



2007 Year End Checklist Quick Tips



- **Brief Overview (Pages 1-3)**
- Your system must be on software Version 12.0 to advance Accounting and/or Payroll to the new year.
- 3 Paths to advance UAN system to 2008.
 - * Payroll users:
 - Advance Payroll to 2008 and begin processing 2008 payrolls while Accounting software remains in 2007.
 - Close Accounting and Payroll at the same time.
 - * Accounting users:
 - Advance Accounting to 2008.
- **Payroll Pre-Close Notes (Pages 3-5)**
- Payroll files that have been deleted or do not have an active check mark will be removed.
- Unpaid withholdings will be carried forward.
- Process and issue all payroll warrants, EFT's and withholding warrants that will be paid in 2007.
- Record any new funds or accounts.
- Verify Federal and Ohio Tax Id numbers in Address Maintenance.
- Verify School District code for all School withholdings.
- Verify W-2 abbreviation for all Local withholdings.
- Verify all employee information and earning records.
- **Close Payroll (Pages 6-8)**
- Check for Batch Wages, Batch Withholdings or Earmarked transactions.
 - Print/Screen Summary Wages report
 - Print/Screen Withholding Payments report
 - Print/Screen Earmarked report
- Verify unpaid withholdings. Once withholdings are carried forward to the next year, clearing 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 withholdings.
 - Print/Screen Unpaid Withholding Monthly report
 - Adjust Withholdings that were paid previously through accounting
 - Re-Print/Screen Unpaid Withholding Monthly report
- Delete unused funds, revenues and appropriations to make the transition to GASB smoother.
- **Perform Payroll Year End Processing (Page 8-9)**
- The system will verify that your system date is December, that your software is on the correct version and that Payroll has not already been advanced.
 - Employee Id Conversion
 - Withholding Description Conversion
- **Temporary Payroll Mode (Pages 9-10)**
- Payroll warrants, EFT's, withholding warrants and withholding vouchers may only be dated in January.
- Temporary appropriations are set to \$999,999,999.99 and then adjusted to actual when accounting is advanced to 2008.
- Most payroll reports are available for 2007 and 2008.
- W-2's and ODJFS are available for 2007 only.
- December OPERS and OP&FPF reports are available in 2007 and 2008. If pay periods which end in December are paid in January, the OPERS and OP&FPF reports must be printed from 2008.
- **Begin the New Year Payroll Procedures (Pages 11-27)**
- Record, Edit or Delete entity records
 - Record, Edit or Delete entity withholding(s) in the Entity File.
 - Print/Screen Withholding Information Listing report.
 - Record, Edit or Delete entity earnings in the Entity File.
 - Print/Screen Earning Information Listing report.
 - Record, Edit or Delete entity departments in the Entity File.
 - Print/Screen Department Listing report.
 - Record, Edit or Delete entity payees in the Entity File.
 - Print/Screen Payroll Payee Information report.
 - Record, Edit or Delete additional information in Entity File.
 - Print/Screen Entity Additional Information reports.



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- Record, Edit or Delete employee records
 - Record, Edit or Delete employee information records in Employee History.
 - Record, Edit or Delete employee job information in Employee History.
 - Record, Edit or Delete employee earning information in Employee History.
 - Record, Edit or Delete employee withholding information in Employee History.
 - Print/Screen General Information report.
 - Record, Edit or Delete employee additional information in Employee History.
 - Print/Screen Employee Additional Information report.
- Establish Skip Deduction records
 - Establish skip deduction records in Employee History.
 - Print/Screen General Information report.
- Edit Pay Frequencies
 - Edit pay frequencies in the Entity File.
- Enter or Adjust employee leave balances. The 2007 leave balances are carried forward.
 - Enter or Adjust employee leave balances.
 - Print/Screen Leave report.
- **Proceed with Processing 2008 Payroll Transactions before processing W-2's.**
- **W-2's (Pages 27-30)**
- W-2 Steps (3 options for W-2 processing)
 - Collect W-2 data.
 - Print W-2 report.
 - Edit W-2 data.
 - 1.** Print W-2's and W-3 or
 - Create File for data transfer and
 - 2.** File electronically
- **Proceed with Processing 2008 Payroll Transactions after processing W-2's.**
- **Close Accounting (Pages 32-35)**
- Complete all December accounting transactions.
 - Close all Purchase Orders and/or Blanket Certificates not to be carried forward. Once PO's and/or BC's are carried forward to the new 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.
- Post interest for investments and checking accounts.
- Complete December 31st bank reconciliation. There should not be any 'Other Adjusting Factors' posted to the bank reconciliation.
- **Print year end Accounting reports (Page 35-36)**
- All reports should be printed Year to Date (YTD).
- The prior year reports option allows you to print the reports once you have advanced into the new year.
- General Accounting Reports
 - Cash Journal
 - Cash Summary by Fund
 - Appropriation Ledger
 - Investment Journal
 - Revenue Ledger
- Information and Status Reports (Accounting)
 - Primary Bank Reconciliation (Cash Management)
 - Appropriation Status
 - Fund Status
 - Fund Balance Adjustments
 - Revenue Status
 - Receipt Register
 - Payment Register Vendor
 - P.O. Status
 - B.C. Status
 - Advances
 - Transfers
 - 1099 and 1096 Forms
- Yearly Reports
 - W-2
- General Payroll Reports
 - Payroll Register – Detail
 - Payroll Register / Adjustment
 - Withholding Monthly (Unpaid)
- **Annual Financial Report (Pages 36-50)**
- UAN Support & Manual Input
 - UAN Support Information
 - Schedule of Debt Service Req.
 - Schedule of Outstanding Debt
 - Cash/Other Assets Not Recorded
 - Cash Reconciliation Input



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- GASB Statements
 - Delete unused funds, revenues and appropriations
 - Utilities
 - Fund Utility
 - Revenue Utility
 - Fiduciary Fund Utility
 - Original Budget Utility
 - Component Unit Maintenance
 - Permanent Fund Purpose Maintenance
 - Major Fund Analysis
 - Import
 - Mapping
 - Statements
 - Net Assets
 - Activities
 - Assets and Fund Balances - Governmental
 - Changes in Governmental Fund Balances
 - Proprietary Fund Net Assets
 - Changes in Proprietary Fund Net Assets
 - Fiduciary Fund Net Assets
 - Changes in Fiduciary Fund Net Assets
 - Budgetary-General Major Special Revenue
- Regulatory Reports
 - Combined Statement
 - Combining Statement
 - Comp. of Budg. And Actual Rcpts
 - Comp. of Disb./Encumbrances
 - Recon. Of Interfund Trans.
- **Advance Accounting to next year (Pages 51-56)**
- The system will verify that your system date is December, and that all steps to close Accounting have been completed.
 - Perform Accounting Year End Processing
 - Print/Screen Combined Statement
 - Print/Screen Combining Statement
 - Perform EOY Backup
 - Create AOS EOY Data
 - Check AOS EOY Data
 - Send Year End CD or upload file to UAN
 - Verify filing status at:
<http://uanlink.auditor.state.oh.us/>
-Under Resources, Year End, Filing Status
- Perform Accounting Year End Processing Again
- Change Password
- Perform a Quarterly Backup
- Go into the UAN Accounting software
- Print/Screen Transaction Log report
- **Begin the New Year Accounting Procedures (Pages 56-66)**
- Verify that beginning fund balances match 2007 ending fund balances.
 - Print Fund Status report
- Record, Edit or Delete funds, accounts, vendors, addresses.
 - Record, Edit or Delete cost centers
 - Record, Edit or Delete revenue accounts
 - Print/Screen Revenue Status report
 - Record, Edit or Delete appropriation accounts
 - Print/Screen Appropriation Status report
 - Record, Edit or Delete funds
 - Print/Screen Fund Status report
 - Record, Edit or Delete vendors
 - Print/Screen Vendor report
 - Record, Edit or Delete address files
 - Print/Screen Address Listing report
- Record budget/appropriation amounts for active revenue/appropriation accounts.
 - Record budget amounts for active revenue accounts.
 - Print/Screen Revenue Status report.
 - Record temporary or permanent appropriation amounts for active appropriation accounts.
 - Print/Screen Appropriation Status report
- Record new investments.
 - Record new investments.
 - Establish new investment balances.
 - Print/Screen Investment Summary report
- Record new purchase orders and blanket certificates.
 - Record 2008 purchase orders and blanket certificates.
 - Print/Screen Purchase Order Status report
 - Print/Screen Blanket Certificate Status report
- **Proceed with Processing 2008 Accounting Transactions.**



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