



**Auditor of State  
Betty Montgomery**

**TO: UAN CLIENTS**  
**FROM: UAN STAFF**  
**DATE: NOVEMBER 9, 2006**  
**SUBJECT: VERSION 11.0 OVERVIEW**

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**\*THE VERSION 11.0 UPDATE CONTAINS THE FOLLOWING ENHANCEMENTS\***

**ACCOUNTING**

- **Chart of Account Updates:**
  - The following *new* revenue codes will be added:
    - **Township**
      - 303 Cable Franchise Fees
      - 807 Payments in Lieu of Taxes
      - 810 Capital Contributions
      - 820 Contributions to a Permanent Fund
    - **Village**
      - 830 Payments in Lieu of Taxes
      - 841 Capital Contributions
      - 842 Capital Contributions – Tap Fees
      - 850 Contributions to a Permanent Fund
    - **Library**
      - 841 Capital Contributions
      - 851 Contributions to a Permanent Fund
  - The following *changes* will be made to existing account codes:
    - **Township**
      - Revenue code 535 will be updated from Rollback, Homestead and Personal Property Tax Exemption to Property Tax Allocation.
      - Object code 314 will be updated from Property Tax Collection Fees to Tax Collection Fees.
    - **Village**
      - The default selection in the GASB Revenue Utility screen for revenue code 625 Cable Franchise Fees has been changed from Other Taxes to Cable Franchise Fees. (If you have revenue code 625 default from last year, you have to manually change it in the Revenue Utility screen.)

- Object code 344 will be updated from Property Tax Collection Fees to Tax Collection Fees.
- **Library**
  - Revenue code 250 will be updated from Property Tax Allocation Rollback, Homestead, Personal Property Tax Exemption to Property Tax Allocation.
  - Revenue code 150 Intangibles Tax will be *removed* when the system is advanced to 2007.
  - Object code 373 will be updated from Property Tax Collection Fees to Tax Collection Fees.
- **Bank Reconciliation Updates:**
  - A **Receipts** tab will be available on the Bank Reconciliation screen once your system has been advanced to **2007**.
    - All receipts will be displayed as cleared; therefore, if you do not want to use this new functionality, you may skip the Receipts tab and continue processing your bank reconciliation in your current manner.
    - There will be the ability to unmark (*unclear*) Standard and Primary Interest receipts creating an automatic Deposit in Transit (DIT) that is tracked in the system.
    - Standard and Primary Interest receipts that are unmarked (*uncleared*) will carry forward to the next bank reconciliation until they are cleared.
    - Memo and Investment Interest receipts will be displayed on the screen but will not be able to be unmarked (*uncleared*). If you have any Memo and/or Investment Interest receipts that have not posted to your Primary checking account at the bank (they are in transit), then you will have to manually enter the total amount into the 'Memo Receipts and Investment Interest Receipts not reinvested' field of the DIT tab.
  - All **Bank Reconciliation reports** have been updated to include the outstanding Standard and Primary Interest receipts. (Available beginning in **2007**.)
  - After a Standard or Primary Interest receipt is cleared on the bank reconciliation, it will not be available to be voided. Changes to receipts after being cleared will have to be posted as adjustments or reallocations. (Available beginning in **2007**.)
  - When warrants or receipts are cleared in the bank reconciliation, the warrant or receipt will be **highlighted blue**. (This capability will be immediately available on the bank reconciliation screen for warrants in 2006. It will be available for receipts beginning in 2007.)
- **Receipts:**
  - The Reinvest Interest option will no longer be accessible under the 'Display' option of the Receipt transaction area.
  - An *optional* **Deposit Ticket Number** field has been added. (Available beginning in **2007**.)
    - Only letters and numbers can be entered into this field.
    - The **Receipt Register** report has been updated to include an option to group receipts by the deposit ticket number.
    - The deposit ticket number information has also been added to the new Receipts tab of the **Bank Reconciliation screen**.

- **Payments/Charges:**
  - A **Payment History** button has been added that will display a list of payments and charges made to the selected vendor for the current year.
  - An *optional* **Invoice Number** field has been added. (Available beginning in **2007**.)
    - Only letters and numbers can be entered into this field.
    - The field will display a list of all other payments with the same invoice number paid to the same vendor when a duplicate invoice number is entered. The duplicate invoice number information will include the current year and prior year.
    - The invoice number will be included on the **Payment Register Detailed, Payment Register Vendor and Charge Register** reports.
- The ability to start each fund on a new page in the **Revenue Status and Revenue Budget reports** has been added.
- The **Vendor Account Number** field has been increased from 12 to 25 characters.
- The **1099's and 1096's** meet the 2006 printing requirements.

## PAYROLL

- **W-2's and W-3's:**
  - The W-2's and W-3's meet the 2006 laser form printing requirements.
  - To date, IRS Publication 1141 General Rules and Specifications for Substitute Forms W-2 and W-3 has not been released; therefore, the ability to print W-2's and W-3's on blank paper has been disabled.
  - The **electronic W-2's and W-3's** have been updated to meet the 2006 specifications.
  - The OP&FPF and OPERS designations have been changed to the following:
    - OP&F-RG has changed to **OP&FPF-R**
    - OP&F-FB has changed to **OP&FPF-B**
    - OP&F-WR has changed to **OP&FPF-S**
    - OPERS-W has changed to **OPERS-S**
  - Generating File for Data Transfer to a diskette will no longer be available.
  - The ability to mark either **941 or 944** as a payer type has been added for Medicare Qualified Government Employees (MQGE) employees.
  - **New codes AA and BB** have been added to Box 12 of the W-2 and W-3 forms.
  - The ability to edit the name field has been added so suffixes can be included on the W-2.
  - For entities **with a large number of W-2's (i.e. more than 75 employees) and that are going to print W-2's on blank paper**, please see your 2006 Year End Procedures on the necessary steps to perform before you go into the Accounting and Payroll software to print W-2's on blank paper.
- The **new 944 annual report** has been added. If you received a notice from the IRS telling you to file the 944 report it will replace the 941. The first 944 is due January 2007 for the reporting period of January 2006 through December 2006.
- Please contact your Federal, State and Local Government Specialist if you have questions about **Health Reimbursement Arrangements (HRA), Health Savings Accounts (HSA), where to mail your 941, or Non Cash Benefits such as cell phones, cars, uniforms...etc.**

- **OP&FPF:**
  - An **OP&FPF Member Date** field has been added to the Employee Information screen. The maximum annual compensation limits will be applied to all employees with a date in this field. We encourage you to input this information so the OP&FPF tax is not over withheld.
  - The OP&FPF report has been updated to print in 12 point font on legal paper.
  - The OP&FPF menu option OP&FPF After December 31, 2005 will change to just **OP&FPF** after the system is advanced to 2007.
- **OPERS:**
  - The **OPERS Report of Retirement Contributions** has been updated with **new descriptions** for the Pay Period Begin (PPB), Pay Period End (PPE) and Additional (A) codes.
  - The **OPERS Supplemental** report has been updated to include a **Payment Date**.
- The **ODJFS** report has been updated to print on the new **letter** size forms.
- A new option called **Change Global Withholdings** has been added to the software. This screen enables the employee's share of withholdings to be updated for multiple employees at one time. An example of this new feature is included in the '2007 OPERS, ODJFS and Social Security Rates' memo that has been enclosed.
- **Wages:**
  - The OPERS **employer share** will be calculated using the **percentage method**.
  - The ability to record or post wages that do not have the **correct retirement contribution rates** for the specified pay period will no longer be allowed.
- **EFT:**
  - The **EFT Setup** screen has been updated to include the ability to zero-fill, or blank-fill, for the **Julian Settlement Date** in the Batch Header record of EFT and Prenote files.
  - The **Entity** and **County Name** have been added to the **Plain Paper** option of the **EFT Advice forms**.
- The **Wages and Overtime** reports will now display the correct regular hours when a paid leave has been split.
- The following reports will now correctly reflect **withholding vouchers and withholding warrants** that exist with the same number:
  - Withholding Payments by Employee
  - Withholding Payments by Withholding ID
  - Memo Charges
  - Withholding Payment Detail
- **Prorate Leave:**
  - A **Prorate Leave** selection has been added to the **Employee History Earning** screen for leave types 520, 530, 540 and all 600 leave types. This will allow the selected leave types to earn leave based on hours worked rather than pay period. Additional fields will be displayed on the screen when the Prorate Leave option is selected. **Hours Earned, Per Hours Worked and Annual Maximum Leave** fields will need to be entered when prorate leave is selected.
  - An **Include Leave in Normal Hours** selection has been added to the **Employee History Earnings** screen for all 500 and 600 leave types. This field is used to determine whether this type of leave is included or excluded from the hours worked calculation for prorated leave.

- For example: If you have unpaid leave and it does not count toward hours worked for the calculation of earned sick leave, you should uncheck the Include Leave in Normal Hours selection on the unpaid leave type. When 8 hours of unpaid leave is used, the hours worked for the calculation of earned sick leave will then be reduced by the 8 hours of unpaid leave used.
- The **Employee History Earning** screen has been updated to include a **Normal Hours per Pay Period** field for salaried employees. This field will be *required* when using the prorate leave functionality. The normal hours worked in a pay period should be input in this field.
- A **Comment** field has been added to the **Adjust Leave** screen. The comments will print on the Leave report.
- The **Ohio tax tables** have been updated.
- Multiple screen functionality will not be available in Temporary Payroll Mode.

## GASB

- **GASB Cash Basis vs. GASB Modified Cash Basis:**
  - The **UAN Support Information Input** screen has been updated to include GASB Cash Basis and GASB Modified Cash Basis selection buttons. **GASB Cash Basis** should be selected if you do not have investments setup and tracked in the UAN system. **GASB Modified Cash Basis** should be selected if you do have investments setup and tracked in the UAN system.
  - The GASB Cash Basis vs. GASB Modified Cash Basis selection made in the UAN Support Information Input screen will determine the titles for all of the GASB Statements.
- **Major Funds:**
  - The **Major Fund System Default and Major Fund User Selection/Override columns** have been added to the **Fund Utility**. The Major Fund System Default column will calculate and display the current major fund default based on information in the system. The Major Fund User Selection/Override column has been added to enable the user to choose to agree or disagree with the system defaults. The selections made in the Major Fund User Selection/Override column will be used for GASB reporting.
  - The **Major Fund Analysis report** has been updated to include the **Major Fund System Default and Major Fund User Selection/Override** information that is input on the Fund Utility screen.
- The **Budgetary Statement** has been updated to include the following changes:
  - The **Fund Balance Beginning of Year** calculation will be equal to the January 1<sup>st</sup> Cash Balance minus Carry-Over Appropriations. (This has been corrected for 2005 and 2004 as well.)
  - The **Prior year Encumbrances Appropriated** amount will only include Carry-Over Appropriations. (This has been corrected for 2005 and 2004 as well.)
  - The **Original Budget Amounts** for all disbursements will be equal to the amount entered by the user plus Carry-Over Appropriations minus Carry-Over Adjustments. (This has been corrected for 2005 and 2004 as well.)
- **Unclaimed Monies:**
  - The **Fund Maintenance** screen has been updated to include an **Unclaimed Monies** selection checkbox for **Village Unclaimed Monies funds** as well as **Township**

**and Library Agency funds.** All Unclaimed Monies funds should be marked for year end reporting purposes.

- Agency funds in Townships (9001-9249) and Libraries (9001-9249) may be marked as Unclaimed Monies funds by editing existing fund numbers. When new Agency funds are added, Townships and Libraries will have the option to designate them as Unclaimed Monies funds by placing a checkmark in the selection box.
- Existing Unclaimed Monies funds in Villages (9101-9199) will automatically be designated as Unclaimed Monies funds during the install process. When any new Unclaimed Monies funds are added, the Unclaimed Monies selection box will be automatically defaulted with a checkmark.
- A **Reserved for Unclaimed Monies** line item has been added to the **Assets and Fund Balances – Governmental Funds report**. For GASB reporting purposes, unclaimed money should be reported in the fund that will eventually receive the money (usually the General fund). This can be achieved through *mapping*. Once mapped to a Governmental fund, the unencumbered fund balance will be reported as reserved for unclaimed funds as long as the fund has been designated as an Unclaimed Monies fund on the Fund Maintenance screen.
- The following reports have been updated to state the checking account balance on the **Cash** line and the investment balance on the **Investments** line:
  - Net Assets (Statement and Detail)
  - Assets and Fund Balance – Governmental
  - Fund Net Assets – Proprietary
  - Fiduciary Net Assets
- In order for mapped funds to be tied to all of the GASB Statements, the **Outstanding Encumbrances, Budgetary Actual, and Variance** columns have been added to the Mapping report.
- The word '**Continued**' has been added to all of the GASB Statements that continue on more than one page.

## CEMETERY

- The ability to **print the cemetery deed on letter paper** has been added.
- Duplicate printing of Ohio on the Notary version of the deed was removed.
- The **Veterans report** was updated to include the age of the veteran and to report multiple grave levels.

## INVENTORY

- An **option to print deleted assets** has been added to the **Asset Detail and Asset Listing reports**.
- The **Location field** on the Assets screen can be input by the user or selected from a drop down of all existing locations.
- The **Vendor fields** on the Asset screen can be cleared by selecting the blank record from the drop down menu.

## WINDOWS 98

- Any version after Version 9.0 will not be able to be transferred to any other computer that uses **Windows 98 or Windows Me (Millennium Edition)**. These operating systems have been deemed obsolete by Microsoft and are no longer supported. You can check what **operating system** is loaded on your computer by observing the start up screens when you turn on the computer. UAN will have the latest version of cemetery and/or inventory software available December 15, 2006 for clients that have cemetery and/or inventory software residing on another computer other than the Dell UAN computer. You can contact UAN at that time for procedures on how to update your cemetery and inventory software.

## UAN SOFTWARE AND/OR HARDWARE PATCHES

- Periodically, UAN will request that you download a software update from the UANLink. **All updates from UAN should be downloaded and installed immediately.** During the download process, two security warning boxes will appear as shown below.



- The security warning boxes explain the type of file you are about to download can potentially harm your computer, the publisher is unknown to Internet Explorer and you should only continue if you trust the publisher. The warning boxes are standard Internet Explorer messages for any executable file. When you receive these messages while downloading UAN patches, it is safe to click on run to execute the download process. However, other executable files can contain valuable information similar to our updates or they can contain a virus, spyware or harmful files which is why you should not download executable files from websites you are not familiar with or do not trust.

## OTHER

- The ability to **selectively print pages** of a report has been included. For example, you can print pages 25-27 only from a 50 page report.
- The ability to condense a legal paper size report to letter size is available.
- Page number (1 of 5, 2 of 5, 3 of 5,...etc.) has been added to all reports.
- It is recommended that you use **Signet No. 9 window envelopes** for mailing checks and forms. The No. 9 envelope is 3 7/8 X 8 7/8, and the Windows Security TIN is #30115 or #210435.
- The **County Auditor Templates** have been updated.

- The **UAN Manuals and Quick Tips** have been updated. *New Quick Tips* have been added for **944, OPERS and GASB**. Also, please note that a section has been added to Appendix F – Frequently Asked Questions (FAQ's) of the Accounting manual for **GASB**.
- The **UAN Help files** have been updated.
- The **GASB templates** have been updated for 2006.
- On January 1, 2007, UAN will be moving from **iPass** to **Qwest** for internet service. On that date, the system will uninstall iPass and make Qwest Remote Office Virtual Assistance (ROVA) available. Please see the 'Qwest ROVA Setup Instructions' that have been enclosed to properly use the software.