



Dave Yost • Auditor of State

TO: UAN Users
FROM: UAN Support
DATE: March 31, 2017
SUBJECT: Version 2017.2 Overview

ACCOUNTING & GENERAL

POSITIVE PAY ENHANCEMENT

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. If your bank offers a Positive Pay system that your entity is interested in, check the software to confirm whether or not UAN is currently programmed to produce a Positive Pay file for your bank.

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. **Note:** There is no standardized file format for Positive Pay. As a result, we have only been able to create Positive Pay files in the application for a limited group of banks that were previously requested by UAN clients. Please do not let this dissuade you from considering Positive Pay. We have been able to fulfill the bank file requirements

for most requests. More banks will continually be supported as they are requested by UAN clients and their file formats are made available to UAN by the banks.

Next, contact UAN Support to complete one of the following:

1. If your bank name and file type is already listed in the Positive Pay Setup area, contact UAN Support for training on Positive Pay setup and file creation. The training is brief since it involves very few steps in UAN.
2. If your bank name and file type is NOT listed in the Positive Pay Setup area, then:
 - a. Ask your bank to provide a name and direct phone number of one of their technical specialists that support Positive Pay.
 - b. Email UAN Support to submit a request to add your bank to the list. Please include a name and phone number of a technical support specialist at the bank.

PAYROLL

941 FEDERAL QUARTERLY

The **form** for year 2017 is now available in: Payroll → Reports & Statements → External Forms → 941 Federal Quarterly.

941 SCHEDULE B

The **report** for year 2017 is now available in: Payroll → Reports & Statements → Tax Reports – Federal.

FEDERAL TAX TABLE

The **Federal income tax tables for 2017** have been added. The Federal withholding rates are the same as those that became effective January 1, 2017 and were made available to you via a software patch through the UAN website.

ODJFS NEW HIRE ENHANCEMENTS

The **ODJFS New Hire** report is required by ODJFS for employers to report newly hired and re-hired employees. We continue to provide this report form to use for the ODJFS requirement. Although this report is required by ODJFS, you are not required to complete it within the UAN application. You are encouraged to take advantage of the many conveniences in the software such as this report form. One main enhancement you will see to this report area is the option to generate the report as an electronic file to upload directly to ODJFS if you choose. Please read over the list of enhancements to this report area and instructions for creating the report form or file through the UAN application. The New Hire form remains located on the menu at:

Payroll → Reports & Statements → External Forms → ODJFS New Hire

Listed below the main enhancements to the ODJFS New Hire report area:

- The report can be accessed from the same menu as in the past, but it will open to a **report list screen** instead of immediately opening a New Hire Forms screen. A New Hire report can be created by clicking the **Add** button.

- The Employee list is now located under an **Employees** tab that includes **Hired Date** and **Pay Status** list filters.
- Contractor information can be entered under the **Contractors** tab when applicable as per ODJFS guidelines.
- Once a New Hire report has been completed, click **Save** and **Close**. Saved reports will appear on the report list screen. The buttons below the report list include **Edit, Delete, Print, Display, Save PDF, File, and Close**.
- The **Print Blank** forms options have been moved. The **Print Blank** button is now located beside the **Add** button on the report list screen. After clicking on the **Print Blank** button, select either **Print Blank Form (to print a blank form)** or **Include Employer Information (to print a blank form that includes employer information)**.
- The **File** button provides the ability to file the New Hire form electronically. You can now create a file to upload the New Hire report data directly to ODJFS. See the steps below on how to create a file.

Steps to generate an ODJFS New Hire electronic file to upload directly to ODJFS:

- Step 1:** After a New Hire report has been added and saved, click the **checkbox** beside the **Report Name** on the report list screen.
- Step 2:** Click the **File** button. A message will display listing the file name which meets the ODJFS requirements for file names: The entity ID, entity name, month and day the file was created. For example, a file created by Buckeye Township on March 31 will display a system message as follows:
File “9999buckeye0331.txt” has been saved successfully. Location: c:_UAN_Efiles
- Step 3:** Click **OK** and a message will display asking if you would like to display and print a report of the selected employees and contractors for internal records.
- Step 4:** Click **Yes** to print an internal report. A message will display that includes a checkbox for including Social Security Numbers / FEIN on the internal report (*not included by default*). After making your choice, click **OK** to display the report. Use the **Printer icon** if you desire to print paper copy of the report and click **Close** to exit the report viewer.
- Step 5:** Follow steps provided by ODJFS for uploading the file through their website.
- Step 6:** **Delete** the ODJFS New Hire file from the computer’s hard drive. After confirming that the file was successfully transmitted, delete the ODJFS New Hire file under c:_UAN_EFiles and then remember to empty it from your computer’s **Recycle Bin** as well. **Note:** The ODJFS New Hire file contains sensitive employee data for uploading to ODJFS. **The information inside this file cannot be encrypted**, and is therefore not secured in cases of unauthorized computer access, virus or malware infection.