



# Dave Yost • Auditor of State

**TO:** UAN Accounting & Payroll Users  
**FROM:** UAN Support  
**DATE:** December 7, 2012  
**RE:** UAN Version 17.0 Overview

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**Note:** Do not install UAN Version 17.0 unless you are currently using Version 16.1. **Contact UAN Support if previous UAN Update CDs are required.**

**\*THE VERSION 17.0 UPDATE CONTAINS THE FOLLOWING ENHANCEMENTS\***

## PAYROLL

- W-2's and W-3's:
  - The W-2's and W-3's meet the 2012 laser form printing requirements.
  - The blank paper W-2's and W-3's have been updated to meet the 2012 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 2012 specifications.

## REMINDERS

- 2007 prior year reports will be removed once the software is advanced to the next year. We recommend printing any 2007 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.