

OHIO AUDITOR OF STATE
KEITH FABER

UAN Newly Elected Fiscal Officer Orientation

Presented by Alex Komorowski and Bob Walter

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UAN website: <https://uanlink.ohioauditor.gov/>

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2025 Replacement Computer & Printer


Scheduled for the 1st Quarter 2025.
Expect instructions in December this year.

2024 is a good time to clean up duplicate or unnecessary files on your current PC

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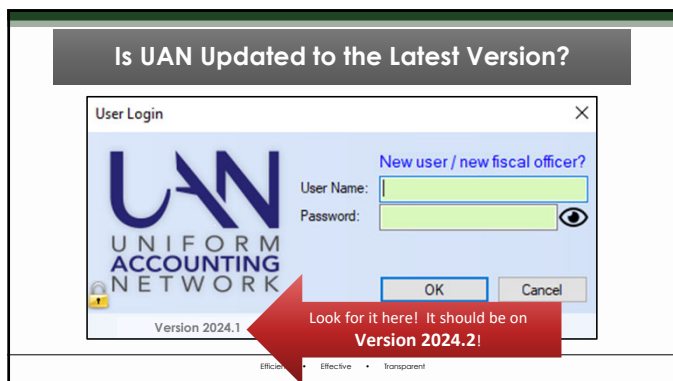
UAN Re-write Work In Progress!



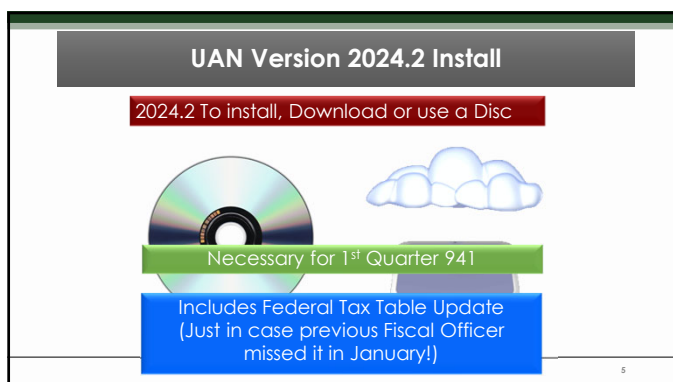
- NOT ready this year
- In a few years
- Programing, testing, and developing new training materials
- Rest assured, web-based UAN is on it way in a few years!

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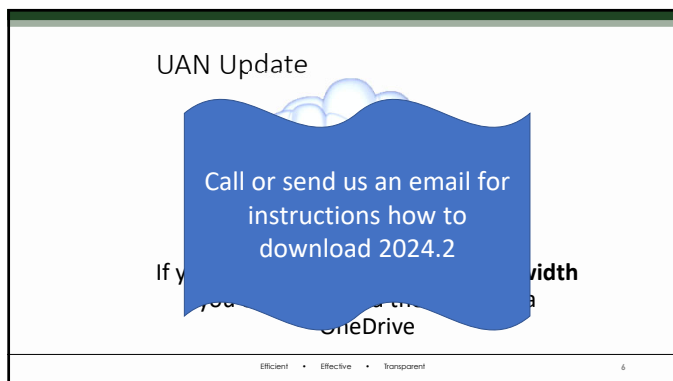
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UAN Version Update 2024.2

Follow install instructions!

Most calls are answered
IN THE INSTRUCTIONS

What is the UAN Installer
Password "FiscalOfficer"

What if the install does
not start automatically

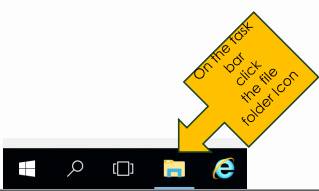


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File Explorer

What if install does not start
automatically

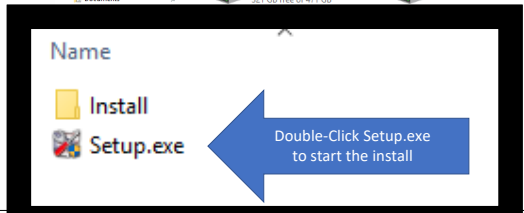


On the task
bar
click
the file
folder icon

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File Explorer – DVD disc



Quick access: Desktop, Downloads, Documents

Devices and drives (2): Windows (C:) 321 GB free of 471 GB, DVD RW Drive (D:)

Name: Install, Setup.exe

Double-Click Setup.exe to start the install

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NEW FISCAL OFFICERS
RESOURCES

Resource Overview

- Class handbook
- Training Mode
- Screencasts
- UAN manuals
- AOS Chart of Accounts
- UAN website prerequisite training
- AOS / LGS Resources

Refer to the course handbook for details.

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NEW FISCAL OFFICERS
The First Day / Week

Locate and Review Key Documents & Reports

- Minutes
- Most recent audit statements
- Bank & Fund balances
- Revenue & Appropriation Accounts
- Most recent bank reconciliation

Refer to the course handbook for details.

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Bank Accounts

All Entity Bank Accounts Should be in UAN.

Confirm UAN bank accounts correspond to the bank

- **Checking Account Detail Report**
- **Investment Detail Report**

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Fund Cash Balances

Fund: a self-contained, self-balancing accounting component used to track revenue and expenditures.

Know your funds and their cash balances

- **Fund Status** Report
- **Fund Activity** Report shows the cash flow by fund

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Fund Cash Balances - Investments

Most Investments are Pooled Cash

Fund Status separates Non-Pooled from Pooled

- When an investment is Non-pooled, one fund 'owns' the investment and the balance restricts the spending to only the fund's pooled balance.

Do any of your funds have a Non-pooled balance?

- If yes, review the **Investment Detail** report to identify all investments of this type.

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Fund Cash Balances - Investments

Pooled vs Non-Pooled:
What if you are uncertain whether it should be pooled/non-pooled?

An investment may be Non-Pooled if:

1. Only a single fund will be invested.
2. That fund is legally permitted to receive its own interest (see the chart of accounts).
 - In UAN, you must mark that fund to receive its own interest.

Further analysis is beyond the scope of this class

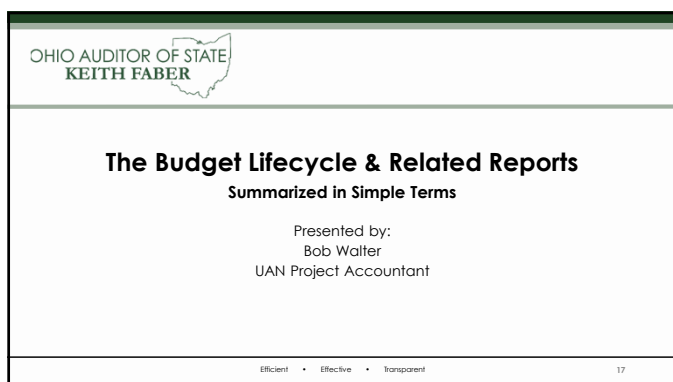
- UAN Transition 'Phase 2 UAN Prerequisite Training' includes a thorough explanation on this topic in the 'UAN Prerequisite Accounting 102 Manual, Chapter 3' and corresponding video.

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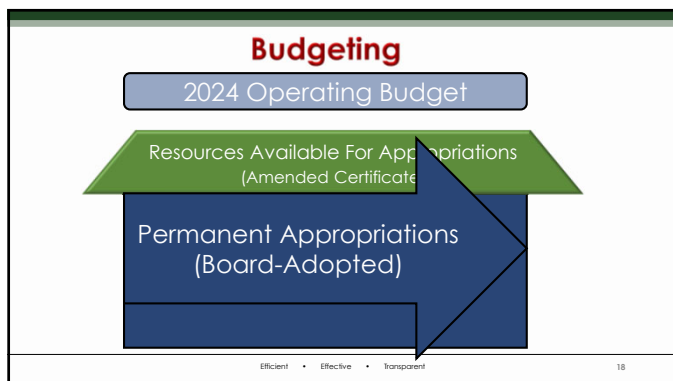
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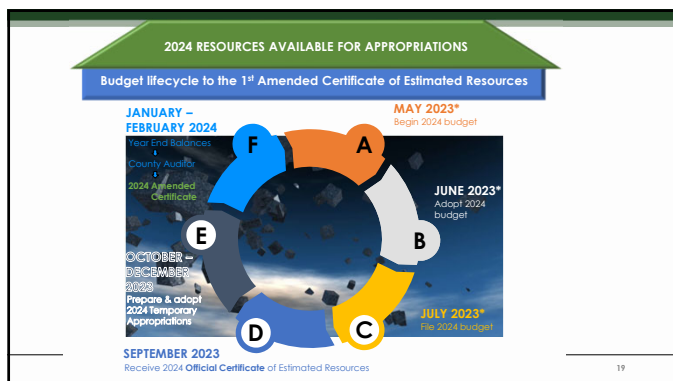
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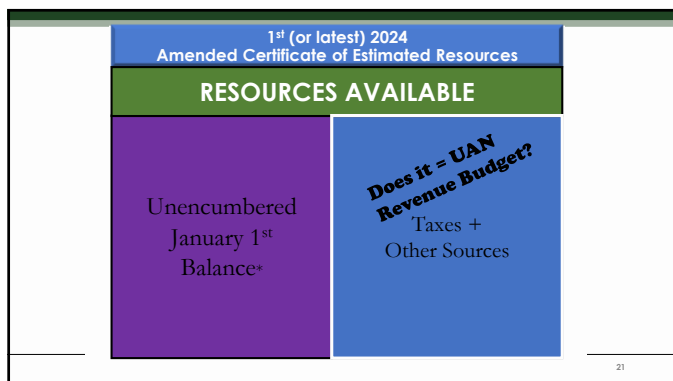
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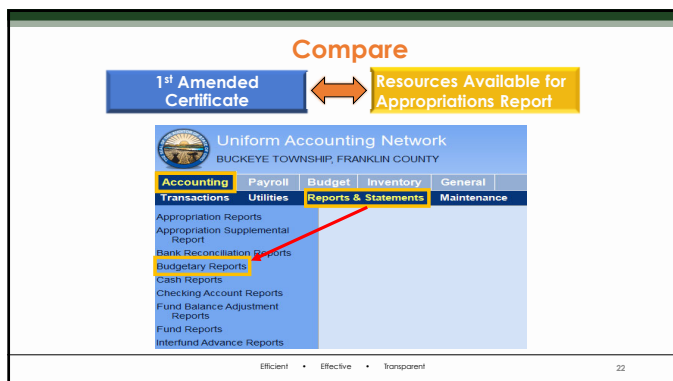
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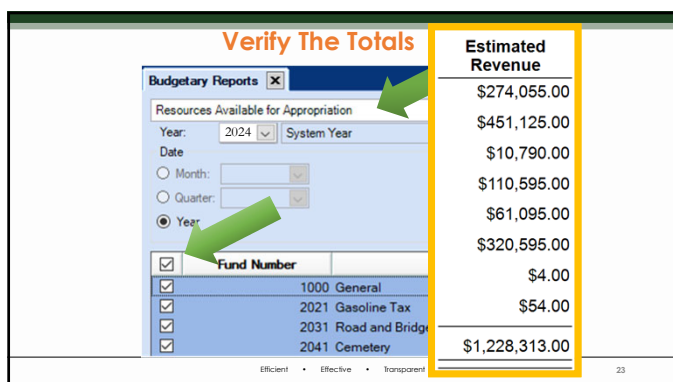
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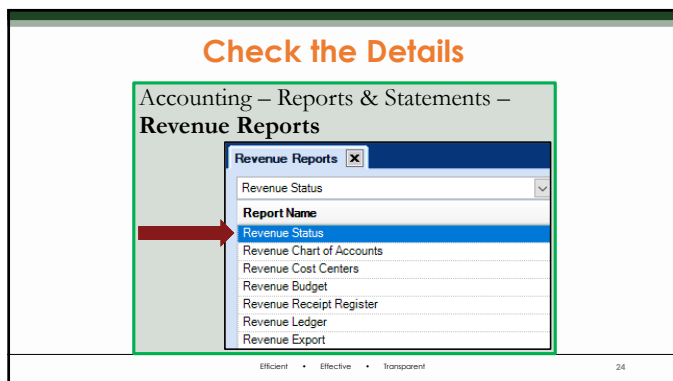
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Correct If Necessary

Accounting Payroll Budget Inventory General

Transactions Utilities Reports & Statements Maintenance

Appropriation Accounts
Appropriation Budgets
Checking Accounts
Cost Centers
Funds
Investments
Positive Pay Setup
Reserve Balance Accounts
Revenue Accounts
Revenue Budgets

Revenue Budgets

Add

| Fund | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> | 1000 General |
| <input type="checkbox"/> | 2021 Gasoline Tax |
| <input checked="" type="checkbox"/> | 2031 Road and Bridge |
| <input type="checkbox"/> | 2041 Cemetery |
| <input type="checkbox"/> | 2171 Park Levy |
| <input type="checkbox"/> | 2191 Fire & EMS Levy |
| <input type="checkbox"/> | 9751 Buckeye Monument Trust |
| <input type="checkbox"/> | 9752 Buckeye Cemetery Festival Trust |

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Budgeting

2024 Operating Budget

Resources Available For Appropriations
(Amended Certificate)

Permanent Appropriations
(Board-Adopted)

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**Compare:
Legislation to UAN Reports**

Print Comparison of Budget and Appropriated

Budgetary Reports

Comparison of Budget and Appropriated

Report Name: Comparison of Budget and Appropriated

Resources Available for Appropriation: Comparison of Budget and Appropriated

Quarter: Year

Paper: Letter UAN Legal (8.5 x 14) Landscape (Wide) UAN

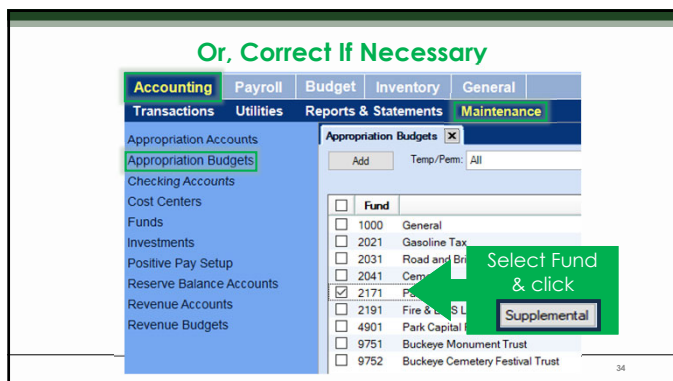
Orientation: Portrait (Tall) UAN Landscape (Wide) UAN

| Fund Number | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> | 1000 General |
| <input type="checkbox"/> | 2021 Gasoline Tax |
| <input checked="" type="checkbox"/> | 2031 Road and Bridge |
| <input type="checkbox"/> | 2041 Cemetery |
| <input type="checkbox"/> | 2171 Park Levy |
| <input type="checkbox"/> | 2191 Fire & EMS Levy |
| <input type="checkbox"/> | 9751 Buckeye Monument Trust |
| <input type="checkbox"/> | 9752 Buckeye Cemetery Festival Trust |

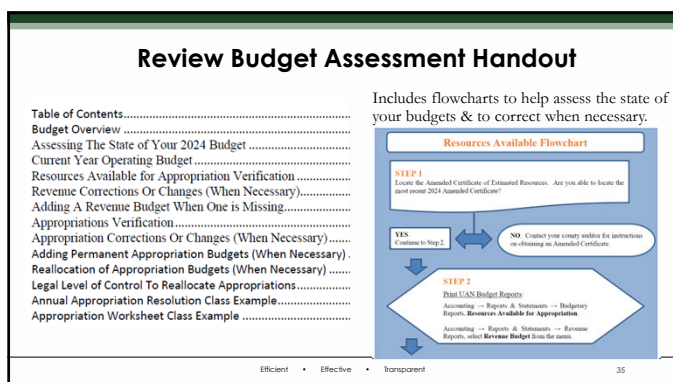
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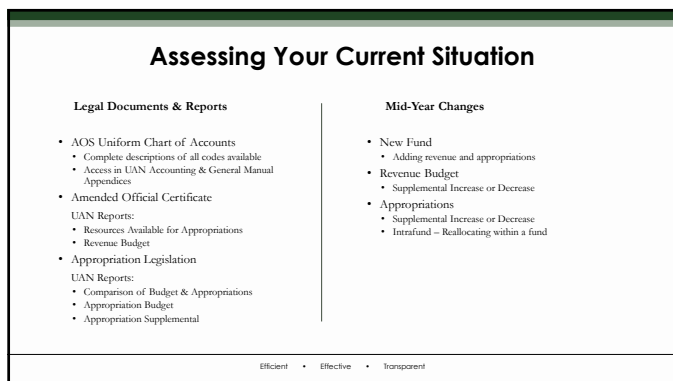
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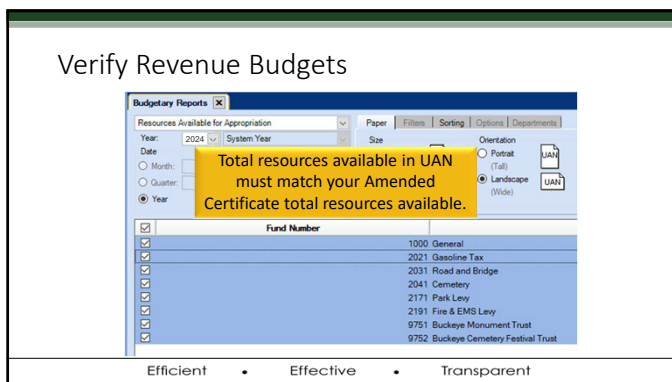
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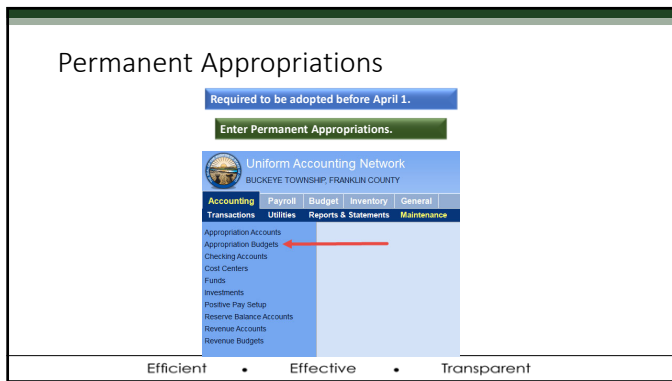
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Permanent Appropriations

Appropriation Budgets

Temp/Perm: All

Temporary Appropriation

Permanent Appropriation ← FUND NAME

- 1000 General
- 2021 Gasoline Tax
- 2031 Road and Bridge
- 2041 Cemetery
- 2171 Park Levy
- 2191 Fire & EMS Levy
- 9751 Buckeye Monument Trust
- 9752 Buckeye Cemetery Festival Trust

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Verify Appropriation Budgets

Print Comparison of Budget and Appropriated.

Uniform Accounting Network

Budgetary Reports

Comparison of Budget and Appropriated

Report Name

Resources Available for Appropriation

Comparison of Budget and Appropriated

- Cash Reports
- Checking Account Reports
- Fund Balance Adjustment Reports
- Fund Reports
- Interfund Advance Reports
- Interfund Transfer Reports
- Investment Reports
- Management Reports

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Verify Appropriation Budgets

Must match board adopted appropriations by fund.

| Total Estimated Resources | Final Appropriation | Variance |
|---------------------------|---------------------|--------------|
| \$1,357,747.73 | \$1,211,905.38 | \$145,842.35 |
| \$798,342.69 | \$798,342.69 | \$0.00 |
| \$20,400.81 | \$20,400.81 | \$0.00 |
| \$311,108.26 | \$310,866.75 | \$241.51 |
| \$256,832.86 | \$256,741.50 | \$91.36 |
| \$476,831.20 | \$476,831.20 | \$0.00 |
| \$0.00 | \$0.00 | \$0.00 |
| \$65,000.00 | \$65,000.00 | \$0.00 |
| \$138.06 | \$100.00 | \$38.06 |
| \$1,009.83 | \$1,000.00 | \$9.83 |
| \$3,287,411.44 | \$3,141,188.33 | \$146,223.11 |

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Revenue Budgets

| Revenue Account | Account Name | Current Year Final Budget | Budget Balance | Budget Recast (if a Trust) | Revised CY Final Budget | Revised Budget Balance |
|-----------------|--------------|---------------------------|----------------|----------------------------|-------------------------|------------------------|
| 2023-1010000 | Overseas Fee | \$0.00 | \$0.00 | \$200,000.00 | \$200,000.00 | \$200,000.00 |
| 2023-1010000 | Interest | \$0.00 | \$0.00 | \$900.00 | \$900.00 | \$900.00 |

Current year final revenue budget: \$0.00
 Revised current year final revenue budget: \$200,900.00
 Revenue available for appropriation: \$200,900.00
 Current year final appropriation: \$0.00
 Effective date: 4/1/2023

Date of Official or Amended Official Certificate

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Temporary Appropriations

Your board should have adopted Permanent appropriations by March 31

Permanent Appropriations replace Temporary appropriations

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Appropriations Budgets

Uniform Accounting Network
 BUCKEYE TOWNSHIP FRANKLIN COUNTY

Accounting Payroll Budget Inventory General
 Transactions Utilities Reports & Statements Maintenance

- Appropriation Accounts
- Appropriation Budgets**
- Checking Accounts
- Cost Centers
- Funds
- Investments
- Positive Pay Setup
- Reserve Balance Accounts
- Revenue Accounts
- Revenue Budgets

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Permanent Appropriations

Click Add, select Permanent Appropriations

Appropriation Budgets [X]

Add Temp./Perm: All

Temporary Appropriation

Permanent Appropriation

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Permanent Appropriations

Add Permanent Appropriations into UAN

Appropriation Budgets [X]

Add Temp./Perm: All

Temporary Appropriation

Permanent Appropriation

- 1000 General
- 2021 Gasoline Tax
- 2031 Road and Bridge
- 2041 Cemetery
- 2171 Park Levy
- 2191 Fire & EMS Levy
- 9751 Buckeye Monument Trust
- 9752 Buckeye Cemetery Festival Trust

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Permanent Appropriations

Read System message and click OK

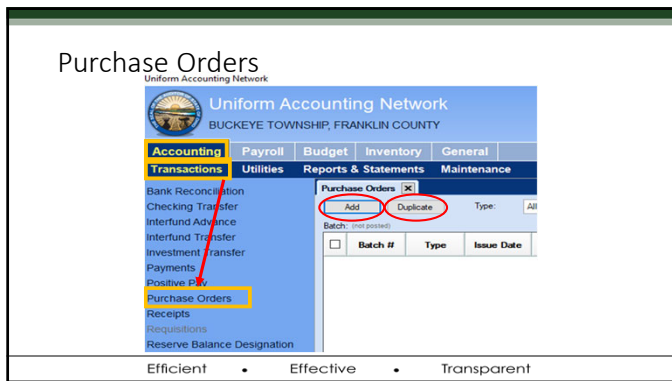
System Message [X]

i Note: Temporary appropriations can be saved only ONCE PER FUND. Future adjustments must be made by reallocations (zero net changes) or supplementals (increases or decreases).
Per ORC 5705.38(A), temporary appropriations apply ONLY to the 1st quarter of the fiscal year. Permanent appropriations for the full year must be adopted by the end of that quarter.
Refer to the Resources Available for Appropriation report in:
Accounting > Reports & Statements > Budgetary Reports

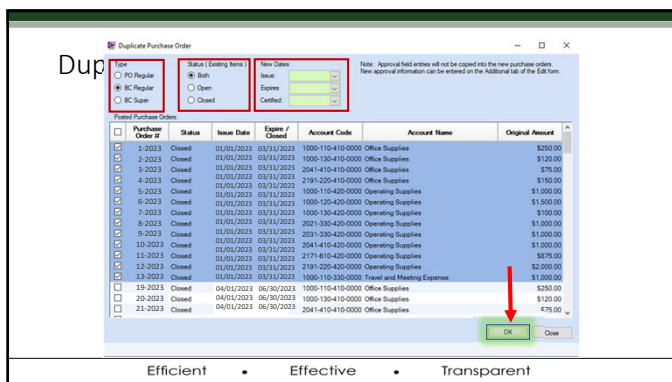
OK

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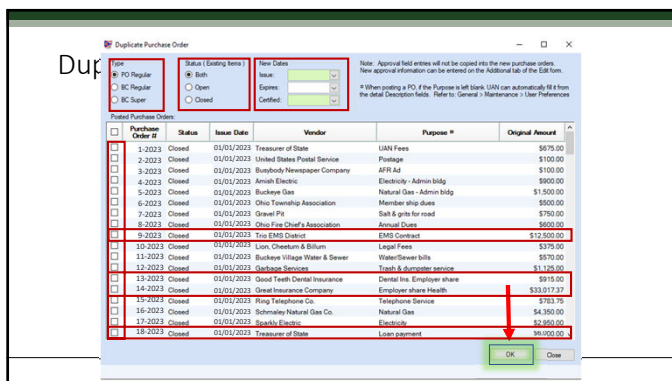
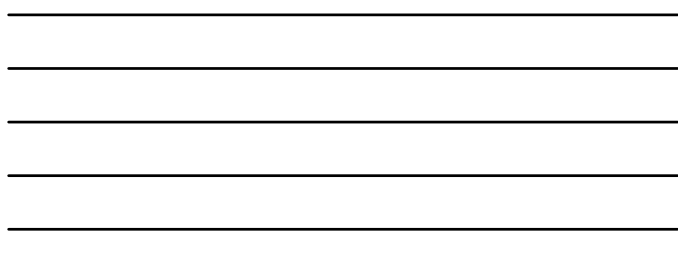
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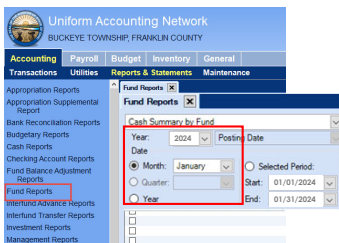


Edit and Post

- Duplicate is a starting point
- Once items are in the batch they can be edited to more precise new year requirements
- Post/print after careful review

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Print Cash Summary by Fund



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Receipt Types

Standard

- Most common, used for revenue receipts

Memo

- Used for receipts that have fees associated
- Allows you to enter the gross amount of the receipt, apply any fees, and track the net deposit

Interest

- Used at month end to enter interest on checking and investment accounts

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Payments

Warrants

- A.K.A.: Checks
- Only to print warrants from the **primary** checking account

Electronic

- Used to print vouchers for payments not involving a primary checking account warrant.

Examples:

- Online payments
- Phone-in payments
- Bank service fee automatic withdrawals
- Post records in UAN of warrants written from secondary checking checkbooks (in addition to a checking transfer).

Manual

- Used to enter information *after the fact* from handwritten warrants.
- Only use in unusual situations

Rare Examples

- An extended electrical outage in your region
- As part of a detailed conversion from another accounting system when joining UAN

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Positive Pay

- A fraud detection tool offered by many banks
- You can use UAN to create Positive Pay files for bank systems
- Requires bank setup & UAN setup
- Banks usually charge for the service.
- No additional UAN fee.

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Finalize the Month

- Reports to review before posting a bank reconciliation**

Investment Activity

View the **Investment Detail** list – You may not need to print

Compare: Current Value column to the current bank statement balance of the investment

If amounts do not match, continue.

Print the **Investment Activity** report if needed to verify:

- No interest receipt omissions
- Accuracy of interest receipts, including receipt date.

Revenue Ledger

Identify any revenue posting to the wrong account code

Verify that the budget balance is on track for the time of year

Appropriation Ledger

Identify any expenses posting to the wrong appropriation code

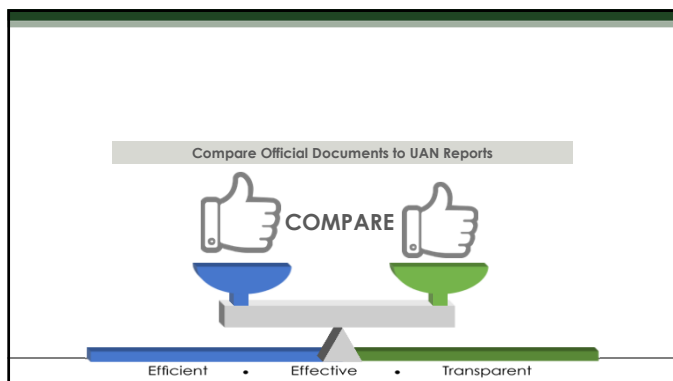
Identify any payments posting to the wrong purchase order

- Correct using Payment Utility, Reallocate button

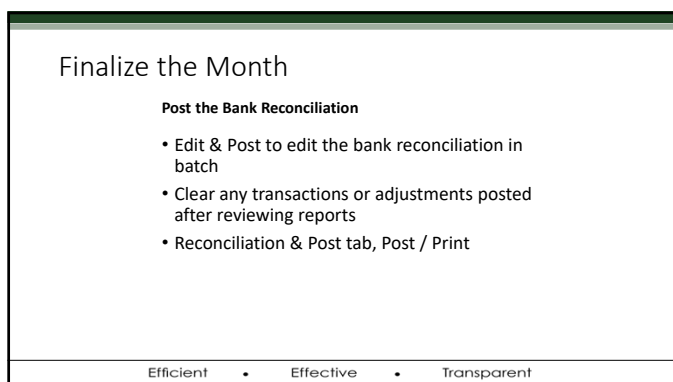
Verify that the unencumbered balance is on track for the time of year if no, consider your budget options

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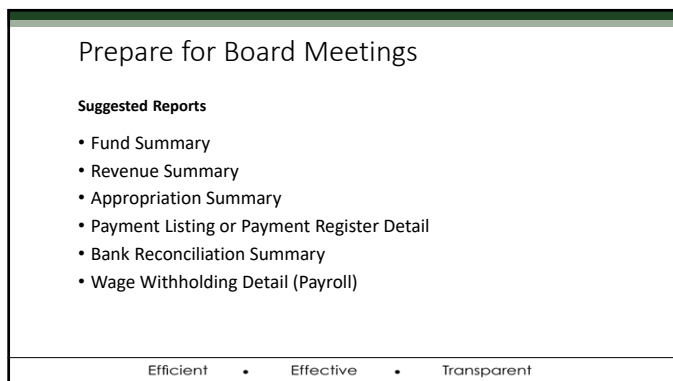
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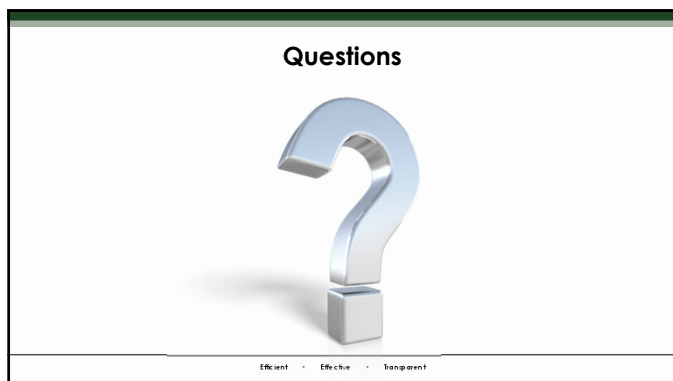
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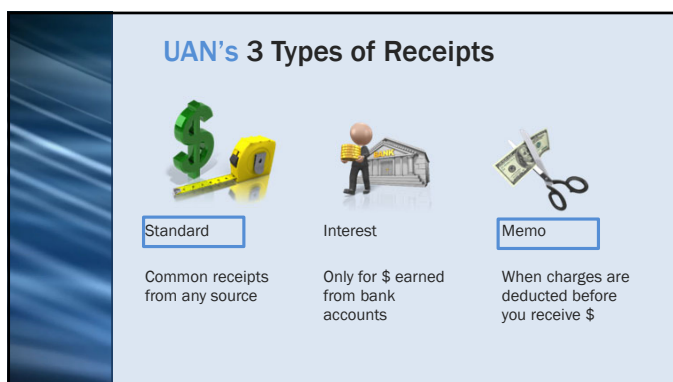
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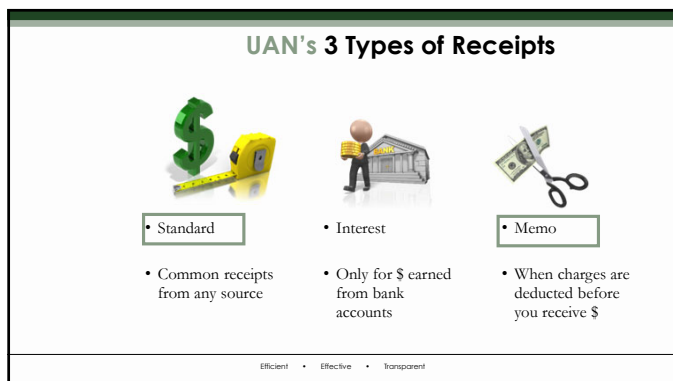
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Standard Receipt Examples
From Accounting Refresher
(2022 Recording)

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Memo Receipt Example
From Accounting Refresher
(2022 Recording)

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Interest Receipt Example
From Accounting Refresher
(2022 Recording)

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Purchase Order Example
From Accounting Refresher
(2022 Recording)

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Warrant Payment Example
From Accounting Refresher
(2022 Recording)

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Payroll Structure
Payroll – Maintenance

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Earning & Leave Structure

Payroll – Maintenance – Earnings & Leave

| | | | | |
|--------------|-----------|----------------------|-------------|---------|
| Accounting | Payroll | Budget | Inventory | General |
| Transactions | Utilities | Reports & Statements | Maintenance | |

- Additional Information
- Earnings and Leave
- EFT Prenotes
- EFT Setup
- Email Editor
- Employees
- Frequencies
- Skip Calendars Editor
- Withholdings
- Withholdings Editor

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Earning & Leave Structure

UAN Default

| | Name | Type |
|--------------------------|----------------------------|---------------------------------------|
| <input type="checkbox"/> | Salary | 1000 - Salary |
| <input type="checkbox"/> | Hourly Wages | 2000 - Hourly Wages |
| <input type="checkbox"/> | Overtime Wages | 3000 - Overtime Wages |
| <input type="checkbox"/> | Per Item Wages | 4000 - Per Item Wages |
| <input type="checkbox"/> | Comp Time | 5000 - Leave and Comp Time |
| <input type="checkbox"/> | Holiday Leave | 5001 - Leave and Comp Time |
| <input type="checkbox"/> | Personal Leave | 5002 - Leave and Comp Time |
| <input type="checkbox"/> | Sick Leave | 5003 - Leave and Comp Time |
| <input type="checkbox"/> | Vacation Leave | 5004 - Leave and Comp Time |
| <input type="checkbox"/> | Other Leave | 5005 - Leave and Comp Time |
| <input type="checkbox"/> | Tax Item | 7000 - Other Taxable Items |
| <input type="checkbox"/> | Non-Tax Item | 8000 - Non-Taxable Items |
| <input type="checkbox"/> | Non-Retirement | 9000 - Non-Retirement Items |
| <input type="checkbox"/> | Healthcare Reimbursement | 9300 - Non-Retirement Healthcare R... |
| <input type="checkbox"/> | Non-Taxable Non-Retirement | 9400 - Non-Taxable Non-Retirement |
| <input type="checkbox"/> | Non-Cash Benefit | 9800 - Non-Cash Benefit |

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Earning & Leave Structure

Example Township Customized

| | Name | Type |
|--------------------------|----------------------------|----------------------------------|
| <input type="checkbox"/> | Salary | 1000 - Salary |
| <input type="checkbox"/> | Hourly Wages | 2000 - Hourly Wages |
| <input type="checkbox"/> | Overtime Wages | 3000 - Overtime Wages |
| <input type="checkbox"/> | Zoning Board Meetings | 4000 - Per Item Wages |
| <input type="checkbox"/> | Comp Time | 5000 - Leave and Comp Time |
| <input type="checkbox"/> | Holiday Leave | 5001 - Leave and Comp Time |
| <input type="checkbox"/> | Personal Leave | 5002 - Leave and Comp Time |
| <input type="checkbox"/> | Sick Leave | 5003 - Leave and Comp Time |
| <input type="checkbox"/> | Vacation Leave | 5004 - Leave and Comp Time |
| <input type="checkbox"/> | Bereavement Leave | 5005 - Leave and Comp Time |
| <input type="checkbox"/> | Tax Item | 7000 - Other Taxable Items |
| <input type="checkbox"/> | Non-Tax Item | 8000 - Non-Taxable Items |
| <input type="checkbox"/> | Vacation Payout Non-Pens | 9000 - Non-Retirement Items |
| <input type="checkbox"/> | Sick Leave Payout-Non-Pens | 9001 - Non-Retirement Items |
| <input type="checkbox"/> | Healthcare Reimbursement | 9300 - Non-Retirement Healthc... |
| <input type="checkbox"/> | Non-Taxable Non-Retirement | 9400 - Non-Taxable Non-Retre... |
| <input type="checkbox"/> | Non-Cash Benefit | 9800 - Non-Cash Benefit |

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Earning & Leave Structure

| UAN Default | | Example Township Customized | |
|--------------------------|----------------------------|-----------------------------|----------------------------------|
| <input type="checkbox"/> | Name | <input type="checkbox"/> | Type |
| <input type="checkbox"/> | Salary | <input type="checkbox"/> | 1000 - Salary |
| <input type="checkbox"/> | Hourly Wages | <input type="checkbox"/> | 2000 - Hourly Wages |
| <input type="checkbox"/> | Overtime Wages | <input type="checkbox"/> | 3000 - Overtime Wages |
| <input type="checkbox"/> | Per Item Wages | <input type="checkbox"/> | 4000 - Per Item Wages |
| <input type="checkbox"/> | Comp Time | <input type="checkbox"/> | 5000 - Leave and Comp Time |
| <input type="checkbox"/> | Holiday Leave | <input type="checkbox"/> | 5001 - Leave and Comp Time |
| <input type="checkbox"/> | Personal Leave | <input type="checkbox"/> | 5002 - Leave and Comp Time |
| <input type="checkbox"/> | Sick Leave | <input type="checkbox"/> | 5003 - Leave and Comp Time |
| <input type="checkbox"/> | Vacation Leave | <input type="checkbox"/> | 5004 - Leave and Comp Time |
| <input type="checkbox"/> | Other Leave | <input type="checkbox"/> | 5005 - Leave and Comp Time |
| <input type="checkbox"/> | Tax Item | <input type="checkbox"/> | 7000 - Other Taxable Items |
| <input type="checkbox"/> | Non-Tax Item | <input type="checkbox"/> | 8000 - Non-Taxable Items |
| <input type="checkbox"/> | Non-Retirement | <input type="checkbox"/> | 9000 - Non-Retirement Items |
| <input type="checkbox"/> | Healthcare Reimbursement | <input type="checkbox"/> | 9001 - Non-Retirement Items |
| <input type="checkbox"/> | Non-Taxable Non-Retirement | <input type="checkbox"/> | 9002 - Non-Retirement Healthc... |
| <input type="checkbox"/> | Non-Cash Benefit | <input type="checkbox"/> | 9400 - Non-Taxable Non-Retire... |
| <input type="checkbox"/> | | <input type="checkbox"/> | 9800 - Non-Cash Benefit |

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Withholding Structure

Payroll – Maintenance – Withholdings

| Accounting | Payroll | Budget | Inventory | General |
|------------------------|-----------|----------------------|-------------|---------|
| Transactions | Utilities | Reports & Statements | Maintenance | |
| Additional Information | | | | |
| Earnings and Leave | | | | |
| EFT Prenotes | | | | |
| EFT Setup | | | | |
| Email Editor | | | | |
| Employees | | | | |
| Frequencies | | | | |
| Skip Calendars Editor | | | | |
| Withholdings | | | | |
| Withholdings Editor | | | | |

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Withholding Structure

| UAN Default | | | |
|--------------------------|---------------------------|--|--|
| <input type="checkbox"/> | Name | Process Group | Payee |
| <input type="checkbox"/> | Ohio Income Tax | E00 - Ohio Income Tax | State Tax Payee |
| <input type="checkbox"/> | Federal Income Tax | D00 - Federal Income Tax | Federal Tax Payee |
| <input type="checkbox"/> | Medicare | P02 - Medicare | Federal Tax Payee |
| <input type="checkbox"/> | Social Security | P03 - Social Security | Federal Tax Payee |
| <input type="checkbox"/> | OPERS-Gen | P00 - OPERS | Ohio Public Employees Retirement System |
| <input type="checkbox"/> | OPERS-Law | P00 - OPERS | Ohio Public Employees Retirement System |
| <input type="checkbox"/> | OR&FF-Fire | P01 - OR&FF | Ohio Police & Fire Pension Fund |
| <input type="checkbox"/> | OR&FF-Police | P01 - OR&FF | Ohio Police & Fire Pension Fund |
| <input type="checkbox"/> | Supp. State Withholding | H20 - Ohio Supplemental Withholding | State Tax Payee |
| <input type="checkbox"/> | Supp. Federal Withholding | H10 - Federal Supplemental Withholding | Federal Tax Payee |
| <input type="checkbox"/> | ODJFS | S00 - ODJFS | Ohio Department of Job & Family Services |

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Withholding Structure

Example Township Customized

| | Name | Process Group | Payee |
|--------------------------|--------------------------------|--|--|
| <input type="checkbox"/> | Ohio Income Tax | E00 - Ohio Income Tax | Ohio Department of Taxation |
| <input type="checkbox"/> | Federal Income Tax | D00 - Federal Income Tax | US Treasury |
| <input type="checkbox"/> | Medicare | P02 - Medicare | US Treasury |
| <input type="checkbox"/> | Social Security | P03 - Social Security | US Treasury |
| <input type="checkbox"/> | OPERS-Govt | P00 - OPERS | Ohio Public Employees Retirement Syst... |
| <input type="checkbox"/> | OPERS-Law | P00 - OPERS | Ohio Public Employees Retirement Syst... |
| <input type="checkbox"/> | OP&PFF-Fire | P01 - OP&PFF | Ohio Police & Fire Pension Fund |
| <input type="checkbox"/> | OP&PFF-Police | P01 - OP&PFF | Ohio Police & Fire Pension Fund |
| <input type="checkbox"/> | Supp State Withholding | H20 - Ohio Supplemental Withholding | Ohio Department of Taxation |
| <input type="checkbox"/> | Supp Federal Withholding | H10 - Federal Supplemental Withholding | US Treasury |
| <input type="checkbox"/> | ODJFS | S00 - ODJFS | Ohio Department of Job & Family Services |
| <input type="checkbox"/> | Buckeye Village Income Tax | F00 - Local Tax | Buckeye Village Income Tax Department |
| <input type="checkbox"/> | Little Village Income Tax | F00 - Local Tax | Regional Income Tax Agency |
| <input type="checkbox"/> | East School Income Tax | G00 - School Tax | Ohio School District Income Tax |
| <input type="checkbox"/> | West School Income Tax | G00 - School Tax | Ohio School District Income Tax |
| <input type="checkbox"/> | Cancer & Disability | A00 - Cafeteria Plan | Great Insurance Company |
| <input type="checkbox"/> | Deferred Compensation Non-Roth | B00 - Deferred Compensation (Non-Roth) | Ohio Public Employees Deferred Comp |
| <input type="checkbox"/> | Dental Insurance | K00 - Miscellaneous Withholding | Good Teeth Dental Insurance |
| <input type="checkbox"/> | Employee Withholdings | K00 - Miscellaneous Withholding | Petty Court Collections |
| <input type="checkbox"/> | Health Insurance | K00 - Miscellaneous Withholding | Great Insurance Company |
| <input type="checkbox"/> | Life Insurance | K00 - Miscellaneous Withholding | Humana |


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Withholding Structure

UAN Default
Example Township Customized

| | Name | Process Group | Payee |
|--------------------------|--------------------------------|--|--|
| <input type="checkbox"/> | Ohio Income Tax | E00 - Ohio Income Tax | Ohio Department of Taxation |
| <input type="checkbox"/> | Federal Income Tax | D00 - Federal Income Tax | US Treasury |
| <input type="checkbox"/> | Medicare | P02 - Medicare | US Treasury |
| <input type="checkbox"/> | Social Security | P03 - Social Security | US Treasury |
| <input type="checkbox"/> | OPERS-Govt | P00 - OPERS | Ohio Public Employees Retirement Syst... |
| <input type="checkbox"/> | OPERS-Law | P00 - OPERS | Ohio Public Employees Retirement Syst... |
| <input type="checkbox"/> | OP&PFF-Fire | P01 - OP&PFF | Ohio Police & Fire Pension Fund |
| <input type="checkbox"/> | OP&PFF-Police | P01 - OP&PFF | Ohio Police & Fire Pension Fund |
| <input type="checkbox"/> | Supp State Withholding | H20 - Ohio Supplemental Withholding | Ohio Department of Taxation |
| <input type="checkbox"/> | Supp Federal Withholding | H10 - Federal Supplemental Withholding | US Treasury |
| <input type="checkbox"/> | ODJFS | S00 - ODJFS | Ohio Department of Job & Family Services |
| <input type="checkbox"/> | Buckeye Village Income Tax | F00 - Local Tax | Buckeye Village Income Tax Department |
| <input type="checkbox"/> | Little Village Income Tax | F00 - Local Tax | Regional Income Tax Agency |
| <input type="checkbox"/> | East School Income Tax | G00 - School Tax | Ohio School District Income Tax |
| <input type="checkbox"/> | West School Income Tax | G00 - School Tax | Ohio School District Income Tax |
| <input type="checkbox"/> | Cancer & Disability | A00 - Cafeteria Plan | Great Insurance Company |
| <input type="checkbox"/> | Deferred Compensation Non-Roth | B00 - Deferred Compensation (Non-Roth) | Ohio Public Employees Deferred Comp |
| <input type="checkbox"/> | Dental Insurance | K00 - Miscellaneous Withholding | Good Teeth Dental Insurance |
| <input type="checkbox"/> | Employee Withholdings | K00 - Miscellaneous Withholding | Petty Court Collections |
| <input type="checkbox"/> | Health Insurance | K00 - Miscellaneous Withholding | Great Insurance Company |

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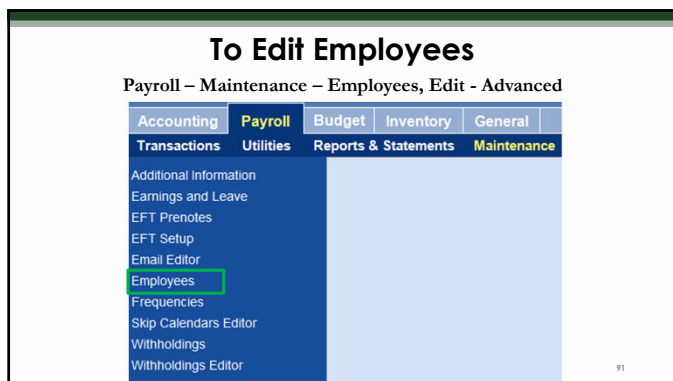
UAN Introduction Training

Editing Employees

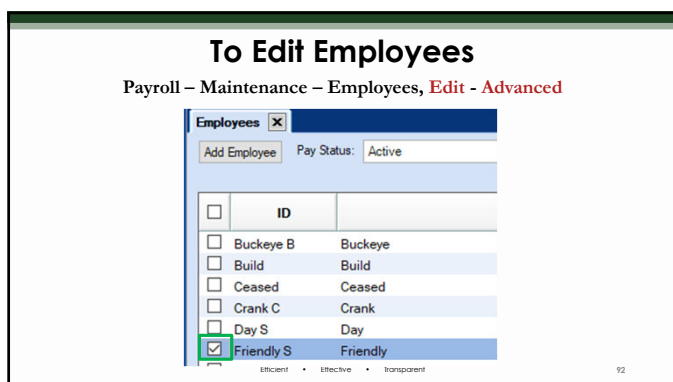
Trina Martin
(2016 Recording)

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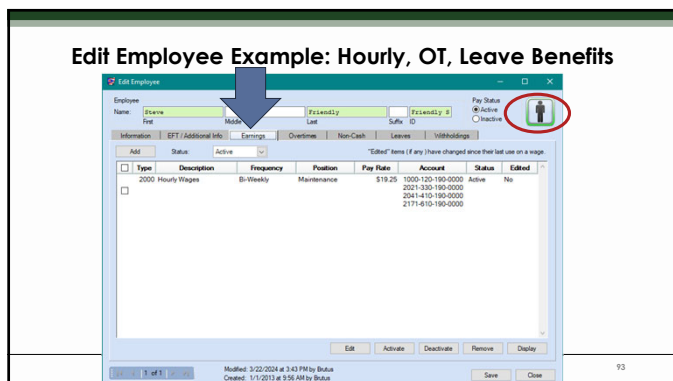
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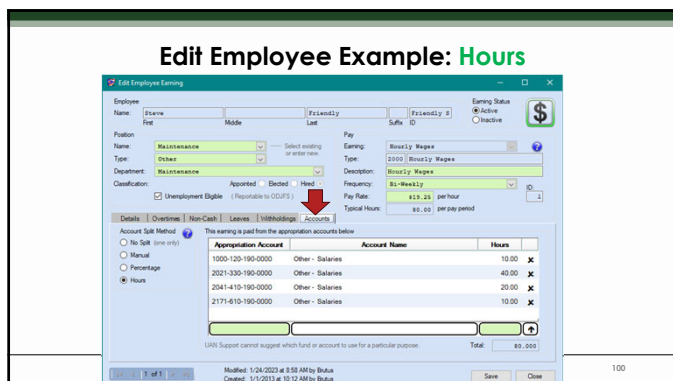
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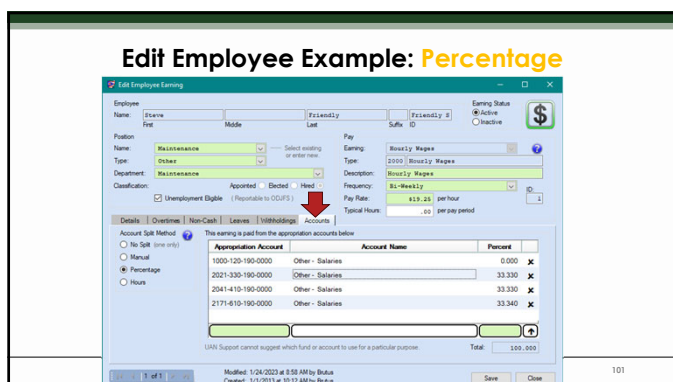
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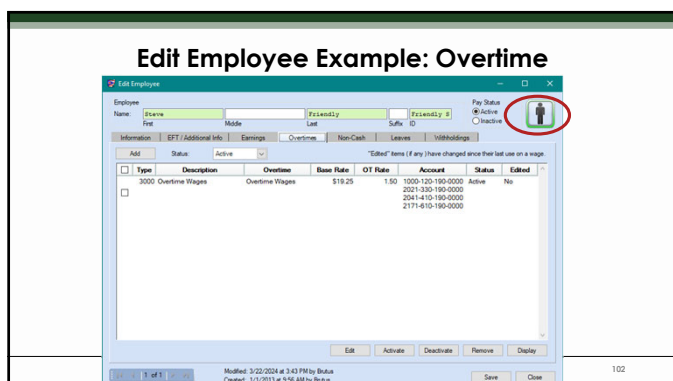
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100

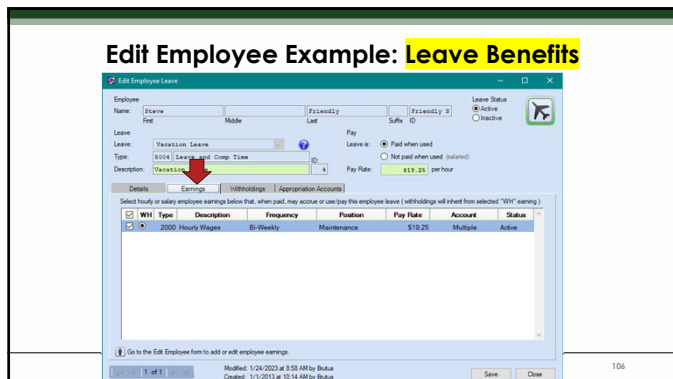


101



102

Edit Employee Example: Leave Benefits



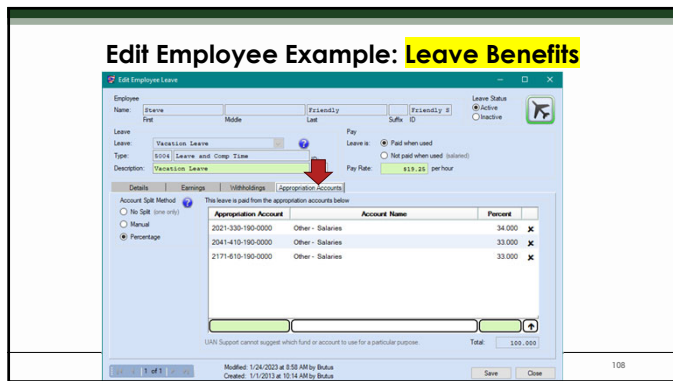
106

Edit Employee Example: Leave Benefits



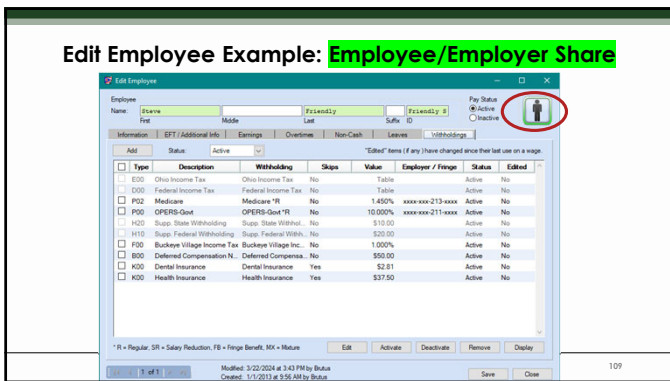
107

Edit Employee Example: Leave Benefits



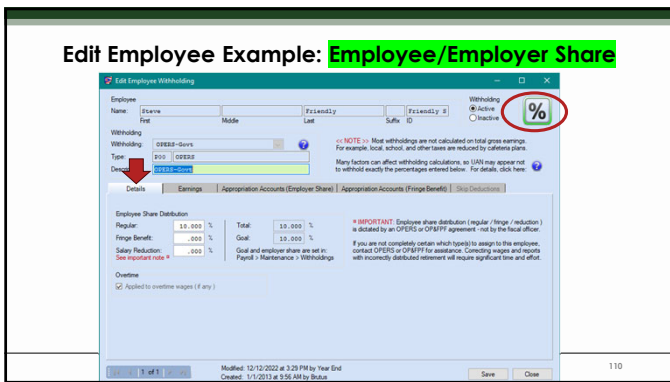
108

Edit Employee Example: Employee/Employer Share



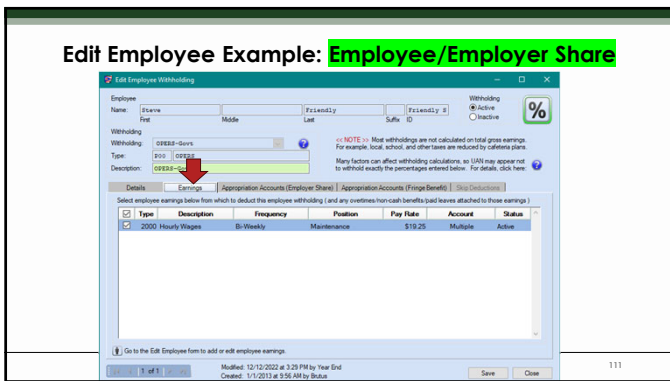
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Edit Employee Example: Employee/Employer Share



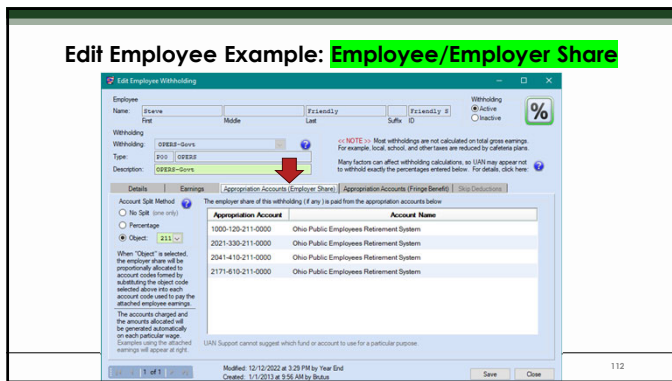
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Edit Employee Example: Employee/Employer Share



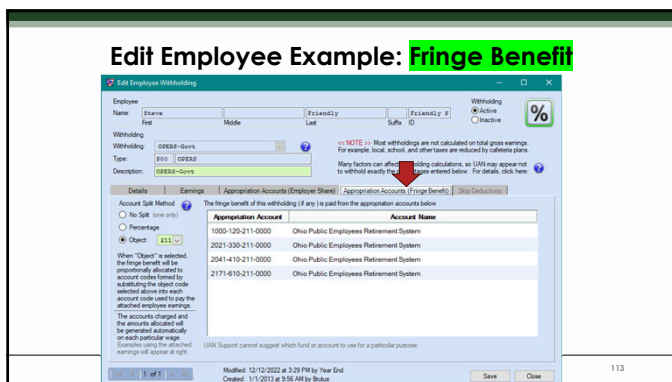
111

Edit Employee Example: Employee/Employer Share



112

Edit Employee Example: Fringe Benefit



113

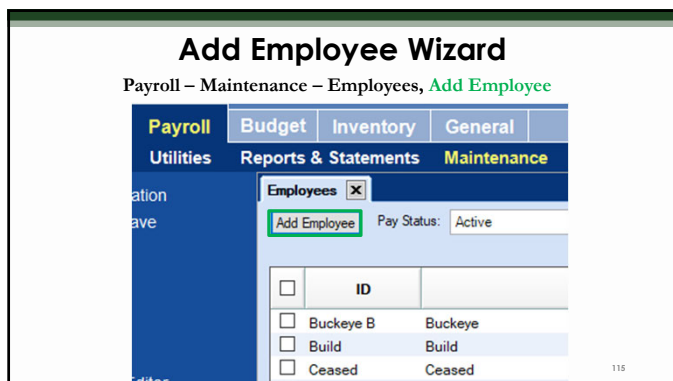
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UAN Introduction Training

Add Employee Wizard
Trina Martin
(2016 Recording)

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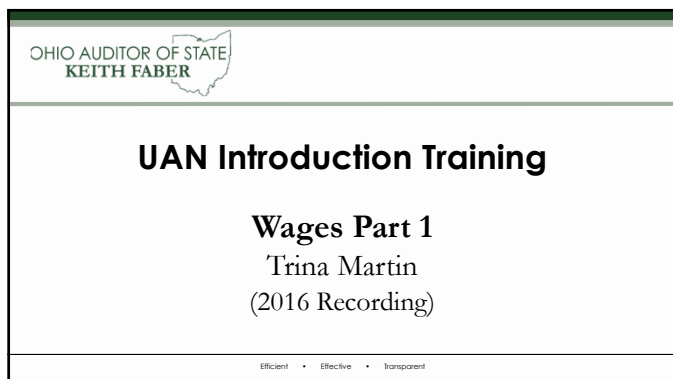
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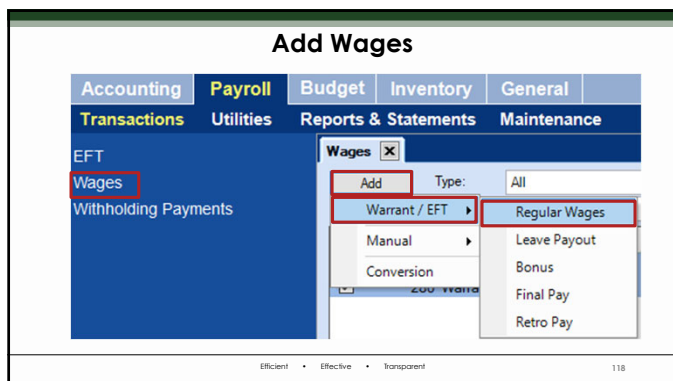
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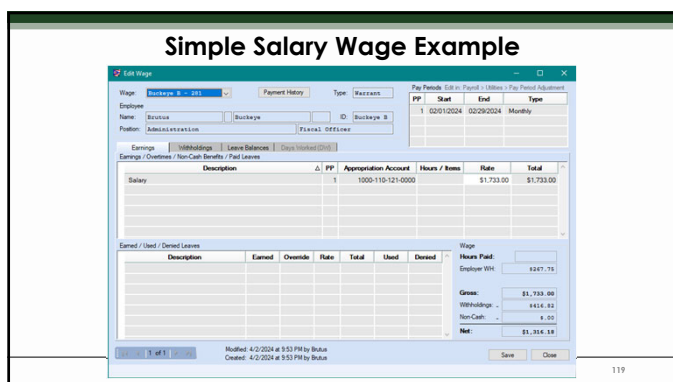
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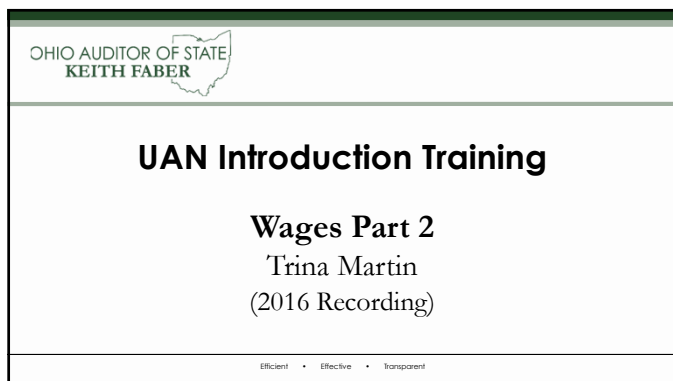
117



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Multiple Earnings Example From Video

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| Type | Description | Frequency | Position | Pay Rate | Account | Status | Edited |
|--------------------------|-----------------------|-----------|----------|----------|-------------------|--------|--------|
| <input type="checkbox"/> | 2000 Business Station | Bi-Weekly | Fireman | \$19.25 | 2191-220-190-0000 | Active | No |
| <input type="checkbox"/> | 2000 Life Station | Bi-Weekly | Fireman | \$19.25 | 2191-220-190-0000 | Active | No |
| <input type="checkbox"/> | 2000 Township Station | Bi-Weekly | Fireman | \$19.25 | 2191-220-190-0000 | Active | No |

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| Type | Description | Withholding | Slips | Value | Employer of Fringe | Status |
|-------------------------------------|--------------------------------|----------------------------|-------|----------|--------------------|--------|
| <input type="checkbox"/> | 000 Ohio Income Tax | Ohio Income Tax | No | Tabled | Active | Active |
| <input type="checkbox"/> | 000 Federal Income Tax | Federal Income Tax | No | Tabled | Active | Active |
| <input checked="" type="checkbox"/> | 002 Medicare | Medicare | No | 1.4500% | xxxx-xxx-213-xxxx | Active |
| <input checked="" type="checkbox"/> | 001 Social Security | OPAMPF-PAY | No | 12.2500% | xxxx-xxx-213-xxxx | Active |
| <input checked="" type="checkbox"/> | 000 State Withholding | State State Withholding | No | \$33.00 | Active | Active |
| <input checked="" type="checkbox"/> | 000 Supp. Federal Withholding | Supp. Federal Withholding | No | \$40.00 | Active | Active |
| <input checked="" type="checkbox"/> | 000 Buckeye Village Income Tax | Buckeye Village Income Tax | No | 1.0000% | Active | Active |
| <input checked="" type="checkbox"/> | 000 Lake Village Income Tax | Lake Village Income Tax | No | 1.0000% | Active | Active |
| <input checked="" type="checkbox"/> | 000 East School Income Tax | East School Income Tax | No | 1.0000% | Active | Active |
| <input checked="" type="checkbox"/> | 000 Dental Insurance | Dental Insurance | Yes | \$37.50 | Active | Active |
| <input checked="" type="checkbox"/> | 000 Health Insurance | Health Insurance | Yes | \$27.50 | Active | Active |

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OPERS Reporting & Payments Order & Timing is Different Than Taxes!



Wait to prepare the OPERS Contributions Report ...



Wait until you post all wages with the **Pay Period End Date** for the reporting month

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UAN/OPERS Rounding Explained

No
It's not a bug, it's
just math!

➤ UAN calculates with
each individual wage

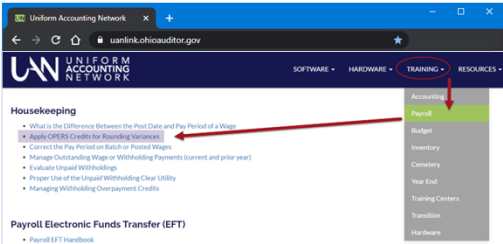
➤ OPERS calculates
by the month total

| EXAMPLE | Semi-Monthly Calculation | UAN adds 2 Semi-Monthly | OPERS Calculates Monthly |
|------------------------|-----------------------------|----------------------------|--------------------------------|
| Gross Salary | \$1,000.25 | | |
| Employer Share Rate | 14% | | |
| Employer Share \$ | \$140.04 | | |

.01 Difference

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Solution Demo Available Online (8 Minutes)



The screenshot shows the Uniform Accounting Network (UAN) website. The navigation menu includes 'SOFTWARE', 'HARDWARE', 'TRAINING', and 'RESOURCES'. The 'PAYROLL' menu item is highlighted in green. A red arrow points from this menu item to the 'Housekeeping' section of the main content area, which contains a list of topics related to payroll processing.

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OP&FPF

Maintenance Setting that flow into the OP&FPF Contributions Report

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OP&FPF Contributions Report

Payroll – Reports & Statements – External Forms – OP&FPF Contributions

| | | | |
|------------------------------|-----------|----------------------|-----------|
| Accounting | Payroll | Budget | Inventory |
| Transactions | Utilities | Reports & Statements | |
| Batch Reports - Wages | | | |
| Batch Reports - Withholdings | | | |
| EFT Report | | | |
| Employee Reports | | | |
| Entity Reports | | | |
| External Forms | | | |
| 941 Federal Quarterly | | | |
| 944 Federal Annual | | | |
| ODJFS New Hire | | | |
| ODJFS Wage Detail | | | |
| OP&FPF Contributions | | | |

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OP&FPF Contributions Report

Payroll – Reports & Statements – External Forms – OP&FPF Contributions

REPORT OF RETIREME

Ohio Police Fire Pension Fund
Phone: (614) 628-8255
Address: OP&F • Department L-2521 • Columbus, OH 43260-2521

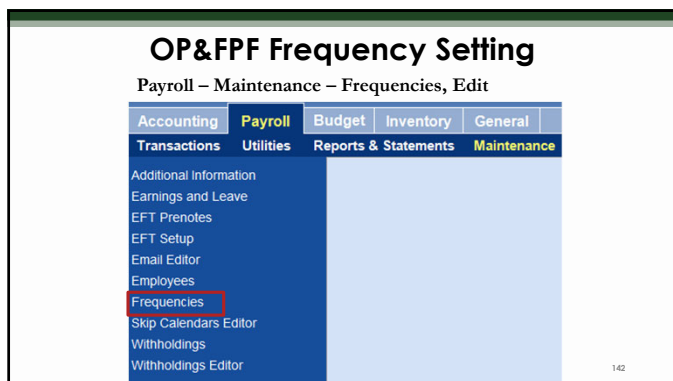
Employee: 0981FB1 Agreement Code: (Example 062P81) Employee: BUCKE
Pay Period Beginning: 02/22/2021 Pay Period: 03/20/21

| Social Security Number | Name (Last First MI) | Earning Type | Lump Sum * | | Hours Base | Hours Pt |
|------------------------|-------------------------|--------------|---------------------|-------------------|------------|----------|
| | | | Earnings Begin Date | Earnings End Date | | |
| | Pick-Up, Type B Members | | | | | |
| | Day, Sonny | 0 | | | 160.00 | 160 |
| | Hero, Henry, Jr | 0 | | | 160.00 | 160 |
| | Hero, Henry, Sr | 0 | | | 160.00 | 160 |

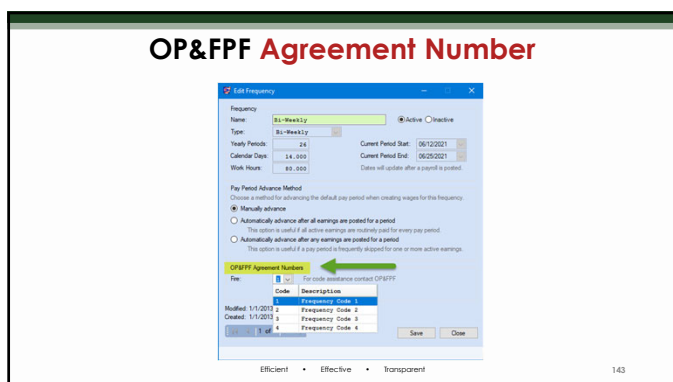
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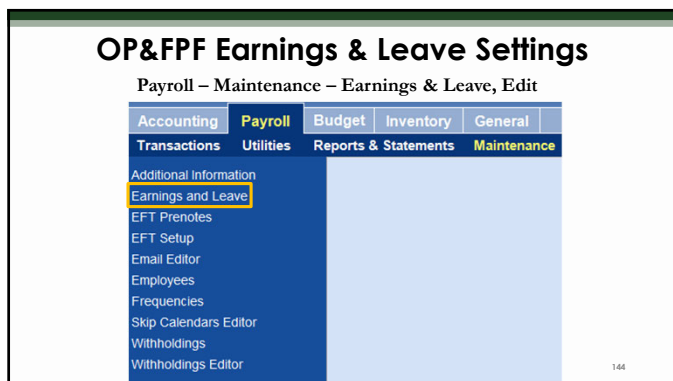
141



142

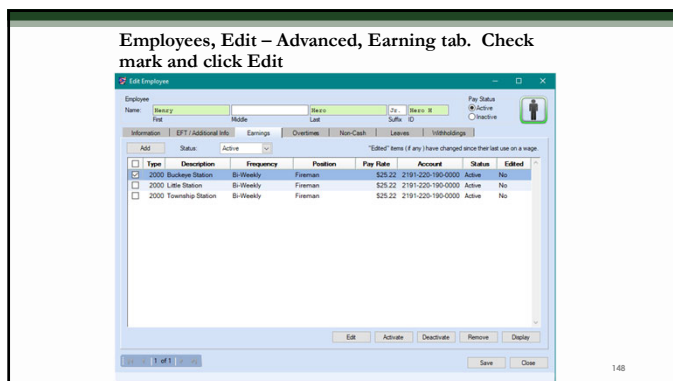


143



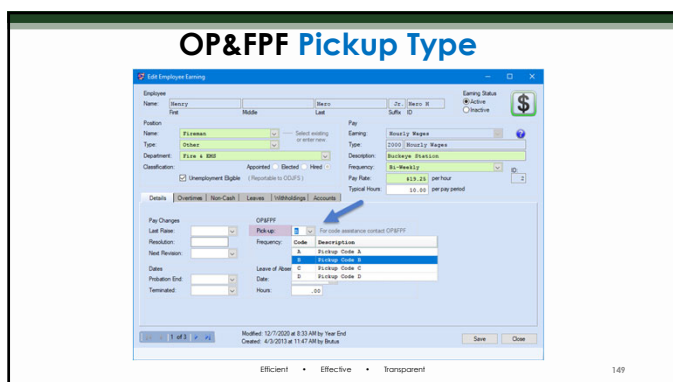
144

Employees, Edit - Advanced, Earning tab. Check mark and click Edit



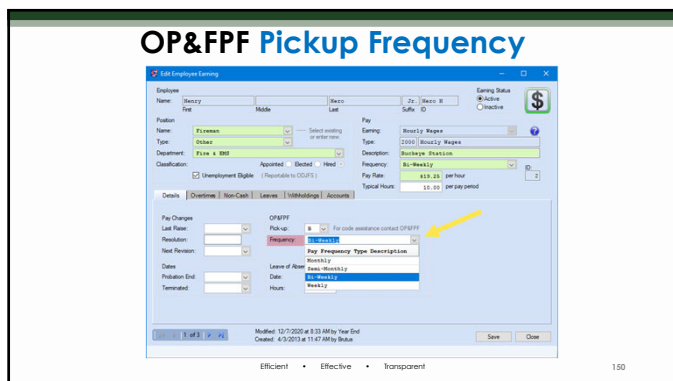
148

OP&FPF Pickup Type

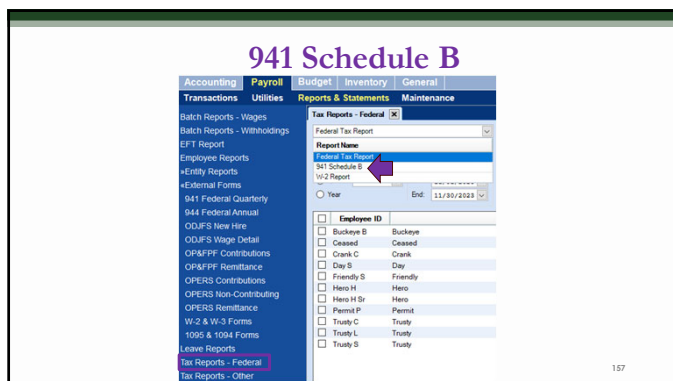


149

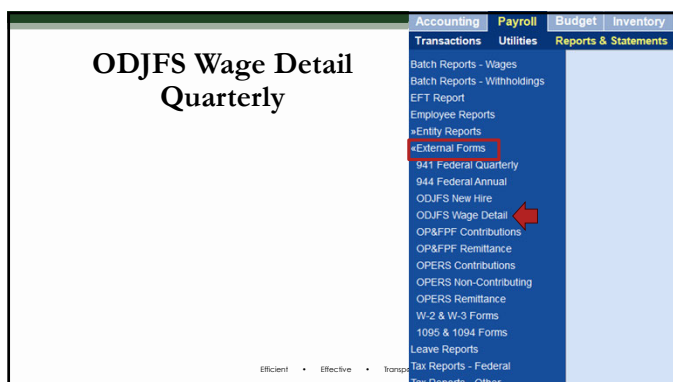
OP&FPF Pickup Frequency



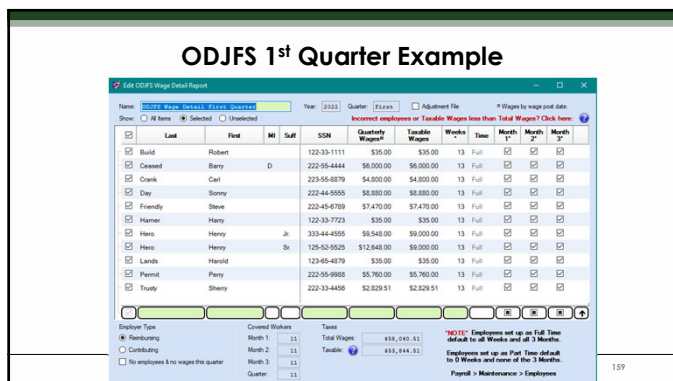
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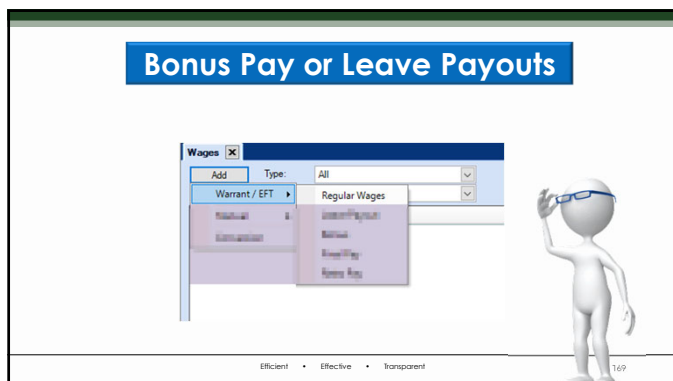
157



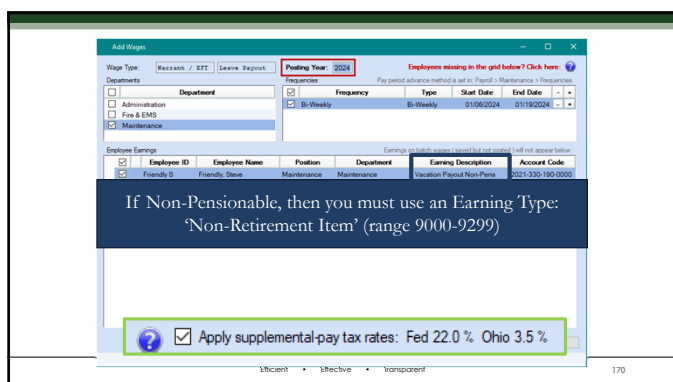
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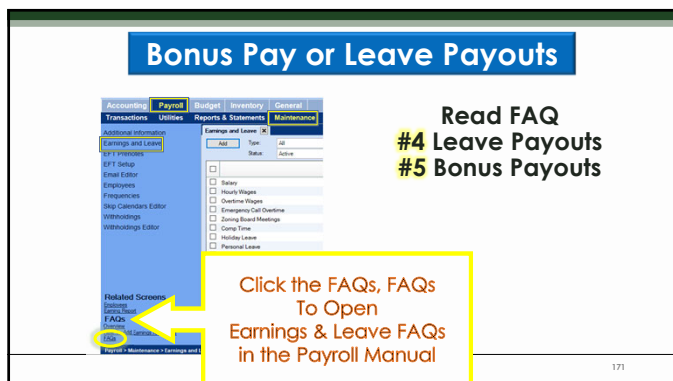
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Uniform Accounting Network
88 E. Broad St., 5th Floor
Columbus, Ohio 43215
UAN phone: (800) 833-8260
UAN email: UAN_Support@ohioauditor.gov
UAN website: <https://uanlink.ohioauditor.gov/>

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