

Hello,

The UAN Support Line would like to provide you with resolutions to our most frequently asked questions from the past week.

How Do I record an Electronic Federal Tax Payment System (EFTPS) Payment in UAN?

When you record this in UAN, you will want to:

1. Revise the Payee to "US Treasury", "IRS", etc (Payroll --> Maintenance --> Entity File --> Payee, edit, select "federal", revise description and address.
2. Select "voucher" instead of "warrant" on the bottom left of the withholdings screen when recording the payment in UAN. (Payroll --> Transactions --> Withholdings.)

Also, when recording the payment within the same month, for example, paying for December while still in December in UAN and it won't clear the bank until the January bank statement, the amount will be a known Other Adjusting Factor (OAF) on your bank reconciliation because vouchers and charges are marked cleared in UAN immediately. As long as an OAF is known and can be explained as eventually resolving itself within the next month or so, it is acceptable to have one. All unknown OAFs should be researched until the reason is discovered.

If you have any further questions about the EFTPS system, You can refer to: <https://www.eftps.gov/eftps/>. When setup through EFTPS, there is typically no additional charges for set-up or monthly fees as some have noted when setup through a bank as noted on the website.

I'm getting an error message about some account codes no longer direct, what do I do?

When performing the year end close, some are getting the message that they will have to revise certain account codes that no longer permit direct access. Typically, these can be found within the fringe benefit portion of certain withholdings like Medicare even if the fringe benefit is not being used. You will need to revise it by going to Payroll -> Maintenance -> Employee History, Edit, and Withholding, select the withholding, click on the "edit" button next to the withholding, revise the account code, save and then process. You can review which account codes are no longer direct and will now require purchase orders here:

http://uanlink.auditor.state.oh.us/pdf/uan_win_software/release_documentation/Version15-0/Overview.pdf

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

Respectfully,

UAN Support Line