



January 31, 2017

UAN Support has received several questions from clients concerning the submission of your data to the Hinkle System and how to verify the Notes that you have attached to your filing has been successfully included in the Hinkle Submission. The Hinkle System section of these User Notes discusses these questions. Two additional subjects are discussed at the end of these Notes that discusses a correction to the Best Practices document and info on your sensitive efiles.

HINKLE SYSTEM

HOW IS MY DATA SUBMITTED TO THE HINKLE SYSTEM?

After UAN received your AFR - AOS Backup disc or submitted online, UAN will file/submit your entity's annual financial report and notes to the Hinkle System. UAN clients do not file directly or do any additional steps to file with the Hinkle System.

HOW TO VERIFY THAT UAN RECEIVED YOUR ENTITY'S AFR - AOS BACKUP?

The AFR - AOS Backup contains your entity's annual financial report and imported notes. To verify that UAN has received your AFR - AOS Backup disc or online submission select the following link:

<https://uanlink.ohioauditor.gov/resources/YearEnd/Default.aspx> .

HOW TO VIEW THE AFR AND NOTES HAVE BEEN SUBMITTED TO THE HINKLE SYSTEM?

To view your entity's annual financial report and/or notes that UAN filed with the Hinkle System, click or type in the following into your web browser: <https://eservices.ohioauditor.gov/>

The Customer Number that you need to enter is the same as your Auditor of State (AOS) account number which can be found on any copy of an AOS invoice to your entity. It is five characters long and follows the format of: two numbers, one letter, two numbers.

The Customer Email Address that you need to enter is the email address your entity has on file with AOS Fiscal Department.


If you are having trouble logging in to your eServices account, please send an email to eServices@OhioAuditor.gov

After logging into your entity's eServices account, the following steps will allow you to view the annual financial reports and notes that UAN filed/submitted on your behalf to the Hinkle System. Reminder: this is for viewing only; your entity does not complete any additional steps on the website to file with the Hinkle System.

Step 1: From the Eservices home screen select 'Hinkle System'.

Step 2: From the Hinkle System page there will be a table. Within the table are the year end filings that have submitted to the Hinkle System. To review your 2016 year end filing, select 2016 in the blue font. The Financial Data Viewer page will be displayed.

Step 3: From the Financial Data Viewer page select 'View All Details'. The Filing Details page will be displayed.

Step 4: From the Filing Details page, select the PDF document icon  located to the right of 'Uploaded Document' to open it. Note: If the document does not open right away, look for a message on the screen asking if you want to Open, Save, or Cancel the document. Click Open to display the document.

Step 5: The PDF document will contain annual financial report statements listed first, followed by the notes to the financial statements at the end. Scroll to the end of the document to confirm that all of the notes pages that you prepared are included in the PDF. If the notes are missing, incomplete or if some other document was accidentally included instead of the notes, then you will need to correct the problem in UAN first, then recreate and resubmit the AFR-AOS Backup file (or disc) and resubmit it to UAN by the AOS deadline.

Reminder: If you find in step 5 that the notes on the AOS eServices website are missing, incorrect or incomplete, then first confirm that you have the final version of the notes that you prepared on the UAN computer. Next, repeat any of the steps that may be necessary on pages 60-63 of the Year End Procedures. Lastly, follow the steps on pages 118-119 of the 2016 Year End Procedures to recreate and resubmit the AFR - AOS Backup file (or disc) within the AOS deadline as listed on page 29. To view these pages on the 2016 Year End Procedures, click or type-in the link below into your web browser:

<https://uanlink.ohioauditor.gov/software/Version2017-1/2016%20Year%20End%20Procedures.pdf>

2016 UAN BEST PRACTICES DOCUMENT

Page 4 indicates that sections 4B, 4C and 4D will display a green 'Complete' icon when the minimum requirement field has been completed. The statement is incorrect. When the minimum requirement field has been completed a blue 'Information' icon will be displayed.

REMINDER: SENSITIVE UNSECURED UAN EFILES

A selection for *Sensitive Unsecured UAN Efiles* has been added to the System tab under Entity Setup.

UAN creates a few plain text files containing sensitive employee data for uploading to banks or payroll reporting agencies. The information inside these files cannot be encrypted, and is therefore not secured in cases of unauthorized computer access, virus infection, or malware infection.

These files are saved in the `_UAN_EFiles` folder on your computer:

- EFT Files
- ODJFS Wage Detail Reports
- OPERS Contributions Reports
- OP&FPF Contributions Reports
- W-2/W-3 Submissions

You can (and should) manually delete these files after uploading them, and remember to empty your computer's Recycle Bin as well.

You may now also select to automatically delete sensitive files after the number of days specified (1-30) on the Systems tab in Entity Setup. Only files of the types above, inside the `_UAN_EFiles` folder, will be deleted (no other folders or file types). The UAN software must be running to perform the deletion process, and the files must not have been renamed after UAN created them.

Note: Both file deletion methods have an important limitation. Deleting a file only discards it from your computer's index of tracked files. The file will still exist on your computer until the area of hard disk where it resides is overwritten with new data. The file will appear to be gone, but might be recoverable using common file recovery software. For extra secure file deletion, many products (independent of UAN) are available that can permanently erase any saved or deleted files, making recovery of the files extremely difficult or even impossible. UAN cannot provide recommendations or support for such products.