



Dave Yost • Auditor of State

TO: UAN Users
FROM: UAN Support
DATE: October 30, 2013
SUBJECT: 2013.4 Overview

2013 State Tax Table Update

- If you have not already applied the 2013 State Tax Table Update download as described in our August 30, 2013 email, version 2013.4 will apply the update. A copy of our August 30, 2013 email is posted on the UANLink at:
<http://uanlink.auditor.state.oh.us/pdf/communications/2013StateTaxTableUpdateInstructions.pdf>

Accounting

- **Payment Listing** will now include the payment purpose if 'Print Purpose Information' is selected on the report Options tab.

Payroll

- On September 19, 2013 UAN sent an email to entities who utilize the UAN payroll application. The email explained a very rare wage processing issue with **Employer Withholding Percentage Split**. A copy of email is posted on the UANLink at: <http://uanlink.auditor.state.oh.us/pdf/communications/Employer%20Withholding%20Percentage%20Split.pdf> . If you have not download and run the patch, version 2013.4 will automatically run the diagnose program. If your entity is diagnosed with this rare Employer Withholding Percentage Split issue, your payroll application will be inactivated and you will be instructed to contact UAN.
- **Important Year End Note for entities using wage EFT (direct deposit of wages):**
All EFT vouchers must be included in an EFT batch file in order to close the year for 2013 (even if the file should not be transmitted to the bank).

Please note: Entities that use UAN for direct deposit generally fall into two categories:

1. Most entities that post EFT wages (under Payroll > Transactions > Wages) also use the software to create a batch file (under Payroll > Transactions > EFT) for direct deposit transmission to their bank. If this describes how your entity handles direct deposit, and you will have created batch files for all 2013 EFT wages posted by the end of the year, then you can disregard the following notes on this subject.

2. There are a minority of entities that use the payroll module to post EFT wages (under Payroll > Transactions > Wages), but do not use the software to create a batch file (under Payroll > Transactions > EFT) for direct deposit transmission to their bank. If this describes how your entity handles direct deposits of wages, it is important to understand that you must still create the file(s) for each EFT payroll date (as if they were going to be sent) or else you will not be permitted to finalize the 2013 year end close.

If the situation in #2 above describes your entity, or if for any other reason you have some posted EFT wages that you have not created an EFT batch file, then please refer to the UAN Payroll Manual > Payroll Transactions > EFT for steps on how to create an EFT batch file. We recommend doing this now and not waiting until year end.

Recommendation: The EFT files which reside in the _UAN_Efiles folder are not encrypted. UAN recommends that you regularly delete any sensitive files from _UAN_Efiles folder and Recycle Bin. Another option would be to move all sensitive files from the _UAN_Efiles folder to another folder or device that is protected by a safety measure e.g. password protected.

- **The Wage Reallocations** utility has been added to the payroll module. This utility is designed for making changes to appropriation account charge allocations without changing the overall dollar amount of the payment (i.e. it cannot be used to increase or decrease the overall dollar amount of a payment). Additional details and step by step instructions are provided in the updated UAN Payroll Manual. An electronic copy of the updated manual will be available within the application after Version 2013.4 is installed. The manual will also be posted on the UANLink at: http://uanlink.auditor.state.oh.us/pdf/uan_win_software/PayrollManual.pdf.

Please Note: The Wage Adjustments utility will be available with the release of Version 2014.1. Unlike the wage reallocations utility, the wage adjustment utility will enable users to increase or decrease overall net payment amounts. Version 2014.1 is scheduled to be release near the end of December 2013.

The information below has been relayed to UAN by the Audit Division of the Auditor of State's Office and is being forwarded to you per their request:

1. In reference to AOS Technical Bulletin 2013-002, if you need to make any wage reallocations and/or wage adjustments the transactions need to be completed before rolling forward to 2014. As long as the correction has been made prior to rolling forward into 2014, no audit citations should occur as a result of the proper allocation not having occurred earlier in the year (2013). However, please be aware that if any issues exist when trying to perform the reallocations/adjustments, you will need to contact UAN immediately and resolve the matter prior to opening temporary mode (temporary mode will be discussed in the upcoming year end procedures manual).

2. You need to be conscientious of the amounts of any wage reallocation and wage adjustments to prevent the possibility of those actions resulting in negative fund balances or overspending appropriations.

Backups

- 'My Documents Backup' has been renamed 'Documents Backup'.

Training

- **UAN Training** software now allows posting Withholding Payments and Leave Balance Adjustments.
- The following **screencast videos** have been added:

Accounting Application

- Appropriation Budgets
- Bank Reconciliation
- Interfund Advance
- Interfund Transfer
- Investment Transfer
- Investments

General Application

- Roles
- Users

Payroll Application

- Employees
- Unpaid Withholding Clear
- Wages
- Withholding Payments