

YEAR END SUPPLEMENT (ONLY FOR LIBRARIES)

Attention: Library Fiscal Officers
December 2023

This supplement to the Year End Procedures contains 3 sections:

1. 'Summary of August's UAN User Notes for Libraries' is an effort to convey our concerns more effectively to those we were unable to reach by phone. *In September and October, Support staff attempted to speak with all fiscal officers affected by summary code changes, but in several cases, we had to leave messages.*

We are urging you not to wait! You might be surprised by some of the issues. For example, **you may not be able to open Temporary Mode or Close 2023 until specific issues are addressed.** Address all issues that can be finished now and prepare yourself for steps that must wait (in some cases) until late December. All libraries will fit into 1 of the 3 situations outlined. Identify which situation applies and only follow those steps.

To jump to the summary of the user notes, click here ➔ [Summary](#)

2. 'UAN User Notes – Libraries Only August 2023' which is the original message. This version includes color highlighting of key points in the 7-page document. As needed, review this for more detailed information.

To jump to the original user notes, click here ➔ [User Notes](#)

3. 'Message Guide 2023 Year End (Libraries Only)' is provided in the event you miss a few items. This section provides a brief explanation of 4 potential errors when attempting to open temporary mode and 2 when closing the year.

To jump to part 1, click here ➔ [Temp Mode Errors](#)

To jump to part 2, click here ➔ [Closing Errors](#)

Thank you,
UAN Support

Summary of August's UAN User Notes for Libraries

SITUATION #1: Accounting-Only – meaning UAN Payroll is not even accessible on your UAN computer.

- Confirmed Payroll is completely inactive.
- OR if Payroll is active but you don't use the software, then confirm there are no Employees set up (active or inactive).

How to check? Go to Payroll – Maintenance – Employees. Change the drop-down menu above the list from 'Active' to 'All'. If *even one employee* appears in the Employee list, *skip to 'Situation #2 Accounting-Only with lingering Payroll items.'*

If no active or inactive Employees appear in the list, then your system is truly Accounting-Only, and the following applies:

- *You will be able to open Temporary Mode* after installing the December version update.
- You **cannot close 2023** until all purchase orders with 100/200 programs are closed i.e., you cannot carryover 100/200 program accounts even when you normally might carryover the PO.

Prepare Accounting now:

- Plan for your 2024 Temporary Appropriation Budget with detail program codes.
- Plan to open 2024 Purchase Orders with detail program codes.

SITUATION #2: Accounting-Only with lingering Payroll items – meaning you have not used UAN Payroll in 2023, but Payroll is active and there are some Employees set up as active or inactive.

How to check? Go to Payroll – Maintenance – Employees. Change the drop-down menu above the list from 'Active' to 'All'. If *even one employee* appears in the Employee list, the following may apply:

- You **may not be able to open Temporary Mode** without finishing the clean-up steps below.
- You **cannot close 2023** until all purchase orders with 100/200 programs are closed i.e., you cannot carryover 100/200 program accounts even when you normally might carryover the PO.
- You **cannot close 2023** until you clear any unpaid withholdings lingering from prior years that were deducted from employees with 100/200 program codes (even if you clean up the employee maintenance).

Prepare Accounting Now:

- Plan for your 2024 Temporary Appropriation Budget with detail program codes.
- Plan to open 2024 Purchase Orders with detail program codes.

Clean Up Payroll Now:

- Remove all removable employees.
- Employees that are not removable:
 - Reduce leave balances to zero.
 - Remove or change every item that has 100/200 programs to acceptable account codes.
- Clear old Unpaid Withholdings that came from 100/200 programs or in rare cases, pay them if due (i.e., if you just recently stopped using UAN payroll and really owe the payee). To research and resolve, start by reviewing **pages 6-7** of the User Notes.

Summary of August's UAN User Notes for Libraries

SITUATION #3: PAYROLL USERS – meaning you are currently using UAN Payroll for wages.

- Even if you have switched all current employees to detail program codes, you **may not be able to open Temporary Mode** without early cleanup of inactive employees or items described below in 'Payroll: Clean Up What You Can Now'.
- However, if you are using 100/200 program codes for employee wages throughout 2023 (recommended by LGS if you started the year with summary programs), then:
You cannot open Temporary Mode until:
 - The final wages with summary programs are posted.
 - You have finished the employee clean up steps described below (steps you can do right now and steps that must wait until after the final wages).
- You **cannot close 2023** until you clear any unpaid withholdings *lingering from prior years* that were deducted from employees with 100/200 program codes (even if you clean up the employee maintenance as described below).
- You **cannot close 2023** until you clear any unpaid withholdings that were *deducted from employees in fiscal year 2023* with 100/200 program codes that might normally carry over to be paid in 2024 (usually OPERS or OP&FPF, if any).
- You **cannot close 2023** until all purchase orders with 100/200 programs are closed i.e., you cannot carryover 100/200 program accounts even when you normally might carryover the PO.

Prepare Accounting Now:

- Plan for your 2024 Temporary Appropriation Budget with detail program codes.
- Plan to open 2024 Purchase Orders with detail program codes.

Payroll: Clean Up What You Can Now:

1. Evaluate using **Employee Information Export**
 - Go to Payroll – Reports & Statements – Employee Reports. From the drop-down menu select **Employee Information Export**. Click the **Filters** tab and change the **Status** from 'Active' to 'All'. Select all employees and click **Export**. A 'Save As' form will open. Save the file to a folder of your choice and then open the spreadsheet from that location.
 - Review only 3 tabs on the spreadsheet (refer to **page 3** of the User Notes for details)
 - Employee Information tab
 - Earnings Accounts tab
 - Withholding Accounts tab
2. Remove all employees from UAN that left employment before 2023 and won't be returning.
NOTE: UAN is not intended to be used as a personnel file for former employees. Print relevant information for your personnel file and remove the employees. If some had leave balances that carried over to 2023, you cannot remove, but can reduce the leave to zero.
3. When there are past employees that cannot be removed or seasonal employees that won't be returning in 2024:
 - Remove or change every item that has 100/200 programs to other codes. This includes any active or inactive earnings, Overtime, leave benefit, and any withholding employer share or fringe benefit.
4. Research and resolve any Old Unpaid Withholdings before December. **See pages 6-7 User Notes.**

Continued to the next page

Summary of August's UAN User Notes for Libraries

SITUATION #3: PAYROLL USERS (CONTINUED)

Payroll: Plan and Practice for Clean Up that must wait:

- **Reprint** the Employee Information Export after completing your initial clean up. What is left must wait until AFTER each employee's final payroll in December. Highlight all the employees and employee information you will need to edit after the last 2023 payroll.
- **Use UAN Training Mode** to practice the employee editing you will need to complete at year end. This will give you an idea of how long it takes to edit simple vs. complex employee situations. Review **pages 5-6** of the User Notes for details.

Plan Withholding Payments

- Plan to pay your tax payments for December or the 4th Quarter soon after posting the final December 2023 wages i.e., print the tax payment check or online payment (and UAN electronic payment) while the calendar is in the month of December, but only after your final payroll. Review **pages 6-7** of the User Notes for details.
- What if a withholding cannot be paid before 12/31/23?

Plan for it:

- Common example: OPERS cannot be paid in December if there are OPERS members with wage payment dates in January 2024 that are for earnings with pay period ending dates in December 2023. Normally it would be okay to carry it over, but not when 100 or 200 program codes were used on the wages or employer share.
- The unpaid withholding must be cleared from Payroll in 2023 and added as an Accounting payment in 2024 under Accounting – Transactions – Payments.
- In the 2024 Accounting payment, all amounts that were unpaid as of 12/31/2023 must be allocated to appropriations with detail program codes, charging the 2024 Appropriations Budget.
- Review **pages 6-7** of the User Notes for details.

UAN User Notes – Libraries Only
August 2023

ELIMINATION OF LIBRARY 100 & 200 PROGRAM CODES

Library fiscal officers are facing a more difficult year end in 2023 due to the elimination of the 100 and 200 appropriation program codes. Libraries were notified in July of 2022 and all library fiscal officers across the state have had the opportunity to attend or watch recorded trainings on the subject during 2022 and 2023.

If you are using the 100 and 200 appropriation program codes in your current account code structure, do not underestimate the time it will take you to make the required changes in your accounting and payroll software.

Please review the information below, determine how far along you are in the process, and do as much advance work in preparation for the new year as possible. If you map out (on paper, Word, or Excel) the account codes, budgets, purchase orders, and employee payroll structure changes by September 30th (suggested deadline) you will move into the year end season prepared.

If you are using UAN Payroll, review the payroll and training mode sections below to understand that temporary mode will not be available to you while any employee contains a 100 or 200 appropriation account. You will need to review the tips on payroll account code changes outlined below. **Payroll editing to the new accounts is far more complex than accounting software changes.**

Entities that have access to UAN payroll but have outsourced their payroll to a 3rd party or use other payroll software outside of UAN, please call UAN Support and we will help you confirm you have no issues in payroll that will hinder your year end processes.

Pro-Tip: Take advantage of slower call volume time to ask questions about how to add new accounts and restructure payroll! UAN Support call volume slows down after July and before October 31st. In contrast, the end of December and during January we receive over 200 calls a day. **So, call UAN soon!**

LIBRARIES THAT FILED A 2024 TAX BUDGET WITH THE NEW ACCOUNTS

Group #1: The library fiscal officers that file a tax budget should have added the new appropriation accounts and used them in the budget preparation. They have completed **half** of the work associated with a new account code structure.

Those of you in this group will also need to plan the new year temporary appropriations and purchase orders (for temporary and later permanent appropriations) on the new accounts. If you are not prepared with this information, we recommend you use September 30th as your internal deadline to get the temporary appropriations and new year PO/BCs mapped out on paper.

If you are a UAN payroll user, read the payroll section below. It's time consuming to change all 100 & 200 appropriation accounts to the new account code structure!

LIBRARIES THAT DID NOT FILE A TAX BUDGET WITH THE NEW ACCOUNTS.

Group #2: Some library fiscal officers in counties that no longer require a tax budget or those required file an alternative budget later in the year, have not done any preparation for the elimination of the 100 and 200 appropriation program codes. This group may include fiscal officers that had to file their tax budget before Local Government Services released the final program code definitions (libraries associated with a school district), so they did not budget 2024 on the new account codes.

If you are in this group, you should consider September 30th your internal deadline to get your plan on paper long before December.

If you have not already done so, watch the Library Detailed Expenditure Codes video on our website at: [UANlink.ohioauditor.gov](https://uanlink.ohioauditor.gov) select Training – Accounting then scroll down to the lower area on the page to the section entitled For Libraries Only – Detailed Expenditure Codes. In that section you will find two handouts and the UAN Library Training video. It is recommended that you print the handouts before watching the video.

LIBRARIES USING UAN PAYROLL – GUIDANCE FOR CLEAN UP NOW AND EDITING EMPLOYEES TO THE NEW ACCOUNT CODES AT YEAR END.

CAUTION! There are 2 major complications:

1. Temporary mode will **not** open if **ANY EMPLOYEE** (active or inactive) contains an account code with a 100 or 200 appropriation account code in its structure.
2. **In addition, you will not be able to update active earnings and employer share withholdings until you have posted the last paychecks in 2023.** If you have employees with different pay frequencies, you will be able to edit some employees before others.

To update each employee, after their last paycheck in 2023 is posted, you will have to replace the 100 or 200 program code accounts with the new salary and employer share related appropriation

accounts. Those that haven't already added the new appropriation account codes, in 2023 you will have to add all the salary and employer share accounts before the employees can be updated.

Inactive employees returning next year and active employees with deactivated items that won't be paid again until next year, can be updated to the new accounts as soon as their last 2023 paycheck is posted. Once you complete those, you will only have active employees with active earnings and withholding employer share accounts to update after their last paycheck dated in 2023.

UAN developers searched library prior year annual financial data, and it shows there were over 13,700 active earnings that will require account code changes. The data also showed over 8,000 removeable employees that contain the 100 or 200 program codes. Most libraries need to remove many of the inactive and removeable items rather than taking the time to edit. If they will never be paid again – remove them!

You do not have to wait until year end to access this information.

Go to Payroll – Reports & Statements – Employee reports,

- From the drop-down list select Employee Information Export,
- On the Filters tab change the Status in the drop-down list to All,
- Select all employees and click Export.
- The Save report form will open and you can change the name and save location or accept the default name and save location. The default save location is your C:/_UAN_Efiles folder.
- Click the Save button.
- Open the Excel spreadsheet. There are only three tabs that are relevant to the account code changes required at year end:
 - Employee Information tab: All active and inactive employees are listed.
 - Remove all employees that left employment prior to 2023 and will not be coming back to work.
 - Earning Accounts tab. Lists all employees and their active and inactive earnings, overtime and leave are listed with the account codes. You may see several years of old earnings that were deactivated but never removed and will never be used again.
 - Remove all items that were not paid in 2023 and will not be paid again.
 - Withholding Accounts Tab: You will see on the withholdings tab there is an employee and employer share such as Medicare and OPERS. Each of these items have two columns that need to be reviewed: Employer share and Fringe Benefit. *A fringe benefit is when the library pays a portion of the employee share in addition to the employer share and so the employee has less withheld.* Most libraries don't pay any fringe benefit. The withholding set up requires the same account code on both tabs if the employer does not pay fringe. Even if a library pays a fringe benefit, the employer account can be the same on both tabs. In such

cases we do not recommend using a cost center to separate the employer share from the fringe, they can both be paid from the same account.

- Many of you may see inactive Medicare and OPERS duplicates leftover from the old software (pre-2013) such as Medicare-01, Medicare-02, Medicare-03. The current payroll software version does not require multiple Medicare or OPERS withholdings. **Remove all the inactive duplicate withholdings.**

Once you have completed all removals and edits to inactive items needed next year, produce a new Employee Information Export. Now you will see only the items you will have to update after the last paychecks are posted in 2023. This advance clean-up work will ensure that you will only have to edit required items at year end and will save you hours of time at the busiest time of year.

Please call UAN Support for guidance with editing Employees, as needed

~~UAN is preparing a video: **Library Detailed Expenditure Codes – Edit Employees and Accounts.** It will be placed on our website as soon as possible. All UAN libraries will be notified when it is available.~~ Call UAN Support (800-833-8261) for assistance to get started.

Pro-Tip: UAN software should not be used as a personnel file for former employees. When an employee terminates and will not be returning to work, adjust all leave balances to zero (put the leave adjustment report in their personnel file and deactivate them in UAN payroll. When you roll into the next fiscal year they can be removed. Many fiscal officers forget to go back and remove these employees the year after their last paycheck, and they will have to deal with those inactive employees before they can open temporary mode! Please remove them **NOW!**

Caution! Pre-2023 former employees that have a leave balance are not removeable in 2023.

1. **Leave balances must be adjusted to zero.**
2. **Then the employee must be edited to remove all the 100 or 200 appropriation accounts in the structure. Call UAN Support (800-833-8261) for assistance eliminating everything that may cause a delay at year end.**

Pro-Tip: If you were using cost centers on the salary or employer share accounts on the old appropriation account codes, we **highly recommend you do not use cost centers on the new account code structure.** Cost centers on salary accounts over-complicate your payroll setup.

A better option is to give the earnings unique names to create the separation that used to be made by cost centers. If the old cost center represented branch locations, such as Main and Buckeye, then the hourly wages associated with the branch could be named, for instance Main Hourly Wages and Buckeye Hourly Wages. They can both use the same account code if the work performed at each branch should be paid from the same account, but the local taxes can be attached properly and the Wage Earning report can be used to show the cost of wages for each branch.

Another option, if none of the branches has a different local tax, use Departments to separate earnings for the different branches. On the other hand, if the different branches have different

local taxes separate earnings are required, but the same account code can be used in multiple earnings as noted above.

More cost center warnings Never use cost centers to separate regular wage, overtime, or leaves. UAN has a Wages & Overtime report that shows details for these items. In addition, the Wage Earning report can be sorted by earnings. Cost centers on salary accounts to separate part-time from full time is also not a good idea. The misuse of cost centers on payroll related accounts will over-complicate your transition to the new appropriation accounts.

USE UAN TRAINING MODE TO PRACTICE EDITING EMPLOYEES

Have you evaluated the time it will take to restructure the payroll employees to the new accounts? **Many of our library fiscal officers are practicing now so they understand the process.**

Pro-Tip: Use **UAN Training Mode now** to practice your changes so you understand the time involved in updating the simple and complicated employee account changes. If you have performed the employee clean-up, you will take the steps below *after* the last posted paycheck in 2023.

Simple-setup employees: work on those first. A part-time employee that was paid from one old account code, that will also be paid from one new account code and has no overtime, non-cash benefits or leaves, is a good example of one. Yet, this example still requires edits to multiple areas:

- Payroll – Maintenance – Employees, select employee and click Edit, then Advanced
- Earnings tab: edit the earning, change the appropriation account.
- Withholdings tab: edit Medicare and OPERS to change the employer accounts and fringe benefits tabs to the new account(s). If you don't have fringe benefits, both tabs should have the same new account. If you have fringe benefits, the fringe tab would only be different if you pay fringe from a different account than the employer share. It is not necessary or recommended to use a cost center to separate employer share from employer share fringe.

Complex-setup employees require significant time to edit. A full-time employee with multiple earnings paid from different appropriation accounts, that also has overtime, non-cash, and leaves, will take significantly more time to update to the new account code structure. Items like non-cash do not have an account code assigned to them, but they must be attached to an earning with the new account code. This tab will have to be reviewed for attachment accuracy. More time will be necessary to make the changes on all required tabs:

- Payroll – Maintenance – Employees, select employee and click Edit, then Advanced
- Earnings tab: edit the earning, change the appropriation account.

- Overtime tab: edit all overtime, evaluate if the earning attachment is accurate, and update the appropriation account.
- Non-Cash tab: edit all non-cash items, evaluate if the earning attachment is accurate, and update if necessary.
- Leaves tab: edit all leaves, evaluate if the earning attachment is accurate for both accrual and WH settings (only 1 earning can be the WH earning) and update the appropriation account.
- Withholdings tab: edit Medicare and OPERS to change the employer accounts and fringe benefits tabs to the new employer account associated with the new earning account. If you don't have fringe benefits, both tabs should have the same setting. If you do have fringe benefits, the fringe tab would only be different if you pay fringe from a different account than the employer share. Again, it is not necessary or recommended to use a cost center to separate employer share from employer share fringe.

UAN PAYROLL USERS – OLD UNPAID WITHHOLDINGS

CAUTION! You will not be able to close 2023 with Unpaid withholdings using a 100 or 200 program code account. If your entity has old unpaid withholdings from prior to 2023, or an earlier period this year that should have been paid by now, you need to research and resolve those items.

Perform the review below. Remember that current period unpaid taxes or retirement are not a problem. The purpose is to verify that you have no prior year or prior months in 2023 with unpaid items that should have been paid before now and will cause issues if not resolved before year end.

1. Go to Payroll – Reports & Statements – Withholding Reports, the ‘Withholding Summary’ is the default report (set to show unpaid withholdings).
2. If a message opens ‘No data is available for this report’, you do not need to follow the review steps below – although this message will rarely occur! It just means you do not have any prior year or current year unpaid withholdings of any type – that is unusual.
3. If you see a list of withholdings instead, that is common. It may be only the normal current period taxes and retirement that are not due yet. Most fiscal officers will see a list of some withholdings. OPERS is based on pay period end date and all other withholdings are based on original post date. You must view this report with the correct setting for each type.
 - a. Use the default setting Original Post Date
 - b. Select all withholdings in the list **except OPERS** and click print or display.
 - i. If there are all zeros in the Prior year Column, that confirms you have no prior year unpaid withholdings that will cause issues at year end.
 - ii. If you have prior year withholdings, you **MUST** research why they would still be unpaid at this time and resolve those issues.
 - c. Now review **all 2023 months**
 - i. If your only unpaid items are not due yet, you have completed your review of regular type withholdings and have no issues in earlier months this year. Proceed to the OPERS review beginning in Step 4 below.

- ii. If you have unpaid withholdings from an earlier month or quarter that should have been paid by now, you **MUST** research and correct any unpaid items from the earlier period!
- 4. If OPERS was not in the selection list, you are finished verifying unpaid withholdings.
- 5. If OPERS is in the selection list, using the drop-down list change the Original Post date setting to **Pay Period End Date**.
 - a. Select only OPERS in the list of withholdings and click Print or Display
 - i. If there are all zeros in the Prior year Column, that confirms you have no prior year unpaid withholdings that will cause issues at year end.
 - ii. If you have prior year OPERS withholdings, you **MUST** research why they would still be unpaid at this time and resolve those issues.
 - b. Now review **all 2023 months!**
 - i. If your only unpaid OPERS are in a month that is not due yet, you have completed your review of OPERS unpaid withholdings and have no OPERS issues in earlier months this year.
 - ii. If you have unpaid OPERS withholdings from an earlier month that should have been paid reported and paid by now, you **MUST** research and correct any unpaid items from an earlier period!

If you have found old unpaid prior year or earlier period 2023 items and you need assistance with the research and resolution, call UAN Support (800-833-8261) for assistance investigating and clearing any old unpaid withholdings before year end.

All library fiscal officers should check one other report for items which might be hidden on the Withholding Summary report. The Withholding Adjustments – Unpaid report will show any tax or retirement credits, or new amounts created through the Wage Adjustment process in 2023. Since wage adjustment items are never carried forward to the new year, they can only be from 2023 wage adjustments.

Check for hidden wage adjustment-related items that might cause issues:

- 1. Go to Payroll – Reports & Statements – Withholding Reports.
 - a. From the drop-down list select Withholding Adjustments Unpaid
 - i. If nothing appears listed on the form, you have completed the review and found no issues that will delay your year end process.
 - ii. If any items are listed, they **MAY** cause issues at year end if they are not paid or cleared as required.

If you have found items on the Withholding Adjustments Unpaid report and you need assistance with the research and resolution of these items, call UAN Support (800-833-8261) for assistance investigating, paying or clearing these items as your situation requires before year end.

MESSAGE GUIDE – 2023 YEAR END (LIBRARIES ONLY)

By following the Summary and the User Notes, our hope is that you will not receive any of these error messages. Still, it is easy to miss a few items, so this provides a brief explanation of 4 potential errors when attempting to opening temporary mode and 2 when closing the year.

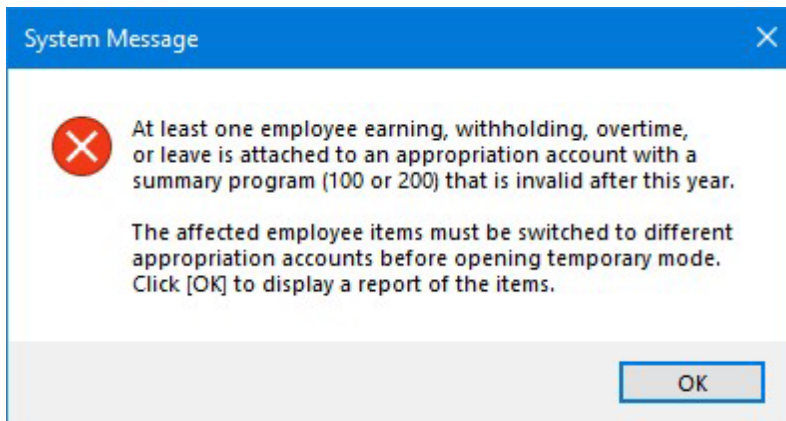
OPENING TEMPORARY MODE ERRORS

Start by reading page 4 of the Year End Procedures if you are unfamiliar with UAN Temporary Mode. Then go to: **UAN Menu: General → Maintenance → Year End → Open Temporary Mode**

When you click Open Temporary Mode, UAN will display a message: *Verifying database integrity, please wait...* Please be patient while the application takes a few minutes to verify that your financial data is internally consistent.

If UAN detects any errors related to summary codes, it will report the first issue it detects with a message. *Read the message carefully, click OK* and the process of opening temporary mode will be canceled. After you resolve the reported issue, you can attempt to open temporary mode again and it will search for other issues that could prevent opening. The following lists 4 potential messages associated with summary codes that could stop the opening process:

1. If you have at least one employee earning, withholding (*employer share or fringe benefit*), overtime, or leave attached to an appropriation account with a summary program (100 or 200), the program will display this message:



If you get this message, click OK to display a report that will list all the employees with items (active or inactive) that are currently linked to a 100 or 200 Summary Code. For example, the sample report below lists three employees with OPERS tied to a summary code. Two of the OPERS items are currently inactive. For brevity, the report does not specify whether the Employee ID itself is active or not.

MESSAGE GUIDE – 2023 YEAR END (LIBRARIES ONLY)

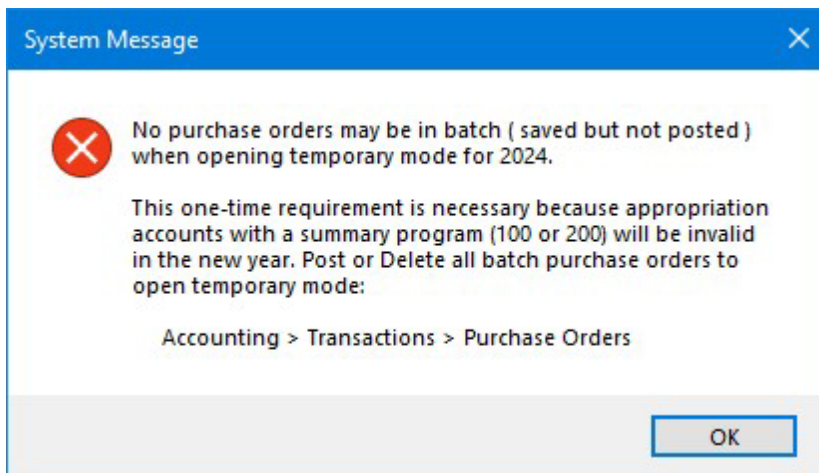
Employee Earnings / Overtimes / Leaves / Withholdings with Summary Program Codes

UAN v2024.1

Employee	Employee ID	Item Type	Item Description	Status
Books, Carrie D.	BOOKS C	Employee Withholding	OPERS-Govt	Inactive
Chapters, Skip	CHAPTERS S	Employee Withholding	OPERS-Govt	Active
Hush, Will U.	HUSH W U	Employee Withholding	OPERS-Govt	Inactive
Turner, Paige	TURNER P	Employee Withholding	Medicare	Active

Print the report and follow the steps in the Summary of August User Notes and the User Notes. As explained there, in some cases, you may have to wait until your last payroll is posted in 2023 before you can open temporary mode.

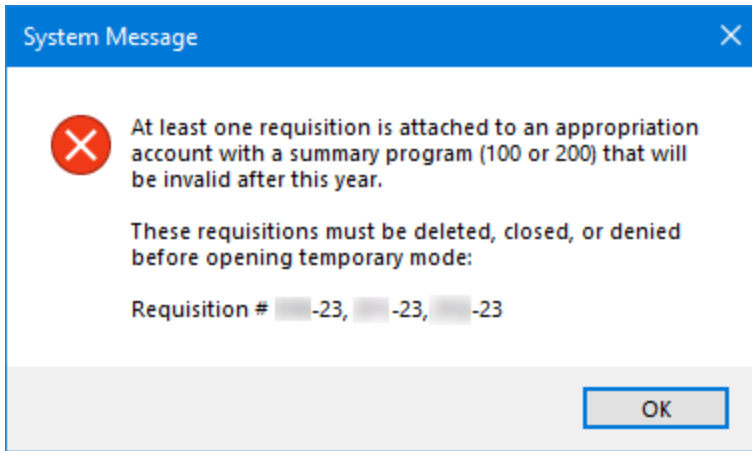
2. If the opening process does not detect an invalid item with issue #1, it will check for any purchase orders in batch (saved, but not posted) and display the message if there are any:



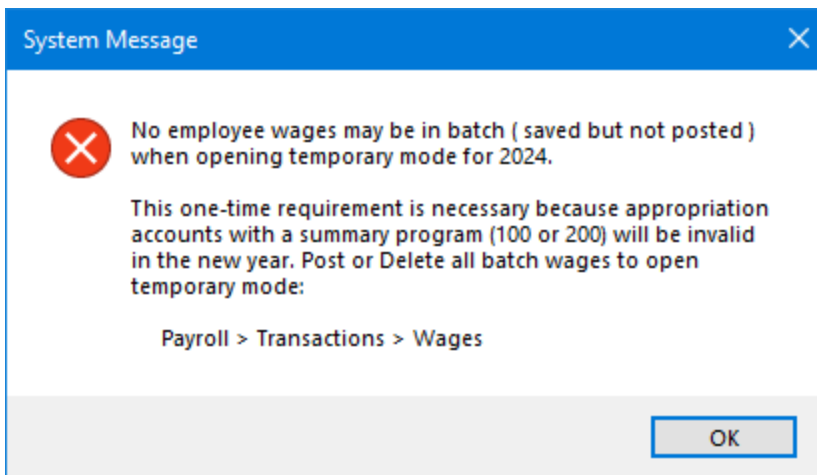
i.e., all batch purchase orders must be deleted regardless of whether they include any summary program codes.

3. If the above issues are not detected, then it will check for requisitions with a summary code. **Note:** only a small number of UAN clients use the requisition feature. If you get an error like the one below, follow the message instructions.

MESSAGE GUIDE – 2023 YEAR END (LIBRARIES ONLY)

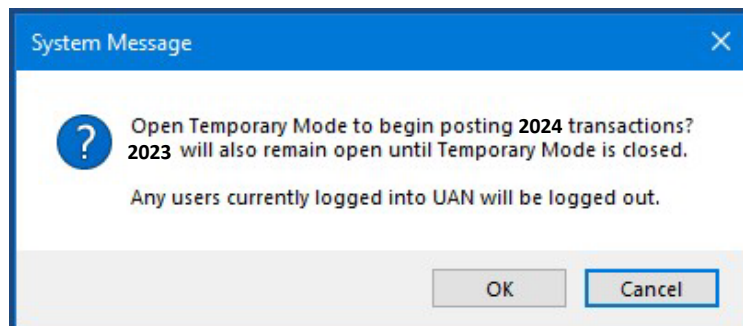


4. If the above issues are not detected, it will check for any wages in batch (saved, but not posted) and display a message like the one below:



i.e., all batch wages must be deleted regardless of whether they include any summary program codes.

After all issues are resolved, attempt to open temporary mode again. **If UAN does not detect any errors,** the following message will appear:



Continue with the directions on page 5 of the Year End Procedures to Open Temporary Mode.

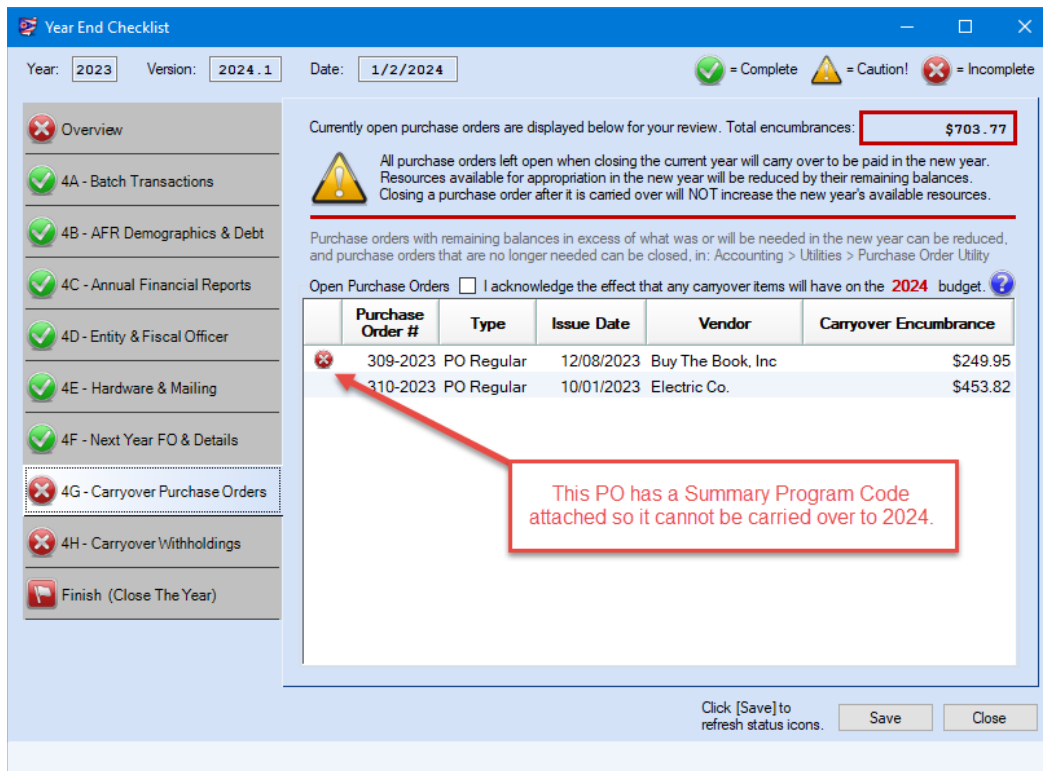
MESSAGE GUIDE – 2023 YEAR END (LIBRARIES ONLY)

CLOSING 2023 SUMMARY CODE ERRORS

Once you open temporary mode, you still may need to address some summary program code issues that could stop you from closing the year. UAN will identify these on the Year End Checklist. Review page 1 and following of the Year End Procedures for a guide to the checklist. In work year 2023, libraries include additional error checking for summary programs in Tabs 4G and 4H.

PURCHASE ORDERS

You **cannot close 2023** until all purchase orders with 100/200 programs are closed i.e., you cannot carryover 100/200 program accounts *even when you normally might carryover the PO*. Below is an example of tab '4G Carryover Purchase Orders'



Year End Checklist

Year: 2023 Version: 2024.1 Date: 1/2/2024

🟢 = Complete ⚠️ = Caution! ❌ = Incomplete

❌ Overview

🟢 4A - Batch Transactions

🟢 4B - AFR Demographics & Debt

🟢 4C - Annual Financial Reports

🟢 4D - Entity & Fiscal Officer

🟢 4E - Hardware & Mailing

🟢 4F - Next Year FO & Details

❌ 4G - Carryover Purchase Orders

❌ 4H - Carryover Withholdings

🔴 Finish (Close The Year)

Currently open purchase orders are displayed below for your review. Total encumbrances: **\$703.77**

⚠️ All purchase orders left open when closing the current year will carry over to be paid in the new year. Resources available for appropriation in the new year will be reduced by their remaining balances. Closing a purchase order after it is carried over will NOT increase the new year's available resources.

Purchase orders with remaining balances in excess of what was or will be needed in the new year can be reduced, and purchase orders that are no longer needed can be closed, in: Accounting > Utilities > Purchase Order Utility

Open Purchase Orders I acknowledge the effect that any carryover items will have on the 2024 budget. ?

Purchase Order #	Type	Issue Date	Vendor	Carryover Encumbrance
❌ 309-2023	PO Regular	12/08/2023	Buy The Book, Inc	\$249.95
310-2023	PO Regular	10/01/2023	Electric Co.	\$453.82

Click [Save] to refresh status icons. Save Close

In this example, PO 309-2023 might normally be carried over to be paid in 2024 to use when an invoice is received for payment of a December 2023 purchase. However, this year the fiscal officer will need to close the PO in work year 2023 using the Purchase Order Utility (see page 19 of the Year End Procedures for more information on closing POs). As a result, the fiscal officer will need to open a replacement PO in work year 2023 or 2024. If the necessary detailed codes were not part of 2023's appropriation budget – because of summary code use – then the replacement PO will need to be opened in 2024. Sufficient 2024 appropriations must be available to issue the PO in early January.

** Continue to the next page.

MESSAGE GUIDE – 2023 YEAR END (LIBRARIES ONLY)

UNPAID WITHHOLDINGS:

UAN will detect any unpaid withholdings that cannot carryover in tab '4H Carryover Withholdings' as seen in the example below:

The screenshot shows the 'Year End Checklist' window. At the top, it displays 'Year: 2023', 'Version: 2024.1', and 'Date: 1/2/2024'. A legend indicates that green checkmarks mean 'Complete', yellow triangles mean 'Caution!', and red X's mean 'Incomplete'. The '4H - Carryover Withholdings' tab is selected and marked with a red X. A text box at the top right states 'Total encumbrances: \$50.64'. A warning icon and text explain that unpaid withholdings will carry over to the new year, reducing resources. Below this, a table lists unpaid withholdings:

Vendor	Total Unpaid	Not Encumbered (Employer Share)	Carryover Encumbrance (Employee/Fringe)
Ohio Public Employees Retirement S...	\$121.54	\$70.90	\$50.64

An arrow points from a text box to the first row of the table. The text box contains: 'Employee withheld or employer share of withholdings were attached to summary program codes, so the unpaid withholding cannot be carried over to 2024.' At the bottom of the window, there are 'Save' and 'Close' buttons and a note: 'Click [Save] to refresh status icons.'

1. You **cannot close 2023** until you clear any unpaid withholdings *lingering from prior years* that were deducted from employees with 100/200 program codes.
2. You **cannot close 2023** until you clear any unpaid withholdings that were *deducted from employees in fiscal year 2023* with 100/200 program codes that might normally carry over to be paid in 2024 (usually OPERS or OP&FPF, if any).

You should not clear out any unpaid withholdings without first researching and resolving those items. Plan to pay your tax payments for December or the 4th Quarter soon after posting the final December 2023 wages i.e., print the tax payment check or online payment (and UAN electronic payment) while the calendar is in the month of December, but only after your final payroll. Review **pages 6-7** of the User Notes for details.

What if a withholding is due, but cannot be paid before 12/31/2023?

A common example:

- OPERS cannot be paid in December if there are OPERS members with wage payment dates in January 2024 that are for earnings with pay period ending dates in December 2023. Normally it would be okay to carry it over, but not when 100 or 200 program codes were used on the wages or employer share.
- The unpaid withholding must be cleared from Payroll in 2023 and added as an accounting payment in 2024 under Accounting – Transactions – Payments.
- In the 2024 Accounting payment, all amounts that were unpaid as of 12/31/2023 must be allocated to appropriations with detail program codes, charging the 2024 Appropriations Budget.