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TO:	UAN Users
FROM:	UAN Support
DATE:	June 7, 2017
SUBJECT:	UAN User Notes

HARDWARE TRANSFER

Hardware transfer USB drive: a mailing on May 30, 2017 included the 'Hardware Transfer Instructions 2017' and a special USB drive that must be used to complete both the data transfer to the new computer and reimaging of the old computer. The USB drive is specifically setup for the hardware transfer at your entity. If it is lost or damaged, you must contact UAN Support for a replacement. You will not be able to borrow the USB from another local government since each USB is uniquely setup for each entity.

Time estimate clarification: Step 5 on page 24 of the instructions state that it may take 10 minutes to complete when in fact it might finish in as little as 1 minute. The reason the estimate is 1-10 minutes is that UAN randomly selected a portion of the new computers to run an extra verification test during Step 5 while most computers will not run this background process.

MINUTES TEMPLATE

The current Minutes module will not be available after transferring to the new UAN computer. UAN has modifiable a Microsoft Word template, developing it into a Minutes template that you can edit for the specific needs of your entity. UAN does not require you to use this template, but if you would like a copy, it is available to download from the UAN home page (https://uanlink.ohioauditor.gov) by clicking the Profile Login in the top-right corner. The Profile Login username is your 4-digit UAN Entity ID, and the password is your 5-character Auditor of State invoice customer number.

POSITIVE PAY – FILE FORMAT UPDATES

UAN has added a new Positive Pay online listing so that you can check the status to see if UAN currently has your bank's file format available or is working on making it available. In some cases, it will be available for download as a software patch. More information about this is described in the Positive Pay Online Listing section on the following pages. First, a review of the overall process:

Positive Pay Overview:
Positive Pay is a fraud detection tool offered by many banks that matches key information in checking account transactions presented for payment to determine whether the transaction should be completed by the bank. A good overview of the benefits is available in AOS Best Practices September 2016 which can be viewed by clicking the link below or typing it into your web browser:
http://www.ohioauditor.gov/publications/bestpractices/best%20practices%20sept%202016FINAL.pdf

How Positive Pay works (*in brief*): Each day payments are issued, the fiscal officer submits a file (that can be created using UAN) to the bank with a list of the entity's payment information. The bank will verify its list of checks presented for payment against the list of payments provided by the entity. The bank will suspend any payment on its list that does not match the information provided by the entity. Payments suspended by the bank will then be held until approved or rejected by the entity.

If your governing board is interested in purchasing a Positive Pay service, *first* contact your bank to inquire about their service options and fees. UAN does not charge any additional fee, but usually banks charge for this extra service.

There is no standardized file format for Positive Pay. As a result, UAN created Positive Pay files in the application for a limited group of banks that were requested before the 2017.2 version update. Now, more bank file formats are available online to download in a software patch. The list of available formats continues to expand as requests are received by UAN.

Positive Pay - Online Listing
To view a list of bank file formats UAN is currently supporting or working on supporting, open the UAN home page (https://uanlink.ohioauditor.gov) click **Resources → Positive Pay.** The listing will include only bank files that have been previously requested by UAN customers. If your bank and/or file format is NOT listed, then skip to page 4 for more information. If your bank / file format is listed, then check the **Status column**. Review the following status descriptions and instructions for each possibility below:

1. **'Currently Available in UAN'** means the bank file type is already available within the current version of UAN and the entity can start using Positive Pay as soon as it is started with the bank. To enter your entity-specific bank information in UAN, go to *Accounting* →

Maintenance → *Positive Pay Setup*. Click the 'Bank Name / File Type' drop down menu to view the list of banks and file types. By default, the fields include placeholders. For example, an 'Account Number' field will default to '0123456'. You must edit this field with the real information from your bank. Creating a Positive Pay file can be completed under *Accounting* → *Transactions* → *Positive Pay*. You may contact UAN Support by phone for training on Positive Pay setup and file creation. The training is brief since it involves very few steps in UAN.

2. **'In Development'** means UAN is currently working with the bank to create the bank's particular file type(s). Once a file type is programmed by UAN and approved by the bank, then it will be made available as a software patch for downloading from the Profile Login form on the UAN website. Contact UAN Support if you would like to be notified when the file is made available for download.

3. **'Available for Download'** means file type(s) were developed and approved after the last UAN application update. The file is available as a software patch for downloading from the Profile Login form on the UAN website as described below:

Positive Pay – Software Patch Download Steps (using the new 2017 UAN Computer)

When your bank's file format is listed as 'Available for Download' on the UAN website (https://uanlink.ohioauditor.gov) under **Resources** → **Positive Pay** then use the steps that follow to download the applicable software patch:

Step 1: Perform a UAN Backup in: General → Maintenance → Backups → UAN Backup. Label the disc and/or name the backup file: 'Before Positive Pay Update'.

> *Note:* If you have a multi-user network environment setup, only one computer on the network must complete the UAN Backup. However, steps 2 through 11 must be completed on any computer that will be used to submit positive pay files.

Step 2: Close the UAN application.

Step 3: Using Microsoft Edge, click Profile Login at the top-right corner of the UAN home page (https://uanlink.ohioauditor.gov). The username is your 4-digit UAN Entity ID, and the password is your 5-character Auditor of State invoice customer number.

Step 4: Click Software Patches.

Step 5: Click Positive Pay – 'Bank Name'.

Step 6: A Windows message will appear "What do you want to do with Positive Pay – 'Bank Name'.exe?" Click [Save].

Step 7: A Windows message will appear "Positive Pay – 'Bank Name'.exe finished downloading." Click [Run].

Step 8: A User Account Control window will appear "Do you want this app to make changes to your device? … Positive Pay Installer". Enter the password "FiscalOfficer" (no quotes, capital F and O, and no space). Click [Yes].

Step 9: A Uniform Accounting Network message will appear "Install the positive pay update for 'Bank Name'?" Click [Yes]. The installation should take less than 1 minute.

Step 10: A Uniform Accounting Network message will appear "This update was installed successfully." Click [OK].

Step 11: Login to the UAN application. Confirm that the bank file format is now available under *Accounting → Maintenance → Positive Pay Setup.* Click the 'Bank Name / File Type' drop down menu to pick your bank and file type from the list. By default, the fields include placeholders. For example, an 'Account Number' field will default to '0123456'. You must edit this field with the real information from your bank. Creating a Positive Pay file can be completed under *Accounting → Transactions → Positive Pay.* You may contact UAN Support by phone for training on Positive Pay setup and file creation. The training is brief since it involves very few steps in UAN.

*Note***:** bank file types that are approved between UAN application versions will be incorporated into the next UAN version. Once they are included in the next version they will be removed from the Profile Login download page.

What if the bank file format is not listed? If your bank is not listed or it is listed with a different file format than what will be used for your particular Positive Pay service, please first get the contact information of the bank's Positive Pay specialist and forward it to UAN Support by email or phone call. UAN developers will need to obtain specific technical information from the bank's specialist. Once a file format is programmed by UAN and approved by the bank, then it will be made accessible as a software patch and you will be notified by UAN that it is available for download.