Mary Taylor, CPA
Auditor of State

TO: UAN LIBRARIES

FROM: UAN STAFF

DATE: OCTOBER 8, 2008

SUBJECT: LIBRARY CHART OF ACCOUNTS CONVERSION

Working with the Ohio Library Association, the Auditor of State's Office has developed expanded program classifications that have appeared in the Chart of Accounts for libraries in the Uniform Accounting Network since January, 2008. The new classifications are:

100	Library Services
110	Public Service and Programs
120	Collection Development and Processing
200	Support Services
210	Facilities Operation and Maintenance
220	Information Services
230	Business Administration

Note: If summary program code 100 is used, detail program codes 110 and/or 120 cannot be used. If detail program codes 110 and/or 120 are used, summary program code 100 cannot be used.

Note: The conversion process will only appear for libraries not already using the new program codes. Libraries already using the new program codes can disregard these instructions.

Note: During Temporary Payroll Mode, program codes available for recording new appropriation accounts will be restricted according to the conversion option selected.

The use of these new program codes is not mandatory. You may continue to use the 100 - Library Services program code to account for all of your operational activities. If you choose to utilize the expanded program classifications, you can begin using them to record activity January 1, 2009 or you may elect to create the July 2009 budget in the new format and begin using them to record activity January 1, 2010 (See Page 30 of this document for instructions). When you advance your UAN Accounting and/or Payroll software to 2009, the following Library Program Conversion screen will be displayed:

LIBRARY PROGRAM CONVERSION

Select one of the following program code options for use in 2009:

- ● 1. Continue using the 100 summary program code
- ○ 2. Close the 100 summary program code. Start using new 110 and 120 detail program codes.
- ○ 3. Continue using the 100 summary program code. Start using the new 200 summary program code.
- ○ 4. Continue using the 100 summary program code. Start using new 210, 220, and 230 detail program codes.
- ○ 5. Close the 100 summary program code. Start using new 110 and 120 detail program codes and the 200 summary program code.
- ○ 6. Close the 100 summary program code. Start using new 110, 120, 210, 220, and 230 detail program codes.
- ○ 7. Close the 100 summary program code. Start using new 210, 220, and 230 detail program codes.
- ○ 8. Close the 100 summary program code. Start using the new 200 summary program code.

[Process] [Cancel]

The conversion choices are described below with all the steps necessary to complete the conversion process. Each of these conversion choices are broken down by whether you are using the Accounting and Payroll software or only the Accounting software.

Conversion Option 1: Continue Using the 100 Summary Program Code.

If you would like to continue using the 100 - Library Services program code to account for all of your operational activities or you would like to create the July 2009 budget in the new format and begin using the expanded program classifications to record activity January 1, 2010, select Library Program Conversion Option 1. Accounting and Payroll users complete Step #1 under the Accounting and Payroll header. Accounting Only users complete Step #1 under the Accounting Only header.

Accounting and Payroll

Step #1: Advance the Payroll software to the new year.

> ► Refer to: 2008 Year End Procedures (included in Version 13.0)
> o Title: Perform Payroll Year End Processing
> o Page 8

During the payroll year end process, the Library Program Conversion screen will be displayed. Select Option '**1'- Continue using the 100 summary program code**, then click on '**Process**'. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes**'. Continue with payroll and accounting year end processing as described in the 2008 Year End Procedures.

___

Accounting Only

Step #1: Advance the Accounting software to the new year.

> ► Refer to: 2008 Year End Procedures (included in Version 13.0)
> - o Title: Perform Accounting Year End Processing
> - o Pages 49 through 63

During the accounting year end process, the Library Program Conversion screen will be displayed. Select Option '**1' - Continue using the 100 summary program code**, then click on '**Process'**. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes'**. Continue with accounting year end processing as described in the 2008 Year End Procedures.

Conversion Option 2: Close the 100 Summary Program Code. Start Using New 110 and 120 Detail Program Codes.

If you would like to stop using the 100 - Library Services program code and start using the 110 - Public Service and Programs and the 120 - Collection Development and Processing program codes to account for all of your operational activities, select Library Program Conversion Option 2. Accounting and Payroll users complete Steps #1 through #10 under the Accounting and Payroll header. Accounting Only users complete Steps #1 through #6 under the Accounting Only header.

Accounting and Payroll

Step #1: Record/Post any unpaid withholding warrants or charges using program code 100. If withholding warrants/charges will not be processed from the Payroll software, you will need to adjust (clear and unencumber) the unpaid withholdings.

> Record/Post Withholdings:

> ► Refer to: UAN Payroll Manual
> - o Title: Withholdings
> - o Chapter 2, Page 1

> Adjust Withholdings:

> ► Refer to: UAN Payroll Manual
> - o Title: Payroll Utilities
> - o Chapter 3, Page 10

Step #2: Advance the Payroll software to the new year.

> ► Refer to: 2008 Year End Procedures (included in Version 13.0)
> - o Title: Perform Payroll Year End Processing
> - o Page 8

During the payroll year end process, the Library Program Conversion screen will be displayed. Select Option '**2' - Close the 100 summary program code. Start using new**

110 and 120 detail program codes, then click on '**Process'**. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes'**. If you have any unpaid withholdings using program code 100, you will be prompted to pay the unpaid withholdings (see Step #1 for additional instructions). If you have open purchase orders and/or blanket certificates using program code 100, you will receive the following message: *Do you want a report of the open purchase(s)?* Click on '**Yes'** to print the report. (This report will be useful when completing the year end process for Accounting). If all withholdings have been paid that use program code 100, the Payroll - Year End screen will be displayed. Continue with payroll year end processing as described in the 2008 Year End Procedures.

Note: When payroll is advanced to the new year, the software will automatically replace program code 100 with program code 110 in Employee Earnings and Employee Withholdings. The software will also automatically open 120 program codes for each open 110 program code.

Step #3: Edit Employee History Earnings and Withholdings. All program codes in employee earnings and withholdings were converted to 110 during the Library Program Conversion. **It is important to verify that all withholdings and earnings are set to the account codes that you wish to use in 2009 for each employee.**

> ► Refer to: UAN Payroll Manual
>> o Title: Employee History
>> o Chapter 11, Page 10 through 26

Step #4: Complete setting up Payroll for use in the new year and process any 2009 payrolls.

> ► Refer to: 2008 Year End Procedures (included in Version 13.0)
>> o Title: Begin the New Year Payroll Procedures
>> o Pages 10 through 29

Step #5: Complete all December Accounting Transactions.

Step #6: Close all open purchase orders and/or blanket certificates using a 100 program code. The Open Purchases report printed during Step #2 should be used when deciding what PO's and/or BC's must be closed.

> Close Purchase Orders and Blanket Certificates:

> ► Refer to: UAN Accounting Manual
>> o Title: Accounting Utilities
>> o Chapter 6, Page 4

Note: Any PO's and/or BC's that you need in the new year that were closed during this conversion process can be reopened as Then and Now Purchase Orders in the new year Step #10. The resources available for appropriation in the new year will be increased by the total amount of the PO's and/or BC's closed during this process. The Year-End Balance Certificate

(submitted to your county auditor at the end of each year) should not show these PO's and/or BC's as encumbrances as of December 31; it should include the total in the Cash Balance as of December 31 column of the spreadsheet. The Appropriation Resolution for 2010 should include appropriations to cover re-opening the PO's and/or BC's as Then and Now Purchase Orders in the new year (these should be documented for audit purposes).

Step #7: Complete all steps to close Accounting.

> ► Refer to: 2008 Year End Procedures (included in Version 13.0)
>   o Title: Close Accounting
>   o Pages 30 through 48

Step #8: Advance the Accounting software to the new year.

> ► Refer to: 2008 Year End Procedures
>   o Title: Advance To Next Accounting Year
>   o Pages 49 through 63

During the accounting year end process, you will be prompted to close any PO's and/or BC's that are open using program code 100 (see Step #6 for additional instructions).

Step #9: Close/Open Appropriation accounts as needed.

> ► Refer to: UAN Accounting Manual
>   o Title: Appropriation Maintenance
>   o Chapter 16, Pages 1 through 3

Step #10: Re-open purchase orders and/or blanket certificates *(if needed).* Open a Then and Now Purchase Order to replace any purchase orders and/or blanket certificates that you were forced to close before advancing year end that needed to be carried over into the new year.

Open Then and Now Purchase Orders:

> ► Refer to: UAN Accounting Manual
>   o Title: Purchases
>   o Chapter 1, Page 3

Accounting Only

Step #1: Complete all December Accounting Transactions.

Step #2: Close all open purchase orders and/or blanket certificates using a 100 program code. The PO Status and BC Status should be used when deciding what PO's and/or BC's must be closed. The PO and BC status reports are located under: Reports-> Information & Status-> Purchases.

Note: Any PO's and/or BC's that you need in the new year that were closed during this conversion process can be reopened as Then and Now Purchase Orders in the new year Step #10. The resources available for appropriation in the new year will be increased by the total amount of the PO's and/or BC's closed during this process. The Year-End Balance Certificate (submitted to your county auditor at the end of each year) should not show these PO's and/or BC's as encumbrances as of December 31; it should include the total in the Cash Balance as of December 31 column of the spreadsheet. The Appropriation Resolution for 2010 should include appropriations to cover re-opening the PO's and/or BC's as Then and Now Purchase Orders in the new year (these should be documented for audit purposes).

Step #3: Complete all steps to close Accounting.

> ► Refer to: 2008 Year End Procedures (included in Version 13.0)
>   o Title: Close Accounting
>   o Pages 30 through 48

Step #4: Advance the Accounting software to the new year.

> ► Refer to: 2008 Year End Procedures
>   o Title: Advance To Next Accounting Year
>   o Pages 49 through 63

During the accounting year end process, the Library Program Conversion screen will be displayed. Select Option **'2' - Close the 100 summary program code. Start using new 110 and 120 detail program codes**, then click on '**Process**'. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes**'. If you have open purchase orders or blanket certificates using program code 100, you will be prompted to close the PO's and/or BC's (see Step #2 for additional instructions). You will also receive the following message: *Do you want a report of the open purchase(s)?* Click on '**Yes**' to print the report. If all PO's and/or BC's that use program code 100 have been closed, you will be prompted to complete an 'EOY Backup' and create the 'AOS EOY Data'. Continue with accounting year end processing as described in the 2008 Year End Procedures.

Note: When accounting is advanced to the new year, the software will automatically replace program code 100 with program code 110. Any account codes that you would like to have program code 120 will need to be opened in Step #5.

Step #5: Close/Open Appropriation accounts as needed.

> ► Refer to: UAN Accounting Manual
>   o Title: Appropriation Maintenance
>   o Chapter 16, Pages 1 through 3

Step #6: Re-open purchase orders and/or blanket certificates *(if needed).* Open a Then and Now Purchase Order to replace any purchase orders and/or blanket certificates that you were forced to close before advancing year end that needed to be carried over into the new year.

.

  Open Then and Now Purchase Orders:

  ► Refer to: UAN Accounting Manual
   o Title: Purchases
   o Chapter 1, Page 3

Conversion Option 3: Continue Using the 100 Summary Program Code. Start Using the New 200 Summary Program Code.

If you would like to continue using the 100 - Library Services program code and start using the 200 - Support Services program code to account for all of your operational activities, then select Library Program Conversion Option 3. Accounting and Payroll users complete Steps #1 through #9 under the Accounting and Payroll header. Accounting Only users complete Steps #1 through #6 under the Accounting Only header.

Accounting and Payroll

Step #1: Advance the Payroll software to the new year.

  ► Refer to: 2008 Year End Procedures (included in Version 13.0)
   o Title: Perform Payroll Year End Processing
   o Page 8

During the payroll year end process, the Library Program Conversion screen will be displayed. Select Option **'3' - Continue using the 100 summary program code. Start using the new 200 summary program code**, then click on '**Process**'. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes**'. If you have open purchase orders and/or blanket certificates using program code 100, you will receive the following message: *Do you want a report of the open purchase(s)?* Click on **'Yes'** to print the report. (This report will be useful when completing the year end process for Accounting). The Payroll - Year End screen will be displayed. Continue with payroll year end processing as described in the 2008 Year End Procedures.

Note: When payroll is advanced to the new year, the software will keep program code 100 in Employee Earnings and Employee Withholdings. The software will also automatically open 200 program codes for each open 100 program code.

Step #2: Edit Employee History Earnings and Withholdings. All program codes in employee earnings and withholdings will stay 100 during the Library Program Conversion. **It is important to verify that all withholdings and earnings are set to the account codes that you wish to use in 2009 for each employee.**

► Refer to: UAN Payroll Manual
  o Title: Employee History
  o Chapter 11, Page 10 through 26

Step #3: Complete setting up Payroll for use in the new year and process any 2009 payrolls.

► Refer to: 2008 Year End Procedures (included in Version 13.0)
  o Title: Begin the New Year Payroll Procedures
  o Pages 10 through 29

Step #4: Complete all December Accounting Transactions.

Step #5: Close any open purchase orders and/or blanket certificates that are using a 100 program code that you want to pay out of the 200 program code in the new year. The Open Purchases report printed during Step #1 should be used when deciding what PO's and/or BC's to close.

Close Purchase Orders and Blanket Certificates:

► Refer to: UAN Accounting Manual
  o Title: Accounting Utilities
  o Chapter 6, Page 4

Note: Any PO's and/or BC's that you need in the new year that were closed during this conversion process can be reopened as Then and Now Purchase Orders in the new year Step #10. The resources available for appropriation in the new year will be increased by the total amount of the PO's and/or BC's closed during this process. The Year-End Balance Certificate (submitted to your county auditor at the end of each year) should not show these PO's and/or BC's as encumbrances as of December 31; it should include the total in the Cash Balance as of December 31 column of the spreadsheet. The Appropriation Resolution for 2010 should include appropriations to cover re-opening the PO's and/or BC's as Then and Now Purchase Orders in the new year (these should be documented for audit purposes).

Step #6: Complete all steps to close Accounting.

► Refer to: 2008 Year End Procedures (included in Version 13.0)
  o Title: Close Accounting
  o Pages 30 through 48

Step #7: Advance the Accounting software to the new year.

► Refer to: 2008 Year End Procedures
  o Title: Advance To Next Accounting Year
  o Pages 49 through 63

During the accounting year end process, you will be prompted to close any PO's and/or BC's that are open using program code 100 that you want to pay out of the 200 program code in the new year (see Step #5 for additional instructions).

Step #8: Close/Open Appropriation accounts as needed.

> ► Refer to: UAN Accounting Manual
> - o Title: Appropriation Maintenance
> - o Chapter 16, Pages 1 through 3

Step #9: Re-open purchase orders and/or blanket certificates *(if needed)*. Open a Then and Now Purchase Order to replace any purchase orders and/or blanket certificates that you closed before advancing year end that needed to be carried over into the new year.

Open Then and Now Purchase Orders:

> ► Refer to: UAN Accounting Manual
> - o Title: Purchases
> - o Chapter 1, Page 3

Accounting Only

Step #1: Complete all December Accounting Transactions.

Step #2: Close any open purchase orders and/or blanket certificates that are using a 100 program code that you want to pay out of the 200 program code in the new year. The PO Status and BC Status should be used when deciding what PO's and/or BC's to close. The PO and BC status reports are located under: Reports-> Information & Status-> Purchases.

Note: Any PO's and/or BC's that you need in the new year that were closed during this conversion process can be reopened as Then and Now Purchase Orders in the new year Step #10. The resources available for appropriation in the new year will be increased by the total amount of the PO's and/or BC's closed during this process. The Year-End Balance Certificate (submitted to your county auditor at the end of each year) should not show these PO's and/or BC's as encumbrances as of December 31; it should include the total in the Cash Balance as of December 31 column of the spreadsheet. The Appropriation Resolution for 2010 should include appropriations to cover re-opening the PO's and/or BC's as Then and Now Purchase Orders in the new year (these should be documented for audit purposes).

Step #3: Complete all steps to close Accounting.

> ► Refer to: 2008 Year End Procedures (included in Version 13.0)
> - o Title: Close Accounting
> - o Pages 30 through 48

Step #4: Advance the Accounting software to the new year.

> ► Refer to: 2008 Year End Procedures
> > o Title: Advance To Next Accounting Year
> > o Pages 49 through 63

> During the accounting year end process, the Library Program Conversion screen will be displayed. Select Option '**3'- Continue using the 100 summary program code. Start using the new 200 summary program code,** then click on '**Process**'. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes**'. If you have open purchase orders or blanket certificates using program code 100, you will be prompted to close any of the PO's and/or BC's that you want to pay out of the 200 program code in the new year (see Step #2 for additional instructions). You will also receive the following message: *Do you want a report of the open purchase(s)?* Click on '**Yes**' to print the report. You will be prompted to complete an 'EOY Backup' and create the 'AOS EOY Data'. Continue with accounting year end processing as described in the 2008 Year End Procedures.

> *Note: Any account codes that you would like to have program code 200 will need to be opened in Step #5.*

Step #5: Close/Open Appropriation accounts as needed.

> ► Refer to: UAN Accounting Manual
> > o Title: Appropriation Maintenance
> > o Chapter 16, Pages 1 through 3

Step #6: Re-open purchase orders and/or blanket certificates *(if needed).* Open a Then and Now Purchase Order to replace any purchase orders and/or blanket certificates that you closed before advancing year end that needed to be carried over into the new year.
.
> Open Then and Now Purchase Orders:

> ► Refer to: UAN Accounting Manual
> > o Title: Purchases
> > o Chapter 1, Page 3

Conversion Option 4: Continue using the 100 Summary Program Code. Start Using New 210, 220 and 230 Detail Program Codes.

If you would like to continue using the 100 - Library Services program code and start using the 210 - Facilities Operation and Maintenance, 220 - Information Services and 230 - Business Administration program codes to account for all of your operational activities, then select Library Program Conversion Option 4. Accounting and Payroll users complete Steps #1 through #9 under the Accounting and Payroll header. Accounting Only users complete Steps #1 through #6 under the Accounting Only header.

Accounting and Payroll

Step #1: Advance the Payroll software to the new year.

> ► Refer to: 2008 Year End Procedures (included in Version 13.0)
>   o Title: Perform Payroll Year End Processing
>   o Page 8

During the payroll year end process, the Library Program Conversion screen will be displayed. Select Option '**4' - Continue using the 100 summary program code. Start using the new 210, 220 and 230 detail program codes**, then click on '**Process**'. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes**'. If you have open purchase orders and/or blanket certificates using program code 100, you will receive the following message: *Do you want a report of the open purchase(s)?* Click on '**Yes**' to print the report. (This report will be useful when completing the year end process for Accounting). The Payroll – Year End screen will be displayed. Continue with payroll year end processing as described in the 2008 Year End Procedures.

Note: When payroll is advanced to the new year, the software will keep program code 100 in Employee Earnings and Employee Withholdings. The software will also automatically open 210, 220 and 230 program codes for each open 100 program code.

Step #2: Edit Employee History Earnings and Withholdings. All program codes in employee earnings and withholdings will stay 100 during the Library Program Conversion. **It is important to verify that all withholdings and earnings are set to the account codes that you wish to use in 2009 for each employee.**

> ► Refer to: UAN Payroll Manual
>   o Title: Employee History
>   o Chapter 11, Page 10 through 26

Step #3: Complete setting up Payroll for use in the new year and process any 2009 payrolls.

> ► Refer to: 2008 Year End Procedures (included in Version 13.0)
>   o Title: Begin the New Year Payroll Procedures
>   o Pages 10 through 29

Step #4: Complete all December Accounting Transactions.

Step #5: Close any open purchase orders and/or blanket certificates that are using a 100 program code that you want to pay out of the 210, 220 or 230 program codes in the new year. The Open Purchases report printed during Step #1 should be used when deciding what PO's and/or BC's to close.

Close Purchase Orders and Blanket Certificates:

► Refer to: UAN Accounting Manual
  o Title: Accounting Utilities
  o Chapter 6, Page 4

Note: Any PO's and/or BC's that you need in the new year that were closed during this conversion process can be reopened as Then and Now Purchase Orders in the new year Step #10. The resources available for appropriation in the new year will be increased by the total amount of the PO's and/or BC's closed during this process. The Year-End Balance Certificate (submitted to your county auditor at the end of each year) should not show these PO's and/or BC's as encumbrances as of December 31; it should include the total in the Cash Balance as of December 31 column of the spreadsheet. The Appropriation Resolution for 2010 should include appropriations to cover re-opening the PO's and/or BC's as Then and Now Purchase Orders in the new year (these should be documented for audit purposes).

Step #6: Complete all steps to close Accounting.

► Refer to: 2008 Year End Procedures (included in Version 13.0)
  o Title: Close Accounting
  o Pages 30 through 48

Step #7: Advance the Accounting software to the new year.

► Refer to: 2008 Year End Procedures
  o Title: Advance To Next Accounting Year
  o Pages 49 through 63

During the accounting year end process, you will be prompted to close any PO's and/or BC's that are open using program code 100 that you want to pay out of the 210, 220 or 230 program codes in the new year (see Step #5 for additional instructions).

Step #8: Close/Open Appropriation accounts as needed.

► Refer to: UAN Accounting Manual
  o Title: Appropriation Maintenance
  o Chapter 16, Pages 1 through 3

Step #9: Re-open purchase orders and/or blanket certificates *(if needed).* Open a Then and Now Purchase Order to replace any purchase orders and/or blanket certificates that you closed before advancing year end that needed to be carried over into the new year.

Open Then and Now Purchase Orders:

► Refer to: UAN Accounting Manual
  o Title: Purchases
  o Chapter 1, Page 3

Accounting Only

Step #1: Complete all December Accounting Transactions.

Step #2: Close any open purchase orders and/or blanket certificates that are using a 100 program code that you want to pay out of the 210, 220 or 230 program codes in the new year. The PO Status and BC Status should be used when deciding what PO's and/or BC's to close. The PO and BC status reports are located under: Reports-> Information & Status-> Purchases.

Note: Any PO's and/or BC's that you need in the new year that were closed during this conversion process can be reopened as Then and Now Purchase Orders in the new year Step #10. The resources available for appropriation in the new year will be increased by the total amount of the PO's and/or BC's closed during this process. The Year-End Balance Certificate (submitted to your county auditor at the end of each year) should not show these PO's and/or BC's as encumbrances as of December 31; it should include the total in the Cash Balance as of December 31 column of the spreadsheet. The Appropriation Resolution for 2010 should include appropriations to cover re-opening the PO's and/or BC's as Then and Now Purchase Orders in the new year (these should be documented for audit purposes).

Step #3: Complete all steps to close Accounting.

► Refer to: 2008 Year End Procedures (included in Version 13.0)
  o Title: Close Accounting
  o Pages 30 through 48

Step #4: Advance the Accounting software to the new year.

► Refer to: 2008 Year End Procedures
  o Title: Advance To Next Accounting Year
  o Pages 49 through 63

During the accounting year end process, the Library Program Conversion screen will be displayed. Select Option **'4' - Continue using the 100 summary program code. Start using the new 210, 220 and 230 detail program codes**, then click on '**Process**'. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes**'. If you have open purchase orders or blanket certificates using program code 100, you will be prompted to close any of the PO's and/or BC's that you want to pay out of the 210, 220 or 230 program codes in the new year (see Step #2 for

additional instructions). You will also receive the following message: *Do you want a report of the open purchase(s)?* Click on '**Yes**' to print the report. You will be prompted to complete an 'EOY Backup' and create the 'AOS EOY Data'. Continue with accounting year end processing as described in the 2008 Year End Procedures.

Note: Any account codes that you would like to have program code 210, 220 or 230 will need to be opened in Step #5.

Step #5: Close/Open Appropriation accounts as needed.
> ► Refer to: UAN Accounting Manual
>> o Title: Appropriation Maintenance
>> o Chapter 16, Pages 1 through 3

Step #6: Re-open purchase orders and/or blanket certificates *(if needed)*. Open a Then and Now Purchase Order to replace any purchase orders and/or blanket certificates that you closed before advancing year end that needed to be carried over into the new year.
.
> Open Then and Now Purchase Orders:

> ► Refer to: UAN Accounting Manual
>> o Title: Purchases
>> o Chapter 1, Page 3

Conversion Option 5: Close the 100 Summary Program Code. Start Using New 110 and 120 Detail Program Codes and the 200 Summary Program Code.

If you would like to stop using the 100 - Library Services program code and start using the 110 - Public Service and Programs, 120 - Collection Development and Processing and 200 - Support Services program codes to account for all of your operational activities, then select Library Program Conversion Option 5. Accounting and Payroll users complete Steps #1 through #10 under the Accounting and Payroll header. Accounting Only users complete Steps #1 through #6 under the Accounting Only header.

Accounting and Payroll

Step #1: Record/Post any unpaid withholding warrants or charges using program code 100. If withholding warrants/charges will not be processed from the Payroll software, you will need to adjust (clear and unencumber) the unpaid withholdings.

> Record/Post Withholdings:

> ► Refer to: UAN Payroll Manual
>> o Title: Withholdings
>> o Chapter 2, Page 1

> Adjust Withholdings:

> ► Refer to: UAN Payroll Manual

- o   Title: Payroll Utilities
- o   Chapter 3, Page 10

Step #2:   Advance the Payroll software to the new year.

    ► Refer to: 2008 Year End Procedures (included in Version 13.0)
- o   Title: Perform Payroll Year End Processing
- o   Page 8

During the payroll year end process, the Library Program Conversion screen will be displayed. Select Option '**5' - Close the 100 summary program code. Start using new 110 and 120 detail program codes and the 200 summary program code**, then click on '**Process**'. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes**'. If you have any unpaid withholdings using program code 100, you will be prompted to pay the unpaid withholdings (see Step #1 for additional instructions). If you have open purchase orders and/or blanket certificates using program code 100, you will receive the following message: *Do you want a report of the open purchase(s)?* Click on '**Yes**' to print the report.   (This report will be useful when completing the year end process for Accounting). If all withholdings have been paid that use program code 100, the Payroll – Year End screen will be displayed. Continue with payroll year end processing as described in the 2008 Year End Procedures.

Note: When payroll is advanced to the new year, the software will automatically replace program code 100 with program code 110 in Employee Earnings and Employee Withholdings. The software will also automatically open 120 and 200 program codes for each open 110 program code.

Step #3: Edit Employee History Earnings and Withholdings. All program codes in employee earnings and withholdings were converted to 110 during the Library Program Conversion. **It is important to verify that all withholdings and earnings are set to the account codes that you wish to use in 2009 for each employee.**

    ► Refer to: UAN Payroll Manual
- o   Title: Employee History
- o   Chapter 11, Page 10 through 26

Step #4:   Complete setting up Payroll for use in the new year and process any 2009 payrolls.

    ► Refer to: 2008 Year End Procedures (included in Version 13.0)
- o   Title: Begin the New Year Payroll Procedures
- o   Pages 10 through 29

Step #5:   Complete all December Accounting Transactions.

Step #6:   Close all open purchase orders and/or blanket certificates using a 100 program code. The Open Purchases report printed during Step #2 should be used when deciding what PO's and/or BC's must be closed.

Close Purchase Orders and Blanket Certificates:

- ► Refer to: UAN Accounting Manual
  - o Title: Accounting Utilities
  - o Chapter 6, Page 4

Note: Any PO's and/or BC's that you need in the new year that were closed during this conversion process can be reopened as Then and Now Purchase Orders in the new year Step #10. The resources available for appropriation in the new year will be increased by the total amount of the PO's and/or BC's closed during this process. The Year-End Balance Certificate (submitted to your county auditor at the end of each year) should not show these PO's and/or BC's as encumbrances as of December 31; it should include the total in the Cash Balance as of December 31 column of the spreadsheet. The Appropriation Resolution for 2010 should include appropriations to cover re-opening the PO's and/or BC's as Then and Now Purchase Orders in the new year (these should be documented for audit purposes).

Step #7: Complete all steps to close Accounting.

- ► Refer to: 2008 Year End Procedures (included in Version 13.0)
  - o Title: Close Accounting
  - o Pages 30 through 48

Step #8: Advance the Accounting software to the new year.

- ► Refer to: 2008 Year End Procedures
  - o Title: Advance To Next Accounting Year
  - o Pages 49 through 63

During the accounting year end process, you will be prompted to close any PO's and/or BC's that are open using program code 100 (see Step #6 for additional instructions).

Step #9: Close/Open Appropriation accounts as needed.

- ► Refer to: UAN Accounting Manual
  - o Title: Appropriation Maintenance
  - o Chapter 16, Pages 1 through 3

Step #10: Re-open purchase orders and/or blanket certificates *(if needed).* Open a Then and Now Purchase Order to replace any purchase orders and/or blanket certificates that you were forced to close before advancing year end that needed to be carried over into the new year

Open Then and Now Purchase Orders:

> ► Refer to: UAN Accounting Manual
>   o Title: Purchases
>   o Chapter 1, Page 3

Accounting Only

Step #1:   Complete all December Accounting Transactions.

Step #2:   Close all open purchase orders and/or blanket certificates using a 100 program code. The PO Status and BC Status should be used when deciding what PO's and/or BC's must be closed. The PO and BC status reports are located under: Reports-> Information & Status-> Purchases.

Note: Any PO's and/or BC's that you need in the new year that were closed during this conversion process can be reopened as Then and Now Purchase Orders in the new year Step #10. The resources available for appropriation in the new year will be increased by the total amount of the PO's and/or BC's closed during this process. The Year-End Balance Certificate (submitted to your county auditor at the end of each year) should not show these PO's and/or BC's as encumbrances as of December 31; it should include the total in the Cash Balance as of December 31 column of the spreadsheet. The Appropriation Resolution for 2010 should include appropriations to cover re-opening the PO's and/or BC's as Then and Now Purchase Orders in the new year (these should be documented for audit purposes).

Step #3: Complete all steps to close Accounting.

> ► Refer to: 2008 Year End Procedures (included in Version 13.0)
>   o Title: Close Accounting
>   o Pages 30 through 48

Step #4: Advance the Accounting software to the new year.

> ► Refer to: 2008 Year End Procedures
>   o Title: Advance To Next Accounting Year
>   o Pages 49 through 63

During the accounting year end process, the Library Program Conversion screen will be displayed. . Select Option **'5' - Close the 100 summary program code. Start using new 110 and 120 detail program codes and the 200 summary program code**, then click on '**Process**'. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes**'. If you have open purchase orders and/or blanket certificates using program code 100, you will be prompted to close the PO's and/or BC's (see Step #2 for additional instructions). You will also receive the following message: *Do you want a report of the open purchase(s)?* Click on '**Yes**' to print the

report. If all PO's and/or BC's that use program code 100 have been closed, you will be prompted to complete an 'EOY Backup' and create the 'AOS EOY Data'. Continue with accounting year end processing as described in the 2008 Year End Procedures.

Note: When accounting is advanced to the new year, the software will automatically replace program code 100 with program code 110. Any account codes that you would like to have program code 120 and 200 will need to be opened in Step #5.

Step #5: Close/Open Appropriation accounts as needed.

> ► Refer to: UAN Accounting Manual
> > o Title: Appropriation Maintenance
> > o Chapter 16, Pages 1 through 3

Step #6: Re-open purchase orders and/or blanket certificates *(if needed)*. Open a Then and Now Purchase Order to replace any purchase orders and/or blanket certificates that you were forced to close before advancing year end that needed to be carried over into the new year.

Open Then and Now Purchase Orders:

> ► Refer to: UAN Accounting Manual
> > o Title: Purchases
> > o Chapter 1, Page 3

Conversion Option 6: Close the 100 Summary Program Code. Start Using New 110, 120, 210, 220 and 230 Detail Program Codes.

If you would like to stop using the 100 - Library Services program code and start using the 110 - Public Service and Programs, 120 - Collection Development and Processing, 210 - Facilities Operation and Maintenance, 220 - Information Services and 230 - Business Administration program codes to account for all of your operational activities, then select Library Program Conversion Option 6. Accounting and Payroll users complete Steps #1 through #10 under the Accounting and Payroll header. Accounting Only users complete Steps #1 through #6 under the Accounting Only header.

Accounting and Payroll

Step #1: Record/Post any unpaid withholding warrants or charges using program code 100. If withholding warrants/charges will not be processed from the Payroll software, you will need to adjust (clear and unencumber) the unpaid withholdings.

Record/Post Withholdings:

> ► Refer to: UAN Payroll Manual
> > o Title: Withholdings
> > o Chapter 2, Page 1

Adjust Withholdings:

> ► Refer to: UAN Payroll Manual
> - o Title: Payroll Utilities
> - o Chapter 3, Page 10

Step #2: Advance the Payroll software to the new year.

> ► Refer to: 2008 Year End Procedures (included in Version 13.0)
> - o Title: Perform Payroll Year End Processing
> - o Page 8

During the payroll year end process, the Library Program Conversion screen will be displayed. Select Option **'6' - Close the 100 summary program code. Start using new 110, 120, 210, 220 and 230 detail program codes,** then click on '**Process**'. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes**'. If you have any unpaid withholdings using program code 100, you will be prompted to pay the unpaid withholdings (see Step #1 for additional instructions). If you have open purchase orders and/or blanket certificates using program code 100, you will receive the following message: *Do you want a report of the open purchase(s)?* Click on '**Yes**' to print the report. (This report will be useful when completing the year end process for Accounting). If all withholdings have been paid that use program code 100, the Payroll - Year End screen will be displayed. Continue with payroll year end processing as described in the 2008 Year End Procedures.

Note: When payroll is advanced to the new year, the software will automatically replace program code 100 with program code 110 in Employee Earnings and Employee Withholdings. The software will also automatically open 120, 210, 220 and 230 program codes for each open 110 program code.

Step #3: Edit Employee History Earnings and Withholdings. All program codes in employee earnings and withholdings were converted to 110 during the Library Program Conversion. **It is important to verify that all withholdings and earnings are set to the account codes that you wish to use in 2009 for each employee.**

> ► Refer to: UAN Payroll Manual
> - o Title: Employee History
> - o Chapter 11, Page 10 through 26

Step #4: Complete setting up Payroll for use in the new year and process any 2009 payrolls.

> ► Refer to: 2008 Year End Procedures (included in Version 13.0)
> - o Title: Begin the New Year Payroll Procedures
> - o Pages 10 through 29

Step #5: Complete all December Accounting Transactions.

Step #6:   Close all open purchase orders and/or blanket certificates using a 100 program code. The Open Purchases report printed during Step #2 should be used when deciding what PO's and/or BC's must be closed.

Close Purchase Orders and Blanket Certificates:

► Refer to: UAN Accounting Manual
  o Title: Accounting Utilities
  o Chapter 6, Page 4

Note: Any PO's and/or BC's that you need in the new year that were closed during this conversion process can be reopened as Then and Now Purchase Orders in the new year Step #10. The resources available for appropriation in the new year will be increased by the total amount of the PO's and/or BC's closed during this process. The Year-End Balance Certificate (submitted to your county auditor at the end of each year) should not show these PO's and/or BC's as encumbrances as of December 31; it should include the total in the Cash Balance as of December 31 column of the spreadsheet. The Appropriation Resolution for 2010 should include appropriations to cover re-opening the PO's and/or BC's as Then and Now Purchase Orders in the new year (these should be documented for audit purposes).

Step #7: Complete all steps to close Accounting.

► Refer to: 2008 Year End Procedures (included in Version 13.0)
  o Title: Close Accounting
  o Pages 30 through 48

Step #8: Advance the Accounting software to the new year.

► Refer to: 2008 Year End Procedures
  o Title: Advance To Next Accounting Year
  o Pages 49 through 63

During the accounting year end process, you will be prompted to close any PO's and/or BC's that are open using program code 100 (see step 6 for additional instructions).

Step #9: Close/Open Appropriation accounts as needed.

► Refer to: UAN Accounting Manual
  o Title: Appropriation Maintenance
  o Chapter 16, Pages 1 through 3

Step #10: Re-open purchase orders and/or blanket certificates *(if needed).* Open a Then and Now Purchase Order to replace any purchase orders and/or blanket certificates that you were forced to close before advancing year end that needed to be carried over into the new year.

Open Then and Now Purchase Orders:

► Refer to: UAN Accounting Manual
  o Title: Purchases
  o Chapter 1, Page 3

Accounting Only

Step #1: Complete all December Accounting Transactions.

Step #2: Close all open purchase orders and/or blanket certificates using a 100 program code. The PO Status and BC Status should be used when deciding what PO's and/or BC's must be closed. The PO and BC status reports are located under: Reports-> Information & Status-> Purchases.

Note: Any PO's and/or BC's that you need in the new year that were closed during this conversion process can be reopened as Then and Now Purchase Orders in the new year Step #10. The resources available for appropriation in the new year will be increased by the total amount of the PO's and/or BC's closed during this process. The Year-End Balance Certificate (submitted to your county auditor at the end of each year) should not show these PO's and/or BC's as encumbrances as of December 31; it should include the total in the Cash Balance as of December 31 column of the spreadsheet. The Appropriation Resolution for 2010 should include appropriations to cover re-opening the PO's and/or BC's as Then and Now Purchase Orders in the new year (these should be documented for audit purposes).

Step #3: Complete all steps to close Accounting.

► Refer to: 2008 Year End Procedures (included in Version 13.0)
  o Title: Close Accounting
  o Pages 30 through 48

Step #4: Advance the Accounting software to the new year.

► Refer to: 2008 Year End Procedures
  o Title: Advance To Next Accounting Year
  o Pages 49 through 63

During the accounting year end process, the Library Program Conversion screen will be displayed. Select Option 6 **- Close the 100 summary program code. Start using new 110, 120, 210, 220 and 230 detail program codes,** then click on '**Process**'. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes**'. If you have open purchase orders and/or blanket certificates using program code 100, you will be prompted to close the PO's and/or BC's (see Step #2 for additional instructions). You will also receive the following message: *Do you want a report of the open purchase(s)?* Click on '**Yes**' to print the report. If all

PO's and/or BC's that use program code 100 have been closed, you will be prompted to complete an 'EOY Backup' and create the 'AOS EOY Data'. Continue with accounting year end processing as described in the 2008 Year End Procedures.

Note: When accounting is advanced to the new year, the software will automatically replace program code 100 with program code 110. Any account codes that you would like to have program code 120, 210, 220 and 230 will need to be opened in Step #5.

Step #5: Close/Open Appropriation accounts as needed.

> ► Refer to: UAN Accounting Manual
> - o Title: Appropriation Maintenance
> - o Chapter 16, Pages 1 through 3

Step #6: Re-open purchase orders and/or blanket certificates *(if needed)*. Open a Then and Now Purchase Order to replace any purchase orders and/or blanket certificates that you were forced to close before advancing year end that needed to be carried over into the new year.

Open Then and Now Purchase Orders:

> ► Refer to: UAN Accounting Manual
> - o Title: Purchases
> - o Chapter 1, Page 3

Conversion Option 7: Close the 100 Summary Program Code. Start Using New 210, 220, and 230 Detail Program Codes.

If you would like to stop using the 100 - Library Services program code and start using the 210 - Facilities Operation and Maintenance, 220 - Information Services and 230 - Business Administration program codes to account for all of your operational activities, then select Library Program Conversion Option 7. Accounting and Payroll users complete Steps #1 through #10 under the Accounting and Payroll header. Accounting Only users complete Steps #1 through #6 under the Accounting Only header.

Accounting and Payroll

Step #1: Record/Post any unpaid withholding warrants or charges using program code 100. If withholding warrants/charges will not be processed from the Payroll software, you will need to adjust (clear and unencumber) the unpaid withholdings.

Record/Post Withholdings:

> ► Refer to: UAN Payroll Manual
> - o Title: Withholdings
> - o Chapter 2, Page 1

Adjust Withholdings:

- ► Refer to: UAN Payroll Manual
  - o Title: Payroll Utilities
  - o Chapter 3, Page 10

Step #2: Advance the Payroll software to the new year.

- ► Refer to: 2008 Year End Procedures (included in Version 13.0)
  - o Title: Perform Payroll Year End Processing
  - o Page 8

During the payroll year end processs, the Library Program Conversion screen will be displayed. Select Option '**7' - Close the 100 summary program code. Start using new 210, 220 and 230 detail program codes,** then click on '**Process**'. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes**'. If you have any unpaid withholdings using program code 100, you will be prompted to pay the unpaid withholdings (see Step #1 for additional instructions). If you have open purchase orders and/or blanket certificates using program code 100, you will receive the following message: *Do you want a report of the open purchase(s)?* Click on '**Yes**' to print the report. (This report will be useful when completing the year end process for Accounting). If all withholdings have been paid that use program code 100, the Payroll - Year End screen will be displayed. Continue with payroll year end processing as described in the 2008 Year End Procedures.

Note: When payroll is advanced to the new year, the software will automatically replace program code 100 with program code 210 in Employee Earnings and Employee Withholdings. The software will also automatically open 220 and 230 program codes for each open 210 program code.

Step #3: Edit Employee History Earnings and Withholdings. All program codes in employee earnings and withholdings were converted to 210 during the Library Program Conversion. **It is important to verify that all withholdings and earnings are set to the account codes that you wish to use in 2009 for each employee.**

- ► Refer to: UAN Payroll Manual
  - o Title: Employee History
  - o Chapter 11, Page 10 through 26

Step #4: Complete setting up Payroll for use in the new year and process any 2009 payrolls.

- ► Refer to: 2008 Year End Procedures (included in Version 13.0)
  - o Title: Begin the New Year Payroll Procedures
  - o Pages 10 through 29

Step #5: Complete all December Accounting Transactions.

Step #6:   Close all open purchase orders and/or blanket certificates using a 100 program code. The Open Purchases report printed during Step #2 should be used when deciding what PO's and/or BC's must be closed.

Close Purchase Orders and Blanket Certificates:

► Refer to: UAN Accounting Manual
  o Title: Accounting Utilities
  o Chapter 6, Page 4

Note: Any PO's and/or BC's that you need in the new year that were closed during this conversion process can be reopened as Then and Now Purchase Orders in the new year Step #10. The resources available for appropriation in the new year will be increased by the total amount of the PO's and/or BC's closed during this process. The Year-End Balance Certificate (submitted to your county auditor at the end of each year) should not show these PO's and/or BC's as encumbrances as of December 31; it should include the total in the Cash Balance as of December 31 column of the spreadsheet. The Appropriation Resolution for 2010 should include appropriations to cover re-opening the PO's and/or BC's as Then and Now Purchase Orders in the new year (these should be documented for audit purposes).

Step #7: Complete all steps to close Accounting.

► Refer to: 2008 Year End Procedures (included in Version 13.0)
  o Title: Close Accounting
  o Pages 30 through 48

Step #8: Advance the Accounting software to the new year.

► Refer to: 2008 Year End Procedures
  o Title: Advance To Next Accounting Year
  o Pages 49 through 63

During the accounting year end process, you will be prompted to close any PO's and/or BC's that are open using program code 100 (see Step #6 for additional instructions).

Step #9: Close/Open Appropriation accounts as needed.

► Refer to: UAN Accounting Manual
  o Title: Appropriation Maintenance
  o Chapter 16, Pages 1 through 3

Step #10: Re-open purchase orders and/or blanket certificates *(if needed).* Open a Then and Now Purchase Order to replace any purchase orders and/or blanket certificates that you were forced to close before advancing year end that needed to be carried over into the new year.

Open Then and Now Purchase Orders:

- ► Refer to: UAN Accounting Manual
  - o Title: Purchases
  - o Chapter 1, Page 3

Accounting Only

Step #1:   Complete all December Accounting Transactions.

Step #2:   Close all open purchase orders and/or blanket certificates using a 100 program code. The PO Status and BC Status should be used when deciding what PO's and/or BC's must be closed.   The PO and BC status reports are located under: Reports-> Information & Status-> Purchases.

Note: Any PO's and/or BC's that you need in the new year that were closed during this conversion process can be reopened as Then and Now Purchase Orders in the new year Step #10.   The resources available for appropriation in the new year will be increased by the total amount of the PO's and/or BC's closed during this process. The Year-End Balance Certificate (submitted to your county auditor at the end of each year) should not show these PO's and/or BC's as encumbrances as of December 31; it should include the total in the Cash Balance as of December 31 column of the spreadsheet. The Appropriation Resolution for 2010 should include appropriations to cover re-opening the PO's and/or BC's as Then and Now Purchase Orders in the new year (these should be documented for audit purposes).

Step #3:   Complete all steps to close Accounting.

- ► Refer to: 2008 Year End Procedures (included in Version 13.0)
  - o Title: Close Accounting
  - o Pages 30 through 48

Step #4:   Advance the Accounting software to the new year.

- ► Refer to: 2008 Year End Procedures
  - o Title: Advance To Next Accounting Year
  - o Pages 49 through 63

During the accounting year end process, the Library Program Conversion screen will be displayed Select Option '**7'- Close the 100 summary program code. Start using new 210, 220 and 230 detail program codes,** then click on '**Process**'. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes**'. If you have open purchase orders and/or blanket certificates using program code 100, you will be prompted to close the PO's and/or BC's (see Step #2 for additional instructions). You will also receive the following message: *Do you want a report of the open purchase(s)?* Click on '**Yes**' to print the report. If all PO's

and/or BC's that use program code 100 have been closed, you will be prompted to complete an 'EOY Backup' and create the 'AOS EOY Data'. Continue with accounting year end processing as described in the 2008 Year End Procedures.

Note: When accounting is advanced to the new year, the software will automatically replace program code 100 with program code 210. Any account codes that you would like to have program codes 220 and 230 will need to be opened in Step #5.

Step #5: Close/Open Appropriation accounts as needed.

> ► Refer to: UAN Accounting Manual
> > o Title: Appropriation Maintenance
> > o Chapter 16, Pages 1 through 3

Step #6: Re-open purchase orders and/or blanket certificates *(if needed)*. Open a Then and Now Purchase Order to replace any purchase orders and/or blanket certificates that you were forced to close before advancing year end that needed to be carried over into the new year.

Open Then and Now Purchase Orders:

> ► Refer to: UAN Accounting Manual
> > o Title: Purchases
> > o Chapter 1, Page 3

Conversion Option 8: Close the 100 Summary Program Code. Start Using the New 200 Summary Program Code.

If you would like to stop using the 100 - Library Services program code and start using the 200 - Support Services program code to account for all of your operational activities, then select Library Program Conversion Option 8. Accounting and Payroll users complete Steps #1 through #9 under the Accounting and Payroll header. Accounting Only users complete Steps #1 through #6 under the Accounting Only header.

Accounting and Payroll

Step #1: Record/Post any unpaid withholding warrants or charges using program code 100. If withholding warrants/charges will not be processed from the Payroll software, you will need to adjust (clear and unencumber) the unpaid withholdings.

Record/Post Withholdings:

> ► Refer to: UAN Payroll Manual
> > o Title: Withholdings
> > o Chapter 2, Page 1

Adjust Withholdings:

- ► Refer to: UAN Payroll Manual
  - o Title: Payroll Utilities
  - o Chapter 3, Page 10

Step #2: Advance the Payroll software to the new year.

- ► Refer to: 2008 Year End Procedures (included in Version 13.0)
  - o Title: Perform Payroll Year End Processing
  - o Page 8

During the payroll year end process, the Library Program Conversion screen will be displayed. Select Option '**8' - Close the 100 summary program code. Start using the new 200 summary program code**, then click on **'Process'**. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes**'. If you have any unpaid withholdings using program code 100, you will be prompted to pay the unpaid withholdings (see Step #1 for additional instructions). If you have open purchase orders and/or blanket certificates using program code 100, you will receive the following message: *Do you want a report of the open purchase(s)*? Click on '**Yes**' to print the report. (This report will be useful when completing the year end process for Accounting) If all withholdings have been paid that use program code 100, the Payroll - Year End screen will be displayed. Continue with payroll year end processing as described in the 2008 Year End Procedures.

Note: When payroll is advanced to the new year, the software will automatically replace program code 100 with program code 200 in Employee Earnings and Employee Withholdings.

Step #3: Complete setting up Payroll for use in the new year and process any 2009 payrolls.

- ► Refer to: 2008 Year End Procedures (included in Version 13.0)
  - o Title: Begin the New Year Payroll Procedures
  - o Pages 10 through 29

Step #4: Complete all December Accounting Transactions.

Step #5: Close all open purchase orders and/or blanket certificates using a 100 program code. The Open Purchases report printed during Step #2 should be used when deciding what PO's and/or BC's must be closed.

Close Purchase Orders and Blanket Certificates:

- ► Refer to: UAN Accounting Manual
  - o Title: Accounting Utilities
  - o Chapter 6, Page 4

Note: Any PO's and/or BC's that you need in the new year that were closed during this conversion process can be reopened as Then and Now Purchase Orders in the new year Step #10. The resources available for appropriation in the new year will be increased by the total amount of the PO's and/or BC's closed during this process. The Year-End Balance Certificate (submitted to your county auditor at the end of each year) should not show these PO's and/or BC's as encumbrances as of December 31; it should include the total in the Cash Balance as of December 31 column of the spreadsheet. The Appropriation Resolution for 2009 should include appropriations to cover re-opening the PO's and/or BC's as Then and Now Purchase Orders in the new year (these should be documented for audit purposes).

Step #6: Complete all steps to close Accounting.

- ► Refer to: 2008 Year End Procedures (included in Version 13.0)
  - o Title: Close Accounting
  - o Pages 30 through 48

Step #7: Advance the Accounting software to the new year.

- ► Refer to: 2008 Year End Procedures
  - o Title: Advance To Next Accounting Year
  - o Pages 49 through 63

During the accounting year end process, you will be prompted to close any PO's and/or BC's that are open using program code 100 (see Step #5 for additional instructions).

Step #8: Close/Open Appropriation accounts as needed.

- ► Refer to: UAN Accounting Manual
  - o Title: Appropriation Maintenance
  - o Chapter 16, Pages 1 through 3

Step #9: Re-open purchase orders and/or blanket certificates *(if needed).* Open a Then and Now Purchase Order to replace any purchase orders and/or blanket certificates that you were forced to close before advancing year end that needed to be carried over into the new year.

Open Then and Now Purchase Orders:

- ► Refer to: UAN Accounting Manual
  - o Title: Purchases
  - o Chapter 1, Page 3

Accounting Only

Step #1: Complete all December Accounting Transactions.

Step #2:   Close all open purchase orders and/or blanket certificates using a 100 program code. The PO Status and BC Status should be used when deciding what PO's and/or BC's must be closed. The PO and BC status reports are located under: Reports-> Information & Status-> Purchases.

Note: Any PO's and/or BC's that you need in the new year that were closed during this conversion process can be reopened as Then and Now Purchase Orders in the new year Step #10. The resources available for appropriation in the new year will be increased by the total amount of the PO's and/or BC's closed during this process. The Year-End Balance Certificate (submitted to your county auditor at the end of each year) should not show these PO's and/or BC's as encumbrances as of December 31; it should include the total in the Cash Balance as of December 31 column of the spreadsheet. The Appropriation Resolution for 2010 should include appropriations to cover re-opening the PO's and/or BC's as Then and Now Purchase Orders in the new year (these should be documented for audit purposes).

Step #3: Complete all steps to close Accounting.

► Refer to: 2008 Year End Procedures (included in Version 13.0)
  o   Title: Close Accounting
  o   Pages 30 through 48

Step #4: Advance the Accounting software to the new year.

► Refer to: 2008 Year End Procedures
  o   Title: Advance To Next Accounting Year
  o   Pages 49 through 63

During the accounting year end process, the Library Program Conversion screen will be displayed. Select Option '**8' - Close the 100 summary program code. Start using the new 200 summary program code**, then click on '**Process**'. You will receive the following message: *Are you sure you have completed your choice of program detail level?* Click on '**Yes**'. If you have open purchase orders and/or blanket certificates using program code 100, you will be prompted to close the PO's and/or BC's (see Step #2 for additional instructions). You will also receive the following message: *Do you want a report of the open purchase(s)?* Click on '**Yes**' to print the report. If all PO's and/or BC's that use program code 100 have been closed, you will be prompted to complete an 'EOY Backup' and create the 'AOS EOY Data'. Continue with accounting year end processing as described in the 2008 Year End Procedures.

Note: When accounting is advanced to the new year, the software will automatically replace program code 100 with program code 200.

Step #5: Close/Open Appropriation accounts as needed.

       ► Refer to: UAN Accounting Manual
- Title: Appropriation Maintenance
- Chapter 16, Pages 1 through 3

Step #6: Re-open purchase orders and/or blanket certificates *(if needed)*. Open a Then and Now Purchase Order to replace any purchase orders and/or blanket certificates that you were forced to close before advancing year end that needed to be carried over into the new year.

.

    Open Then and Now Purchase Orders:

       ► Refer to: UAN Accounting Manual
- Title: Purchases
- Chapter 1, Page 3

As previously mentioned on Page 1 of this document, you may choose not to convert your program codes at this time and continue using your existing 100-level summary appropriation program codes in 2009. If you decline the conversion process for 2009 but would like to budget for 2010 using the new detail appropriation program codes, you may do so in the Budget software.

The Support Services summary programs will automatically appear on the summary and budget worksheets. If you create your budget using a detail worksheet, the new programs must be activated before they will appear.

Activate new programs on a detail worksheet:

     ► Open the Account Maintenance screen
     ► Select **Record**
     ► Select the desired detail Financial Worksheet
     ► Select the desired fund
     ► Select a program to activate
     ► Select **Process**