

Uniform Accounting Network – Accounting Manual

Accounting/Payroll Maintenance 2009 Year End

NOTE: All entities are required to complete Manual Information Input whether you will be reporting using Regulatory Reports or GASB Statements. All five options in the manual information input section must be completed, if applicable, prior to printing the Annual Financial Report.

1. ENTER MANUAL INFORMATION INPUT- *(All Clients must enter input for UAN Support.)*

IMPORTANT: Even if you do not have to print the Annual Financial report, the manual information has to be entered prior to advancing accounting to the new year. If the manual information is not entered prior to advancing, it will not be included in your year end backup, year end data file that is created for the Auditor of State's records and mailed or uploaded to UAN, or your prior year reports for that year. The manual information can be entered into prior year reports; however, the information will be erased each time prior year reports is loaded for that year.

UAN Support:

We are requiring you to provide some specific information about your entity to enable us to properly update our records. In the Entity Information area, an Annual Financial Report Option must be chosen. The Regulatory, GASB Cash Basis (Without Investments or With All Pooled Investments), or GASB Modified Cash Basis (With Non-Pooled Investments) option must be selected. This option will dictate whether the Regulatory or GASB options in the Annual Financial Reports area are utilized as well as the appropriate report titles for the GASB statements. In the Hardware Information area, enter the entity's mailing address, hardware site address, hardware service tags, and Auditor of State (AOS) inventory tag numbers. Please note your hardware site address cannot be a PO Box. If you need help finding the physical location of the service tags, Press the F1 key for visual assistance. In the Year End Disclaimers area, the Dell third-party, printer parallel port and 2010 UAN software statements must be selected to acknowledge that you have read the statements and you understand the statements. All of this information will be included on the UAN Support Report.

Steps to Access

Select **Accounting**
Select **Reports and Statements**
Select **Annual Financial**
Select **UAN Support & Manual Input**
Select **Manual Information Input**
Select **UAN Support**

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Schedule of Debt Service Requirements:

This schedule shows the combined outstanding principal and interest of all debt for the years following December 31, 2009. The first entry should show principal and interest for all debt combined to be redeemed in 2010. Be sure to combine all outstanding notes or bonds together as one entry for the year 2010. The next entry should show all principal and interest for all debt combined to be redeemed 2011. Again, be sure to combine all outstanding notes and bonds together as one entry for the year 2011. Note: Principal and Interest payments from year to year will not be the same amount. “Per Year” is calculated “As of” the debt outstanding from 12/31/2009 and thus will be a different amount next year. This process will continue until the maturity of the particular debt has been reached for five years and then for every five years thereafter. **Note:** Refer to the example below which pertains to debt outstanding following December 31, 2009.

Example includes:

<u>(as of 12/31/2009)</u>	Total Outstanding Principal	Principal Payment Per Year	Interest Payment Per Year	<u>Term</u>
Bond #1 for	\$10,000.00	\$1,000.00	\$ 50.00	Ten years
Note #1 for	\$ 2,000.00	\$1,000.00	\$100.00	Two years
Note #2 for	\$ 1,000.00	\$1,000.00	\$ 25.00	One year

Your data entries to the Schedule of Debt Service Requirements to Maturity should be as follows:

Year	<u>2010</u>	
Principal	\$3,000.00	(Bond #1 + Note #1 + Note #2)
Interest	\$ 175.00	(Bond #1 + Note #1 + Note #2)
Year	<u>2011</u>	
Principal	\$2,000.00	(Bond #1 + Note #1)
Interest	\$ 150.00	(Bond #1 + Note #1)
Year	<u>2012</u>	
Principal	\$1,000.00	(Bond #1)
Interest	\$ 50.00	(Bond #1)
Year	<u>2013</u>	
Principal	\$1,000.00	(Bond #1)
Interest	\$ 50.00	(Bond #1)
Year	<u>2014</u>	
Principal	\$1,000.00	(Bond #1)
Interest	\$ 50.00	(Bond #1)
Year	<u>2019</u>	
Principal	\$1,000.00	(Bond #1)
Interest	\$ 50.00	(Bond #1)

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You must provide the detailed information for all debt service to maturity. If necessary, you should be able to obtain the information required for this schedule from the ordinance or resolution authorizing the issuance of debt, bond counsel or your bank. This information is reviewed during your audit.

Schedule of Outstanding Debt:

All outstanding debt activity for 2009 must be described in the Schedule of Outstanding Debt. To further clarify, each note or bond issued must be described as a separate item. In Example A, the government had a note in the amount of \$6,000 issued in 2008 for a truck. In 2009, the government paid \$2,000 as debt service on the note for the truck. In 2009, Example B, the government issued a second note for the construction of a building, and made a \$10,000 payment on the note.

The entries to this schedule should appear as follows:

Example A:

Description of Issue.....	Note issued in 2008 for purchase of truck
Year Issued.....	2008
Interest Rate.....	5%
Balance January 1, 2009.....	\$6,000
Issued.....	\$0
Retired Principal.....	\$2,000
Balance December 31, 2009.....	\$4,000

Example B:

Description of Issue.....	Note issued during current year for construction of building
Year Issued.....	2009
Interest Rate.....	5.5%
Balance January 1, 2009.....	\$0
Issued.....	\$50,000
Retired Principal.....	\$10,000
Balance December 31, 2009.....	\$40,000

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You must be sure to provide the detailed information for each outstanding debt issue pertaining to 2009. If necessary, you should be able to obtain the information required for this schedule from the ordinance or resolution authorizing the issuance of debt, bond counsel or your bank. This information is reviewed during your audit.

Cash or Other Assets Not Recorded:

This manual input area is required to contain information on any cash or other assets that belong to the entity that is not recorded on your records.

Cash Reconciliation:

The Cash Reconciliation Statement automatically compiles information regarding depository balances (checking accounts) and investment information (treasury bonds, certificates of deposit, other investments). Manual entry of data will be required only if an entity has a bond/coupon clearance account and/or a payroll clearance account, which are not included in the depository, balances. Once printed, compare the Fund Status Report to the Cash Reconciliation portion of the Annual Financial Report. If there are any differences, contact UAN for assistance in locating the discrepancy.

2. **GASB STEPS - (Only Clients that have chosen to file their annual financial report in the GASB Cash Basis or GASB Modified Cash Basis format need to follow the instructions in Step 2. If you are filing Regulatory Reports, skip to Step 3.)**

Note: All of the GASB utility screens have a color coding system that should make it easier to see any changes that have been made. All UAN suggested defaults will appear in RED. If a UAN suggested default has been changed, the entry will appear in BLUE. All other entries will appear in GREEN.

- DELETE UNUSED FUNDS, REVENUES, AND APPROPRIATIONS

To make the transition to GASB Modified Cash Basis smoother, delete any unused funds, revenue account codes or appropriation account codes that were not used in 2009.

Note: A fund cannot be deleted until all revenue and/or appropriation accounts in that fund are deleted.

Note: Entities that use the UAN Payroll software should have completed this step before advancing payroll into Temporary Payroll Mode. If you did not complete this step prior to advancing payroll, you will have to complete this step after you advance the accounting software to the new year.

Please reference VI. Begin Accounting New Year Procedures on page 49 of this document for steps to delete unused funds, revenues and appropriations.

- Verify Investments

Steps to Access

Select **Accounting**

Select **Transactions**