



# Dave Yost • Auditor of State

**TO: UAN ACCOUNTING & PAYROLL USERS**  
**FROM: UAN SUPPORT**  
**DATE: DECEMBER 15, 2011**  
**RE: UAN VERSION 16.0 OVERVIEW**

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**Note:** Do not install UAN Version 16.0 unless you are currently using Version 15.1. Contact UAN Support if previous UAN Update CDs are required.

**\*THE VERSION 16.0 UPDATE CONTAINS THE FOLLOWING ENHANCEMENTS\***

## ACCOUNTING

- To meet the filing requirements of GASB 54, a new Fund Classification Utility has been added to the GASB utilities menu. **This utility must be completed whether filing Regulatory or GASB.** The Fund Classification Utility is used in completing the Regulatory Combined and Combining Statements for Governmental Funds and the GASB Statement of Assets and Fund Balances for Governmental Funds.
  - For your convenience two GASB 54 documents, 'Auditor of State of Ohio Bulletin 2011-004 GASB 54 Reporting' and 'GASB 54 Fund Purposes' have been included with this mailing. After installing Version 16.0, the documents will be located in My Documents\UAN Install Documentation\Version 16.0. You can display or reprint desired documentation from this location. Documentation will also be available on the UANLink website at <http://uanlink.auditor.state.oh.us/>

**Note:** Instructions on using the Fund Classification Utility begin on page 35 of the 2011 Year End Procedures.

- Additional changes have been made to all of the annual financial reports in accordance with GASB 54 requirements.
- Township Chart of Account Changes:
  - Starting in 2012 the following program codes are available:
    - 180: Self Insurance
  - Starting in 2012 the following object codes (to be used with the new Self Insurance program code) are available:

- 530: Claims
  - 531: Liability Insurance
  - 532: Health Insurance
  - 533: Dental Insurance
  - 534: Vision Insurance
  - 535: Prescription Insurance
  - 536: Workers' Compensation
  - 539: Other Claims
- Village Chart of Account Changes:
    - Starting in 2012 the following program codes are available:
      - 780: Self Insurance
    - Starting in 2012 the following object codes (to be used with the new Self Insurance program code) are available:
      - 660: Claims
      - 661: Liability Insurance
      - 662: Health Insurance
      - 663: Dental Insurance
      - 664: Vision Insurance
      - 665: Prescription Insurance
      - 666: Workers' Compensation
      - 669: Other Claims
- Library Chart of Account Changes:
    - Starting in 2012 the following program codes are available:
      - 280: Self Insurance
    - Starting in 2012 the following object codes (to be used with the new Self Insurance program code) are available:
      - 540: Claims
      - 541: Liability Insurance
      - 542: Health Insurance
      - 543: Dental Insurance
      - 544: Vision Insurance
      - 545: Prescription Insurance
      - 546: Workers' Compensation
      - 549: Other Claims
- The 1099's and 1096's meet the 2011 printing requirements. You will need to purchase preprinted 1099's and 1096's forms which are available at most office supply stores.

## **PAYROLL**

- W-2's and W-3's:
  - The W-2's and W-3's meet the 2011 laser form printing requirements.
  - The blank paper W-2's and W-3's have been updated to meet the 2011 printing requirements. The Social Security Administration has approved Copy A Blank Paper and W-3 Blank Paper forms.
  - The electronic W-2's and W-3's have been updated to meet the 2011 specifications.
  
- The Federal Tax Tables for 2012 have been added.

## **OTHER**

- Chapter 12 and Appendixes A, B and C of the UAN Accounting Manual have been updated.
  
- Appendix B of the UAN Payroll Manual has been updated.
  
- The UAN Help Files have been updated.

## **REMINDERS**

- 2006 prior year reports will be removed once the software is advanced to the next year. We recommend printing any 2006 reports needed before advancing to the New Year.
  
- The State of Ohio is the owner of the equipment; however, the entity is responsible for insurance coverage for the UAN hardware. The hardware is required to be insured by the local government in the amount of \$2,000. A copy of the Certificate of Insurance is not required to be sent to UAN.
  
- To participate in the UAN program, your local government does not need to complete and return an entire UAN User Agreement each year however, Exhibit D: Local Government Fiscal Officer's User Agreement and Exhibit E: Local Government Fiscal Officer's Authorized Designee User Agreement should be completed and kept on file with the local government and a signed copy returned to UAN as Fiscal Officers and Designee Users change throughout the years.
  
- The My Documents Backup option will backup all files in the My Documents directory. Instructions can be found in the UAN Accounting Manual Appendix E - System Utilities. This also can be accessed in the UAN software by pressing F1, selecting Accounting, then selecting Appendix E - System Utilities.

- If your Dell 1720dn Laser Printer is replaced with a Dell 2330dn Laser Printer, you will need to contact UAN Tech Support to apply the paper tray settings that are currently used.