Accounting Year End Processing

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Year End Review - Accounting

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Housekeeping
for Year End Procedures

- VERSION 14.0 TO ADVANCE INTO 2010
- Print the documentation and read over them before beginning the Year End process
  - Start Year End preparation early to ensure a smooth transition into the new year
    Example: Resolve and/or justify all Other Adjusting Factors
- Call the UAN Support Line if you have access to the payroll software but are not using it

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Housekeeping
for Year End Procedures
(continued)

- Print all 2004 Year End Reports before rolling into 2010
  - The 2004 year end reports will no longer be available after rolling into 2010
  - Previous years before 2005 will no longer be retained in the UAN System

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Accounting Reports

- **GENERAL ACCOUNTING REPORTS**
  - Cash Journal
  - Cash Summary By Fund
  - Appropriation Ledger
  - Investment Journal
  - Revenue Ledger
- **INFORMATION & STATUS REPORTS** (Accounting)
  - Primary Bank Reconciliation (Cash Management)
  - Appropriation Status
  - Fund Status
  - Fund Balance Adjustments
  - Revenue Status
  - Receipt Register
  - Payment Register Vendor
  - PO Status
  - BC Status
  - Advances
  - Transfers
  - 1099 and 1096 Forms

Payroll Reports

- **General Payroll Reports**
  - Payroll Register – Detail
  - Payroll Register/Adjustment
  - Wages and Overtime
  - Withholding Monthly (Unpaid)
- **Tax Reports**
  - Federal Tax
  - 941 Schedule B
- **Quarterly Reports**
  - 941 Quarterly Reports
- **Yearly Standard Report**
  - W-2 Report
  - Print W-2 and W-3 Forms
  - 944 (if applicable)

3 Paths for Advancing to 2010

- Payroll users:
  - Advance payroll to 2010 and begin processing 2010 payrolls while accounting system remains in 2009
  - Close payroll & accounting at same time

- Accounting users:
  - Advance accounting to 2010

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Close Accounting

- Complete ALL December Accounting Transactions
  - Close all PO's and/or BC's that should not be carried forward to 2010
    - Once PO's and/or BC's are carried forward to the next year, closing them will not result in an increase in the unencumbered appropriation balance(s); therefore, resources available for appropriation in the new year will be reduced by carry over PO's and /or BC's

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Close Accounting
(continued)

- Post interest on investments and checking accounts
- Complete December 31st bank reconciliation
  - There should not be any *unidentified* 'Other Adjusting Factors' posted to the bank reconciliation

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Close Accounting
(continued)

- Print all Year End Accounting reports
  - Print YTD (MTD acceptable if all previous months have been printed)
  - Can print from Prior Year reports after advancing to 2010
  - Report List available in Year End Checklist & 2009 Year End Procedures

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Annual Financial Report

- Reminder: All 2009 transactions must be complete before preparing Annual Financial Report
- Complete Annual Financial Reports - Regulatory Reports, GASB Cash Basis or GASB Modified Cash Basis Statements

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Annual Financial Report
(continued)

- Print the 2 copies of AFR
- AOS Filing Requirements & Publication Requirements

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Advancing to 2010

- Fund balances carried forward
- Open PO's & BC's carried forward
- Appropriations & budget amounts will be set to zero when you advance accounting to 2010, unless you have processed a payroll in Temporary Payroll Mode

Advancing to 2010
(continued)

- Perform accounting year end processing (Accounting, Maintenance, Month/Year End Processing)- Cannot access from drop down menu
- Print or Screen Combined and Combining Statements
- Complete EOY (year end) backup
- Create AOS EOY data
- Check AOS EOY data
- Return Year End CD or upload file to UAN
- Verify filing status at: http://uanlink.auditor.state.oh.us/
    - Under Resources, Year End, Filing Status
    - Allow 24 to 48 hours for status to update

Advancing to 2010
(continued)

- Go into the Accounting software to advance to 2010 (Accounting, Maintenance, Month/Year End Processing)
- Change Password
- Complete a Quarterly Backup (label as '2010 Beginning of Year Backup')
- Go into the Accounting software
- Print or Screen the Transaction Log to verify 2010 transaction dates

Begin New Year Accounting Procedures

- Print the 01/01/10 Fund Status report and compare it to the 12/31/09 Fund Status report to verify all fund balances

  Note the 01/01/10 Fund Status is the January 1st ending balance

- Submit the Certificate of the Total Amount from All Sources Available for Expenditures and Balances to your county auditor
  - Located in My Documents\County Auditor Templates\Year End Balances

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Begin New Year Accounting Procedures (continued)

- Delete, Edit or Record funds, revenue accounts & appropriation accounts
- Delete, Edit or Record vendors & address files
- Print status reports to verify

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Begin New Year Accounting Procedures (continued)

- Record revenue budget amounts
- Record appropriation amounts (temporary or permanent)
- Print status reports to verify
  - Revenue Status
  - Appropriation Status

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Begin New Year Accounting Procedures (continued)

- Establish new investments
- Record 2010 PO's & BC's
- Print status reports to verify
  - PO Status
  - BC Status

Common Support Calls & Reminders: Void Prior Year Warrant

1. Accounting→ Transactions→ Accounting Utilities→ Funds→ Prior Year Warrant Adjustment
   - Enter a positive (+) amount
   - Enter the correct warrant number (as it appears on the Payment Register report)
2. On the Primary Bank Reconciliation's Warrant tab, select the 'Void' checkbox

Common Support Calls & Reminders: Reissue Prior Year Warrant

1. Follow the procedures for voiding a prior year warrant
2. Record & Post new accounting warrant
   - Use the same procedures to reissue a prior year payroll warrant. Use the net earnings.

Common Support Calls & Reminders: Audit Adjustments

- Accounting ->Transactions -> Accounting Utilities -> Funds -> Audit Adjustment
  - To decrease the fund balance, enter a negative (-) amount
  - Verify adjustments using the Fund Balance Adjustment report located at: Accounting -> Reports and Statements -> Information & Status -> Accounting Utilities

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Common Support Calls & Reminders: Primary Bank Reconciliation

- Other Adjusting Factors (OAF)
  - Should not be an unknown / plugged figure
  - Unknown / plugged figure should not be carried forward from month to month
  - OAF does not replace posting an actual transaction
    - e.g. - Checking account interest entered as an OAF on a primary bank reconciliation will also eventually require recording an actual interest receipt in Accounting -> Transactions -> Receipts

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Common Support Calls & Reminders: County Auditor Templates

- Certificate of The Total Amount From All Sources Available For Expenditures, And Balances
  - My Documents -> County Auditor Templates -> Year End Balances -> Year End Balances Certificate Revised October 3, 2007.xls
  - This spreadsheet is provided as a template
  - Copy, rename, and make edits with the current year's data
  - The yellow fields are calculated based on the values you enter in the white fields below them

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