



# Dave Yost • Auditor of State

**TO:** Newly Elected Clerks and Fiscal Officers using UAN  
**FROM:** UAN Support  
**DATE:** January 26, 2016  
**SUBJECT:** Uniform Accounting Network Transition

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The Uniform Accounting Network (UAN) is providing this document as an overview of information that will help you transition to your elected position. This document is a **general** guide and may not contain every situation for your entity. **Some items on this list may not apply and other less common items may not have been included here.**

Review the following sections: Important Information and Internet Security. If the current fiscal officer is going to assist you with the transition, work with them to transfer control of the items listed at the appropriate time. If you are not receiving any assistance from the current fiscal officer you must address the items listed in these sections once you take office.

The items under the following headings should be completed by you at the appropriate time: Contact UAN, Taking Possession of the UAN System, and First Day in Office.

**IMPORTANT NOTE:** The current fiscal officer is not obligated to assist you with the transition process. However, it would be a benefit to the prior fiscal officer if a transition occurred and their name was removed from accounts appropriately.

## CONTACT UAN

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### NOTIFY THE UNIFORM ACCOUNTING NETWORK (UAN)

Please provide a letter, on entity letterhead, signed by the Township Trustees or Village Mayor to provide the Uniform Accounting Network your complete information as follows: Name, date you took (or will take) office, mailing address, shipping address, telephone numbers, and email address. If you require assistance to access the UAN software, please also include a sentence in the letter requesting UAN Support contact the new fiscal officer to provide assistance accessing the current UAN software, Prior Year UAN software and, if used, the Cemetery software.

Accurate contact information of the new fiscal officer is important because UAN mails approximately three to four software update discs per year and sends email communications

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Email: UAN\_Support@ohioauditor.gov

providing training opportunities and other vital information throughout the year. Further, if the UAN profile is not updated with the new fiscal officer, we cannot provide software assistance until we receive this documentation.

Choose one of the two methods below to send the signed letter to UAN support:

- Fax the signed letter to UAN support: (877) 727-0088.
- Scan the signed letter, attach it to an email and send it to:  
[UAN\\_Support@ohioauditor.gov](mailto:UAN_Support@ohioauditor.gov)

### IMPORTANT INFORMATION

If you are completing this section on your own you will need to find answers to, review or locate this information when you start your term and the entity records have been turned over to you. You may be able to use the following resources to locate this information: entity files, department heads, trustees, vendor/payee reports and payment reports.

### BONDING AGENCY CONTACT INFORMATION

Policy Number:	
Name:	
Address:	
Phone Number:	
E-mail:	
Contact Name:	

### INSURANCE AGENCY CONTACT INFORMATION FOR PROPERTY, VEHICLES, ETC.

Policy Number:	
Name:	
Address:	
Phone Number:	
E-mail:	
Contact Name:	

### INSURANCE AGENCY CONTACT INFORMATION FOR HEALTH, DENTAL, LIFE, SHORT-TERM DISABILITY. ETC.

Policy Number:	
Name:	
Address:	

Phone Number:	
E-mail:	
Contact Name:	

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### BANKING INSTITUTION CONTACT INFORMATION

Account Number:	
Name:	
Address:	
Phone Number:	
E-mail:	
Contact Name:	

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### INVESTMENT INSTITUTION CONTACT INFORMATION

Account Number:	
Name:	
Address:	
Phone Number:	
E-mail:	
Contact Name:	

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### MISCELLANEOUS VENDORS FOR REPAIRS, WARRANTY WORK, ETC.

Account Number:	
Name:	
Address:	
Phone Number:	
E-mail:	
Contact Name:	

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### ACCOUNTING QUESTIONS

1. Are there any outstanding invoice(s)?
2. Are there any check(s) that need deposited?
3. Location of important entity documents e.g. minutes, insurance policies, offsite backups and most current backup etc.
4. When is your next scheduled board/council meeting? What is the process and format of taking the minutes? Are the minutes of the last meeting ready for approval at the next meeting or do you need to prepare the minutes? Review a copy of the latest minutes. Is

there any unfinished business from your last board/council meeting? Which reports/documents do you need take to each meeting e.g. reports from the UAN application?

5. When is your next audit?
6. Where do you purchase supplies e.g. toner for your UAN printer, reordering checks/warrants, etc.?
7. Where are the current year records filed (e.g. minutes, receipts, purchase orders, payment records, invoices, etc.)?
8. Where are the prior year records (e.g. minutes, tax withholding and retirement reports, etc.) of the entity stored (electronic and/or paper)?
9. Was last month's bank/cash reconciliation balanced to the penny? There should be **no** miscellaneous, unexplained, other adjusting factor figure(s) used to balance your records. Print and review the Bank Reconciliation Report.
10. Obtain a copy of your current/latest Amended Certificate of Estimated Resources.
11. Familiarize yourself with your entity's funds, appropriation and revenue account codes. Print and review the Fund Status, Appropriation Status and Revenue Status reports.
12. How are charges and receipts distributed for common invoices/bills and receipts? Print and review Payment Register Detail and the Receipt Detail.

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## PAYROLL QUESTIONS

1. When does the next pay period end?
2. Who gets paid weekly, bi-weekly, monthly, quarterly and/or annually?
3. How is payroll approved? You'll need a firm understanding of the process e.g. who approves the timecards, when are warrants (checks) signed, etc.
4. Is your entity utilizing electronic fund transfers (EFT) i.e. instead of issuing a warrant (check) the money is deposited directly into the employees' bank accounts? If yes, what is the process of submitting EFTs to the bank e.g. how many days before payday does the bank need the EFT file?
5. Are there any unpaid withholdings (e.g. federal taxes, retirement contributions, insurance premium, etc.) that need to be paid?
6. What are the scheduled payment date requirements for Federal and State, School, Local and other and withholdings for your entity (e.g. bi-weekly, monthly, quarterly)?
7. Are there any 'special' withholdings e.g. child support and garnishments. If yes, review the court order so your entity complies with the court's ruling.
8. Are there unreported wage/withholding reports (e.g. ODJFS, Federal 941, OPERS, etc.) from the prior month or quarter that you must prepare and file before the deadline?

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## HUMAN RESOURCES (HR) QUESTIONS

1. Where are the employee's files kept?
2. Where are important dates such as: employee hire date, next raise and leave accumulation information kept?
3. What forms must a new hire fill out and what do you do with them?
4. Is there any written documents describing employee procedures?

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## IMPORTANT ACCOUNT NUMBERS

1. UAN Entity Identification Number e.g. 1999
2. Auditor of State (AOS) Account Number e.g. 99Z99
3. Federal Tax Identification Number
4. State Tax Identification Number
5. Ohio Public Employees Retirement System (OPERS) Employer Identification Number
6. Ohio Police & Fire Pension Fund (OP&FPF) Account Number

## INTERNET SECURITY

With the increase in business being conducted in an electronic format it is very important that the transition from one fiscal officer to another go as smoothly as possible.

Withholding agencies and vendors that use an electronic format, either by email or website access, need to have the website username, passwords, and the name and email address updated to the new fiscal officer; the prior fiscal officer should be removed.

If you are working with the current fiscal officer you will want to jointly identify, contact and update all website access and email contact information.

If you are not working with the current fiscal officer, when you start your term review the payments and receipts to identify all vendors (accounting or payroll) that you may do online business with and contact them to get the fiscal officer information changed and setup new usernames and passwords.

If the previous fiscal officer used their personal mailing address for the entity instead of a Township or Village mailing address, you must provide **all vendors** with your name and contact information, requesting the previous fiscal officer be removed, so future invoices will be mailed to you.

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## COMMON WEBSITES USED BY FISCAL OFFICERS

The following is a listing of common organizations used by many entities to conduct business electronically.

1. UANLink (UAN's web page) Profile Login
2. Electronic Federal Tax Payment System (EFTPS)
3. Ohio Business Gateway (OBG)
4. Ohio Public Employees Retirement System (OPERS) Employer Login (ECS)
5. Ohio Police & Fire Pension Fund
6. Ohio Department of Job and Family Services (ODJFS)
7. Bank institution's website access e.g. information to review accounts and/or process electronic funds transfers (EFT)
8. Investment institution's website access e.g. Star Ohio
9. Insurance agency e.g. property, vehicles. etc.
10. Insurance agency e.g. health, denial, life, short-term disability, etc.

11. Miscellaneous vendors e.g. office supplies

**Reminder:** *It is critical to secure your account information in a safe location at all times.*

## TAKING POSSESSION OF THE UAN SYSTEM

If you are working with the current fiscal officer request that they set you up as a user for the Accounting/Payroll Application and the Cemetery Application and then deactivate their user name and password. Also request that they give you the password to the Prior Year Reports Application.

If the current fiscal officer did not create a user name for you to use, UAN Support requires a written request to assist you with access to any of our software. This request can be included in your initial letter to UAN described in the Contact UAN section above. If you already sent your update letter without the request for access to the software, you can either email us from the email address provided in your contact information letter, or Fax a signed letter on entity letterhead, requesting assistance with access to the current UAN software, Prior Year UAN software and, if used, the Cemetery software. Upon receipt of the written request we will contact you to walk you through the password and user setup.

## VERIFY LOGIN INFORMATION AND CREATE A BACKUP

1. Login to the UAN Accounting/Payroll Application/Software. Enter the user name and uan for the password. The password will expire upon the first login.
2. Login to the UAN Prior Year Reports Application/Software using the password provided by the fiscal officer or UAN.
3. Login to the UAN Cemetery Application/Software. Enter the user name and uan for the password. The password will expire upon the first login.
4. Perform a UAN Backup and Documents backups. To perform a backup select UAN -> General -> Maintenance -> Backups.
5. If moving the UAN hardware, notify insurance company of the change of address.

## FIRST DAY IN OFFICE

1. Contact your bonding agency so they can update their records.
2. Contact your insurance agency so they can update their record.
3. Contact your banking institution so they can update their records.
4. Contact your investment institution(s) so they can update their records.
5. Contact your County Auditor so they can update their records.
6. Edit the clerk/fiscal officer's name within the application i.e. so the correct clerk/fiscal officer's name appears on purchase orders. To edit the clerk/fiscal officer's name select General → Maintenance → Entity Setup → Entity Information.
7. Edit your Entity Contact Information if there has been a change of address within the application or if there has been a change of address. To edit the Entity Contact Information General → Maintenance → Entity Setup → Entity Information.

8. If your entity utilizes the UAN Payroll Application, set up the new clerk/fiscal officer in the application. The 'How To Add An Employee' section of the UAN Payroll Manual details the process.
9. Perform a UAN Backup, Documents Backup and Prior Software backups. To perform a backup select UAN -> General -> Maintenance -> Backups.  
***Reminders:*** *Keep a current copy of your UAN Backup and Documents Backup in a secure off site location.* Backups should be performed on a regular basis and performed on a rotation of media e.g. Monday's backup is on DVD #1, Tuesday's backup is on DVD #2, etc.
10. If you have not completed this process it is important you remember to change all online usernames and passwords.
11. Notify vendors of the change in fiscal officer and of any changes in the mailing address or email address for invoices.