



# UAN Budget/Trend Software



## Quick Tips

- **How to Create a Budget**
- **Verify current year financial data.**
  1. Under Accounting, Reports, Information & Status Reports, Revenues, Information: Print the **Revenue Status** report.  
**\*Note:** Budget amounts should agree with the latest gross taxes and other sources on the Amended Certificate of Estimated Resources from the county auditor.
  2. Under Accounting, Reports and Statements, Information & Status, Appropriations, Information: Print the **Appropriation Status** report.  
**\*Note:** Permanent appropriations by fund should agree with the permanent appropriation resolution or ordinance and any supplemental appropriations.
- **Verify prior year financial data.**
  1. Under Budget/Trend: Click on **Financial Worksheet** to create the **Master Worksheet**. The Master Worksheet will import data for the previous four years if the UAN Accounting Software was utilized in those prior years.
  2. Under Budget/Trend, Reports, Financial Reports: Click on the **Worksheet** button. Select Worksheet Name **Master**. Click on the **Select All** button to include all funds on the report. Click on the **Process** button to print the **Master Worksheet** report.  
**\*Note:** The actual figures should agree with the annual financial reports for each of the prior fiscal years.  
**\*Reminder:** If the UAN Accounting Software was not utilized in prior years, no financial data would have been available to automatically pull into the prior year columns of the Master Worksheet.
  3. Under Budget/Trend, Financial Worksheet: Click on the **Edit** button. Select the **Master** from the Select Worksheet box. Click on the **Process** button to edit the **Master Worksheet** if necessary.
- **Create/Print a Financial Worksheet in the Budget format.**
  1. Under Budget/Trend, Financial Worksheet: Click on the **Create** button. Select **Budget** as the type. Select **number of years prior** (at least 2). Select **number of projected years** (at least 1). Enter the **percent to increase or decrease** current year amount for projected years. Select the **funds** to include in the budget from the grid. Click on the **Process** button to create the financial worksheet in the **Budget** format. Type a **Financial Worksheet** name into the Select Worksheet box and click on **Process** to save the worksheet.
  2. Under Budget/Trend, Reports, Financial Reports: Click on the **Budget** button. Select the **Financial Worksheet** you created. Click on the **Select All** button and click on the **Process** button to print the **Financial Worksheet** in the **Budget** report format.
- **Add new funds to the Budget Financial Worksheet.**
  1. Under Budget/Trend, Maintenance, Fund Maintenance: Click on the **Record** button. Select the **Financial Worksheet** from the grid. Select a **Fund** from the funds listed in the grid. Type a new **Fund Description**, if desired, and click on the **Process** button to add the new fund to the selected financial worksheet.
- **Edit/Print the Budget Financial Worksheet.**
  1. Under Budget/Trend, Financial Worksheet: Click on the **Edit** button. Select the **Financial Worksheet**. Click on the **Process** button. Select the Fund to edit. Type any changes into the grid. Click on the **Save** option to save the financial worksheet with the same name or click on the **Save As** option to save the financial worksheet with a different name. Click on the **Cancel** button to exit the Edit function.  
**\*Note:** The Edit function should be used to update current and projected year amounts, edit fund balance adjustments for more accurate reporting, add footnotes, and access account code detail (1 projected year only).  
**\*Note:** Further explanation of editing projected year amounts and adding footnotes is located in the UAN Accounting Manual under Part 4, Chapter 20, Page 6.
  2. When all editing is complete, the Budget Financial Worksheet is ready to print. Under Budget/Trend, Reports, Financial Reports: Click on the **Budget** button. Select the **Financial Worksheet** under Worksheet Name. Click on the **Select All** button and click on the **Process** button to print the Financial Worksheet in the Budget format.  
**\*Note:** A **Less Reserve Balance Account (Designated)** line item is included in the Financial Worksheet and Financial Report areas for Townships Only as per section 5705.132 of the Ohio Revised Code (ORC).  
**\*Note:** The Footnotes report must be printed separately and attached to the Budget report. The Footnotes report is located under Budget/Trend, Reports, Footnotes.  
**\*Note:** The Accounts report must be printed separately. The Accounts report is located under Budget/Trend, Reports, Accounts.
- **Input/Print the Budget Schedules.**
  1. Under Budget/Trend, Reports, Budget Schedules, Budget Schedule Input: The schedules listed below are available for the user to enter the necessary data.
  2. Under Budget/Trend, Reports, Budget Schedules: The schedules listed below may be printed after the user completes the input process.
    - **Schedule A** is the Summary of Amounts Required From General Property Tax.
    - **Schedule B** is used to list the Levies Outside 10 Mill Limitation.
    - The **Bonds** report is used to list any outstanding debt and related interest for the upcoming budget year.
    - The **Improvements** report is the Statement of Permanent Improvements.
    - The **Judgments** report is the Statement of Amounts Required for Payment of Final Judgments.
    - The **County Budget Commission Certificate** is completed primarily by the county auditor.**\*Note:** Blank Schedules are available to print.



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## Quick Tips

- **Financial Planning Tools**

- **Worksheet Types**

1. The **Detail Worksheet** will show the financial data by fund, detail program codes, and summary object codes.
2. The **Summary Worksheet** will show the financial data by fund, summary program codes, and summary object codes.

- **How to Use the Financial Planning Tools**

- **Verify current year financial data.**

1. Under Accounting, Reports, Information & Status Reports, Revenues, Information: Print the **Revenue Status** report.  
**\*Note:** Budget amounts should agree with the latest Amended Certificate of Estimated Resources from the county auditor.
2. Under Accounting, Reports and Statements, Information & Status, Appropriations, Information: Print the **Appropriation Status** report.  
**\*Note:** Permanent appropriations by fund should agree with the permanent appropriation resolution and any amendments.

- **Verify prior year financial data.**

1. Under Budget/Trend: Click on **Financial Worksheet** to create the **Master Worksheet**. The Master Worksheet will import data for the previous four years if the UAN Accounting Software was utilized in those prior years.
2. Under Budget/Trend, Reports, Financial Reports: Click on the **Worksheet** button. Select Worksheet Name **Master**. Click on the **Select All** button to include all funds on the report. Click on the **Process** button to print the **Master Worksheet** report.  
**\*Note:** The actual figures should agree with the annual financial reports for each of the prior fiscal years.  
**\*Reminder:** If the UAN Accounting Software was not utilized in prior years, no financial data would have been available to automatically pull into the prior year columns of the Master Worksheet.

- **Create/Print the Financial Worksheet.**

1. Under Budget/Trend, Financial Worksheet: Click on the **Create** button. Select **Detail or Summary** as the type. Select **number of years prior**. Select **number of projected years**. Enter the **percent to increase or decrease** current year amounts for projected years. Select the **funds** to include in the worksheet from the grid. Click on the **Process** button to create the financial worksheet. Type a **Financial Worksheet** name into the Select Worksheet box and click on **Process** to save the worksheet.
2. Under Budget/Trend, Reports, Financial Reports: Click on the **Worksheet** button. Select the **Financial Worksheet** you created. Click on the **Select All** button and click on the **Process** button to print the **Financial Worksheet**.

- **Add new funds or accounts to Financial Worksheet.**

1. Under Budget/Trend, Maintenance, Fund Maintenance: Click on the **Record** button. Select the **Financial Worksheet** from the grid. Select a **Fund** from the funds listed in the grid. Type a new **Fund Description**, if

desired, and click on the **Process** button to add the new fund to the selected financial worksheet.

2. Under Budget/Trend, Maintenance, Account Maintenance: Click on the **Record** button. Select the **Financial Worksheet** name from the grid. Select a **Fund** from the funds listed in the grid. Select the **Program Code** listed in the grid and click on the **Process** button to add the new program code to the selected financial worksheet.

- **Edit/Convert the Financial Worksheet.**

1. Under Budget/Trend, Financial Worksheets: Click on the **Edit** button. Select the **Financial Worksheet**. Click on the **Process** button. Select the **Fund**. Type any changes into the grid. Click on the **Save** option to save the financial worksheet with the same name or click on the **Save As** option to save the financial worksheet with a different name. Click on the **Cancel** button to exit the Edit function.

**\*Note:** The Edit function should be used to update current and projected year amounts, edit fund balance adjustments for more accurate reporting, add footnotes, and access account code detail (1 projected year only).

**\*Note:** Further explanation of editing projected year amounts and adding footnotes is located in the UAN Accounting Manual under Part 4, Chapter 20, Page 6.

2. The Convert function should be used to convert a **Detail Worksheet** to a **Summary Worksheet**. This enables the same financial data to be presented in a summarized format. Under Budget/Trend, Financial Worksheet: Click on the **Convert** button. Select the **Financial Worksheet** name and click on **Process** to create a new financial worksheet that has the same financial data presented in a summarized format.

**\*Note:** Any changes made to the Summarized Financial Worksheet will not be included in the Detail Financial Worksheet.

- **Print the Financial Worksheet as a Financial Report.**

1. When all editing is complete, print the Financial Worksheet under Budget/Trend, Reports, Financial Reports.
2. All Financial Worksheets can be printed in any of the following formats:
  - The **Worksheet** report option prints the selected worksheet in the same format as it appears under the Edit function on the Financial Worksheet screen.
  - The **Budget** report option produces the annual budget report to submit to the county auditor.
  - The **Trend** report option generates a high summary level report to present to the governing board.