



Dave Yost • Auditor of State

TO: UAN Accounting & Payroll Users
FROM: UAN Support
DATE: April 16, 2012
RE: Version 16.1 Overview

THE VERSION 16.1 UPDATE CONTAINS THE FOLLOWING ENHANCEMENTS

Payroll Module:

The 941 federal tax report for the year 2012 has been updated.

Budget Module:

Beginning in 2012, new appropriation program and object codes were made available by LGS as noted in UAN version 16.0 Overview memo. As a result of these additions, any 2012 budget worksheet(s) created within the budget application using UAN version 16.0 will be deleted after version 16.1 is installed. If you have any worksheet(s) created with version 16.0 and you would like to retain the records for future reference, we recommend that you print the worksheet(s) prior to installing version 16.1. After version 16.1 is installed, you can recreate and edit budget worksheet(s).

Dell 2335 MFP Printer:

The 2350dn and 2335dn printers are capable of duplex (double-side printing) when the user turns this feature on. The UAN application is not currently able to turn the duplex feature off on the Dell 2335dn multifunction printer when printing single-sided items such as warrants and pre-printed forms. The warrants will be printed on both sides of the paper. To print warrants single-sided, the duplex feature must be manually turned off. Please note that we are working to address this issue and the issue does not occur on the Dell 2350dn printer or in UAN version 2012.2 (the new application).

The following steps will turn off double-sided printing:

1. First close all programs that may be running, including all UAN programs.
2. Click the Window's Start button (located at the bottom left hand corner of your screen). This will open a two column menu of shortcuts.
3. In the right column, click the Printers and Faxes shortcut. This screen will list several printer icons.

Note: Some of the icons listed are essential for other program functions in UAN – such as “Amyuni PDF Converter” – even though there is not an actual printer by that name.

4. Right-click the Dell 2335dn MFP printer icon and a small menu will appear.

5. Click Printing Preferences from the menu. A Printing Preferences window will appear listing several tabbed pages.
6. Click the Layout tab (if it is not already in selected). The Layout page will include a section titled “Double-sided Printing” with several options listed.
7. Click “None” to deactivate double-side printing.
8. Click the OK button to save this setting.

Note:

- This will turn off double-side printing for all printing – not just for warrants.
- To switch back to double-sided printing for reports, repeat steps 1-6 above. Then in place of step 7, select the type of double-sided printing you prefer (Long Edge or Short Edge) and click the OK button.