

UAN_Support

From: UAN_Support
Sent: Wednesday, February 16, 2011 6:15 PM
Subject: Uniform Accounting Network

The UAN Support line would like to address some Frequently Asked Questions from Accounting Only 2011.1 customers concerning receipt dates.

GENERAL QUESTIONS:

1. What are the definitions of Receipt, Deposit, and Post dates?

Receipt: The date the receipt check was received at the entity. If the receipt was an electronic transaction received at the entity's bank, then this should be the same as the Deposit date.

Deposit: The date the receipt check was physically delivered and deposited at the bank. If it is an electronic transaction, then the date it was electronically deposited according to the bank records.

Post: The date the receipt was or will be posted on the bank records.

2. Why do the Receipt, Deposit, and Post dates default to the current calendar date in the Add Receipts form?

The UAN software does not know when you actually received the check, deposited it at the bank, or when the bank posted it to your account. So depending on the current calendar day that you Add the receipt and save it into batch in UAN, you may or may not have to change the date fields.

3. The Receipt Detail report and other reports include a Transaction Date and a Post Date. What is the difference?

Transaction Date: The actual calendar date when you clicked the [Post/Print] button to post the receipt to cash and print it out.

Post Date: The date in the "Post" field when you last saved the receipt in batch (from the Add or Edit form) before clicking the Post/Print button to post to cash.

BANK RECONCILIATION QUESTIONS:

1. The bank reconciliation (and some reports) display a receipt post date that I did not expect. How have the Receipt, Deposit, and Post dates changed from the old to the new software?

The definitions of the receipt, deposit, and post dates in the new software are identical to their definitions in the old software (see general question #1 above). They are also used for reporting

and bank reconciliation purposes identically to the way they were used in the old software. However, as we emphasized in the training classes last fall, the UAN date now automatically advances with the actual calendar date. When you add a receipt the Add Receipt form will appear with all 3 dates defaulted to the calendar date. If the calendar date is not appropriate for those 3 date fields, they must be changed before saving the receipt. Once saved into batch, the dates will not automatically advance with the calendar date. If the dates need to be changed before posting and printing the receipt, this can be done by selecting the receipt in the Receipts area and clicking the Edit button.

2. The bank reconciliation's "As of" date is January 31st and the Receipt Detail report lists an outstanding receipt with a Deposit date of January 31st. Why isn't this receipt included in my January bank reconciliation?

Just as in the old UAN software, the deposit date is not used for reconciliation purposes because the bank may not post a receipt to an account on the same date it was deposited. The bank reconciliation will include all outstanding receipts with a **Post** date on or before the "As of" date, regardless of deposit date.

3. I posted a receipt with a Post date in January and then voided it with a Void date in February. Why is the receipt included as a Deposit in Transit on the January 31st bank reconciliation?

Voided transactions with a Void date after the "As of" date and a Post date on or before the "As of" date are considered to be outstanding (not voided) for bank reconciliation purposes. Voided transactions are automatically "backed off" on the first bank reconciliation with an "As of" date after the transaction's Void date. The fiscal officer does not need to do anything else on the bank reconciliation to handle these items.

EXAMPLES:

Example 1:

A revenue check is received through the mail on Monday afternoon January 31st and deposited that day after 4:00 pm. The bank teller informs the fiscal officer that the transaction will not post to their account until Tuesday, February 1st. In the UAN software, the fiscal officer added the receipt into batch on January 31st, but he does not click the Post/Print button until the calendar day of February 2nd.

Below are the dates that the fiscal officer should have entered in UAN (either in the Add Receipt form or later in the Edit Receipt form) before clicking the Post/Print button:

Receipt: January 31st
Deposit: January 31st
Post: February 1st

If the fiscal officer correctly enters the dates above,

On Reports:

The Post date will be February 1st (as entered on the receipt) and the Transaction date will be February 2nd (the calendar date when the fiscal officer clicked the Post/Print button to post the receipt to cash).

On the bank reconciliation:

When the fiscal officer adds a bank reconciliation with an “As of” date on January 31st, this receipt will not be included because the Post date was a February date.

Example 2:

On February 7th the entity received the January bank statement which indicated that interest earned for the month automatically posted at the bank on January 31st.

Below are the dates that the fiscal officer should enter in UAN (either in the Add Receipt form or later in the Edit Receipt form) before clicking the Post/Print button:

Receipt: January 31st
Deposit: January 31st
Post: January 31st

If the fiscal officer correctly enters the dates above,

On Reports:

The Post date will be January 31st (as entered on the receipt) and the Transaction date will be February 7th (the calendar date when the fiscal officer clicked the Post/Print button to post the receipt to cash).

On the bank reconciliation:

When the fiscal officer adds a bank reconciliation with an “As of” date on January 31st, this receipt will be included because the Post date was a January date.

If you have any further questions, please contact us through the UAN Support Line at uan_support@auditor.state.oh.us or 1-800-833-8261.

Respectfully,
UAN Support