



Dave Yost • Auditor of State

TO: UAN Users
FROM: UAN Support
DATE: November 28, 2016
SUBJECT: Version 2017.1 Overview

ACCOUNTING & GENERAL

PAYMENTS & MEMO RECEIPTS – IMPORT PURCHASE ORDER

Option to select a fund has been added to the **Import Purchase Order** screen. This option will limit the list to only display the BCs and POs for the selected fund.

RECEIPTS

A **'Remember Deposit Ticket until form closes'** checkbox has been added to Receipts screen. When the checkbox is selected the deposit ticket number will be retained until the form is closed.

FUND REPORTS

Two new reports the **Cash Flow Summary by Fund** and **Cash Flow Detail by Fund** reports have been added to Accounting → Reports & Statements → Fund Reports. These reports provide an alternative format for presenting cash inflows and outflows by month. The new reports should assist with identifying trends or patterns over time.

FORMS 1099-MISC AND 1096

The **1099-Misc** and **1096** forms have been updated for 2016.

Please Note: As in all previous years, forms 1099-Misc and 1096 must be printed only on the preprinted red ink laser forms. **UAN is not authorized to print these forms onto plain paper.** Instructions for printing these forms are available in the *Year End Procedures*.

PAYROLL

PRINTING FEDERAL FORM 941

Printer drivers are small programs that are installed on the computer that facilitate the program communications with the computer and printer. The new Dell printers distributed this past year

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included several print drivers that automatically installed with the printer. UAN developers have determined that the 'PS' type drivers will cause numbers to improperly print outside the designated fields on the 941 Federal Tax form. **UAN strongly encourages clients not to use the following pre-installed printer drivers when printing their Federal Form 941:**

<u>Printer:</u>	<u>Printer Driver:</u>
Dell B2375dnf (multi-functional printer)	Mono MFP PS printer driver
Dell 2360dn (single-functional printer)	PS printer driver

Instead, use one of the corresponding print drivers that installed with the printer that does not include 'PS' in the print driver name.

FORMS 941 AND 944

The **941 Federal Quarterly Tax Return for the first quarter of 2017** will be included in the next UAN version 2017.2 (i.e. *not this year-end version 2017.1*).

UAN no longer produces the rarely-used Form 944 Federal Annual Tax Return. Form 944 is designed so the smallest employers will file and pay federal taxes only once a year instead of every quarter. Only entities that have been notified by the IRS in writing will need to file the 2016 annual Form 944 *instead of* filing quarterly Forms 941. If needed, information for completing the 944 form is available on two federal tax reports within the UAN software. Refer to the 2016 Year End Procedures for detailed instructions. Contact the IRS with any questions regarding which forms your entity may be required to file and/or review their information at <http://www.irs.gov>.

ODJFS WAGE DETAIL REPORT

An option to print and display the report **by SSN** (default) has been added. If the option is unselected by the client, then it will sort by name as it currently does.

OP&FPF REMITTANCE

The **OP&FPF Remittance** form has been updated with the new form printing specifications.

FORMS W-2 AND W-3

The **W-2 & W-3 Forms area** has been modified to significantly enhance existing editing, printing, and filing elements in the application. Please refer to the detailed instructions for printing these forms in **Appendix 3** of the *Year End Procedures*.

UAN will ONLY print W-2 & W-3 forms on plain blank paper. When printed from UAN, the forms meet the Social Security Administration's (SSA) 2016 plain paper requirements. In addition to saving money, plain paper printing prevents various printer alignment issues that are often encountered with pre-printed forms.

Optional: Perforated plain blank paper purchased from third-party vendors may be used. The styles compliant with UAN software are the 2-Part (2-up) sheets with one horizontal perforation (*2 per sheet*), and the 4-Part (4-up) sheets with three horizontal perforations (*4 per sheet*).

UAN provides the following plain blank paper W-2 printing options:

	EMPLOYER		EMPLOYEE	
2 P A R T				
	<input type="radio"/> Copy A	Federal (SSA)	<input type="radio"/> Copy B	Federal (IRS)
	<input type="radio"/> Copy D	Employer Records	<input type="radio"/> Copy C	Employee Records
	<input type="radio"/> Copy 1	State / City / Local	<input type="radio"/> Copy 2	State / City / Local
4 P A R T	4 employees per page		1 employee per page	
	<input type="radio"/> Copy D	Employer Records	<input type="radio"/> Copy B + C + 2 + 2	
	<input type="radio"/> Copy 1	State / City / Local		

W-2 EDITOR

The **W-2 Editor** is a new feature in the W-2 & W-3 Forms area that will allow editing of W-2 forms for multiple employees at the same time. The Editor will allow editing of Codes in Box 12, Box 13 and Box 14, and it will be ideal when entering the health care amount on multiple employees W-2s at one time. For more information on how to use the W-2 Editor, please refer to the version 2017.1 UAN Payroll Manual under section Payroll Reports & Statements → External Forms → W-2 Editor.

Please Note: The W-2 Add and W-2 Edit cannot be opened when the W-2 Editor is open.

SOCIAL SECURITY ADMINISTRATION ACCUWAGE

The **AccuWage** application allows Annual Wage Report (AWR) submitters to test the accuracy of wage reports (W-2 and W-2C) prior to sending them to the Social Security Administration for processing. UAN would like to make you aware that the Submitter EIN and Employer/Agent EIN will always match because UAN clients are both the Submitter and the Employer.

FEDERAL FORMS 1094 AND 1095

Forms 1094-B, 1094-C, 1095-B, and 1095-C have been updated for 2016. To determine if your entity is required to file any of these forms, please consult with the Internal Revenue Service or your tax advisor.

TAX REPORTS - OTHER

The ability to include pay dates of employees on the Ohio, Local and School District tax reports by selecting the **'Include Payment Detail'** option on the Options tab has been added.

EXEMPT STATUS FOR FEDERAL AND/OR OHIO INCOME

Individuals who qualify to have no federal and/or state income taxes deducted can now be flagged as **Exempt** on the Employee Information tab. The employee will still have the Federal and Ohio Income Tax records, but they will calculate as zero. For more information, please review the version 2017.1 UAN Payroll Manual under section Maintenance → Employees → FAQ → How to add an employee → Step 3h.

Please Note: Contact the IRS, Ohio Department of Taxation and/or your tax professional to determine if an employee is eligible to be exempt from Federal and/or State income taxes and what documentation you must keep on file.

FEDERAL AND OHIO TAX TABLES

The **Ohio income tax withholding tables for 2017** have been added. The withholding rates are the same as those that became effective August 1, 2015.

The **Federal income tax tables for 2017** will be accessible for download from the UANLink website as a 'software patch' as soon as the tax tables become available. They will also be included in the next UAN version 2017.2 (i.e. *not this year-end version 2017.1*).

LOCAL AND SCHOOL WITHHOLDINGS

The local tax **'W-2 Abbreviation'** and school district **'District #'** (located at Payroll → Maintenance → Withholdings) are now required fields. If a local tax and/or school district withholding has been used in year 2016 with blank or a generic abbreviation/number, please review the version 2017.1 UAN Payroll Manual section Payroll Maintenance → Withholdings → FAQ → Withholdings Frequently Asked Question and scroll down to FAQ #5.

MEDICARE HIGH EARNER

For employee earnings over \$200,000.00 a year, it is required to withhold an additional .9% for Medicare. The new **Medicare HE** withholding was added as an **inactive** preset withholding. For more information on how to add the new Medicare HE withholding, refer to the version 2017.1 UAN Payroll Manual under section Payroll Maintenance → Withholdings → FAQ → Withholdings Frequently Asked Question and scroll down to FAQ #4.

BUDGET

YEAR END BALANCE CERTIFICATES

Added the ability to **unselect funds** from the Year End Balance Certificate. Clients who do not budget Agency funds now have the capability to exclude Agency funds from their certificate.

REMINDERS

NEW FILING DEADLINE

The IRS has changed the **filing deadline** for W-2 & W-3 Forms, 1099-Misc & 1096 Forms, and 1095 & 1094 Forms to January 31, 2017.

UAN YEAR END UPDATE TRAINING MATERIALS

The **UAN Year End Update** will be recorded and posted approximately one week after the event. The video will be located at:

<https://uanlink.ohioauditor.gov/training/yearend/default.html>

Please Note: UAN training videos can be viewed from **any device** with a high-speed internet connection.

YEAR END FILING CONFIRMATION

To confirm that your year-end filing has been received by the Auditor of State, please review the **Filing Status Report** located at <https://uanlink.ohioauditor.gov/resources/YearEnd/Default.aspx>.

INVOICE FOR UAN SERVICES

The **second** quarter invoice for UAN services (mailed in March 2017) is assessed using your 2016 Annual Financial Report (AFR) and **may change** from your first quarter invoice. We request that you file your 2016 Annual Financial Report before the filing deadline to ensure that your fees are calculated using your current financial information.

HARDWARE INSURANCE COVERAGE

The State of Ohio is the owner of your UAN hardware package. However, your entity is responsible for adequate insurance coverage. The **complete hardware package** is required to be insured by each local government in the amount of **\$2,000**.

Please Note: UAN does **not** require submission of a Certificate of Insurance – please do not send a copy.

PRIOR YEAR REPORTS (ON NEW SOFTWARE)

Prior year reports created in the **new software** (starting with 2011 for Accounting Only UAN users and with 2013 for Accounting & Payroll UAN users) are accessible **WITHIN** the software by simply changing the Year selection at the top left corner of any report area.

NO ICONS are available in UAN Tools > Prior Year Reports on your desktop for prior year reports from the new software.

Please Note: Selections on the report Filters or Options tabs may need to be adjusted before some reports will present the prior year data.

PRIOR YEAR REPORTS (ON OLD SOFTWARE)

2011 prior year reports from the **old software** (Accounting & Payroll UAN users) will be removed from your UAN system during the installation of UAN version **2017.2** (*not the year-end version 2017.1*). Print or PDF any needed 2011 reports at your convenience, but prior to the release of Version 2017.2. *If you already have printed and/or saved your 2011 reports, you do not need to repeat the process of printing and/or saving them again.*

Please Note: UAN Support cannot recommend which reports to print or save.

An efficient method of creating PDF reports from the old UAN software is to select the ‘Screen’ option from the Print Utility menu. When the report opens, click the ‘Print a Document’ icon, then select a PDF printer driver (Amyuni, Adobe, etc.).

ANTI-VIRUS SCANS

UAN recommends running a **Full Virus Scan** weekly. To do so, click the icon shown above - which is located on the bottom right corner of your Windows desktop (near the time). Once you are in the program, click ‘Scan For Threats’, then ‘Run Full Scan’. This will take approximately an hour, but it will ensure that your PC is protected from preventable viruses. You may continue to work while the scan is running, but your computer may operate slower in the meantime.

BACKUPS

DOCUMENTS BACKUP

UAN recommends making a **Documents Backup** on a regular basis. The Documents Backup will save all files from the Documents directory. Instructions are in the UAN Accounting and General Manual. Click the [Need Help?] button and navigate through the manual menu using the bookmarks or table of contents to General Maintenance → Backups.

PRIOR SOFTWARE BACKUP

UAN recommends making a **Prior Software Backup** at least once a year. The Prior Software Backup will save Prior Year Reports (*from the old UAN software*), Minutes software settings, and the 'old' Cemetery software data. Instructions are in the UAN Accounting and General Manual. Click the [Need Help?] button and navigate through the manual menu using the bookmarks or table of contents to General Maintenance → Backups.