



2010 Year End

Checklist Quick Tips



- **Brief Overview (Pages 1-3)**

- Your system must be on software Version 15.0 to advance Accounting and/or Payroll to the New Year.
- Three Paths to advance UAN system to 2011.

- * Payroll users:

- Advance Payroll to 2011 and begin processing 2011 payrolls while Accounting software remains in 2010.
- Close Accounting and Payroll at the same time.

- * Accounting users:

- Advance Accounting to 2011.

- **I. 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 2010.
- 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.

- **II. A. 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.

- **II. B. Perform Payroll Year End Processing (Page 9-10)**

- 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

- **II. C. Temporary Payroll Mode (Pages 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 2011.
- Most payroll reports are available for 2010 and 2011.
- W-2's and ODJFS are available for 2010 only.
- December OPERS and OP&FPF reports are available in 2010 and 2011. If pay periods which end in December is paid in January, the OPERS and OP&FPF reports must be printed from 2011.

- **Begin the New Year Payroll Procedures**

- **III. A. Edit Existing Employee History and Entity Files (Pages 11-27)**

- 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.
- 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.



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- 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 2010 leave balances are carried forward.
 - Enter or Adjust employee leave balances.
 - Print/Screen Leave report.
- **Proceed with Processing 2010 Payroll Transactions before processing W-2's.**
- **III. B. W-2's (Pages 28-31)**
- 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 2011 Payroll Transactions after processing W-2's (Pages 32).**
- **Close Accounting**
- **IV. A. Complete All December Accounting Transactions (Pages 33-34).**
 - 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.
- **IV. B. Complete December 31st 2010 Bank Reconciliation (Pages 34-36)**

Complete December 31st bank reconciliation. There should not be any 'Other Adjusting Factors' posted to the bank reconciliation.
- **IV. C. Print Year-End Accounting Reports (Page 37-38)**
- 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)
- **V. Annual Financial Report**
- **UAN Support & Manual Input (Pages 40-43)**
 - 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 (Page 43)**
 - **Utilities (Pages 44-50)**
 - Fund Utility
 - Revenue Utility
 - Fiduciary Fund Utility
 - Original Budget Utility
 - Component Unit Maintenance
 - Permanent Fund Purpose Maintenance
 - Major Fund Analysis
 - Import
 - Mapping
 - **Statements (Pages 51-52)**
 - 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 (Pages 51-52)**
 - Combined Statement
 - Combining Statement
 - Comp. of Budg. And Actual Rpts
 - Comp. of Disb./Encumbrances
 - Recon. Of Interfund Trans.
 - **VI. Advance Accounting to Next Year (Pages 53-57)**
 - 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 2011 New Year Accounting Procedures**
 - **VII. A. System Reports and Maintenance (Pages 58-67)**
 - Verify that beginning fund balances match 2010 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 2011 purchase orders and blanket certificates.
 - Print/Screen Purchase Order Status report
 - Print/Screen Blanket Certificate Status report
 - **Proceed with Processing 2011 Accounting Transactions. (Page 68)**



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