entity Setup screen

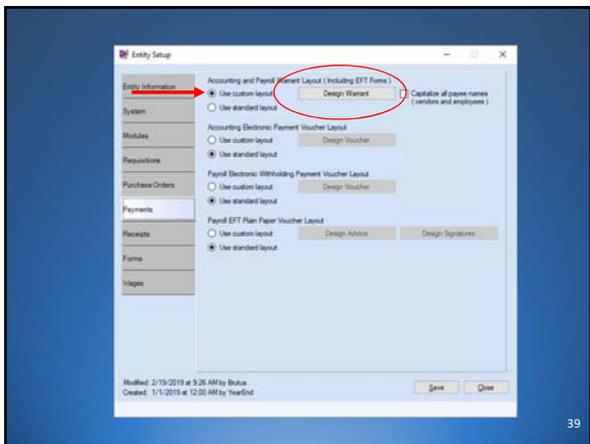
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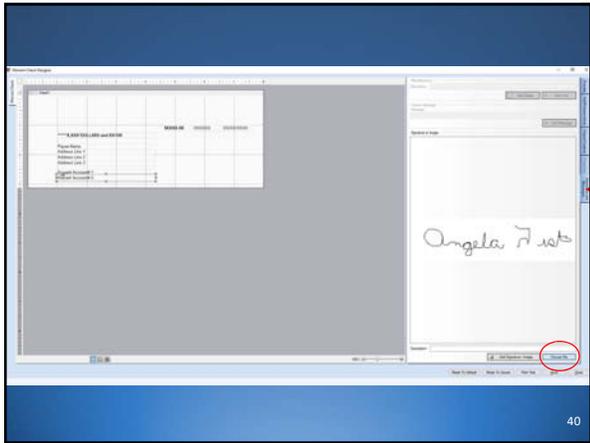
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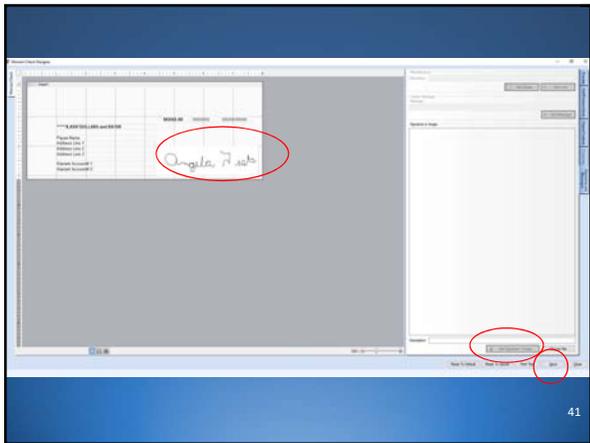


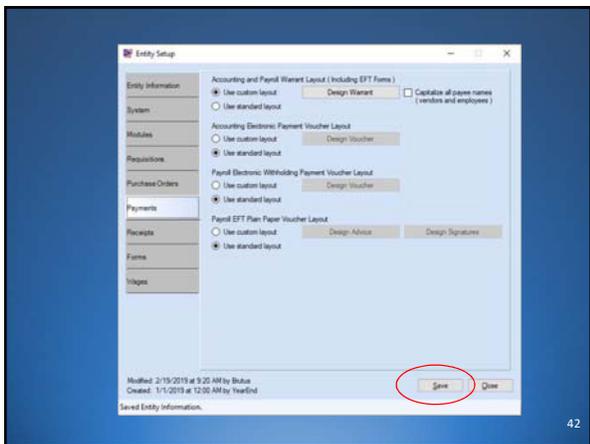
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Do you know?

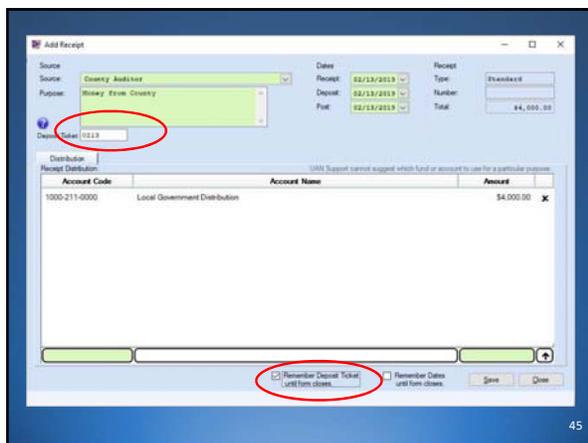
There is a way to group multiple receipts together on your bank reconciliation.

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Receipts

- Accounting – Transactions - Receipts
- Create a numbering system
- Add ticket # to receipts
- 'Remember Deposit Ticket until form closes' checkbox
- Clear Total on bank reconciliation

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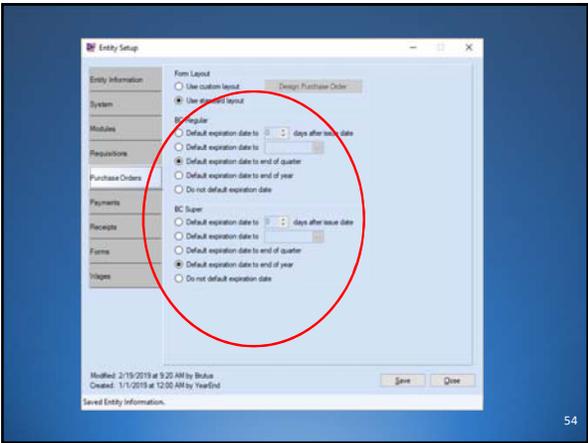
Do you know?
There is a way to default
expiration dates on Blanket
Certificates.

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Entity Setup

- General – Maintenance – Entity Setup
- Purchase Order Tab

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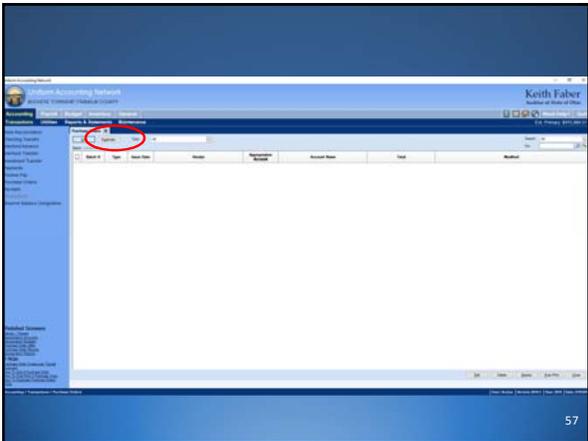
Do you know?
There is a way to create
duplicate Purchase Orders.

55

Purchase Order

- Accounting – Transactions – Purchase Orders
- Select Duplicate
- Select Type and Status
- Input new Dates
- Select items from grid to duplicate
- Edit if necessary

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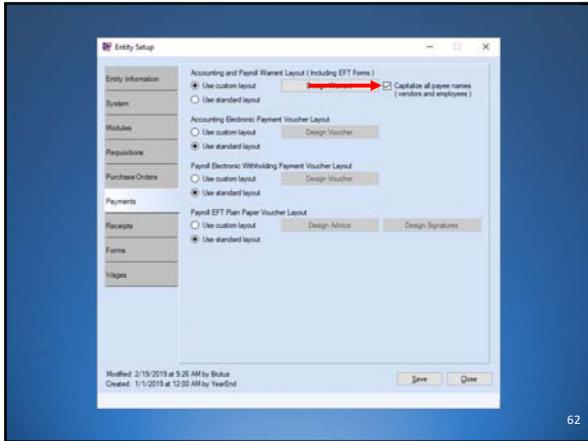


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Entity Setup

- General – Maintenance – Entity Setup
- Payment Tab
- Select capitalize payee names

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Do you know?

Using the Import Button in payments allows you to quickly add payments to batch.

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Payments

- Accounting – Transactions – Payments
- Select Import Purchase Order button
- Select PO Number
- Select Detail Items from grid
- Select Distribution Items from grid
- Edit if necessary

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Vendor: Sparkly Electric
Date: 01/01/2019
Payment Type: Warrant
Location: 1000 Warka Dr.
Payment Method: Debit
Zip: 8715584
Import Purchase Order

Quantity	Unit Name	Description	Unit Price	Extended Price	Invoice Number
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Type	PO / BC #	Account Code	Account Name	Amount
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Purchase Order Type: All
Fund: 11
Number: 17-2019
Vendor: Sparkly Electric
Location: Administrative Office
Address: 4 Thunderbolt Blvd
Zip: 8715584

Quantity	Unit	Description	Unit Price	Sub Total
1.00	Electricity		\$2,350.00	\$2,350.00

Account Code	Account Name	Amount	Estimated Unapport Amount
1000-120-351-0000	Electricity	\$183.99	\$183.99
2021-330-351-0000	Electricity	\$170.18	\$170.18
2041-410-351-0000	Electricity	\$430.21	\$430.21
2174-410-351-0000	Electricity	\$164.00	\$164.00
2191-220-351-0000	Electricity	\$899.17	\$899.17

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Do you know?

There is a way to include invoice numbers on your payments and be alerted if you are trying to pay the same invoice twice.

Payments

- Accounting – Transactions – Payments
- Add an invoice number up to 25 characters
- If invoice has already been paid for that vendor then a list of payments will be displayed

User Preferences

- General – Maintenance – User Preferences
- Purchase Order tab
- Payments tab
- Select 'If purpose is left blank, automatically fill it from the Description fields on the Detail grid'
- Select 'Print purpose information' from options tab of report

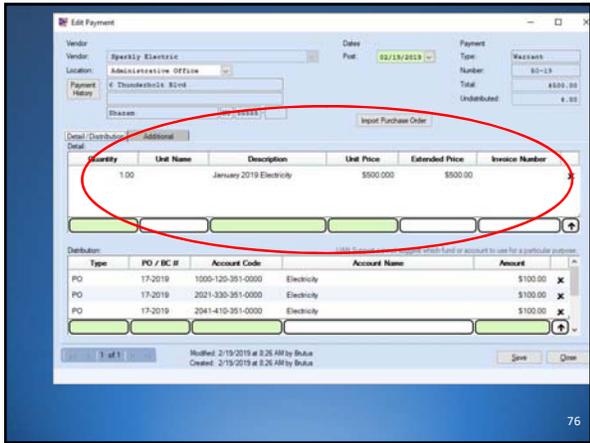
73

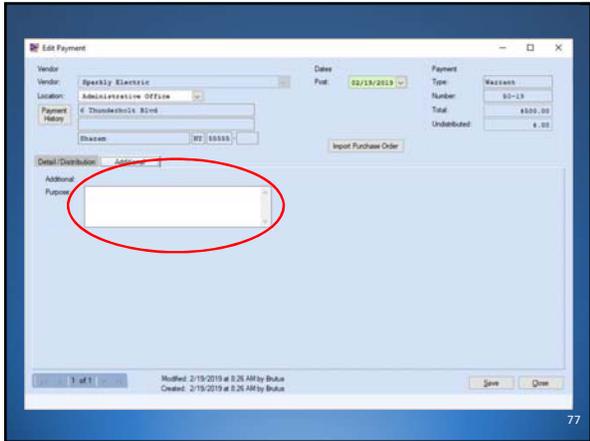
The screenshot shows the 'User Preferences' window with the 'Miscellaneous' section selected. A red arrow points to the checkbox labeled 'If Purpose is left blank, automatically fill it from the Description fields on the Detail grid (Post)'. Other visible options include 'Print Copies' for PO Register, PO Short & Near, BC Register, and BC Super, each with a value of 1. The window also shows 'Ship To Address' and 'Bill To Address' sections with dropdown menus for Vendor and Location.

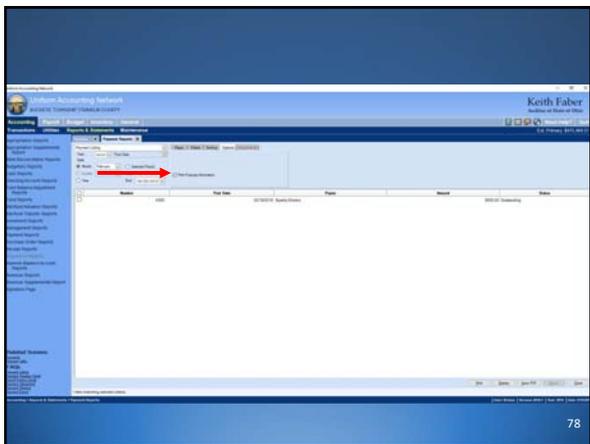
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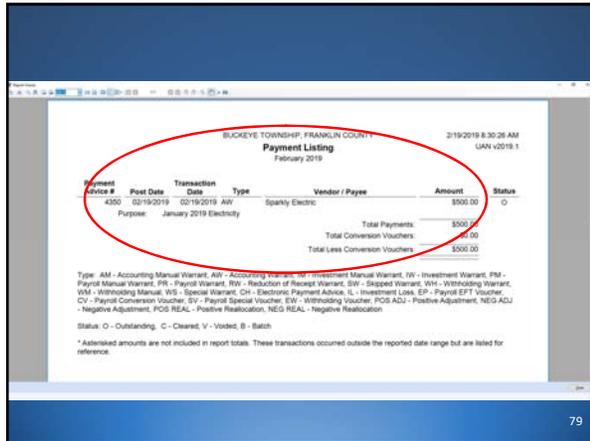
This screenshot is similar to the previous one, showing the 'User Preferences' window. A red arrow points to the same checkbox: 'If Purpose is left blank, automatically fill it from the Description fields on the Detail grid (Post)'. In this view, the 'Warrant Control' section is also visible, with 'Print one warrant per vendor' selected and 'Print one warrant per payment' unselected. The 'Electronic Vouchers' value is set to 1.

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Do you know?

There is Fraud Detection Tool built into the software that is offered by banks.

Positive Pay

- Fiscal Officer submits file to bank
- Bank matches key information before allowing payment
- Available for the following banks
- If you do not see your bank on the list and it is offered by your bank call UAN Support for information on how to get your bank added

Financial Worksheets

- Budget – Transactions – Financial Worksheets
- Select Add
- Select number of prior years to include (actual)
- Select number of projected years (estimates)
- Name the Worksheet
- Select the funds to be included
- Select how to handle Prior Year Carryover
- Edit Revenues, Expenditures and Other tabs

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