

UAN User Notes

1) Version 2013.2 Budget Update:

When will we get the 2013.2 Budget update and what will it include?

We anticipate releasing the 2013.2 Budget update on or before the first week in April 2013. The update will include the revised 941 report.

2) Temporary Budget versus Permanent Budget Appropriations:

Reminder: Appropriations entered as Temporary Budget lines will **not** become permanent budget line items automatically on April 1, 2013.

How do I replace temporary appropriations (first quarter) with permanent (full year) appropriations?

Note: For most funds, the temporary (first quarter) budget line items are different amounts than the permanent (full year) line item amounts. If you have a fund that has several line items in which the first quarter is identical to the full year amounts, then skip to the section “How do I import temporary budget line items into permanent?”.

- 1) Select Accounting → Maintenance → Appropriation Budget
- 2) Select Add
- 3) Select Permanent
- 4) The Add Permanent Appropriation Budget form will open.
- 5) Select the fund from the Fund drop-down menu.
- 6) For each applicable line item, enter the appropriation budget amount covering January – December in the column “Permanent / Original [Full Year]” column.
- 7) After all line items are entered, confirm that the “Revised CY (current year) Final Appropriation” total for the fund matches your appropriation ordinance or resolution.
- 8) Enter an Effective date and click Save.
- 9) Repeat the above steps for each fund.

How do I import temporary budget line items into the permanent?

Note: This feature is only helpful when all or most of the temporary (first quarter) budget line items are identical to the permanent (full year) amounts.
Accounting → Maintenance → Appropriation Budget

- 1) Select Add
- 2) Select Permanent
- 3) The Add Permanent Appropriation Budget form will open.
- 4) Select the fund from the Fund drop-down menu.

- 5) Select "Import Temps" to bring your temporary budget as a starting point for your permanent budget.
- 6) For each applicable line item, review the appropriation budget amount in the column "Permanent / Original [Full Year] column to confirm it is the accurate budget covering January – December. Enter the full year appropriations for those line items that had a temporary budget covering only the first quarter.
- 7) After all line items are entered, confirm that the "Revised current year final appropriation" total for the fund matches your appropriation ordinance or resolution.
- 8) Enter an Effective date and click Save.
- 9) Repeat the above steps for each fund in which you are using import temps button.

How do I edit Permanent Appropriation Budget line items now or the rest of the year?

- 1) Accounting → Maintenance → Appropriation Budget
- 2) Checkmark the fund to edit.
- 3) Select one of the two buttons described below:
 - a. Supplemental button – use this when the total of all account revisions should result in an increase or decrease in the total appropriations of the fund.
 - b. Reallocation button – use this when the total of all account revisions should result in no change to the total appropriations of the fund.
- 4) Input amounts only for line items that need to be changed. The amount entered should be either an increase or decrease to the line items Current Year Final Appropriation amount. Use the minus (-) sign for decreases.
- 5) If the edits are for omissions or key-in error corrections to the Original/Permanent budget, then checkmark the "Apply as correction" checkbox (available in the Supplemental form).
- 6) Enter an Effective date and click Save, then Close.
- 7) Repeat the above steps for each fund.

3) Reminder About the Employee Social Security Rate

The 2013 Social Security employer share of 6.2% did not change, however, the employee share was allowed to return to the rate of 6.2% from the prior rate of 4.2%. UAN recommends that you verify that the entire 6.2% rate was deducted for all of the employee's 2013 wages.

How to verify that correct employee's rate was deducted for the entire year?

- 1) Review the Wage Withholding Summary Report. The report is located at:
Payroll → Reports → Withholding Payment Reports
- 2) Compare the report's Employee's Social Security withholding amount to the Estimated Employer Share of Social Security. The employee's and employer's Social Security amounts should be equal. If there is a difference,

the additional employee's share of Social Security will need to be included when editing the employee's next payroll wages.

Note: Additional information on how to edit a payroll wage is located on page 20 of the UAN Payroll Manual.

Recommendation: If additional Social Security withholdings are required to be deducted, UAN recommends that the correction be made with payroll warrants/EFTs dated in March i.e. within the first quarter, so an accurate first quarter 941 report is filed. If the correction occurs cross quarters, the 1st quarter 941 will reflect withholding greater than deposits and the 2nd quarter 941 will reflect deposits greater than withholdings.

How to verify that the employee is currently set up with the correct 6.2% employee rate?

Step 1: Review the Entity Rate:

- 1) Go to Payroll → Maintenance → Withholdings
- 2) Select Social Security
- 3) Select Edit and then review the rate shown.

Step 2: Revised the Entity Rate (if needed)

- 1) Follow the steps shown above in Review.
- 2) Beside "**Employee**", change the rate to **6.200**
- 3) Leave the "Employer" rate at 6.200
- 4) Select Save

Step 3: Change the Employee Withholding Rate (if needed)

- 1) Go to Payroll → Maintenance → Employees
- 2) Select a Social Security employee
- 3) Select Edit then Advanced
- 4) Select the Withholdings tab
- 5) Select Social Security
- 6) Select Edit
- 7) Beside "**Regular**"*, change the rate to **6.200**
- 8) Select Save on the Edit Employee Withholding form
- 9) Select Close on the Edit Employee Withholding form
- 10) Select Close on the Edit Employee form
- 11) Repeat steps 2-10 for each remaining Social Security employee (if any)

* Additional notes for entities that have Social Security Fringe Benefits: If the employee has Social Security Fringe, ensure the Fringe amount is set to the appropriate rate, rather than setting the Regular amount entirely to 6.200. The Regular and the Fringe rate amounts must total to equal the employee goal of 6.200.

4) OPERS Report:

Where is the location of the OPERS reports within the UAN application?

The OPERS reports are located at Payroll → Reports & Statements → External Forms.

How to do I access the February OPERS report?

To access the February report, you need select the “Add” button. The only reports that will show up on the screen are the months which the report was previously generated i.e. “Added”.

Reminder: When generating the report for OPERS ECS use the “File” option and not the “Save PDF” option.

5) Clients using SQL 2012 Server:

The following item will only apply to a very small portion on the UAN entities. If your entity is a single user with the 2013.1 version of the UAN software on the UAN computer (i.e. you have not changed how your UAN system was originally setup) or if your entity is a multiuser with the data still residing on the UAN system, the following request regarding SQL Server 2012 Server does **NOT** involve your entity.

If the UAN database does not reside on the computer provided by UAN, please verify the version of SQL Server hosting the UAN database. If you do not know which version of SQL server you are utilizing, your entity’s technician or a UAN Technician can assist you. **If your UAN database resides on SQL Server 2012 and Service Pack 1 is not installed, please contact the UAN Support Line immediately.**

6) Accounting Reports Crosswalk:

The Uniform Accounting Network (UAN) has created an accounting reports crosswalk to aid you in accounting reports from UAN version 17.0 within UAN version 2013. A copy of the crosswalk is posted on our web site at: http://uanlink.auditor.state.oh.us/pdf/uan_win_software/AccountingReportsCrosswalk.pdf

Reminder: UAN Support previously sent you an e-mail with details on payroll reports crosswalk. A copy of the crosswalk is posted on our web site at: http://uanlink.auditor.state.oh.us/pdf/uan_win_software/PayrollReportsCrosswalk.pdf