



## 2013 Year End User Notes

UAN is pleased to announce that version 2014.1 (*the year end update*) has been enhanced with a new Temporary Mode that includes **both** the Accounting and Payroll modules. In order to prepare for this significant improvement, please carefully review all of the important information provided in this document.

Temporary Mode allows you to work in both fiscal years 2013 and 2014 **before** closing fiscal year 2013, which provides many potential advantages. Opening Temporary Mode is a **required** step in the year end process, but working in 2014 before closing 2013 is **completely optional**. During Temporary Mode, you may select the work year upon login. See below:



This document is organized into four parts:

- Part A** - Advantages of Temporary Mode
- Part B** - Dating Rules in Temporary Mode
- Part C** - Accounting in Temporary Mode
- Part D** - Payroll in Temporary Mode

Important definitions:

- Fiscal year** - The fund accounting budgetary year
- Calendar year** - The year of the actual live date / computer date
- Work year** - The fiscal year you have selected to work in (see picture above)

Please install 2014.1 as soon as you receive it in late December. Note that installing it does not **automatically** open Temporary Mode or advance your software to 2014. As emphasized in prior communications, you **must** complete the hardware transfer process prior to installing this update.

## PART A - ADVANTAGES OF TEMPORARY MODE

Temporary Mode in the old UAN software was only available for payroll, and only for thirty days of the new year. In the new software, Temporary Mode is available for sixty days after December 31, 2013 and includes both the accounting and payroll modules. You must manually initiate the opening of Temporary Mode, but it will close automatically when you close 2013.

While the calendar year is still 2013, not only can you continue with your typical day-to-day work for December 2013, you may *also* log into work year 2014 where you can enter:

- Revenue budgets for fiscal year 2014
- Temporary appropriations for fiscal year 2014
- Purchase Orders that apply to the fiscal year 2014 appropriations
- Payroll maintenance changes (*employee setup or withholding rates*) that do not apply until January 2014

While the calendar year is 2014, you will be able to perform your typical day-to-day work for 2014, *and* also log into work year 2013 where you can enter:

- Final 2013 interest receipts from checking accounts or investments
- Any electronic payments made before the end of calendar year 2013
- \*Most utility adjustments or other corrections that should apply to fiscal year 2013\*
- The December 31<sup>st</sup> bank reconciliation (*after receiving your final bank statement*)

### **\*!WARNING!\***

All reallocations or adjustments to 2013 wages must be made **PRIOR** to opening Temporary Mode. The Wage Reallocation Utility (*new in version 2013.4*) and the Wage Adjustment Utility (*included in version 2014.1*) **WILL NOT** be accessible during Temporary Mode, and you **CANNOT** “undo” Temporary Mode after it has been opened.

## PART B - DATING RULES IN TEMPORARY MODE

The rules that have governed post dates throughout 2013 still apply during Temporary Mode:

- Just as before, you can never *backdate* printed warrants in the UAN software; therefore you cannot print warrants with a 2013 post date after the calendar date has passed December 31, 2013. However, remember that receipts and electronic payments *may* be backdated to reflect the actual calendar date that online (or phone) transactions were made, in order to be cleared on the correct bank reconciliation.
- Also just as before, you can *forward* date any payments up to thirty days beyond the calendar date **within the work year**. Consequently, in order to post transactions in fiscal year 2014, you must be logged into work year 2014.

The only dating restriction specific to Temporary Mode is that 2014 transactions cannot be dated beyond the Temporary Mode period (i.e. sixty days after December 31, 2013). In other words, in order to post transactions dated March 1, 2014 or later, you must first close fiscal year 2013.

**Warning!** All online or phone payments that you make in calendar year 2014 must be posted in work year 2014; do not improperly backdate such 2014 payments into fiscal year 2013.

## PART C - ACCOUNTING IN TEMPORARY MODE

### 1. Temporary Appropriations

***Be prepared!*** Your governing board should adopt 2014 temporary appropriations by December 31, 2013 in order to authorize encumbrances and expenditures on and after January 1, 2014. Temporary appropriations should include all expenses you may incur throughout the *first* quarter of the year. In Temporary Mode, you may enter temporary appropriations for fiscal year 2014 prior to closing fiscal year 2013.

### 2. Permanent Appropriations

The new Temporary Mode functionality does not change the proper legal procedures for adopting permanent appropriations. This means that your governing board should adopt permanent appropriations only *after*:

- A. Fiscal year 2013 has been reconciled *and closed*
- B. Fund balances and carryover encumbrances have been certified to the county auditor
- C. The Amended Official Certificate of Estimated Resources has been received

After you add your revenue budgets into UAN (*verifying that they balance, by fund, with the sum of the Taxes and Other Sources columns on your Amended Certificate*), then you can add your permanent appropriations into the software. You must enter revenue budgets before entering the permanent appropriations - otherwise your appropriations will be limited to your unencumbered January 1, 2014 fund balances.

**Warning!** Do **NOT** enter permanent appropriations for fiscal year 2014 prematurely, i.e. prior to reconciling and closing fiscal year 2013 (*since you would not yet be able to accurately certify your fund balances and carryover encumbrances*). If you ***do*** enter appropriations prematurely, and subsequently post new payments in fiscal year 2013, you could potentially reduce the resources available for fiscal year 2014 below what you had appropriated. ***This is a violation of the Ohio Revised Code.***

## PART D - PAYROLL IN TEMPORARY MODE

### 1. Wage Utility Access

**Warning!** All reallocations or adjustments to 2013 wages must be made **PRIOR** to opening Temporary Mode. The Wage Reallocation Utility (*new in version 2013.4*) and the Wage Adjustment Utility (*included in version 2014.1*) **WILL NOT** be accessible during Temporary Mode, and you **CANNOT** “undo” Temporary Mode after it has been opened. Note: these utilities will become accessible for 2014 wages after fiscal year 2013 is closed.

### 2. 2014 Wage Appropriations

As mentioned previously, you **MUST** enter 2014 appropriations before you will be able to post any 2014 payments (*wages, withholding, or accounting payments*). While the old UAN software provided artificial temporary appropriations for posting new year wages and withholdings during Temporary Payroll Mode, this is **NOT** the case in the new software. Therefore your governing board must adopt temporary appropriations if you will need to post a 2014 payroll prior to the adoption of permanent appropriations.

### 3. Payroll Maintenance

Payroll setup changes that are entered while logged into work year 2013 **WILL ALSO** update the 2014 setup. For example: if you add a new school tax while logged into work year 2013, that withholding will also be available when you log into work year 2014. However, an important distinction is that maintenance changes entered while logged into work year 2014 **WILL NOT** apply backwards to 2013. **Warning!** As always, when updating any employee, be mindful of the effective date of the change; i.e. do not prematurely edit your employee setup. Also be mindful of any changes in tax rates that will apply to the first wages posted in fiscal year 2014 (regardless of the pay period).

### 4. Calendar Year 2013

If you open Temporary Mode while the calendar date is still in 2013, you can continue to work in fiscal year 2013 to post wages and withholding payments due to be paid that year. You may also log into work year 2014 to make any necessary changes to employee earnings or withholdings applicable to the first payments to be posted in fiscal year 2014 (and, if required for your payroll schedule, begin posting the first 2014 payments).

### 5. Calendar Year 2014

After the calendar date is January 1, 2014 or later, any remaining unpaid 2013 withholdings will carry over for payment in fiscal year 2014. However, you will still be able to log into work year 2013 to post any electronic payments that you paid during calendar year 2013 but neglected to post in UAN at that time. Such items must be posted in work year 2013 in order

to be cleared on your December 31 bank reconciliation. **Warning!** All online or phone payments that you make in calendar year 2014 must be posted in work year 2014; do not improperly backdate such 2014 payments into fiscal year 2013.

**6. Withholding Liabilities and Reporting** (*Reminder*)

OPERS and OP&FPF reporting and remittance months for wages are determined by ***pay period end dates***, while Federal, State, School and Local tax liabilities are instead determined by ***paycheck post dates***. Example: Wages with December 2013 pay period end dates posted in January 2014 will be included on the OPERS and/or OP&FPF reports for December 2013, but also correctly recognized as 1<sup>st</sup> quarter 2014 Federal, State, School & Local tax liabilities.