

# Accounting Exercise Handbook



Dave Yost • Auditor of State

# Uniform Accounting Network – Accounting Exercise Handbook

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	<b>1</b>
<b>CHAPTER 1 – INITIAL SETUP</b> .....	<b>1</b>
1) AGENDA – FULL DAY CLASS .....	1
2) AGENDA – EVENING ONLINE CLASS .....	2
3) SCREENCAST SOFTWARE OVERVIEW .....	3
4) SETUP WIZARD .....	3
5) USER LOGIN.....	15
6) CHANGE PASSWORD.....	15
<b>CHAPTER 2 – ACCOUNTING MAINTENANCE</b> .....	<b>18</b>
1) FUNDS .....	18
2) COST CENTERS .....	19
3) REVENUE ACCOUNTS .....	20
4) APPROPRIATION ACCOUNTS.....	21
5) REVENUE BUDGETS .....	23
6) APPROPRIATION BUDGETS.....	25
7) CHECKING ACCOUNTS .....	28
8) CHECKING TRANSFER .....	29
9) INVESTMENT MAINTENANCE .....	30
<b>CHAPTER 3 – ACCOUNTING TRANSACTIONS</b> .....	<b>35</b>
1) PURCHASE ORDERS .....	35
2) RECEIPTS.....	38
3) INVESTMENT TRANSFERS .....	42
4) PAYMENTS.....	43
5) INTERFUND TRANSFERS.....	45
6) INTERFUND ADVANCES .....	46
<b>CHAPTER 4 – ACCOUNTING UTILITIES</b> .....	<b>48</b>
1) CHECKING TRANSFER UTILITY.....	48
2) FUND BALANCE ADJUSTMENT UTILITY .....	48
3) INTERFUND TRANSFER UTILITY.....	50
4) INTERFUND ADVANCE UTILITY .....	50
5) INVESTMENT TRANSFER UTILITY.....	50
6) PURCHASE UTILITY .....	51
7) RECEIPT UTILITY .....	52
8) PAYMENT UTILITY .....	54
9) BANK RECONCILIATION .....	56
10) BANK RECONCILIATION UTILITY .....	61
<b>CHAPTER 5 – ACCOUNTING REPORTS</b> .....	<b>62</b>

# Uniform Accounting Network – Accounting Exercise Handbook

<b>CHAPTER 6 – GENERAL MAINTENANCE.....</b>	<b>63</b>
1) ROLES .....	63
2) USERS .....	65
3) BACKUPS .....	66
<b>CHAPTER 7 – MISC. TOPICS.....</b>	<b>67</b>
1) COMPLIANCE VIOLATIONS .....	67
2) RESERVE BALANCE ACCOUNTS AND DESIGNATION.....	69
<b>APPENDIX A – INDIVIDUAL EXERCISE ANSWERS.....</b>	<b>70</b>
1) PURCHASE ORDERS.....	70
2) RECEIPTS.....	71
3) PAYMENTS.....	73
<b>APPENDIX B: SUMMARY AND DETAIL OBJECT CODES .....</b>	<b>74</b>

## Uniform Accounting Network – Accounting Exercise Handbook

### CHAPTER 1 – INITIAL SETUP

#### 1) AGENDA – FULL DAY CLASS

Time	Topics
9:00 a.m. - 9:30 a.m.	Welcome and Overview
9:30 a.m. - 10:20 a.m.	Setup Wizard
10:20 a.m. - 10:45 a.m.	Accounting Maintenance, Part 1
10:45 a.m. - 11:00 a.m.	Break
11:00 a.m. - 12:00 p.m.	Accounting Maintenance, Part 2
12:00 p.m. - 12:30 p.m.	Accounting Transactions, Part 1
12:30 p.m. - 1:30 p.m.	Lunch
1:30 p.m. - 2:45 p.m.	Accounting Transactions, Part 2
2:45 p.m. - 3:00 p.m.	Accounting Utilities, Part 1
3:00 p.m. - 3:15 p.m.	Break
3:15 p.m. - 3:30 p.m.	Accounting Utilities, Part 2
3:30 p.m. - 4:00 p.m.	Bank Reconciliation and Utility
4:00 p.m. - 5:00 p.m.	Accounting Reports, General Maintenance, Miscellaneous Topics
5:00 p.m.	Class Dismissed
5:00 p.m. - 7:00 p.m.	UAN Support staff available to address individual questions

## Uniform Accounting Network – Accounting Exercise Handbook

### 2) AGENDA – EVENING ONLINE CLASS

Evening Sessions	Topics
<i>Day 1</i>	
6:00 p.m. - 6:30 p.m.	Welcome and Overview
6:30 p.m. - 7:20 p.m.	Setup Wizard
7:20 p.m. - 7:45 p.m.	Accounting Maintenance, Part 1
7:45 p.m. - 8:00 p.m.	Questions & Answers
<i>Day 2</i>	
6:00 p.m. - 7:00 p.m.	Accounting Maintenance, Part 2
7:00 p.m. - 7:30 p.m.	Accounting Transactions, Part 1
7:30 p.m. - 8:00 p.m.	Questions & Answers
<i>Day 3</i>	
6:00 p.m. - 7:15 p.m.	Accounting Transactions, Part 2
7:15 p.m. - 7:30 p.m.	Accounting Utilities, Part 1
7:30 p.m. - 8:00 p.m.	Questions & Answers
<i>Day 4</i>	
6:00 p.m. - 6:15 p.m.	Accounting Utilities, Part 2
6:15 p.m. - 6:45 p.m.	Bank Reconciliation and Utility
6:45 p.m. - 7:45 p.m.	Accounting Reports, General Maintenance, Miscellaneous Topics
7:45 p.m. - 8:00 p.m.	Questions & Answers
<i>Day 5</i>	
6:00 p.m. - 8:00 p.m.	Questions & Answer covering Sessions 1-4

## Uniform Accounting Network – Accounting Exercise Handbook

### 3) SCREENCAST SOFTWARE OVERVIEW

Screencasts are audio visual tutorials that can be played from within the UAN software. Examples of screencasts available include purchase orders, payments, receipts and the utilities associated with these transactions. All screencasts will be accessible from within the software by clicking on the FAQ link from the Main Menu.

### 4) SETUP WIZARD

#### DIRECTIONS TO ACCESS THE SETUP WIZARD

---

You will have access to the setup wizard after launching the new UAN application for the first time. This is done after performing the year end process.

#### OVERVIEW

The UAN Setup Wizard is a 12 step process that will walk through some housekeeping chores that facilitate the conversion to the new UAN software. Instructions are provided in the heading of each step. If you need to quit before completing the wizard, the program will save the work you have completed so far.

**Note:** Seven of the twelve steps are marked optional. To skip any of the optional steps, simply click the [Next >] button. If you choose to skip these steps the program will mark them with the default settings. The wizard headings include menu paths so that you can revise these settings at a later time if needed.

#### Wizard Navigation buttons:

Button:	Purpose:
[Next >]	To advance to the next screen after completing a required step or to skip any of the optional steps.  <b>Note:</b> If you click next before completing a required step, the program will display a system message describing what is needed to continue.
[< Back]	To return to the previous screen.  Clicking this will prompt the system message: 'Save Changes' [Yes] [No] [Cancel]

## Uniform Accounting Network – Accounting Exercise Handbook

	<ul style="list-style-type: none"> <li>• Click [Yes] to move back to the previous screen and save the settings on the current screen.</li> <li>• Click [No] to move back to the previous screen and loose any changes to the settings on the current screen.</li> <li>• Click [Cancel] to remain on the current screen.</li> </ul>
[< < Beginning]	<p>Click to return to the first screen of the setup wizard.</p> <p>Clicking this will prompt the system message: ‘Save Changes’ [Yes] [No] [Cancel]</p> <ul style="list-style-type: none"> <li>• Click [Yes] to return to the first screen of the setup wizard and save the settings entered up to the current screen.</li> <li>• Click [No] return to the first screen of the setup wizard and loose any changes to the settings on the current screen.</li> <li>• Click [Cancel] to remain on the current screen.</li> </ul>
[Quit]	<p>Click to exit the setup wizard.</p> <p><b>Note:</b> If you need to Quit before completing all 12 steps, the changes you have made so far will be retained when you re-open the software. Don’t be alarmed when the setup wizard starts over at step 1. You will simply need to click the Next button until you advance to the place you left off in the last session.</p>

### 12 STEP SETUP PROCESS

#### STEP 1: MERGE VENDORS / PAYEES / ADDRESSES

Accounting vendors, inventory vendors, payroll payees, and accounting addresses will now be kept in a single area. Taking some time to clean up these items from your existing data will improve your experience in the new UAN.

##### **Step 1 (Screen 1) Identify Items to Delete**

When you first advance to this screen, all accounting vendors, inventory vendors, payroll payees, and accounting addresses that are able to be removed will be listed in the Original List section on the left side of the screen.

- Look through the Original List and click the checkbox next to any that you definitely will not use again.

## Uniform Accounting Network – Accounting Exercise Handbook

- Click the [Delete >] button. This will move the item into the ‘Items to Delete’ list located on the top right corner of the screen.
  - If you make a mistake, just select the items in the ‘Items to Delete’ list to put back into the original list and click the [< Move Back] button.
- Click the select all checkbox in the top left corner of the Original List to select the remaining items that you will keep in the new UAN software.
- Click [Keep >] button. This will move the item into the ‘Items to Keep’ list located on the lower right corner of the screen.
  - If you make a mistake, just select the items in the ‘Items to Keep’ list to put back into the original list and click the [< Move Back] button.
- **Note:** All items must be moved into either the Delete list or the Keep list (the Original List must be blank).
- When you are finished, click [Next >] button.
- If you included any items in the Items to Delete list, the software will prompt a system message listing the number of items that will be deleted. Click [OK] to continue or [Cancel] to return to the same screen.

### EXERCISE:

Action or Field Name:	Data Entry:
Items to Delete	OuttaBiz Inc
Items to Keep	All other Vendors / Payees
Click Next>	

### Step 1 (Screen 2) Identify Duplicates

When you first advance to this screen, all the items you just selected to keep will be listed in the ‘Items to Keep’ list which is now on the left side of the screen.

- Look through the ‘Items to Keep’ list and click the checkbox next to any that have duplicates elsewhere in the list. For example, in the old software, you may have two records for ‘County Auditor’ (one in address maintenance and one in vendor maintenance). Select both records. **This will be the last opportunity to merge vendors together. Once a vendor is in use in the software, it is no longer able to be deleted.**
- Click the [Duplicates >] button. This will move the items into the ‘Items with Duplicates’ list located on the top right corner of the screen.
  - If you make a mistake, just select the items in the ‘Items with Duplicates’ list to put back into the ‘Items to Keep’ list and click the [< Move Back] button.

## Uniform Accounting Network – Accounting Exercise Handbook

- Click the select all checkbox in the top left corner of the ‘Items to Keep’ list to select the remaining items that do not have duplicates.
- Click [Unique >] button. This will move the items into the ‘Unique Items’ list located on the lower right corner of the screen.
  - If you make a mistake, just select the items in the ‘Unique Items’ list to put back into the ‘Items to Keep’ list and click the [< Move Back] button.
- **Note:** All items must be moved into either the ‘Items with Duplicates’ or the ‘Unique Items’ (the ‘Items to Keep’ must be blank).
- When you are finished, click [Next >] button.

### EXERCISE:

Action or Field Name:	Data Entry:
Items with Duplicates	BEP Buckeye Electric Power Buy A Lot Offices Buy A Lot Stores
Unique Items	All other Vendors / Payees
Click Next>	

### Step 1 (Screen 3) Merge Duplicates

- When you first advance to this screen, all the items with duplicates you just selected will be listed in the ‘Items with Duplicates’ list which is now on the left side of the screen.
- Look through the ‘Items with Duplicates’ list and click the checkboxes next to each group of duplicates to merge. For example, if you have two ‘County Auditor’ records listed, select both of them and leave any unrelated groups of duplicates unchecked (cleared checkbox).
- Click the [ Merge >] button. This will open the Merge Vendors form.

### Merge Vendors form

- The ‘Main Vendor’ drop-down menu will list just the vendors you have chosen to merge.
- Choose a main vendor from the drop-down menu
- Edit the details of the vendor information as needed.
- **Note:** In the Locations section of the screen, uncheck any locations (addresses) that are no longer needed. Only checkmarked locations will be retained for the merged vendor. If a location is grayed out, it is in use and cannot be removed. For example: The vendor may be in use on a Carry Over Purchase Order

## Uniform Accounting Network – Accounting Exercise Handbook

- Click the [Save] button to save the merge and return to the Merged items screen in the Wizard.
- Repeat the steps above with each group of duplicates until the ‘Items with Duplicates’ list is empty. (ALL items must be moved into the ‘Merged Items’ list before continuing to the next screen).
- When you are finished, click [Next >] button.

### EXERCISE:

Action or Field Name:	Data Entry:
Duplicates to Merge	BEP Buckeye Electric Power
Click Merge>	
Main Vendor	BEP
Uncheck Last Address	
Click Save	

Action or Field Name:	Data Entry:
Duplicates to Merge	Buy A lot Office Buy A lot Stores
Click Merge>	
Main Vendor	Buy A lot Office
Uncheck Last Address	
Click Save	
Click Next>	

---

### STEP 2: MERGE DEPARTMENTS

Merge Departments by following the steps above as a guide. The process of merging Departments is very similar to merging Vendors/Payees/Addresses.

---

### STEP 3: VERIFY ENTITY SETUP (OPTIONAL)

Entity Setup tab is an area where your entity details, contact information, and fiscal officer names are maintained, and also where settings are located that affect the operation of the UAN software for all users of your system.

This information can be edited at any time in **General > Maintenance > Entity Setup**.

## Uniform Accounting Network – Accounting Exercise Handbook

### Step 3, Screen 1 – Entity Information (optional)

The **Entity Information** tab: This contains the entity's Ohio Tax ID, Federal Tax ID, Entity Contact Information, Fiscal Officer and assistant names from the old software.

1. To skip this optional step, click the [Next >] button.
2. Or verify the information and enter any necessary changes.
3. When you are finished entering changes, click [Next >] button.

### Step 3, Screen 2 – System (optional)

The **System** tab is an area for Compliance Controls, Budgetary, and the UAN Backup Interval settings.

- **Compliance Controls:** This section consists of the option to stop the user when they are not in compliance or to warn the user when they are not in compliance with the option to override that warning. Turning off compliance controls can only be done by UAN. These options will be discussed in more detail in the Chapter 10 Miscellaneous Topics.
  - **Budgetary:** This section allows the user to choose whether agency funds should or should not be budgeted. It cannot be changed once activity posts to an agency fund in the current year.
  - **UAN Backup Interval:** The section allows you to set the number of days the software will require a backup. UAN Backups must be performed at least every 30 days.
1. To leave the default settings and skip this optional step, click the [Next >] button
  2. Or make any necessary changes.
  3. When you are finished entering changes, click [Next >] button.
  4. **Note:** We strongly recommend to backup more often than your predetermined backup interval.

### Step 3, Screen 3 – Modules (optional)

The **Modules** tab allows you to choose which modules are available to users of the system. You can choose to activate or deactivate the Budget, Inventory, and Cemetery software. If any of these are deactivated, they will appear grayed out and you will not be able to select them from the main menu bar. The Accounting module cannot be deactivated, and only UAN can deactivate the Payroll module.

1. To leave the default settings and skip this optional step, click the [Next >] button
2. Or make any necessary changes.
3. When you are finished making changes, click [Next >] button.

## Uniform Accounting Network – Accounting Exercise Handbook

### Step 3, Screen 4 – Purchase Orders (optional)

The **Purchase Orders** tab allows you to choose default expiration dates for new BC Regular and BC Super purchase orders. This is optional.

Choices include:

- ‘x’ number of days after issue date,
- A specified expiration date
- End of the quarter
- End of the year
- No expiration date

### Step 3, Screen 5 – Payments (optional)

The **Payments** tab allows you to customize your warrant if needed.

**Use standard layout:** This button is the default setting.

**Use custom layout:** This button should only be chosen by those who use a company that does not print warrants in the same format as the UAN default. Click on the ‘Use custom layout’ button and then click on the ‘Design Warrant’ button. Here you can make changes to the design of the warrant.

**Note:** UAN recommends using the standard layout unless you have a specific reason to customize. It is advised to contact the UAN Support Line before using this feature.

---

### STEP 4: SET NON-EXPENDABLE BALANCES (OPTIONAL)

Enter the non-expendable balances of any permanent and private purpose trust funds listed in this screen. If you do not have any funds of these types, none will be listed.

- **New Requirements:** In the old software, we did not keep track of the non-expendable balances. This non-expendable portion must be setup in the new software if required by the fund definition. The two types of funds are described below:
  - **Permanent Funds.** The purpose of a permanent fund is to report cash that is legally restricted to the extent that only the earnings may be used to support the government’s programs and not the principal. You are required to enter the non-expendable portion of the fund’s cash balance in UAN. An example of a permanent fund is a Cemetery Bequest fund.

## Uniform Accounting Network – Accounting Exercise Handbook

- **Private Purpose Trust funds.** Some private purpose trust funds require a non-expendable portion to be set aside, others may not. The non-expendable portion should be entered if applicable. An example of a private purpose trust fund is a scholarship trust fund.
- This information can be edited at any time in Accounting > Maintenance > Funds.
- When you are finished, click [Next >].

### EXERCISE:

Action or Field Name:	Data Entry:
Fund Number	4951
Non-Expendable Balance	\$5,000.00
Click Next>	

### STEP 5: ADD ADMINISTRATOR USER (FISCAL OFFICER)

1. Enter a User Name for the fiscal officer.
  - a. You will type this user name every time you open UAN to log in. Choose a user name that uniquely identifies you, and that will be easy to remember and easy to type correctly. Additional users may be added later in the setup process, if desired, or any time after setup is complete.
2. When you are finished, click [Next >] button.
3. You will be prompted with a system message confirming the user name you just entered and will be given a password (uan). The password (uan) will expire the first time you login and you will be prompted to change it to a unique password. Click [OK].

### EXERCISE:

Action or Field Name:	Data Entry:
User Name	Brutus
Click Next>	

**Note:** Security Clearance and Compliance Clearance will be discussed more in Chapter 6 General Maintenance.

---

### STEP 6: CHOOSE BACKGROUND COLOR (OPTIONAL)

Choose a color scheme for the UAN software. This color choice will apply only to the User Name you just created. You may choose one of the preset color schemes displayed, or click [Select Custom Color] button for something unique. To restore the color back to the UAN default, select the [Reset to Default] button.

When you are finished, click [Next >] button.

**Note:** This setting can be changed at any time from the painter's palette icon in the System Utilities area of the Main Menu.

---

### STEP 7: CHOOSE USER PREFERENCES (OPTIONAL)

User Preferences is an area where settings are located that affect the operation of the UAN software for individual users only. In other words, your settings here will not affect any other users. Additional users will have the option to set their own user preferences.

This information can be edited at any time in **General > Maintenance > User Preferences**.

#### **Step 7, Screen 1 – System (optional)**

Choose how UAN should open its main window and its expandable popup forms.

When you are finished, click [Next >] button.

#### **Step 7, Screen 2 – Purchase Orders (optional)**

The **Purchase Orders** tab allows you to choose defaults for the Ship To and Bill To addresses for new purchase orders, and how many copies to print.

Most of the time the Ship To and Bill To vendors should be set to your entity information. If you typically have items shipped to a different location, you can change it here. An address may be chosen for each location using the drop-down menus. The drop downs will list only items from the old software's address maintenance section.

## Uniform Accounting Network – Accounting Exercise Handbook

You can also choose how many copies of your purchase orders will print when you post and print. To change, type over the default number or use the up / down arrow to the right of the field to increase or decrease.

When you are finished, click [Next >] button.

### Step 7, Screen 3 – Payments (optional)

The **Payments** tab has two sections: Warrant Combine and Print Copies.

The Warrant Combine section allows you to choose if warrant payments – posted together for a single vendor and post date – should print on one warrant or on several warrants.

For example, assume you are posting 2 payments at the same time to the ABC Company with the post date 1/31/20XX. If your setting is ‘Print one warrant per vendor’, then the software will print 1 warrant. If your setting is ‘Print one warrant per payment’, then the software will print 2 warrants.

**Note:** This is a default setting that can be changed for a specific transaction when you record payments in Accounting > Transactions > Payments. Changes to specific payments will not change the default setting.

The Print Copies section allows you to set the default number of Electronic voucher copies to print when posting electronic payments.

When you are finished, click [Next >] button.

### Step 7, Screen 4 – Receipts (optional)

The **Receipts** tab allows you to choose how many copies to print when posting each type of receipt (standard, interest, or memo).

To change, type over the default number or use the up / down arrow to the right of the field to increase or decrease.

When you are finished, click [Next >] button.

### Step 7, Screen 4 – Reports (optional)

The **Reports** tab has 3 sections: Standard Paper Size, Standard Paper Orientation, and Display – Report Viewer Size.

## Uniform Accounting Network – Accounting Exercise Handbook

### Standard Paper Size

Choose whether to default all UAN reports to one paper size or let UAN set the defaults by report:

- Use UAN defaults by report
- Set all to Letter (8.5 x 11)
- Set all to Legal (8.5 x 14)

### Standard Paper Orientation

Choose whether to default all UAN reports to one paper orientation, or let UAN set the defaults by report:

- Use UAN defaults by report
- Set all to Portrait (Tall)
- Set all to Landscape (Wide)

### Display – Report Viewer Size

Choose how UAN should open its report viewer window:

- Maximize report viewer
- Use 75% of the display area

**Note:** Paper settings can also be selected at the time of printing.

When you are finished, click [Next >] button.

---

## STEP 8: ADD CUSTOM USER ROLES (OPTIONAL)

UAN now allows you to restrict user access by setting up custom user roles, which can be applied to one or many users. A role defines which areas and functions of UAN can be accessed by the users assigned to the role.

If you plan to add users with restricted access, you can add custom roles here for those users. Skip this step if you are the only person who will use the UAN system, or if the only other users you plan to add will be assistants who need access to all the functions of UAN.

Roles can be added at any time in **General > Maintenance > Roles**

1. To skip this optional step, click the [Next >] button until the progress screen appears again.
2. If you choose to add roles, click the [Save] button after entering each role (be sure to review each tab first).
3. To continue, click the [Next >] button.

## Uniform Accounting Network – Accounting Exercise Handbook

**Note:** Roles will be discussed more in Chapter 6 General Maintenance.

---

### STEP 9: ADD OTHER USERS (OPTIONAL)

UAN now allows you to create a separate ‘user’ for each person you will allow to access the UAN software. Users can be added at any time in **General > Maintenance > Users**.

1. To skip this optional step, click the [Next >] button until the progress screen appears again.
2. If you choose to add additional users, enter a User Name for each additional UAN user. They will type this user name every time they open UAN to log in.
3. Choose a role for the user and choose their clearances.
4. Click the [Save] button after entering each user.
5. To continue, click the [Next >] button.

**Note:** Adding additional users, roles, and clearances will be discussed more in Chapter 6 General Maintenance.

---

### STEP 10: CREATE UAN BACKUP

Now that you have successfully set up the new UAN, you will make a backup before you start using the software. **Note:** That after a backup has been made, revisiting a previous step or quitting the setup process will require you to make a new backup when you reach this step again.

Backups can be run at any time in **General > Maintenance > Backups**

**Note:** Backups will be discussed more in Chapter 6 General Maintenance.

When the backup finishes, click [Next >] button.

---

### STEP 11: REVIEW IMPORTANT NOTES

Please review the import notes listed in this screen.

---

### STEP 12: ADD REVENUE BUDGETS (OPTIONAL)

You are now ready to start working in the new UAN. To continue, click [Next >] button and then click the [Finish] button.

## Uniform Accounting Network – Accounting Exercise Handbook

The wizard will take you to the Revenue Budgets area so you may begin adding revenue budgets for the year. You do not have to enter your revenue budget now, but you will not be able to appropriate more than the January 1<sup>st</sup> cash balance of each fund until the revenue budget is completed.

If you need to add or delete any revenue or appropriation accounts before entering budgets, you can do so in **Accounting > Maintenance > Revenue Accounts** and **Accounting > Maintenance > Appropriation Accounts**.

After you have added revenue budgets, you may enter appropriations in the Appropriation Budgets area.

### 5) USER LOGIN

#### OVERVIEW

The User Login form controls access to the UAN software.

After completing the 12 steps of the Setup Wizard, the software will open the User Login form.

A valid User Name and Password combination for an active user must be entered before the software will launch. If the user enters a valid user name with an incorrect password three times in succession, that user name will be deactivated. Only an administrator or UAN can reactivate an inactive user. If the user enters valid information but the current password has expired, the Change Password screen will open and the user's password must be changed successfully before the software will launch.

At login, the user's computer clock must not be set prior to the latest login for any user recorded in the database. If the clock is accurate but is set more than one day earlier than the last recorded login, UAN must be contacted to correct the login times in the user's database.

### 6) CHANGE PASSWORD

#### MENU PATH

You can change passwords at any time at **General > Maintenance > Change Password**

## Uniform Accounting Network – Accounting Exercise Handbook

### OVERVIEW

The Change Password form allows you to change your current password to a new password.

### WHAT'S NEW

- Upon login, if the current date is on or after the user's password expiration date, the user will be presented with and forced to complete the Change Password screen before gaining access to any other area of the software.
- Passwords must contain at least 8 characters, must not begin or end with a space, and must include characters from at least 2 of the following 4 categories:
  - 1) Lowercase letters (a to z)
  - 2) Uppercase letters (A to Z)
  - 3) Digits (0123456789)
  - 4) Special characters ( `~!@#\$\$%^&\*()\_+=[\];',./{|}:<>? )
- None of a user's previous 4 passwords may be reused.
- User passwords must be changed at least every 90 days, and also after being reset by an administrator to 'uan'.

### GUIDED EXERCISES

Enter the following data:

#### EXERCISE 1: CHANGE A PASSWORD

Action or Field Name:	Data Entry:
Enter User	Brutus
Current Password	uan
New Password	Fiscalofficer

## Uniform Accounting Network – Accounting Exercise Handbook

### BUCKEYE TOWNSHIP STORY

A capital project to update the sewer system to prevent storm water from overflowing directly into the Olentangy River has recently been completed. We are currently waiting on the vendor to issue us an invoice so we can complete the payment – a purchase order for this purpose has been carried over.

On January 7, 2013, former Cleveland Browns and Cincinnati Bengals quarterbacks, Tim Couch and Akili Smith, decided to make amends for their less than stellar careers by establishing a cemetery bequest for the ongoing beautification of the grave of Paul Brown. Both players decided to make a \$10 donation for every interception they threw for their respective teams. \$9,000 will be invested in an account that pays a fixed 2% per year. The remaining \$1,000 is available for expenditures.

Our secondary checking account (Grant) is being moved to National Bank to receive a better interest rate.

## CHAPTER 2 – ACCOUNTING MAINTENANCE

### 1) FUNDS

#### MENU PATH

Accounting > Maintenance > Funds

#### OVERVIEW

The funds area allows you to set up funds.

#### WHAT'S NEW

As discussed in the setup wizard, we now keep track of the non-expendable balances. For more information, see Chapter 1 Initial Setup, Setup Wizard, Step #4.

After the conversion, changes are made in the fund maintenance area.

Funds can now be marked as active or inactive when adding or editing a fund. Activating and deactivating will be discussed in detail in the Appropriation Maintenance section.

You can now see the range of fund numbers available in the drop down menu when adding a fund. Example: Road District fund numbers range from 2141-2169.

In the fund area, you can see a list of all funds at a glance. The list includes each fund's number, name, status, the date the fund was last modified, and by whom it was last modified.

You can filter the list of funds by status – all, active, inactive, or removable.

The Remove button has replaced the Delete button to remove funds that have had no activity in the current year.

#### GUIDED EXERCISES

#### EXERCISE 1: DEACTIVATE A FUND

Deactivate Capital Projects fund:

## Uniform Accounting Network – Accounting Exercise Handbook

Action or field name:	Data Entry:
Select checkbox next to fund number:	4301
Click Deactivate button	

---

### EXERCISE 2: ADD A FUND

Add the Brown Bequest fund:

Action or field name:	Data Entry:
Click the Add button	
Fund Number:	4952
Fund Name:	Brown Bequest
Receives Interest:	Checked
Click Save	
Click Close	

## 2) COST CENTERS

### MENU PATH

Accounting > Maintenance > Cost Centers

### OVERVIEW

The Cost Centers area allows you to set up cost centers.

---

### WHAT'S NEW

You can now make a cost center active or inactive.

## Uniform Accounting Network – Accounting Exercise Handbook

### 3) REVENUE ACCOUNTS

#### MENU PATH

Accounting > Maintenance > Revenue Accounts

#### OVERVIEW

The Revenue Account area creates revenue account codes which makes them available for use. This area will allow you to add several revenue accounts in one single step.

#### WHAT'S NEW

The Add button replaces the Record button.

The Remove button has replaced the Delete button to remove accounts that have had no activity in the current year.

You can deactivate (but not remove) accounts with activity in the current year. In the past deactivating and removing were combined in one step called Delete. Now you can deactivate (hide) an account code that you used earlier in the year, but do not want to use the rest of the year. If later you decide that the account will need to be used after all, then you can activate it again.

#### GUIDED EXERCISES

#### EXERCISE 1: ADDING REVENUE ACCOUNTS

In this exercise we will add revenue codes in the Brown Bequest fund.

Action or Field name	Data Entry:
Click the Add button	
Fund	4952
Cost Center	0000 (Default)
Revenue Account Click the checkbox next to the following revenue numbers:	701-Interest 801-Gifts and Donations 820-Contributions to a Permanent Fund
Click Save	

## Uniform Accounting Network – Accounting Exercise Handbook

Click Close

### EXERCISE 2: REMOVING REVENUE ACCOUNTS

In this exercise we will remove revenue accounts in the capital projects fund.

Action or Field name	Data Entry:
Select the checkbox next to the accounts:	4301-538-0000
Click the Remove button	

### 4) APPROPRIATION ACCOUNTS

#### MENU PATH

Accounting > Maintenance > Appropriation Accounts

#### OVERVIEW

The Appropriation Accounts area allows you to add appropriation accounts. You can also activate, deactivate, remove, and display appropriation accounts in this area.

#### WHAT'S NEW

**The Remove button has replaced the Delete button** to remove accounts that have had no activity in the current year.

**Activate & Deactivate buttons** control whether items will be displayed or not displayed in drop-down menus in the software. Deactivating an item will not affect transactions prior to deactivating. For example, we will be deactivating an account used for the townships capital project fund. The account has an open purchase order that was carried over from last year. The account will no longer be available to create new purchase orders, but it will still be available in the payments form for payments related to the carry over PO.

**Deactivating may be useful for Purchase Orders & Payments.** Deactivating will ensure that you don't unintentionally pick an account code for a PO or payment. Deactivated accounts won't even show up as an option in the drop-down menus.

## Uniform Accounting Network – Accounting Exercise Handbook

**Note:** Activating or Deactivating a fund does not affect the status of the appropriation and revenue codes associated with that fund.

**All the possible Object codes are listed for each program.** This allows you to add several codes in one transaction.

**A mixture of Summary and Detail object codes in a single financial reporting group can be activated – however this is not recommended.** It may cause confusion when reviewing financial reports and result in budgeting or payment mistakes. An exception to this recommendation is when you are changing from Summary to Detailed codes when moving from one year to the next and you are in Temporary mode at Year End. Temporary mode is discussed in more detail in the year end procedures manual. To prevent users from adding this combination of account codes inadvertently, UAN will issue a warning message notifying you before the accounts are saved in the system.

If you are unfamiliar with the distinction between Summary and Detail object codes, please take some time outside of class to review the information in Appendix B: Summary and Detail Object Codes.

### GUIDED EXERCISES

#### EXERCISE 1: DEACTIVATE APPROPRIATION ACCOUNTS

In this exercise we deactivate an account in the capital projects fund.

Action or Field name	Data Entry:
Select the checkbox next to the account:	4301-760-700-0000
Click the Deactivate button	

#### EXERCISE 2: ADD APPROPRIATION ACCOUNTS

In this exercise we will add appropriation codes in the Brown Bequest fund.

Action or Field name	Data Entry:
Click the Add button	
Fund	4952
Program	410

## Uniform Accounting Network – Accounting Exercise Handbook

Cost Center	0000 (Default)
Object Click the checkbox next to the following object codes:	320- Property Services 350- Utilities
Click Save	
Click Close	

### 5) REVENUE BUDGETS

#### MENU PATH

Accounting > Maintenance > Revenue Budgets

#### OVERVIEW

The Revenue Budget area enables entry of budget information for revenue account codes. You will be able to enter budget information and add supplemental revenue budget account codes.

#### WHAT'S NEW

The budget forms have been redesigned to allow for all line item budget amounts within a selected fund to be entered all at once, instead of processing each account one by one.

Budget amounts may only be entered once per year for each fund – this is the original budget amount. This has not changed, but the concept is more clearly seen in the new software design.

Changes to the original budget must be made by entering supplemental revenue budget amounts. This is the same as a revision under the Edit button in the old software.

Key-in errors or omissions to the original budget can be corrected by entering a supplemental revenue budget and selecting the Apply as correction checkbox. If you check this box your changes will not be recorded as a supplemental change.

#### GUIDED EXERCISES

#### EXERCISE 1: ADDING A REVENUE BUDGET

The following is an example of an Amended Certificate of Estimated Resources:

**Uniform Accounting Network – Accounting Exercise Handbook**

Amended Official Certificate of Estimated Resources

Office of Budget Commission, Franklin County, Ohio  
To the TAXING AUTHORITY OF BUCKEYE

The following is the ‘Amended Certificate of Estimated Resources’...

FUND	Unencumbered Balance January 1, 2013	Taxes	Other Sources	Total Available for Appropriations	\$\$
General Fund	\$95,000.00	\$120,000.00	\$45,000.00	\$260,000.00	
...					

Enter revenue budgets for the General Fund and the Road and Bridge fund. Select Add and the fund from the drop-down menu. Enter the following in the Budget / Amount (Full Year) column for each fund. Click the Save button and continue for each fund.

Account:	Budget Amount:
1000-101-0000	\$119,000.00
1000-302-0000	5,000.00
1000-399-0000	1,000.00
1000-401-0000	0.00
1000-511-0000	0.00
1000-532-0000	25,000.00
1000-533-0000	2,000.00
1000-535-0000	10,000.00
1000-701-0000	0.00
1000-801-0000	0.00
1000-802-0000	2,000.00
2031-537-0000	59,000.00
2031-539-0000	1,000.00
2031-931-0000	0.00

Enter the Effective Date: 1/1/2013

---

**EXERCISE 2: SUPPLEMENTAL**

The amount of \$120,000.00 should have been entered for account 1000-101-0000 instead of \$119,000.00. To correct this error, select the checkbox next to fund 1000 and click the Supplemental button. Enter the following the the Supplemental (+/-) column:

Account:	1000-101-0000
----------	---------------

## Uniform Accounting Network – Accounting Exercise Handbook

Amount:	\$1000.00
Checkbox:	Checkmark 'apply as correction' checkbox

Effective date: 01/01/2013

Click the Save button

### 6) APPROPRIATION BUDGETS

#### MENU PATH

Accounting > Maintenance > Appropriation Budgets

#### OVERVIEW

The Appropriation Budget area allows you to enter budget information for appropriation accounts. You can also reallocate a budget and add a supplemental appropriation budget in this area.

#### WHAT'S NEW

The budget forms have been redesigned to allow for all line item budget amounts within a selected fund to be entered all at once, instead of processing each account one by one.

Permanent appropriation amounts may only be entered once per year for each fund. This has not changed, but the concept is more clearly seen in the new software design.

**Apply as correction checkbox:** Key-in errors or omissions to the original budget can be corrected by using the Supplemental (appropriations) button and selecting the Apply as correction checkbox. If you check this box then changes will not be recorded as a new supplemental change.

**Note:** In the old software, corrections to the original budget were made using the Edit button under Temporary/Permanent Appropriations.

The Supplemental Maintenance screen in the old software is now separated into two forms. Reallocate and Supplemental appropriations.

**Reallocate button.** The reallocate button allows you to reallocate appropriation amounts among accounts within the same fund without changing the total amount of appropriations for that fund. It is sometimes also called an *intrafund appropriation transfer*. In the old software this was recorded as a **To and From Supplemental**.

## Uniform Accounting Network – Accounting Exercise Handbook

**Supplemental button.** The supplemental option allows any changes or corrections to be made to the *total* temporary or permanent/original appropriation budget amounts for a fund. In the old software this was recorded a **To Only or a From Only Supplemental**.

Several form and report fields have revised names. For example, Carry Over Amount is now Reserved for Encumbrance 12/31.

### GUIDED EXERCISES

#### EXERCISE 1: ADD TEMPORARY APPROPRIATIONS

In this exercise we will add temporary appropriations to the Road & Bridge fund for the first quarter until our budget is approved.

Click the Add button to add Temporary Appropriations and select fund 2031. Enter the following amounts in the Temporary / Appropriation (first quarter only) column:

Account:	Amount:
2031-330-190-0000	\$5,000.00
2031-330-314-0000	\$0.00
2031-330-323-0000	\$500.00
2031-330-360-0000	\$2,500.00
2031-330-420-0000	\$0.00

Effective Date: 01/01/2013

Save and Close the form.

#### EXERCISE 2: ADD PERMANENT APPROPRIATIONS

In this exercise, we assume that the annual budget is now approved and we add permanent appropriations.

Click the Add button to add Permanent Appropriations and select fund 2031. Enter the following amounts in the Permanent /Original (Full Year) column:

## Uniform Accounting Network – Accounting Exercise Handbook

<b>Account:</b>	<b>Amount:</b>
2031-330-190-0000	\$20,000.00
2031-330-314-0000	\$1,000.00
2031-330-323-0000	\$1,000.00
2031-330-360-0000	\$10,000.00
2031-330-420-0000	\$0.00

Effective Date: 1/10/2013

Save and Close the form.

---

### EXERCISE 3: ADD SUPPLEMENTAL APPROPRIATIONS

This exercise is an example of a supplemental appropriation that corrects a key-in error or typing omission in the original budget.

Click the checkbox next to fund 2031 and click the Supplemental button. Enter the following amounts in the Supplemental (+/-) column:

<b>Account:</b>	<b>Amount:</b>
2031-330-190-0000	\$2,000.00
2031-330-314-0000	\$0.00
2031-330-323-0000	\$9,000.00
2031-330-360-0000	\$0.00
2031-330-420-0000	\$14,000.00

Check the 'Apply as correction' checkbox

Effective Date: 1/10/2013

Save and Close the form.

## Uniform Accounting Network – Accounting Exercise Handbook

### EXERCISE 4: REALLOCATE AN APPROPRIATION BUDGET

This is an example of a budget line item reallocation within a fund.

Click the checkbox next to fund 2031 and click the Reallocate button. Enter the following amounts in the Intrafund (+/-) column:

<b>Account:</b>	<b>Amount:</b>
2031-330-190-0000	\$1,000.00
2031-330-314-0000	\$1,000.00
2031-330-323-0000	-\$1,000.00
2031-330-360-0000	\$0.00
2031-330-420-0000	-\$1,000.00

Effective Date: 1/31/2013

Save and Close the form.

## 7) CHECKING ACCOUNTS

### MENU PATH

Accounting > Maintenance > Checking Accounts

### OVERVIEW

The Checking Maintenance area is where checking accounts are added, edited, closed, or removed.

### WHAT'S NEW

You can now close secondary checking accounts.

### GUIDED EXERCISES

## Uniform Accounting Network – Accounting Exercise Handbook

### EXERCISE 1: CLOSE CHECKING ACCOUNT

Action or Field Name:	Data Entry:
Click the checkbox next to the Grant checking account	
Click the 'Close Item' button	
Account Name:	GRANT
Closed:	1/7/2013
Click the Close Item button	

### EXERCISE 2: ADD A CHECKING ACCOUNT

Add a secondary checking account.

Action or Field Name:	Data Entry:
Click the Add button	
Account Name:	Grant Acct
Account Number:	3124
Description:	Grant Account
Interest Bearing checkbox:	Check (Fill in) the checkbox
Bank Name:	National Bank
Click the Save button	

## 8) CHECKING TRANSFER

### MENU PATH

Accounting > Transactions > Checking Transfer

## Uniform Accounting Network – Accounting Exercise Handbook

### OVERVIEW

You can move money between checking accounts using this form. The primary checking and at least one secondary checking account must be set up first.

### GUIDED EXERCISES

#### EXERCISE 1: TRANSFER MONEY TO SECONDARY CHECKING ACCOUNT

Action or Field Name:	Data Entry:
Transfer Type: (Radio button)	Primary to Secondary
Secondary: (Drop-down menu)	Grant Acct
Amount:	\$10,000
Date:	1/7/2013
Reason:	Open account balance
Click the Post button	

### 9) INVESTMENT MAINTENANCE

#### MENU PATH

Accounting > Maintenance > Investments

### OVERVIEW

The Investment Maintenance area allows you to add new investments; as well as edit investment information, close an investment, remove, and display and investment.

WHAT'S NEW

1. **An investment must be accurately marked Pooled or Non-Pooled on the investment form.**
  - a. **The setting cannot be changed once you save the investment.** After that, the only way to change it is by closing or removing the investment.
  - b. The setting affects the cash available in each fund and cash reports such as the Fund Status.

What is the difference between a pooled vs. a non-pooled investment?

**For an investment to be considered Non-pooled:**

- a. It must have only one fund invested
- b. That fund must be able to receive its own interest
- c. That fund must be marked to receive its own interest in the Fund Maintenance screen

An example of a common non-pooled investment is a private purpose trust investment where the interest is posted back to the private purpose trust fund.

**Pooled Investments:** A pooled investment is an investment that has its cash combined (pooled) with the total cash of all funds (except for cash in non-pooled investments). Interest can post back to all fund balances that are permitted to receive interest. Examples of common pooled investments are Money Markets and Star Ohio.

2. **Investment Maintenance is separate from Investment Transfers**
  - a. Investment information is setup in Accounting → Maintenance → Investment
  - b. Cash is moved to/from an investment in Accounting → Transactions → Investment Transfer
3. **Pooled investments no longer have a fund distribution section.** Since the cash balance is combined (pooled) with the total cash for all funds (except non-pooled investment cash) this is not necessary.
4. **Closed investments are no longer listed beside open investments** by default.
5. **Investments with no activity in the current year can be removed.** This includes investments that were closed in a prior year.

## Uniform Accounting Network – Accounting Exercise Handbook

### GUIDED EXERCISES

#### EXERCISE 1: ADD AN INVESTMENT

In this exercise we will add an investment for the Brown Bequest fund. Click the Add button and enter data in the following sections of the Add Investment form:

##### Account section:

Field:	Data Entry:
Name:	BROWN
Number:	16-11-1
Description:	Brown Bequest Fund
Radio button selection:	Other
Pooled checkbox	Uncheck (clear)

##### Detail section:

Field:	Data Entry:
Radio button selection:	Reinvest interest receipts
Interest rate:	2.00
Purchased:	1/7/2013
Maturity:	1/7/2023

##### Bank section:

Field:	Data Entry:
Name	Who Dey Local Bank
Address, Contact, Phone, Fax:	Optional fields. Left blank in interest of class time.

## Uniform Accounting Network – Accounting Exercise Handbook

---

### EXERCISE 2: CLOSE AN INVESTMENT

In this exercise we will close an existing investment.

#### In the Investment area:

<b>Action:</b>
Select the checkbox next to the CAPPROJ
Select the ‘Close Item’ button
Select ‘Ok’

#### On the Close Investment form:

Field:	Data Entry:
<b>Details section:</b> Closed:	1/7/2013
<b>Close Type section:</b> Select the radio button:	Transfer balances to Primary Checking Account

---

### EXERCISE 3: ROLL OVER AN INVESTMENT

In this exercise we will close and roll over an existing investment.

#### In the Investment area:

<b>Action:</b>
Select the checkbox next to the <b>MoneyMkt1</b>
Select the ‘Close Item’ button
Select ‘Ok’

## Uniform Accounting Network – Accounting Exercise Handbook

### On the Close Investment form:

Action or Field Name:	Data Entry:
<b>Details section:</b> Closed:	1/7/2013
<b>Close Type section:</b> Select the radio button:	Roll Over balance into new investment
Select the 'Close Item' button	
Select 'OK' on the system message	

### On the Rollover Investment form:

Action or Field Name:	Data Entry:
<b>Account section:</b> Name:	MoneyMkt 2
Number:	8675309
<b>Details section:</b> Maturity	12/31/2020
Interest	2.0 %
Select 'Close Item' on the system message	
Select 'No' on the print report message	

## CHAPTER 3 – ACCOUNTING TRANSACTIONS

**\*\*\*Quit the UAN software and run the training restore file  
# 3. Accounting Transactions\*\*\***

### 1) PURCHASE ORDERS

#### MENU PATH

Accounting > Transactions > Purchase Orders

#### OVERVIEW

The Purchase Order area will allow you to record, post/print and adjust purchase information for a regular purchase order, then and now purchase order, BC regular and BC super.

#### SCREENCAST – PURCHASE ORDER

All screencasts will be accessible from within the software by clicking on the link below the FAQs section of that area.

Today we will watch a screencast on adding a regular purchase order.

#### WHAT'S NEW

The software will now allow overspending of Regular Purchase Orders only (not Blanket Certificates or Then & Now purchase orders) by up to 5% of the PO's original balance.

You can back date purchase orders (all PO types). The issue date can be set before the computer date as long as it is in the current year. You must be able to justify the back dating (with the exception of the PO Then and Now type).

## Uniform Accounting Network – Accounting Exercise Handbook

### GUIDED EXERCISES

#### EXERCISE 1: ADDING A PURCHASE ORDER

In this exercise we are going to create a purchase order for payment to the Garden Store for a buckeye tree. When attempting to add the purchase order we discover that we do not have the vendor setup in the software.

**Add the Vendor first:**

Action or Field Name:	Data Entry:
Click the Related link ‘Vendor / Payees’	
Click the Add button	
Name:	Garden Store
Available In: (checkbox list)	Accounting Purchases & Payments
Click the Add button (in the Locations section of the Add Vendor / Payee form)	
Click OK on the ‘Save Now’ system message.	
Description:	Store
Address:	123 Any St Columbus, OH 43215
Click Save and Close	
Click the checkbox next to the new address	
Click Save and Close	

**Now add the purchase order:**

Click the Purchase Orders tab and click the Add button. Select PO Regular and enter the data below:

Field:	Data Entry:
Vendor:	Garden Store
Issue:	1/7/2013
Certified:	1/7/2013

## Uniform Accounting Network – Accounting Exercise Handbook

### Detail section:

Action or Field Name:	Data Entry:
Quantity:	1
Description:	buckeye tree
Unit Price:	\$100.00
Click the Insert Row Arrow	

### Distribution section:

Action or Field Name:	Data Entry:
Account Code:	4952-410-320-0000
Amount:	\$100.00
Click the Insert Row Arrow	
Click the Save button	

### Post the PO

Place a checkmark in the box next to the PO and click the Post/Print button.

---

## EXERCISE 2: INDIVIDUAL EXERCISE

Create a purchase order regular to the Hardware Store for office supplies for \$700.00. The account code to use for this purchase order is 1000-110-420-0000.

\*\*For the solution, see Appendix A Individual Exercise Answers.

## 2) RECEIPTS

**\*\*\*Quit the UAN software and run the training restore file # 3a. Accounting Transactions – After Purchases\*\*\***

### MENU PATH

Accounting > Transactions > Receipts

### OVERVIEW

The Receipts area allows you to add receipts. You can also edit and delete receipts, display receipt information, print a customer copy, and post/print receipts.

### WHAT'S NEW

**All posted receipts hit cash immediately.** You still have the ability to post date receipts by 30 days but since your processing date is now always your current calendar date this should be less common. You should be sure to follow current Ohio Law requiring a receipt to be deposited within 24 hours.

**You can pre-date receipts.** You can now pre-date a receipt back to the last bank reconciliation date. An example use for this would be interest listed on your bank statement that you received after the actual posting date at the bank.

**Investment Maintenance setup is more important now for interest receipts.** Pooled and Non-Pooled Investments must be accurately marked in the investment maintenance form. A non-pooled investment has only one fund included in the investment and all the interest for the investment is posted to that fund. A pooled investment's cash balance is pooled with the total cash for all funds except non-pooled investment cash.

**Enhanced reallocate and adjustment utilities.** You can now reallocate or adjust memo receipts and interest receipts types including reinvested interest.

**Post-Dated receipts are no longer earmarked.** There is no longer an Earmarked report because now post-dated receipts will increase cash balances immediately. Reports will reflect the increases as long as the report date is on or before the receipt posting date.

**Import Purchase Order button.** The Import Purchase Order button allows you to import purchase order information for charges deducted for a memo receipt.

## Uniform Accounting Network – Accounting Exercise Handbook

**Customer Copy Button.** The customer copy shows the same information as a posted receipt, except it includes a receipt date rather than a post date and does not include a receipt number.

### GUIDED EXERCISES

#### EXERCISE 1: ADD A STANDARD RECEIPT

The township receives a \$10,000.00 donation from Akili Smith and Tim Couch for the Brown Bequest fund.

Field:	Data Entry:
Source:	Akili Smith & Tim Couch
Purpose:	Donation
Receipt, Deposit, & Post Dates:	1/7/2013
Deposit Ticket #	2101

#### Receipt Distribution section:

Field:	Data Entry:
Account Code	4952-820-0000
Amount:	\$9,000.00
Account Code:	4952-801-0000
Amount:	\$1,000.00

#### EXERCISE 2: ADD AN INTEREST RECEIPT FOR A NON-POOLED INVESTMENT

The fiscal officer checks his online banking and sees that interest posted two days ago on a CD investment for the permanent fund – UAN Bequest.

Action or Field Name:	Data Entry:
Source:	CD4951
Receipt, Deposit, & Post Dates:	1/29/2013
Select the Reinvest radio button	

## Uniform Accounting Network – Accounting Exercise Handbook

### Receipt Distribution section:

Field:	Data Entry:
Fund:	4951
Account Code:	4951-701-0000 Interest
Amount:	\$10.00

---

### EXERCISE 3: EDIT AN INTEREST RECEIPT FOR A POOLED INVESTMENT

Select the interest receipt with Star Ohio as the source and select the Edit button. Star Ohio is a pooled investment with interest distributed proportionally by fund balances. Follow the instructor's demonstration.

---

### EXERCISE 4: ADD A MEMO RECEIPT

Add a memo receipt from the County.

#### Source section:

Field:	Data Entry:
Source:	County Auditor
Purpose:	Property Tax
Receipt, Deposit, & Post Dates:	1/31/2013

### Receipt Distribution section:

Field:	Data Entry:
Account Code:	1000-101-0000
Amount:	\$ 60,000.00
Account Code:	2031-101-0000
Amount:	\$ 30,000.00

### Memo Charges section:

## Uniform Accounting Network – Accounting Exercise Handbook

<b>Field:</b>	<b>Data Entry:</b>
Type:	Direct
Account Code:	1000-110-314-0000
Amount:	\$500.00
Type:	Direct
Account Code:	2031-330-314-0000
Amount:	\$300.00

---

### EXERCISE 5: INDIVIDUAL EXERCISE – ESTATE TAX RECEIPT

You have received an Estate Tax Settlement from the State of Ohio in the amount of \$20,000. Enter a receipt using revenue code 1000-531-0000.

\*\*\*For the solution, see Appendix A Individual Exercise Answers.

---

### EXERCISE 6: SET THE NON-EXPENDABLE BALANCE TO BROWN BEQUEST

In exercise #1 we receipted cash into the Brown Bequest fund. Now that we have a cash balance in that permanent fund, we can set the non-expendable portion.

Go to Accounting > Maintenance > Funds and enter the non-expendable balance of fund 4952.

<b>Action or Field Name:</b>	<b>Data Entry:</b>
Open the Funds form: Accounting > Maintenance > Funds	
Click the checkbox next to 4952	
Click the Edit button	
Non-expendable:	\$9,000.00
Click Save	

### 3) INVESTMENT TRANSFERS

#### MENU PATH

Accounting > Transactions > Investment Transfer

#### OVERVIEW

The Investment Transfer area allows you to complete investment transfers from primary to investment and vice versa.

#### WHAT'S NEW

**Pooled and Non-Pooled Investments** must be accurately marked in the investment maintenance form. This setting affects the options available on the Investment Transfer form.

- a. A pooled investment has a cash balance that is pooled with all funds (excluding cash in non-pooled investments).
- b. A non-pooled investment must have only one fund invested, and that fund must be able to receive its own interest and be marked to do so in Fund Maintenance.

**Investment transactions are now separate from investment maintenance.**

- a. Adding, Editing, Closing, or Removing investments is done in the investment maintenance area.
- b. Moving cash between the checking and investments is done using the investment transfer form.

**Pooled investments no longer have a fund distribution option.** Since the cash balance is combined (pooled) with the total cash for all funds (except non-pooled investment cash) this is not necessary.

**Report Changes.** Pooled investments are no longer grouped with Non-Pooled investments on reports such as the Fund Status and Cash Summary by Fund.

**Pre-date & Post-date transfers.** You can now post-date up to 30 days in advance and pre-date within the current year.

#### EXERCISE 1: INVESTMENT TRANSFER TO A NON-POOLED INVESTMENT

In this exercise we record an investment transfer from the primary checking account to the Brown Bequest investment.

## Uniform Accounting Network – Accounting Exercise Handbook

### Transfer Type section:

Field:	Data:
Transfer Type (radio button):	Primary to Investment
Investment (drop-down menu):	Brown
Warrant (radio button):	Transfer Only
Amount:	\$9,000.00
Fund:	4952 Brown Bequest
Date:	1/7/2013

## 4) PAYMENTS

### MENU PATH

Accounting > Transactions > Payments

### OVERVIEW

The Payments area allows you to add a payment. You can also edit, delete, and post payments as well as display payment information.

### WHAT'S NEW

1. Payments will post to cash immediately.
2. For **PO Regular** type purchase orders, the remaining available balance of each appropriation account can be overspent by **up to 5% of its original balance** on the purchase order. You must have an unencumbered available balance to do this.
3. **Import Purchase Order** feature allows you to import any existing purchase order.
4. **You cannot backdate printed warrant payments, with the exception of manual warrants.**

## Uniform Accounting Network – Accounting Exercise Handbook

### GUIDED EXERCISES

Enter a payment for our capital project.

#### EXERCISE 1: ADD A PAYMENT

##### Vendor section:

Action or Field Name:	Data Entry:
Click the Add button	
Payment Type:	Warrant
Vendor:	The Sewer Guys
Date:	1/31/2013

##### Detail section:

Action or Field Name:	Data Entry:
Quantity:	1
Description:	Sewer Project Payment
Unit Price:	\$250,000.00
Click Insert Row Arrow	

##### Distribution section:

Action or Field Name:	Data Entry:
Type:	PO
PO / BC #	1-2012
Account Code:	4301-760-700-0000
Click Insert Row Arrow	
Click Save	
Click checkbox next to payment and click Post/Print	

## Uniform Accounting Network – Accounting Exercise Handbook

### EXERCISE 2: ADD A PAYMENT USING IMPORT PO FUNCTION

Make a \$100 payment for a buckeye tree ordered for Paul Browns' grave.

Action or Field Name:	Data Entry:
Click the Add button	
Payment Type:	Warrant
Vendor:	Garden Store
Date:	1/31/2013
Click Import Purchase Order button	
Number:	PO Regular #1-2013
Click the checkbox next to the payment information in the Detail and Distribution areas	
Click the Import button	
Click the Save button	
Click the Close button	
<b>Note:</b> If you need to edit amounts, you can do so after importing by entering information directly into detail / distribution grid.	
In the payment grid, click the checkbox next to the payment	
Click Post/Print	

### INDIVIDUAL EXERCISE

Post a warrant to Buy A Lot Office for office supplies for \$925.00 using PO 3-2013.

\*\*\*For the solution, see Appendix A Individual Exercise Answers.

## 5) INTERFUND TRANSFERS

### MENU PATH

Accounting > Transactions > Interfund Transfer.

## Uniform Accounting Network – Accounting Exercise Handbook

### OVERVIEW

The Interfund Transfer area allows you to complete an interfund transfer

### WHAT'S NEW

You can now post-date a transfer

### GUIDED EXERCISES

#### EXERCISE 1: INTERFUND TRANSFER

Transfer \$1,000 from General fund to Road and Bridge fund.

Action or Field Name:	Data Entry:
Amount:	\$1000.00
Post Date:	1/31/2013
Reason:	Need funds
From Fund:	1000
Account :	1000-910-910-0000
To Fund:	2031
Account:	2031-931-0000
Click the Post button	
Click the Close button	
Click No to 'Post transfer report?'	

### 6) INTERFUND ADVANCES

#### MENU PATH

Accounting > Transactions > Interfund Advance

### OVERVIEW

## Uniform Accounting Network – Accounting Exercise Handbook

The Interfund Advance area allows you to set up the initial advance and the repayment of advance. This area allows you to post and void an interfund advance for an initial advance, repayment of advance, or repayment of advance not posted in the system.

### WHAT'S NEW

The software will keep track of the advances that need paid back. This only applies for the advances created in the new software. You will have an additional option to enter a repayment of an advance created before the new software.

### GUIDED EXERCISES

#### EXERCISE 1: POSTING AN INITIAL ADVANCE

Action or Field Name:	Data Entry:
Type:	Initial Advance
Amount	\$50.00
Post Date:	1/31/2013
From Fund:	1000
From Account:	1000-920-920-0000
To Fund:	2031
To Account:	2031-941-0000
Reason:	Loan
Click the Post button.	

#### EXERCISE 2: POST A REPAYMENT OF ADVANCE

Action or Field Name:	Data Entry:
Type:	Repayment of Advance
Advance #:	2
Amount	\$50.00
From Fund:	2031
From Account:	2031-920-920-0000
To Fund:	1000
To Account:	1000-941-0000
Reason:	Repayment of Loan/Advance
Click the Post button.	

\*\*\*Note: You can also partially repay an advance.\*\*\*

## CHAPTER 4 – ACCOUNTING UTILITIES

### 1) CHECKING TRANSFER UTILITY

#### MENU PATH

Accounting > Utilities > Checking Transfer Utility

#### OVERVIEW

Checking transfers posted in the current processing year may be displayed in the checking transfer utility area. These items may only be displayed. They cannot be voided.

### 2) FUND BALANCE ADJUSTMENT UTILITY

#### MENU PATH

Accounting > Utilities > Fund Balance Adjustment Utility

#### OVERVIEW

The Fund Balance adjustment area allows you to complete Prior Year Warrant/Receipt Adjustments, Audit Adjustments, and Fund Balance Adjustments.

#### WHAT'S NEW

1. When entering a Prior Year Warrant Adjustment, the warrant number can be picked from a drop down menu that displays the warrant's posting date, amount, and vendor.
2. When entering a Prior Year Receipt Adjustment, the receipt number can be picked from a drop down menu that displays the receipt's date, source, and amount.
3. Audit Adjustments and Fund Balance Correction / Adjustments can be post-dated.

## Uniform Accounting Network – Accounting Exercise Handbook

### GUIDED EXERCISES

#### EXERCISE 1: VOID PRIOR YEAR WARRANT

Action or Field Name:	Data Entry:
Click the Add button	
Click OK to system message	
Fund:	1000
Select the Prior Year Warrant Adjustment radio button.	
Number:	10001
Adjustment (+/-):	\$20.00
Date:	1/7/2013
Reason:	Lost Check
Click the Post button	

#### EXERCISE 2: AUDIT ADJUSTMENT

Action or Field Name:	Data Entry:
Click the Add button	
Click OK to system message	
Fund:	1000
Select the Audit Adjustment radio button.	
Adjustment (+/-):	\$250.00
Adjusted Year:	2011
Date:	1/7/2013
Reason:	Audit
Click the Post button	

### 3) INTERFUND TRANSFER UTILITY

#### MENU PATH

Accounting > Utilities > Interfund Transfer Utility

#### OVERVIEW

The Interfund Transfer Utility area allows you to void and display interfund transfers.

#### WHAT'S NEW

Under the Interfund Transfer Utility page, you can now see the transfers in a grid. By selecting **Display**, you can see the transaction information.

You can display transactions by all, open, or voided on the Interfund Transfer Utility screen.

### 4) INTERFUND ADVANCE UTILITY

#### MENU PATH

Accounting > Utilities > Interfund Advance Utility

#### OVERVIEW

The Interfund Advance Utility area allows you to void and display interfund advances.

### 5) INVESTMENT TRANSFER UTILITY

#### MENU PATH

Accounting > Utilities > Investment Transfer Utility

## Uniform Accounting Network – Accounting Exercise Handbook

### OVERVIEW

Here you can display all investment transfer types and you can void or reissue investment transfer warrants.

**Note:** You cannot void a Transfer Only transaction, but you can reverse it. To reverse a Transfer Only, record another transfer in the opposite direction. For example, if you posted a \$5,000 transfer from Primary to Investment, then to reverse it you would post a \$5,000 transfer from Investment to Primary.

### 6) PURCHASE UTILITY

#### MENU PATH

Accounting > Utilities > Purchase Order Utility

### OVERVIEW

The Purchase Order Utility allows you adjust, reprint, and close purchase orders, display purchase order information and print purchase order activity.

### GUIDED EXERCISES

#### EXERCISE 1: CLOSE PURCHASE ORDER

<b>Action or Field Name:</b>
Click the checkbox next to PO 1-2012.
Click the Adjust button. (You will receive an error message that you cannot adjust a prior year PO)
Select PO 1-2012, date 1/31/2013
Click the Close Item button.

## Uniform Accounting Network – Accounting Exercise Handbook

### EXERCISE 2: ADJUST PURCHASE ORDER

Select the purchase order 2-2013 and click on adjust button

Action or Field Name:	Data Entry:
Click the checkbox next to PO 2-2013	
Click the Adjust button.	
Purpose:	Not as much shipping expense
Date:	1/7/2013
Adjustment column. Amount can be entered directly into the field.	-50.00
Click the Post button.	

### 7) RECEIPT UTILITY

#### MENU PATH

Accounting > Utilities > Receipt Utility

#### OVERVIEW

Here you can adjust, reallocate, reprint, void, or display posted receipts.

#### WHAT'S NEW

You can now reallocate or adjust all types of receipts. This includes memo receipts and all interest receipts - including interest that has been reinvested.

### EXERCISE 1: REALLOCATE A MEMO RECEIPT

In the following exercise, the county auditor notifies the fiscal officer that there was an error on the property tax settlement statement. Some revenue was distributed incorrectly and so the memo receipt he previously entered was incorrect. Select receipt 4-2013 and click the reallocate button.

#### Adjustments (Tab)

## Uniform Accounting Network – Accounting Exercise Handbook

<b>Field:</b>	<b>Data Entry:</b>
Purpose:	Correcting tax allocation error
Date:	1/31/2013

Receipt Distribution section:

<b>Field:</b>	<b>Data Entry:</b>
Adjustment column. Amounts can be entered directly into the field.	\$1,000 for Account Code 1000-101-0000  -\$1000 for Account Code 2031-101-0000

### Memo Charges (Tab)

Memo Charges section:

<b>Field:</b>	<b>Data Entry:</b>
Adjustment column. Amounts can be entered directly into the field.	\$20 for Account Code 1000-110-314-0000  -\$20 for Account Code 2031-330-314-0000

---

### EXERCISE 2: ADJUST A RECEIPT

In this exercise, we will refund a deposit that was held for the rental of the township hall. Select receipt number 1-2013.

### Adjustments (Tab)

<b>Action or Field Name:</b>	<b>Data Entry:</b>
Purpose:	Rental deposit refund
Date:	1/25/2013
Check (fill in) checkbox:	

## Uniform Accounting Network – Accounting Exercise Handbook

Print a refund warrant (Refund Warrant Tab)	
---	--

Receipt Distribution section:

Field:	Data Entry:
Adjustment column. Amounts can be entered directly into the field.	-\$50 for Account Code 1000-802-000

### Refund Warrant (Tab)

Action or Field Name:	Data Entry:
Payee:	John Q. Public
Address: Clear the address fields for exercise expediency.	(blank fields)

## 8) PAYMENT UTILITY

### MENU PATH

Accounting > Utilities > Payment Utility

### OVERVIEW

The Payment Utility area allows you to adjust, reallocate, reprint, reissue, void, and display payments.

### SCREENCAST – PAYMENT UTILITY

All screencasts will be accessible from within the software by clicking on the ‘FAQ’ button on the Main Menu.

### WHAT’S NEW

All payment utilities are now located in one area: **adjust, reallocate, reprint, reissue, void, and display.**

You can view all payment types or filter by type (i.e. warrant, manual, electronic).

## Uniform Accounting Network – Accounting Exercise Handbook

<b>GUIDED EXERCISES</b>
-------------------------

<b>EXERCISE 1: PAYMENT REALLOCATION</b>
---

<b>Action or Field Name:</b>	<b>Data Entry:</b>
Click checkbox next Warrant/Payment #:	10005
Click Reallocate button	

### Adjustments (Tab)

<b>Action or Field Name:</b>	<b>Data Entry:</b>
Purpose:	Incorrect account for part of purchase
Date:	1/31/2013

Distribution section:

<b>Action or Field Name:</b>	<b>Data Entry:</b>
Adjustment Column:	(\$200.00)
Type:	PO
PO/BC #:	2-2013
Account Code:	1000-110-420-0000
Account Name:	Operating Supplies
Adjustment:	\$200.00
Click Insert Row Arrow button	
Click the Post button	
Choose 'No' to 'Print reallocation report?' message	

## 9) BANK RECONCILIATION

### MENU PATH

Accounting > Transactions > Bank Reconciliation

### OVERVIEW

The Bank Reconciliation provides the user with the ability to reconcile the account balance with the bank statement.

### WHAT'S NEW

You have the option to back date items to the last processed bank reconciliation date.

Clients will now reconcile the whole system (investments, secondary accounts as well as the primary checking account). The transactions will not be automatically cleared so you have the ability to clear them all.

You have the ability to clear electronic payments.

You have the ability to clear all receipts including memo and interest.

### GUIDED EXERCISES

#### EXERCISE 1: ADD A BANK RECONCILIATION

Enter the following data:

Date	1/31/2013
------	-----------

#### **Bank Statement tab**

The system automatically defaults to the Bank Statements tab. Under the Bank Balance column, enter the ending balances for each of the listed checking and investment accounts. The ending balance for each account should come from corresponding bank statement for the selected 'As of' bank reconciliation date. *(The ending balance for each account can be entered by clicking on the bank balance field and typing in the amount. The 'Enter' key can also be utilized to proceed down the list of accounts once the first amount is entered.)*

At the bottom of the Bank Statements screen, the total current bank balance will be displayed.

## Uniform Accounting Network – Accounting Exercise Handbook

Enter the following data for the bank statement tab:

Name	Bank Balance
Primary	\$461,820.00
Grant	\$0.00
Grant Acct	\$10,000.00
Brown	\$9,000.00
CAPPROJ	\$0.00
CD	\$0.00
CD4951	\$5,010.00
MoneyMkt1	\$0.00
MoneyMkt2	\$5,000.00
StarOhio	\$10,000.00

### Primary-Receipts tab

Select the receipts to be cleared on the bank reconciliation by looking at the receipts that are listed on the primary checking account bank statement for the selected ‘As of’ bank reconciliation date. To clear a receipt in the system, click on the receipt’s checkbox located to the left of the receipt type. Checkmarks will appear in the checkboxes that have been selected to be cleared in the system. *(To unselect a checkbox, simply click on the box to remove the checkmark.)*

A ‘select all’ checkbox is available at the very top of the checkbox column. To select all of the receipts, click on the ‘select all’ checkbox. Checkmarks will appear in all of the receipt checkboxes. *(To unselect all of the receipt checkboxes, simply click on the ‘select all’ box to remove the checkmark.)*

At the bottom of the Primary – Receipts screen, the total number of cleared receipts, the total amount of cleared receipts and the total amount of deposits in transit will be displayed.

**Note:** If a current year receipt was voided after the current bank reconciliation ‘As of’ date, the receipt amount will automatically be pulled into the amount of deposits in transit.

Enter the following data for the Primary–Receipts tab:

Clear all	
-----------	--

### Primary-Payments tab

Select the payments to be cleared on the bank reconciliation by looking at the payments that are listed on the primary checking account bank statement for the selected ‘As of’ bank reconciliation date. To clear a payment in the system, click on the payment’s checkbox located

## Uniform Accounting Network – Accounting Exercise Handbook

to the left of the payment type. Checkmarks will appear in the checkboxes that have been selected to be cleared in the system. *(To unselect a checkbox, simply click on the box to remove the checkmark.)*

A ‘select all’ checkbox is available at the very top of the checkbox column. To select all of the payments, click on the ‘select all’ checkbox. Checkmarks will appear in all of the payment checkboxes. *(To unselect all of the payment checkboxes, simply click on the ‘select all’ box to remove the checkmark.)*

At the bottom of the Primary – Payments screen, the total number of cleared payments, the total amount of cleared payments and the total amount of outstanding payments will be displayed. **Note:** If a current year payment was voided after the current bank reconciliation ‘As of’ date, the payment amount will automatically be pulled into the amount of outstanding payments.

If fund balance adjustments have been posted for prior year payments in the Fund Balance Adjustment Utility, the prior year payments can be marked ‘Void’ by clicking on the checkbox under the Void column located to the right of the payment amount. A checkmark will appear in the void checkbox for the payment.

### Enter the following data for the Primary-Payments tab:

10001	Void
10004	Outstanding
10005	Outstanding
10006	Outstanding
Clear all others	

### Primary – Miscellaneous tab

Select the adjustments to be cleared on the bank reconciliation. To clear an adjustment in the system, click on the adjustment’s checkbox located to the left of the adjustment type. Checkmarks will appear in the checkboxes that have been selected to be cleared in the system. *(To unselect a checkbox, simply click on the box to remove the checkmark.)*

A ‘select all’ checkbox is available at the very top of the checkbox column. To select all of the adjustments, click on the ‘select all’ checkbox. Checkmarks will appear in all of the adjustment checkboxes. *(To unselect all of the adjustment checkboxes, simply click on the ‘select all’ box to remove the checkmark.)*

## Uniform Accounting Network – Accounting Exercise Handbook

At the bottom of the Primary – Miscellaneous screen, the total number of cleared miscellaneous items, the total amount of cleared miscellaneous items and the total amount of outstanding miscellaneous items will be displayed.

**Enter the following data for the Primary–Miscellaneous and Secondaries & Investments tab:**

Clear all	
-----------	--

### Balance Comparisons tab

Compare the UAN calculated account balances to the actual account balances from all of the bank account statements. Determine if there are any discrepancies.

**Note:** Individual account balances may not reconcile if there are Other Adjusting Factors (OAF's) that pertain to the account.

### Other Adjusting Factors tab

If there are any receipts that cleared the bank and appear on the bank statement but were not posted in the system by the 'As of' bank reconciliation date, enter the total amount of the receipts in the Receipts not in UAN field under the UAN Balance Adjustments data entry area. Use the Notes field to the right of the amount to document the supporting details of the other adjusting factor.

If there are any payments that cleared the bank and appear on the bank statement but were not posted in the system by the 'As of' bank reconciliation date, enter the total amount of the payments in the Payments not in UAN field under the UAN Balance Adjustments data entry area. Use the Notes field to the right of the amount to document the supporting details of the other adjusting factor.

If there are bank errors that occurred by the bank posting receipts for too little (under-posting) or posting payments for too much (over-posting), enter the total amount of the bank errors in the Deflating bank errors field under the Bank Balance Adjustments data entry area. Use the Notes field to the right of the amount to document the supporting details of the other adjusting factor.

If there are bank errors that occurred by the bank posting receipts for too much (over-posting) or posting payments for too little (under-posting), enter the total amount of the bank errors in the Inflating bank errors field under the Bank Balance Adjustments data entry area. Use the Notes field to the right of the amount to document the supporting details of the other adjusting factor.

If there are outstanding payments issued prior to converting to the UAN system, enter the total amount of the payments in the Pre-conversion payments field under the Bank Balance

## Uniform Accounting Network – Accounting Exercise Handbook

Adjustments data entry area. Use the Notes field to the right of the amount to document the supporting details of the other adjusting factor.

### Reconciliation tab

The system pulls all of the key data from the other bank reconciliation tabs into the Reconciliation tab to reconcile the Bank Balance and the UAN Balance. See the sub-steps below to determine if the balances are reconciled or not reconciled:

If the balances are reconciled, a green circle icon with a checkmark inside will appear along with the message ‘Balances are reconciled’. The Post/Print button will also be enabled so that the bank reconciliation can be posted in the system.

If the balances are not reconciled, a red circle icon with an ‘X’ inside will appear along with the message ‘Balances are NOT reconciled’. The Post/Print button will be disabled and unavailable until the balances are reconciled.

Click on the Save button to save the bank reconciliation. The bank reconciliation can be saved even if the balances are not reconciled. *(Selecting Close on this step will prompt the system to display a message ‘Save Changes?’. Selecting Yes will still save the bank reconciliation. Selecting No will exit without saving. Selecting Cancel will return to the Add Bank Reconciliation form.)*

If the balances are not reconciled and/or the bank reconciliation has to be completed later time, click on the Close button to exit the Add Bank Reconciliation form after the bank reconciliation has been saved. *(The system displays a message in the bottom left corner of the Add Bank Reconciliation form to confirm the bank reconciliation has been saved.)*

**Reminder:** *The Bank Reconciliation Worksheet option is where a worksheet can be printed for a bank reconciliation that is in process (recorded and saved, but not posted). This worksheet can be used to help reconcile the checking account. The worksheet is located under Accounting → Reports & Statements → Bank Reconciliation Reports.*

If the balances are reconciled and the bank reconciliation is ready to be posted and printed, click on the Reconciliation tab and follow the sub-steps below:

Click on the Post/Print button.

The system displays a Print box. Click on the OK button to print the bank reconciliation. *(Selecting Cancel will return to the Bank Reconciliation screen without printing the bank reconciliation report. Note: The bank reconciliation will still be posted.)*

## Uniform Accounting Network – Accounting Exercise Handbook

- Reminder:** *The ‘As of’ date for the bank reconciliation cannot be changed after the complete Add Bank Reconciliation form opens.*
- Reminder:** *It does not matter what order the bank reconciliation tabs are completed when adding a bank reconciliation.*
- Reminder:** *The Save button on the Add Bank Reconciliation form does not have to be selected until all changes have been made to each of the chosen areas of the Add Bank Reconciliation form (i.e. Changes can be made on the Bank Statements tab as well as the Primary – Payments tab before the Save button would need selected to save the changes in both areas.)*
- Reminder:** *Other adjusting factors that require corrections and/or adjustments to be posted in the system should have those corrections and/or adjustments posted prior to the next month’s bank reconciliation. These items must be posted as transactions in the system. Simply entering them as other adjusting factors on the bank reconciliation does not automatically post the corrections and/or adjustments in the system.*

### 10) BANK RECONCILIATION UTILITY

#### MENU PATH

Accounting > Utilities > Bank Reconciliation Utility

#### OVERVIEW

The Bank Reconciliation utility area allows you to edit notes on the bank reconciliation Other Adjusting Factors (OAF), reprint bank reconciliation, void (only December’s bank reconciliation), and display the bank reconciliation.

## CHAPTER 5 – ACCOUNTING REPORTS

### MENU PATH

Accounting > Reports and Statements

### OVERVIEW

All reports may be printed, saved as a PDF file identical to the printout, and displayed on the screen. Some reports can be exported to Excel. Most reports can be resized to fit on letter or legal size paper, in portrait or landscape orientation. Reports can be resized individually or a default size and orientation for all reports can be set up in User Preferences – located in General > Maintenance > User Preferences (Reports tab).

Each report form has the following sections:

- Report
  - This is the drop down list of the reports available for this form.
- Date
  - If available, this controls the date period of the report. The year drop down controls the processing year of the report. This is how you access the prior year data in the new software.
- Paper
  - This controls the size and orientation of the report.
- Filters
  - The controls in this section limit the information available in the selection grid. For example, in the Fund reports, the Fund Chart of Accounts can be filtered by the status of the fund.
  - Here batch status may be selected for reports that can include batch items.
- Sorting
  - This controls the order the information displayed in the report. For example, in the Fund Ledger you can sort by ‘Fund number then transaction date’ or by ‘Fund number then post date.’
- Options
  - The controls in this section allow for special formatting on the selected report. For example, on the Fund Ledger you can start each fund on a new page.
- Departments
  - This will be available in the future when departmentalization is enabled.
- Selection Grid
  - This contains the items available for the report. For example, on the Fund reports the selection grid contains the funds that you can choose for the selected report.

## CHAPTER 6 – GENERAL MAINTENANCE

### 1) ROLES

#### MENU PATH

General > Maintenance > Roles

#### OVERVIEW

The Roles area enables you to create customized roles for users. You are also able to edit, activate, deactivate, and delete roles; as well as displaying role information.

#### WHAT'S NEW

A Role is a set of specifications for screen access and functionality permissions. For example, you have an assistant that you do not want to have full access to all information on UAN – like being able to record/post warrants on their own- you can create a role that would restrict them from doing so. If this isn't a concern to you, know that adding new roles is completely optional.

You can activate and deactivate roles, and they can be assigned to multiple users. Each user must be assigned to exactly one role, and multiple users can be assigned to the same role.

There are two default roles: Administrator and Power User. Entities that choose not to allow use of the system by persons outside of the fiscal office may choose to simply use these preset roles.

- Administrator role must be assigned to the first user added to the system. Administrator role grants access to all screens and permissions to all functionality, and is designated as a fiscal officer role. A user assigned to the Administrator role may only be deleted, deactivated, or assigned to another role if at least one other active user is also currently assigned to the Administrator role.
- Power User role is identical to the Administrator role except that it does not include the ability to access the Users and Roles.

The 'Belongs to Fiscal Office' box must be checked in order to have access to post, print, and utilities. If this box is not checked, you can have access to either display only or add, edit, delete, display.

Items shaded in blue are designated to Fiscal Officer.

## Uniform Accounting Network – Accounting Exercise Handbook

Access can be selected by module and is broken down by function.

For entities that choose to allow non-fiscal officers access to the system, any number of user-defined roles may be added to accommodate various restricted levels of access. For example, a user might create a role named 'Reports Only' with no permissions other than displaying some of the available reports. Any users assigned to that roll would then be restricted to accessing only those reports.

### GUIDED EXERCISES

#### EXERCISE 1: SET UP A ROLE

Action or Field Name:	Data Entry:
Click the Add button.	
Name:	Reports Only
Description:	Access to view only Accounting reports
Click the checkbox in report column next to 'Accounting Reports – Departmental' and 'Accounting Reports-Non Departmental'	
Click the Save button.	

### 2) USERS

#### MENU PATH

---

General > Maintenance > Users

#### OVERVIEW

If you have administrative rights, the Users area allows you to add, edit, activate, deactivate, and delete users. You can also display user information and reset a user's password from this area.

#### WHAT'S NEW

---

Reset Password function. If you have Administrator access, you can reset a user's password back to 'uan'.

Only users assigned to the Administrator role (usually the fiscal officer) can add or maintain users.

A user must be assigned to a role to specify the user's access to available screens and functions.

You can create a user and make them active or inactive. If a user is made inactive, they will not be able to log into the system.

Each user can be granted or denied security clearance, which allows that user to have access to employees' social security numbers and employee EFT banking information.

You can give user compliance clearance which allows them to override compliance rules when compliance controls are set to 'warn' or 'off'. We will go into compliance rules in the compliance section.

**GUIDED EXERCISES**

**EXERCISE 1: ADD A USER**

<b>Action or Field Name:</b>	<b>Data Entry:</b>
Click the Add button.	
User Name:	John
Role:	Reports Only
Do not give user security or compliance clearance	
Click the Save button	
Click OK to 'New user has been added' message	

**3) BACKUPS**

**MENU PATH**

General > Maintenance > Backups

**OVERVIEW**

The backups area is where you go to complete your backups.

**WHAT'S NEW**

- You no longer have to exit the UAN software to perform backups. You can now backup UAN data or My Documents from within the software.
- It is strongly recommended that you regularly do your backups, not just every 30 days.
- Backups are a lot faster than before.
- Backup to a DVD
- When using a flash drive, if you only have one flash drive plugged into the computer, clicking Browse will bring up the default drive that the flash drive is plugged into. If you have more than one flash drive inserted into the USB ports, clicking Browse will display both drives. Click on the drive you wish to use.

## CHAPTER 7 – MISC. TOPICS

### 1) COMPLIANCE VIOLATIONS

#### MENU PATH

General > Maintenance > Entity Setup. System tab

#### OVERVIEW

In this section, we will review in greater detail the compliance control options in the Entity Setup. Compliance control refers to the level in which the UAN forces users to adhere to either Ohio law or good accounting practices when recording activity in UAN. For example, a user should not spend more than the fund cash balance.

1. There are now three compliance control settings. They are the following:
  - a. **Stop user when not in compliance.** This setting means the software will always stop users from actions that would cause compliance violations. In the past, this was the default setting for all UAN clients except under special circumstances.
  - b. **Warn a user with option to override.** This is a new control. If applied, this control will give the user a warning message before a compliance violation occurs. The user will be given the choice to cancel the action or continue with the violation.  
  
**Give this setting careful consideration. Choosing this option will allow you to enter transactions that violate some legal restrictions. You should be aware that all statutory violations will be kept track of and reported on an audit compliance report.**
  - c. **Turn off compliance controls.** Notice that this option is grayed out. This can only be selected by a UAN representative after getting authorization from Local Government Services. For example, if an entity is being monitored by LGS then they might authorize UAN to turn off compliance controls for a set period of time. When turned off, the software will not provide any warnings, nor will it stop you from actions that might cause compliance violations.

## Uniform Accounting Network – Accounting Exercise Handbook

### GUIDED EXERCISES

#### EXERCISE 1: INSUFFICIENT FUNDS

In this exercise we will post a payment that will force a compliance violation.

##### Vendor section:

Field:	Data Entry:
Vendor:	Buckeye Township
Post (Date):	2/1/2013

##### Detail/Distribution (Tab)

Detail section:

Field:	Data Entry:
Quantity:	1
Description:	Embezzlement
Unit Price:	\$1,000,000.00

Distribution section:

Action or Field Name:	Data Entry:
Type:	Direct
Account Code:	1000-110-121-0000
Amount:	\$1,000,000.00
Click the Save button	
Select the payment and Post.	

## 2) RESERVE BALANCE ACCOUNTS AND DESIGNATION

### MENU PATH

---

Accounting > Maintenance > Reserve Balance Accounts

Accounting > Transactions > Reserve Balance Designation

### OVERVIEW

A **reserve balance account** is an account established to set aside money for future use and designated for a particular purpose.

A **reserve balance designation** increases or decreases the amount of money designated to a particular reserve balance account from one or more selected source funds.

### WHAT'S NEW

---

The software will not allow you to spend the money that is reserved. All entities now can create Reserve Balance Accounts. When you are ready to spend the money, you either need to un-designate the money you are spending or close the account.

APPENDIX A – INDIVIDUAL EXERCISE ANSWERS

1) PURCHASE ORDERS

Add Hardware Store as a Vendor/Payee

Create a PO Regular. Select the add button and fill in the data below

**Detail section:**

PO Regular:	Hardware Store
Description:	Operating Supplies
Unit Price:	\$700.00

Click Insert Row Arrow

**Distribution section:**

Account Code:	1000-110-420-0000
Amount:	\$700.00

Click Insert Row Arrow and Save

- Place a checkmark on the Purchase Order that was just created and select the ‘Post’ button
- A message will display indicating ‘Insufficient unencumbered balance for account 1000-110-420-0000
- The Purchase Order requires a distribution of \$700.00 to account code 1000-110-420-0000. The account has an unencumbered appropriation balance of \$500.00.

Increase Appropriation for 1000-110-420-0000

**MENU PATH**

Accounting> Maintenance>Appropriation Budgets

Place a checkmark next to account code 1000-110-420-0000 and select the ‘Supplemental’ button

## Uniform Accounting Network – Accounting Exercise Handbook

Account Code:	1000-110-420-0000
Supplemental Amount:	\$500.00
Effective date	1/10/2013

Save the data

Now go back and add and post the PO Regular

**Note:** If you have enough appropriations to take from an account, you can do a reallocation. For this exercise, we need all of the existing appropriations so we can not take any from another account.

The Township applied for an Amended Certificate to increase (supplemental) the appropriation account code 1000-110-420-0000 by \$500.00.

### 2) RECEIPTS

In an attempt to create a standard receipt you will encounter the following problems:

The source of the receipt (State of Ohio) is not set up.

Solution: You can enter the source by simply typing it directly into the source field when entering the receipt. If the vendor is a frequent source of revenue, then you can record the vendor in the system by going to **General → Maintenance → Vendors/Payees**.

**To add the Vendor first in Vendors/Payees:**

Action or Field Name:	Data Entry:
Click the Add button	
Name:	State of Ohio
Available In: (checkbox list)	Accounting Receipts
To add a location, click the Add button (in the Locations section of the Add Vendor / Payee form)	
Click OK on the 'Save Now' system message.	
Enter an address.	
Click Save and Close	
Click the checkbox next to the new address	
Click Save and Close	

## Uniform Accounting Network – Accounting Exercise Handbook

The account code 1000-531-0000 has not been recorded.

**Solution:** Add the revenue code by navigating to **Accounting → Maintenance → Revenue Accounts**.

Action or Field name	Data Entry:
Click the Add button	
Fund	1000
Cost Center	0000 (Default)
Revenue Account Click the checkbox next to:	531
Click Save	
Click Close	

Assuming the township intends on spending this unanticipated revenue, then they will need to get an Amended Certificate from the county auditor and enter the budget of \$20,000 in UAN.

**Solution:** Add the supplemental revenue budget amount of \$20,000. Go to **Accounting → Maintenance → Revenue Budgets**.

Select the checkbox next to fund 1000 and click the Supplemental button. Enter the following in the Supplemental (+/-) column:

Account:	1000-531-0000
Amount:	\$20,000.00
Effective date:	01/10/2013
<b>Note:</b> Do not fill in Checkmark in the 'apply as correction' checkbox	
Click the Save button	

Once you have entered the above information, you can successfully complete entering a standard receipt.

## Uniform Accounting Network – Accounting Exercise Handbook

### 3) PAYMENTS

Action or Field Name:	Data Entry:
Click the Add button	
Payment Type:	Warrant
Vendor:	Buy A Lot Office
Date:	1/31/2013
Click the Import Purchase Order button	
Number:	PO Regular # 3-2013
Click the checkboxes next to payment information to import	
Click the Import button	

**Note: Type: PO** and **Account Number 1000-110-410-0000** fields will automatically populate when PO is imported

#### **DIRECT ENTRY TO DATA ENTRY GRID:**

Action or Field Name:	Data Entry:
Unit Price: (Detail)	\$925.00
Amount: (Distribution)	\$925.00
Click the Save button	
Click the checkbox next to the payment	
Click the Post/Print button	

Look at **PO Detail Report** to view the amount overspent on a purchase order by going to:

**Accounting → Reports & Statements → Purchase Order Reports → Purchase Order Detail**

**Note:** There are several Purchase Order reports that you can look at to see this information; this is just one of them.

## Uniform Accounting Network – Accounting Exercise Handbook

### APPENDIX B: SUMMARY AND DETAIL OBJECT CODES

#### EXPLANATION OF SUMMARY AND DETAIL OBJECT CODES

When you view the Add Appropriation form under Accounting > Maintenance > Appropriation Accounts you will notice that some object codes are indented.

This is based on the appropriation object code descriptions in the township, village, or library chart of accounts. The chart of accounts separates object codes into 3 categories and in the UAN form they are indented in this order: Summary, Sub-Summary, and Detail.

Detail codes may be useful in some situations for managerial purposes and budgeting, but they are not used on the annual financial reports. The annual financial reports will consolidate the amounts from the detail codes into the summary code level.

Below is a table of object codes taken from the Township Chart of Accounts to illustrate the distinctions:

100	<b>Salaries</b>	Salaries or wages paid to all persons employed by the township. <b>Summary object code for Salaries. Comprises detail object codes 110-190.</b>
120	<i>Salaries - Township Fiscal Officer's Office</i>	<b>Sub-summary object code for Salaries - Township Fiscal Officer's Office.</b> Comprises detail object codes 121-129.
121	Salary - Township Fiscal Officer	Compensation paid to the township fiscal officer. Section 507.09, Revised Code.
122	Salaries - Township Fiscal Officer's Staff	Compensation paid to township fiscal officer's staff.
129	Other - Salaries - Township Fiscal Officer's Office	Other type of compensation paid to the township fiscal officer not included in object codes 121-122.

**Note:** The Township chart also lists salary Sub-summary codes 110,130,140, Detail object codes 111-119, 130-140, and 141-190.

**Summary:** 100 is the Summary object code for Salaries and could be used instead of object codes 110-190 in a particular program.

**Sub-Summary.** 120 is the Sub-summary object code for Salaries - Township Fiscal Officer's Office 120 and could be used instead of object codes 121-129 in a particular program.

## Uniform Accounting Network – Accounting Exercise Handbook

**Detail.** 121, 122, 129 are Detail objects code could be used for expenses instead of using the summary objects.

**A mixture of Summary and Detail object codes in different reporting groups** could be activated in the new software. This is not a change – this feature was also available in the old software. For example: You might choose to use detailed object codes for salaries paid in the Administrator’s Office (object codes 131, 132, & 139). At the same time you might choose to use a sub-summary code for the Legal Counsel’s Office – 140 instead of the detail object codes 141, 142, 149.

**A mixture of Summary and Detail object codes in a single financial reporting group can be activated – however this is not recommended.** It may cause confusion when reviewing financial reports and result in budgeting or payment mistakes. An exception to this recommendation is when you are changing from Summary to Detailed codes when moving from one year to the next and you are in Temporary mode at Year End. **Note:** Temporary mode is discussed in more detail in the year end procedures manual. To prevent users from adding this combination of account codes inadvertently, UAN will issue a warning message notifying you before the accounts are saved in the system.