

**Version 2015.2:**

An issue has been discovered with the Comparison of Disbursements and Encumbrances with Expenditure Authority report. The variance column is incorrectly showing the total disbursements and not the variance amount. This issue is a REPORT ONLY issue; this does NOT impact your data. Be assured that the AFR submitted to UAN is correct and nothing needs to be done on your part with your data. If you have printed or PDF'ed the report, you will want to print it again after installing Version 2015.2 to reflect the correction. Version 2015.2 will be finalized by the end of next week, so you should expect the mailing to arrive starting the week of January 19, 2015. You do not need to delay submitting your AFR for this issue.

**Frequently Asked Questions:**

1. Can I backdate a warrant to December 31, 2014?

No. Payment, Wage and Withholding Payment warrants, and Payroll EFT's can only be dated with today's date or up to thirty days in advance. Electronic payments, manual payments and conversion entries can be backdated up to the first day after the last bank reconciliation. (For example, up to December 1<sup>st</sup> for the last bank reconciliation completed as of 11/30/14.)

2. I'm in temporary mode and I need to generate my December OPERS report and OPERS withholding warrant?

You will need to generate your OPERS warrant for the December pay period out of 2015.

- 1.) 2015 Revenue Budget and Appropriation entries will need to be entered.
- 2.) You will go to Transactions → Withholding Payments as usual.
  - a. Select "2014" for Pay Period End Date Range
  - b. Select "December" under "Month" and select employees as needed.
  - c. Post and Print the Warrant/Electronic Payment.
  - d. The OPERS report (and OP&FPF) will correctly reflect wages within December 2014.
  - e. All other withholdings will correctly reflect within 2015 and 2015 reports such as the 941 and W-2.

3. How to void a prior year warrant?

To void a prior year warrant you will need to do the following:

Step 1: A Fund Balance Adjustment will need to be posted at Accounting -> Utilities -> Fund Balance Adjustment Utility. Look to the bottom left under the FAQ's section for step-by-step instructions and a screencast video tutorial regarding this are.

Step 2: You will want to select prior year warrant adjustment. When filling out the screen the amount your entering will be a positive figure because the cash is being added back to the fund(s). For the warrant field please make sure the warrant number entered is the warrant number as it appears on the Warrant Register report.

Step 3: The final step in voiding a prior year warrant is completed on your next bank reconciliation. When you process your next bank reconciliation you will put a checkmark in the box next to the warrant to mark as voided.

Suggestion: if you plan to spend the money in 2015, you will want to review if you need to get an Amended Certificate of Estimate Resources. Also, you may want to double check with Local Government Services or Audit that the cash doesn't need to be held in an unclaimed fund.

#### 4. AFDRS

##### a. What is AFDRS?

AFDRS stands for Annual Financial Data Reporting System. It is an Internet based application that allows certain financial statement, debt, and demographic data to be entered and transmitted to the Auditor of State (AOS).

The AFDRS presentation from the 2014 Year End Update was recorded and is posted on the UANLink. The 15 minute presentation is very informative. To access the video, please select the following link: [https://uanlink.ohioauditor.gov/training/online\\_recordings/yearendupdate.htm](https://uanlink.ohioauditor.gov/training/online_recordings/yearendupdate.htm). The video link is titled 'AFDRS Presentation'.

##### b. Where do I obtain the figures which the AFR Demographics & Debt (section 4F of the 2014 Year End Procedures) is requesting?

We understand that your county auditor may be a good source for this information.

##### c. Can I still process my UAN Application year end with the AFDRS web site being unavailable?

Yes, UAN will upload data when it is available for entities that selected either of the Submit options on page 13 of the Year End Procedures.

##### d. The fields in the AFR Demographic & Debt section do not accept figures with decimals. What should I do?

Since the AFDRS fields does not accept a decimal point, enter the figure to nearest whole number when the amount involves a decimal (i.e. 1.80% rounds to 2%)

##### e. My Total Assessed Property Tax Valuation is greater than one billion

Enter \$999,999,999.99 into the field. After completing the AFR Demographic & Debt section, select the option for 'MUST edit online later' (see page 13 of the Year End Procedures), and proceed with completing your year end processing. After the AFDRS web site becomes available, please access your AFDRS account, edit the assessed value (the web site will accept values in the billions of dollars), make any other edits you find necessary, and mark your AFDRS as final.



- f. I have submitted my AFR and marked the AFDRS section as Final, but I would like to edit my AFDRS when the AFDRS web site becomes available. What should I do?

Please notify UAN that you would like to edit your AFDRS data. UAN will request that the record be unlocked so it can be edited. When the AFDRS website becomes available, UAN will notify you by email that you can edit your AFDRS data.

### **Temporary Mode:**

The following is a refresher for the UAN Temporary Mode. This same information can be found on the 2014 Year End Procedures.

Temporary Mode includes **both** the Accounting and Payroll modules. You must manually initiate the opening of Temporary Mode, but it will close automatically when you close fiscal year 2014.

This step will verify that Temporary Mode has been opened. Temporary Mode allows you to work in both fiscal years 2014 and 2015 **before** closing fiscal year 2014. Please note:

- **Opening** Temporary Mode **is required** as part of the year end process.
- **Working in 2015** before closing 2014 (*i.e. using Temporary Mode*) is **OPTIONAL**.

Entities choosing not to use Temporary Mode may prefer to complete the rest of the Year End Checklist before "Step 3 - Open Temporary Mode", and then immediately close fiscal year 2014.

**Reminder:** The Pre-Year End Closeout / Housekeeping 2014 handbook explaining Temporary Mode (starting on page 40) can be accessed on UAN Link by clicking the link below or typing it into your web browser address field:

[https://uanlink.ohioauditor.gov/training/online\\_recordings/Pre-CloseHousekeepingHandbook.pdf](https://uanlink.ohioauditor.gov/training/online_recordings/Pre-CloseHousekeepingHandbook.pdf) The handbook is also included with 2015.1 documentation.

**Reminder:** Temporary Mode is available for sixty days after December 31, 2014. The only date restriction specific to Temporary Mode is that 2015 transactions cannot be dated beyond the Temporary Mode period (*i.e.* sixty days after December 31, 2014). In other words, in order to post transactions dated March 1, 2015 or later, you must first close fiscal year 2014.

### **Payroll users**

While in Temporary Mode you cannot do the following in the Payroll module:

- a. Remove or Delete any payroll items in either work year.
- b. Post Wage Reallocations or Wage Adjustments in work year 2015.
- c. Clear Unpaid Withholdings in work year 2015.
- d. Use the Withholding Overpayment utility in work year 2015.

After fiscal year 2014 is closed, the actions above will be available again for fiscal year 2015.

### **Report Year**

During **and after** temporary mode, reports can be produced for **either** 2014 **or** 2015 regardless of the computer date **and** regardless of the work year selected at login. The report year (listed at the top left of most report areas) will default to the current work year, but can be changed as desired.

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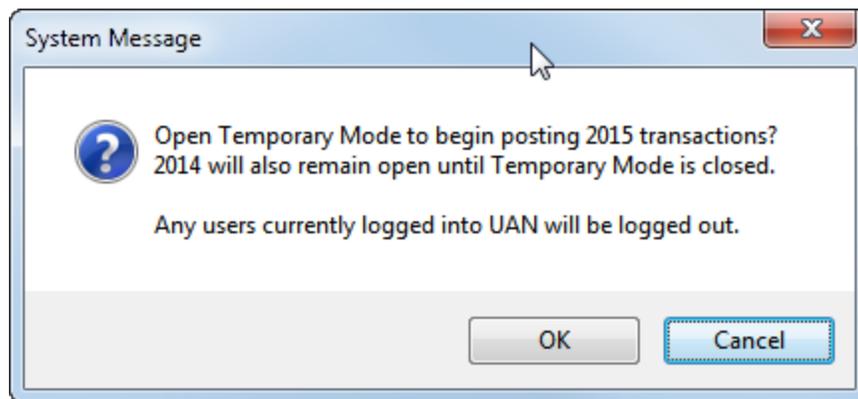
## OPENING TEMPORARY MODE:

### STEPS TO ACCESS

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**General → Maintenance → Year End → Open Temporary Mode**

When you click Open Temporary Mode, the software will display a message: *Verifying database integrity, please wait...* Please be patient while the software takes a few minutes to verify that your financial data is internally consistent. If the software detects any problems, it will display a message with directions. If no errors are detected, the following system message will appear:



To continue, click [OK] and the software will open a Year End Renaming form. *The following picture is an example of the form with sample withholding names.*

Year End Renaming

The items listed below can be renamed for the new year. This is possible only when opening temporary mode.  = Information  = Incomplete

 Withholding Name

Process Group	Status	Current Name	Revised Name
Local Tax	Active	Buckeye Village Income Tax	Buckeye Village Income Tax
Deferred Withholdings	Active	Deferred Compensation	Deferred Compensation
Miscellaneous/Union Withholding	Active	Dental Insurance	Dental Insurance
School Tax	Active	East School Income Tax	East School Income Tax
Miscellaneous/Union Withholding	Active	Employee Withholdings	Employee Withholdings
Miscellaneous/Union Withholding	Active	Health Insurance	Health Insurance
Local Tax	Active	Little Village Income Tax	Little Village Income Tax
School Tax	Active	West School Income Tax	West School Income Tax

Save Cancel

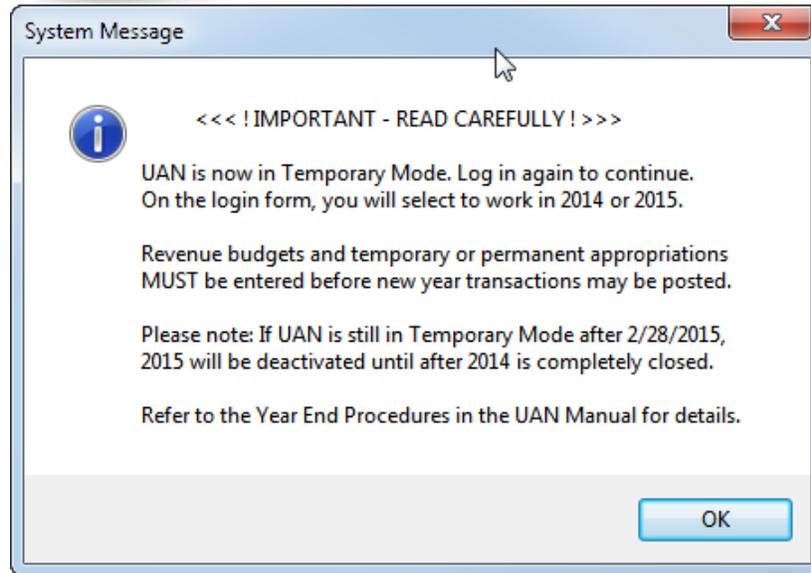
On this form, withholdings not specifically pre-set by UAN can be renamed for fiscal year 2015.

**IMPORTANT:** This renaming is only possible when opening Temporary Mode - you cannot change existing withholding names at any other time during the year.

If you need more time to consider withholding name changes, click [Cancel] to stop the Temporary Mode opening process. If instead you are ready to continue, enter the desired changes (*if any!*) under the "Revised Name" column. When you are finished, click [Save].

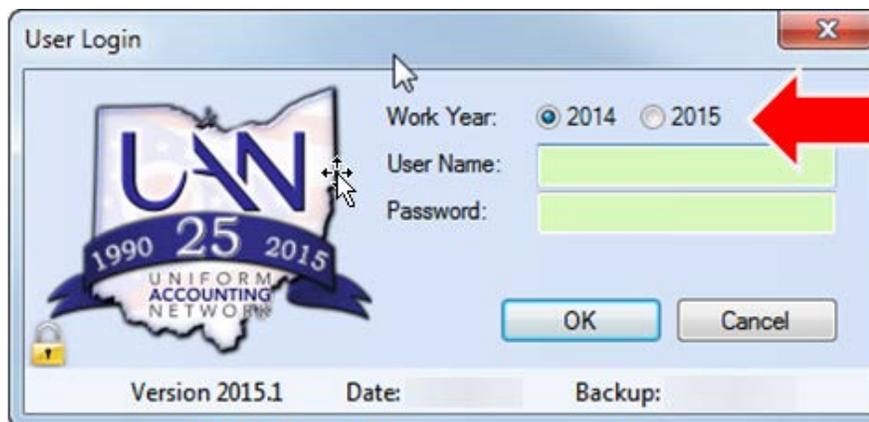
**Please be patient:** The software will begin creating the data records required for the new year. Processing time for small to mid-size entities could be less than 1 minute – however, the processing time for *large* entities may be up to 20 minutes or more.

After the processing is complete, a system message will be displayed:

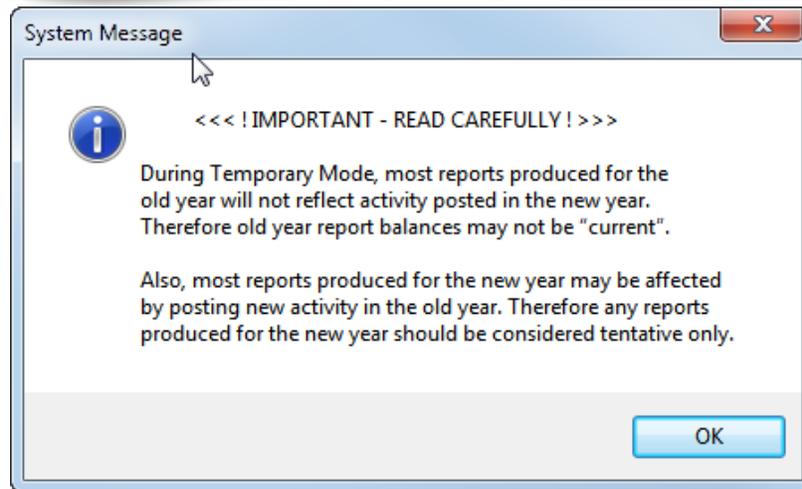


Read the message carefully and click [OK] to continue. The software will automatically close.

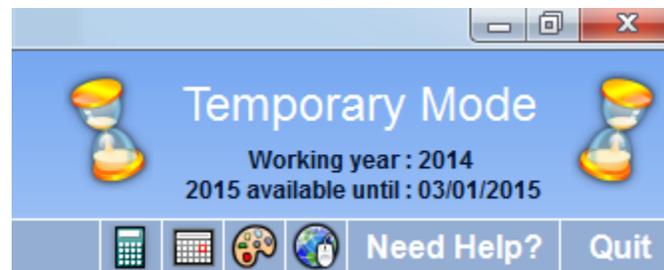
Double-click on the UAN icon  to reopen the software. Now that the software is operating in Temporary Mode, you may select the work year upon login (as seen below):



Notice the radio buttons above the User Name: "**Work Year:**  2014  2015". Each time the User Login form is opened while in Temporary Mode, the work year will default to  2014. Select the year that you would like to work in and then enter your user name and password. Click [OK] to log in, and a system message will be displayed:



Read the message carefully and click [OK] to continue. When the software opens, notice that the top right of the main menu displays a Temporary Mode notification:



The work year that you selected on the User Login form will be displayed, as well as the date upon which 2015 will become unavailable on the login form (if 2014 has not yet been closed).

**Reminder:** As stated above, you **CANNOT** "undo" Temporary Mode after it has been opened. Temporary Mode will close automatically when you close the fiscal year 2014.

**Recommendation:** Payroll users should review the Payroll Housekeeping section of the Pre-Year End Closeout / Housekeeping 2014 handbook which is included with 2015.1 documentation or can be accessed on UAN Link by clicking the link below or typing it into your web browser address field:  
[https://uanlink.ohioauditor.gov/training/online\\_recordings/Pre-CloseHousekeepingHandbook.pdf](https://uanlink.ohioauditor.gov/training/online_recordings/Pre-CloseHousekeepingHandbook.pdf)