



UAN User Note
September 9, 2020

2020 CORONAVIRUS RELIEF FUNDS UPDATE

EXPANDED CORONAVIRUS RELIEF FUND NUMBERS

The Auditor of State has modified the three chart of accounts used by UAN to increase the current range of funds available to track activities related to the Coronavirus pandemic. UAN has developed and tested a downloadable software patch that will incorporate this modification into your UAN application (**the installation instructions for the patch can be found later in this document**).

An Advisory Memo dated June 12, 2020 was sent to all AOS clients regarding COVID-19 Resources for Local Governments. As mentioned in this memo, a COVID-19 resources website has been created to assist state and local government officials at:

http://www.ohioauditor.gov/resources/COVID19_assistance.html

The new fund numbers that have been added to the UAN application are listed below by entity type:

- Townships
 - 8 total funds (2272 – 2279)
- Villages
 - 19 total funds (2151 – 2169)
- Libraries
 - 19 total funds (2801 – 2819)

If your entity is receiving coronavirus relief funding and you need to set up one of the new funds, follow the instructions on the next page **after** you have installed the 2020 Coronavirus Relief Funds Update.

CORONAVIRUS RELIEF FUND SETUP

Before adding any new funds, send a request to your County Auditor to establish the new funds and certify their estimated revenue on an Amended Certificate. For assistance with the procedures specific to your county, contact your County Auditor's office. Your entity's board or council must then pass legislation to appropriate the new funds. Then you will follow the steps below in the UAN software. Relevant sections of the Accounting Manual are referenced if further guidance is required. To access the manual from your desktop go to UAN Tools – Version Documentation – Manuals.

- 1) Add the Funds you will be using
Accounting Manual p 211 pdf 226 “How To Add A Fund”
- 2) Add Revenue Accounts (as needed)
Accounting Manual p 233 pdf 248 “How To Add A Revenue Account”
- 3) Add Appropriation Accounts (as needed)
Accounting Manual p 186 pdf 201 “How To Add An Appropriation Account”
- 4) Add Revenue Budgets
Accounting Manual p 240 pdf 255 “How To Add A Revenue Budget”
- 5) Add Appropriation Budgets
Accounting Manual p 193 pdf 208 “How To Add A Temporary Or Permanent Appropriation Budget”

Note that any revenues and expenditures you have already posted from other funds using coronavirus relief funding will need to be reallocated to the new funds. Instructions for doing so are below.

REALLOCATING TRANSACTIONS TO CORONAVIRUS RELIEF FUNDS

If you have posted any receipts, payments, or wages from your regular funds that have been reimbursed with coronavirus relief funding, follow the instructions below to reallocate them to the newly established funds. Relevant sections of the Accounting Manual and Payroll Manual are referenced if further guidance is required. To access the manuals from your desktop go to UAN Tools – Version Documentation – Manuals.

Note that reallocating payments posted against purchase orders will require opening new purchase orders in the new funds before reallocating the payments. After posting the reallocations, the old purchase orders should be closed (or reduced) to unencumber appropriations in the old funds.

Note that reallocating wages will require editing the associated employees to change their earnings and employer share withholdings to use the new funds. Withholdings with employer shares are Social Security, Medicare, OPERS, and OP&FPF. Wages created after the changes will continue using the new funds. When the employees should no longer be paid from the new funds, they will have to be edited to change their earnings and employer share withholdings back to the old funds.

- 1) Reallocate applicable Receipts
Accounting Manual p 152 pdf 167 “How To Reallocate A Receipt”
- 2) Reallocate applicable Payments
 - a. Add Purchase Orders in the new funds (as needed)
Accounting Manual p 73 pdf 88 “How To Add A Purchase Order”
 - b. Reallocate the Payments
Accounting Manual p 130 pdf 145 “How To Reallocate A Payment”
 - c. Close or Reduce Purchase Orders in the old funds (as needed)
Accounting Manual p 138 pdf 153 “How To Close A Purchase Order”
Accounting Manual p 137 pdf 152 “How To Adjust A Purchase Order”
- 3) Reallocate applicable Wages
 - a. Edit Employee Earnings and Employer Share Withholdings to use the new funds
Payroll Manual p 203 pdf 211 “How To Edit An Employee”
 - b. Reallocate the Wages – Earnings and Employer Share Withholdings
Payroll Manual p 73 pdf 81 “How To Reallocate Earnings”
Payroll Manual p 75 pdf 83 “How To Reallocate Employer Share Withholdings”
Payroll Manual p 76 pdf 84 “How To Reallocate Fringe Benefit Credits”

DOWNLOADABLE PATCH INSTALLATION INSTRUCTIONS

Below are the steps to install the 2020 Coronavirus Relief Funds Update. The steps are written with the assumption that your system has all of the latest Windows Updates installed. The steps may vary if the latest Windows Updates have not been installed. Also, please note that the steps may vary depending on your internet browser.

Step 1: Perform a UAN Backup in: General → Maintenance → Backups → UAN Backup. Label the disc and/or name the backup file: ‘Before 2020 Coronavirus Relief Funds Update’.

Please Note: If you have a multi-user network environment setup, only one computer on the network must complete the UAN Backup. However, Steps 2 through 11 must be completed on all UAN computers.

Step 2: Close the UAN application.

Step 3: Using your internet browser, click Profile Login at the top-right corner of the UAN home page (<https://uanlink.ohioauditor.gov>). The username is your 4-digit UAN Entity ID, and the password is your 5-character Auditor of State invoice customer number.

Step 4: Click Software Patches.

Step 5: Click 2020 Coronavirus Relief Funds Update.

Step 6: The 2020 Coronavirus Relief Funds Update file should automatically download, and the file will appear in the bottom left corner of your screen. Click on the file name to run the install.

- If the update did not download and you get a warning message in the bottom left corner of your screen stating that it was blocked, click on [...then Keep].
- You may then receive a Microsoft Defender SmartScreen warning message stating, “This app might harm your device.” Verify the Publisher is “STATE AUDITOR, OHIO” and click on the option [Show more]. Then click on [Keep anyway].
- Click on the file name link in the [All files] to run the install.

Step 7: A “Windows protected your PC” message may appear. Click [More info]. Verify the Publisher is “STATE AUDITOR, OHIO” and then click [Run anyway].

Step 8: A User Account Control window may appear “Do you want this app to make changes to your device?” Enter the password ‘FiscalOfficer’ (no quotes, capital F and O, and no space). Click [Yes].

Step 9: A Uniform Accounting Network message will appear “Install the 2020 Coronavirus Relief Funds Update?” Click [Yes]. The installation should take less than 1 minute.

Step 10: A Uniform Accounting Network message will appear “This update was installed successfully.” Click [OK].

Please Note: This update does not change the UAN software version number. If you wish to double-check that the update is installed, view the Transaction Log Report for today’s date in the software General → Reports & Statements. You will find a transaction labeled Software Update Complete – Name: 2020 Coronavirus Relief Funds Update.