



# Dave Yost • Auditor of State

**TO:** UAN Accounting – Only Users  
**FROM:** UAN Support  
**DATE:** December 23, 2011  
**RE:** Version 2012.1 Overview

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Do not install Version 2012.1 unless you are currently using Version 2011.3. Contact UAN Support if previous UAN Update CDs are needed. Also, if you are currently using Payroll on the UAN system, please do not attempt this update.

**\*THE VERSION 2012.1 UPDATE CONTAINS THE FOLLOWING ENHANCEMENTS\***

**General Module:**

1. Two new menu items labeled “>>Year End” have been added to General module under:  
General → Maintenance → Year End  
General → Reports & Statements → Year End

Clicking on “>>Year End” in either of these locations will expand the menu and display a list of year end related menu options. The process of closing the year will be done using a new to-do list incorporated into the software – the Year End Checklist – located under General → Maintenance → Year End → Year End Checklist. This is explained in detail in the Year End Procedures document included with the version update.

2. To meet the filing requirements of GASB 54, a new Governmental Fund Classification page must be completed for all governmental fund types in the new AFR – Fund Utility. **This page in the utility must be completed by all entities, whether the entity is filing Regulatory or OCBOA (GAAP “look-alike”) annual financial statements.** Entries on this utility page will update new “GASB 54 Worksheet/Note Disclosure” report pages now included on the following annual financial reports:
  - a. Regulatory filers: Combined and Combining Statements, for governmental funds
  - b. OCBOA filers: Statement of Assets and Fund Balances, for governmental funds

**Note:** Instructions for annual financial reports are included in the Year End Procedures on page 4-5, with specific instructions for using the Governmental Fund Classification page starting on page 19 for those filing OCBOA statements and page 30 for those filing Regulatory statements.

3. 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 Version 2012.1 has been installed, the documents are accessible by selecting UAN Tools (icon on your desktop) → Version Documentation → 2012.1. The documents will also be available on the UANLink website:  
<http://uanlink.auditor.state.oh.us/>
4. Additional changes have been made to all of the annual financial reports in accordance with GASB 54 requirements.
5. 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.

### **Accounting Module:**

1. The following 2012 changes to the chart of accounts will be incorporated in the software:
  - 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
2. As you are aware, the UAN software prevents accidental back-dating of Warrant payments. For your convenience, it will now update the date on warrant payments that are added to batch (saved, but not posted) when the calendar date advances past the Post date entered.

For example, assume a warrant payment is recorded with a Post date of January 10<sup>th</sup> and saved to batch on the same day, but the user does not actually post the payment that day. When the user opens the Payment area on January 11<sup>th</sup> or later, they will receive a message that the warrant payment's Post date will automatically update to the current calendar date. Note: this does not apply to Electronic or Manual payments – only Warrant payments since they cannot be back-dated.

**REMINDERS:**

1. 2006 prior year reports will be removed with the next software release. We recommend printing any 2006 reports needed before advancing to the New Year.
2. 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.
3. To participate in the UAN program, your local government does not need to complete and return an entire UAN User Agreement each year. However, as Fiscal Officers and Designee Users change throughout the years, 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 should be submitted to UAN.

4. The My Documents Backup option (under General → Maintenance → Backups) will backup all files saved in the My Documents directory. Instructions can be found in the UAN Accounting and General Manual by clicking the [Need Help?] button and navigating using the bookmarks or table of contents to General Maintenance → Backups.
5. 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.