



Dave Yost • Auditor of State



2015 Year End Update



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**UAN
Year End
Update**

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Agenda

<u>Tentative Agenda</u>	<u>Session</u>
7:00 a.m. - 8:00 a.m.	Registration
8:00 a.m. - 8:15 a.m.	Welcome and Introduction
8:15 a.m. - 9:45 a.m.	Housekeeping – Accounting
9:45 a.m. - 10:00 a.m.	Break
10:00 a.m. - 11:30 a.m.	Year End Review – Accounting
11:30 p.m. - 12:30 p.m.	Lunch
12:30 p.m. - 1:45 p.m.	Housekeeping – Payroll
1:45 p.m. - 2:00 p.m.	Break
2:00 p.m. - 3:15 p.m.	Year End Review – Payroll
3:20 p.m. - 4:00 p.m.	IRS Forms 1094 and 1095



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**UAN Year End Update
Accounting
Housekeeping**

Presented by: Trina Martin,
UAN Project Accountant

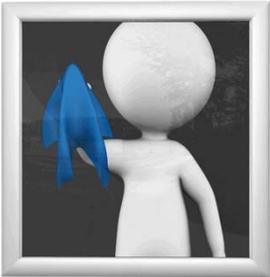
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Accounting Housekeeping

Tips to find and correct mistakes and problems in Accounting

Resource material found in the Housekeeping Handbook



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Accounting Housekeeping



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**UAN Year End Update
Accounting
Year End Review**

Presented by: Bob Walter,
UAN Project Accountant

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Agenda

- Temporary Mode Overview.
- New! – Year End Best Practices guide.
- Demonstrations using the 2015 Year End Best Practices and Year End Procedures.

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Temporary Mode

- Temporary Mode allows you to work in both fiscal years 2015 and 2016 **before** closing fiscal year 2015, which provides many advantages.
- **BEFORE OPENING TEMPORARY MODE** please *carefully review* Appendix 1 of the Year End Procedures.

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Important Definitions

- **Fiscal year** - The fund accounting budgetary year.
- **Calendar year** - The year of the actual live date / computer date.
- **Work year** - The year you have selected to work in (while in Temporary Mode).

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Temporary Mode Login

- Once you are in Temporary Mode, the UAN Login Screen will look like this:



Temporary Mode Login

- You will select the Work Year. The default will be 2015.



Working In Temporary Mode

When the software opens it will display a notification like the one below, including the working year you selected at Login:



Year End Best Practices

- The 2015 Year End Best Practices is a new optional guide for closing the fiscal year. It is designed to be a concise step-by-step checklist to use *in conjunction with* the Year End Procedures booklet.
- Please refer to the Year End Procedures when greater detail on any particular step is needed.

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Year End Best Practices

- When using this guide you **MUST NOT skip around**; you must complete steps in the exact order presented.
- Depending on your situation, the Year End Procedures booklet may be more suitable as your sole guide.

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Year End Procedures

Demonstrations using the 2015 Year End Best Practices and Year End Procedures.

Please hold questions until the end of the presentation.

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Questions?



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**UAN Year End Update
Payroll
Housekeeping**

Presented by: Trina Martin,
UAN Project Accountant

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Payroll Housekeeping

Tips to find and correct mistakes and problems in Payroll

Resource material found in the Housekeeping Handbook



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Payroll Housekeeping



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**UAN Year End Update
Payroll
Year End Review**

Presented by: Bob Walter,
UAN Project Accountant

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Agenda

- Payroll Software Enhancements
- Payroll Year End Procedures

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Payroll Enhancements

- Wage Detail & Batch Wage Detail Reports.
- Employee Information Export Report (to Excel spreadsheets).
- Emailing EFT pay stubs.

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Payroll Year End Procedures

Demonstrations using the 2015 Year End Best Practices and Year End Procedures.

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Questions?



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**UAN Year End Update
1095 & 1094 Forms**

Presented by: Angela Muller
UAN IT Analyst

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Who needs to stay?

- Are you an Applicable Large Employer (ALE)?
- Not sure if you are an ALE, do you have 50 or more employees?
- Is the insurance your entity offers considered a self-insured plan?



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