

Year End Review - Accounting



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Prep Work

- Install Version 17.0.
- Any troubles balancing your bank reconciliation?
- Any purchase orders or blanket certificates necessary to carry forward into the new year?
 - Example an item is purchased in 2012 but you will not receive the invoice until 2013.



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Prep Work

(continued)

- Begin work on your AFR Manual Input Debt Schedules and GASB Fund Classification.
- Consider revamping your account code structure e.g. adding cost centers, summary account code, etc.



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Prep Work
(continued)

- Will you need temporary appropriations?
If so, which accounts and what amounts?
– Good topic to discuss at next board meeting
- Does everyone know their part with their board approving appropriations according to the Legal Level of Control?

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Prep Work
(continued)

- Will you have enough cash on hand to cover your beginning of the year expenditures? For example your property tax settlement doesn't arrive until March/April timeframe.

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Prep Work
(continued)

- The 2007 year end reports will no longer be available after rolling into 2013.
– UAN suggest that you print and/or make electronic PDF copies of the following 2007 reports:

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Suggested 2007 Accounting Reports:

- **GENERAL ACCOUNTING REPORTS**
 - Cash Journal
 - Cash Summary By Fund
 - Appropriation Ledger
 - Investment Journal
 - Revenue Ledger

Suggested 2007 Accounting Reports:

(continued)

- **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

Close Accounting

- Complete ALL December Accounting Transactions.
 - Close all PO's and/or BC's that **should not** be carried forward to 2013.
 - 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.

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.

Close Accounting

(continued)

- Print all Year End Accounting reports
 - Print YTD (MTD accepted if have all months).
 - Can print from Prior Year reports after advancing to 2013.
 - Report List available in the Year End Procedures.

Annual Financial Report (AFR)

- Reminder: All 2012 transactions must be complete before preparing Annual Financial Report.
- Complete Annual Financial Reports:
 - Regulatory Reports
 - GASB Cash Basis
 - GASB Modified Cash Basis Statements

Completing GASB 54

- Auditor of State of Ohio Bulletin 2011-04 GASB released Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions will be included in the Year End Procedures Update along with a Fund Purpose spreadsheet.
- According to GASB 54 requirements, fund balance amounts are to be broken down and classified based on five possible components: Non-Spendable, Restricted, Committed, Assigned and Unassigned. Those balance amounts will be also be assigned a purpose which can be added as necessary by the user if the purposes available are not suitable.
- You should "do your homework" before hand to reference necessary minutes and reference material. UAN can walk you through the completion of the screen but not the selection of choices of classifications or purposes or allocations.

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Completing GASB 54

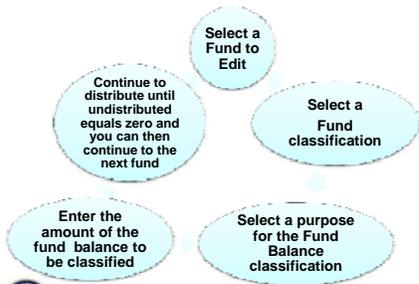
- Whether filing Regulatory or GASB 34 OCBOA Statements, you will be required to complete the Fund Classification Utility to be in compliance with GASB 54.
- For Regulatory Filers this will be the ONLY GASB Utility you will need unless you want to complete the optional areas- Mapping Funds in the Fund Utility, Importing Notes or Original Budget input.

Select **Accounting**→ **Reports and Statements**→ **Annual Financial**→ **GASB**→ **Utilities**→ **Fund Classification Utility**

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Completing GASB 54

UAN Fund Balance Classification Process

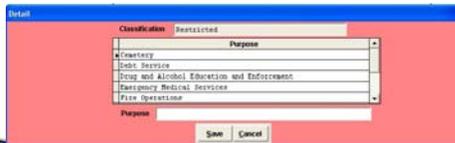
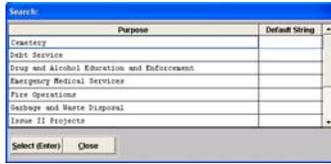


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Completing GASB 54

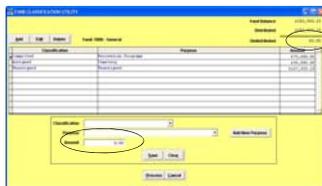
- **Step 3.** Once you have selected the balance classification, you will then select the purpose for that classification by selecting the drop down arrow. A list will be displayed of already established or created purposes according to most program and/or activity selections.
- You can also select **ADD PURPOSE** to create a purpose for the desired classification if the currently available selections are not applicable.

Completing GASB 54



Completing GASB 54

- **Step 4.** Enter the Amount which comprises that balance classification and purpose designation and then save.
- **Step 5.** Repeat as necessary until the balance shown as Undistributed equals zero.



Completing GASB 54 UAN Fund Balance Classification Process

EXAMPLE: You have set aside \$25,000 of the remaining General Fund 1000 balance to be used next year for Recreation Programs for baseball and soccer and a motion was passed to do so.

```

    graph TD
      A[General Fund 1000] --> B{Is Undistributed 0?}
      B -- If no, continue to classify the remainder of the current fund. --> C[Assigned]
      B -- If yes, continue to next fund. --> D[$25,000]
      D --> E[Recreation Programs]
  
```

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Annual Financial Report (AFR) (continued)

- Print 2 copies of AFR.
- Create Electronic Copies (PDF).
- AOS Filing Requirements & Publication Requirements.

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Advancing to 2013

- Fund balances carried forward.
- Open PO's & BC's carried forward.
- Appropriations & budget amounts will be set to zero unless you have processed a payroll in Temporary Payroll Mode when you advance accounting to 2013.

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Advancing to 2013

(continued)

- Perform accounting year end processing. (Accounting, Maintenance, Month/Year End Processing)- Cannot access from drop down menu.
- Print/Screen Combined and Combining Statement.
- Complete EOY (year end) backup.
- Create AOS EOY data.
- Check AOS EOY data.
- Upload file to UAN or send in the CD.
- Verify filing status at: <http://uanlink.auditor.state.oh.us/>
 - Under Resources, Year End, Filing Status.
 - Allow until the next business day for status to update.



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Advancing to 2013

(continued)

- Go into the Accounting software to advance to 2013 (Accounting, Maintenance, Month/Year End Processing). Once 2012 is closed you will receive a system Message.

System Message YE-43



You are now ready to begin using the new Uniform Accounting Network multi-user software. To begin the data conversion process, double click the 'UAN Data Conversion Utility' icon on your desktop.



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Begin New Year Accounting Procedures

- Follow UAN Version 2013.1 Accounting & Payroll Conversion and Setup Instructions.



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Common Support Calls & Reminders: Audit Adjustments

- Accounting --> Transactions --> Accounting Utilities --> Funds --> Audit Adjustment:
 - To decrease the fund balance, enter a negative (-) amount; to increase fund balance enter amount.
 - Verify adjustments by printing 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 posted on primary bank reconciliation as an OAF will also eventually require recording an actual interest receipt posted in Accounting --> Transactions --> Receipts



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Common Support Calls & Reminders: Primary Bank Reconciliation

When can I close 2012 and roll into 2013 with an Other Adjusting Factor (OAF) in my bank reconciliation?

As long as you can explain the need for the OAF as a known item and the figure is not a "plug" figure (an amount "plugged" in so you can balance.).

Example: Entities are now required to pay their Federal Tax deposit electronically through the Electronic Federal Tax Payment System (EFTPS). The payment should be recorded within the month of the withholdings, such as the December Federal withholdings payment recorded on 12/31/2012. The payment will not hit the bank statement until January 2013 when it clears the bank.

17.0 UAN users -- will record these as Payroll Vouchers which automatically clear against the bank reconciliation in the month it occurs. This will be a known OAF since it will hit the December bank reconciliation and not clear against the bank statement until January. Known OAFs are acceptable within the bank reconciliation. This type OAF is recorded as a negative on the bank reconciliation OAF tab.



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Common Support Calls & Reminders: 1099

- How can I have a vendor get a 1099?
 - Accounting --> maintenance --> Vendor Maintenance, Edit, select "1099" checkbox.
 - If you are in doubt about if someone should receive a 1099:
<http://www.irs.gov/pub/irs-pdf/i1099gi.pdf>



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Common Support Calls & Reminders: 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 calculate based on the input you enter in the white fields below.



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Common Support Calls & Reminders: Certificate of The Total Amount From All Sources Available For Expenditures, And Balances

FUND TYPE CLASSIFICATIONS	1	2	3	4	5	6	7
	Cash Balance as of 12/31	Encumbrances as of 12/31	Balance Balance Accounts (Trp Only)	Advances not Repaid	Carryover Balance Available for Appropriations	Total Amount From All Sources Available for Expenditures	Total Amount Available plus Balances
YELLOW CELLS WILL AUTOFILL FROM PAGES 2 & 3. NO NEED TO FILL THEM IN.							
GOVERNMENTAL FUND TYPE							
General Fund	\$ 00000000	\$ 00000000	\$ 00000000	\$ 0000	\$ 00000000	\$ 00000000	\$ 00000000
Special Revenue Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Permanent Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GOVERNMENTAL FUNDS	\$ 00000000	\$ 00000000	\$ 00000000	\$ 0000	\$ 00000000	\$ 00000000	\$ 00000000
PROPRIETARY FUND TYPE							
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Service Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PROPRIETARY FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FIDUCIARY FUND TYPE							
Agency Trust Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Trust Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Private Purpose Trust Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FIDUCIARY FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ALL FUNDS	\$ 00000000	\$ 00000000	\$ 00000000	\$ 0000	\$ 00000000	\$ 00000000	\$ 00000000
YELLOW CELLS WILL AUTOFILL FROM PAGES 2 & 3. NO NEED TO FILL THEM IN.							



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Common Support Calls & Reminders:
Certificate of The Total Amount From All Sources Available For Expenditures, And Balances

1. Fund Summary Report's Ending Cash Balance as of 12/31/XX. Steps to access: Accounting --> Reports and Statements --> Management --> Summary --> Fund Summary Report:

- The amount entered should be positive.
- All cash transactions must be posted for the year.

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Common Support Calls & Reminders:
Certificate of The Total Amount From All Sources Available For Expenditures, And Balances

2. Fund Summary Report's Outstanding Encumbrances as of 12/31/XX. Steps to access: Accounting --> Reports and Statements --> Management --> Summary --> Fund Summary Report:

- The amount entered should be negative.
- Very Important to close any unnecessary purchase orders and/or blanket certificates before completing the Year End process.

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Common Support Calls & Reminders:
Certificate of The Total Amount From All Sources Available For Expenditures, And Balances

3. Cash Summary by Fund's Reserved Balance Accounts. Steps to access: Accounting --> Reports and Statements --> General Accounting --> Cash Summary by Fund:

- The amount entered should be positive.

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Common Support Calls & Reminders:
Certificate of The Total Amount From All Sources Available For Expenditures, And Balances

4. Advances not Repaid: This amount in column four can be verified by selecting: Accounting --> Reports and Statements --> General Accounting --> Cash Summary by Fund. (Enter as a negative amount.)
5. Carryover Balances Available for Appropriation: Calculation: Cash Balance as of 12/31/XX (column #1) minus Encumbrances as of 12/31XX (column #2) minus Reserve Balance Accounts (column #3) minus Advances not Repaid (column #4).

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Common Support Calls & Reminders:
Certificate of The Total Amount From All Sources Available For Expenditures, And Balances

6. Total Amount from All Sources Available for Expenditures: Amount from the Official Certificate of Estimated Resources the County Auditor Certified with the Budget.
7. Total Amount Available plus Balances: Calculation: Carryover Balances Available for Appropriations (column #5) plus Total Amount from All Sources Available for Expenditures (column #6).

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Common Support Calls & Reminders:
How to Allocate the Amended Certificate of Estimated Resources

- Each Fund's Taxes and Other Sources Revenue certified by the County Auditor on the Amended Official Certificate of Estimated Resources must be broken down to the Revenue Account Code level and entered into the UAN software in the New Year.
- Revenue Budget amounts can be entered during the Conversion Wizard.
- Review your Revenue estimates and be prepared to enter figures.

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Questions?



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