



Dave Yost • Auditor of State

TO: UAN Users
FROM: UAN Support
DATE: March 26, 2014
SUBJECT: 2014.2 Overview

GENERAL

2014.1 Patch: If you have not installed the mandatory Version 2014.1 Patch as instructed in the UAN notice emailed January 21, 2014, that patch will be installed as part of this 2014.2 update. Details regarding the patch **and its associated report** are available on our website:

<https://uanlink.ohioauditor.gov/pdf/communications/Version-2014%201-Patch.pdf>

2008 Prior Year Reports will be removed during this update. If you have not already done so, print any desired 2008 reports or save them to PDF before installing this update. An efficient method to create PDF reports from the old UAN software is to select the 'Screen' option from the Printing Utilities menu, click the 'Print a Document' icon, then select a PDF printer driver (Amyuni, Adobe, etc.). **Note:** UAN Support cannot recommend which reports to print or save.

2013 Prior Year Reports (Reminder!)

Prior year reports created in the new software are accessible **WITHIN** the software by simply changing the Year selection at the top left corner of any report area. **NO ICONS** are available in UAN Tools > Prior Year Reports on your desktop for prior year reports from the new software.

User Login: You may now enter your user name and password incorrectly **5** consecutive times before the application disables your user name. The prior limit was 3 consecutive failed attempts.

ACCOUNTING

Excel Exports are now available for the following accounting reports:

- Appropriation Status (Select **Appropriation Export** in Appropriation Reports)
- Revenue Status (Select **Revenue Export** in Revenue Reports)
- Cash Summary by Fund (Select **Fund Export** in Fund Reports)

Reminder: When the [Export] button is clicked for an exportable report, the system will display a Save As box to save the report as a Microsoft Excel file in the C:_UAN_EFiles folder. The system automatically defaults a file name for the report, but the name can be changed as desired.

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Bank Reconciliation

- New functionality has been added to bank reconciliations – an [**Advance**] button (to the right of [Edit & Post]) allows advancing the As Of date of a batch bank reconciliation (*saved but not posted*). This can be useful for periodically balancing during the month.
- A new **Bank Balances Report** lists all UAN-calculated *and* user-entered investment and checking account balances on bank reconciliations. The report is printed automatically when posting a reconciliation, and also available in the Bank Reconciliation Reports area.
- Optional **Cleared Items** listings are now included by default when *reprinting* a bank reconciliation report. ‘**Include Cleared**’ can be deselected in the report area **Options** tab.
- *Current Bank Balance* fields have been renamed **Entered Bank Balances**.

Requisitions functionality has been added to UAN. Requisitions are a method for local government officials or employees to request supplies or services. They are typically utilized by employees who do not have the authority to initiate an official purchase order. Use of requisitions is each local government’s management decision and is not required by law.

Note: Requisitions functionality is intentionally defaulted as inactive (i.e. a ‘grayed out’ button). For additional information on how to activate and utilize electronic requisitions, please review the requisitions section of the updated UAN Accounting & General Manual. After installing version 2014.2, the UAN Accounting & General Manual will be available on your desktop in:

UAN Tools → Version Documentation → Manuals, and on our website:

https://uanlink.ohioauditor.gov/pdf/uan_win_software/AccountingAndGeneralManual.pdf

Appropriation Ledger

- *PO / BC Receipt* column has been renamed **PO / BC**.
- *Warrant / Charge Number* column has been renamed **Payment / Receipt Number**.
- Receipt numbers are now listed in the Payment / Receipt Number column.
- Purchase orders/blanket certificates used on memo receipts are now listed on the ledger.

PAYROLL

941 Federal Quarterly form for 2014 is now available in:

Payroll > Reports & Statements > External Forms > 941 Federal Quarterly

941 Schedule B report is available in the report drop-down in:

Payroll > Reports & Statements > Tax Reports – Federal

Wage Detail report will break down the withholdings, earnings and credits per earning.

BUDGET

Financial Worksheets will now reflect user-entered fiscal year 2014 budget figures.

Budget Online Training Recordings are located on our website, under the Budget Refresher Courses section at: https://uanlink.ohioauditor.gov/training/online_recordings/budget.htm

Note: The recordings reference UAN version 2011.2, but are still applicable to version 2014.2.




REMINDER: PRINT SCREEN FUNCTION

The print screen function from the old hardware is not compatible with Windows 7. However, there are simple and more-flexible options available on the new hardware.

1. Press the **[PrtScn]** key on the keyboard to capture the image displayed on your screen.

Tip: To capture only the currently active window rather than the entire screen, hold down the [Alt] key before pressing [PrtScn].

*If you are using the Dell laptop, you must hold down **[Fn]** before pressing **[Print Scrn]**.

2. Press the  Windows key on the keyboard (*left of the space bar and [Alt] keys*).
3. Type “paint” (*without quotes*) and press the **[Enter]** key on the keyboard.
4. Click the  **clipboard icon** at the top left of the Paint window, above the word “Paste”.
5. Click the  **button** *directly above* the clipboard icon.

6. Choose an option from the drop-down menu that appears:

- **Print** – Click this option if you wish to send the image to your printer.
- **Save** – Click this option if you wish to save the image to your computer or a flash drive. Type a name for the file, then note (or change) the file location.
 - *Note:* The file format will default to PNG (*Portable Network Graphics*), which is perfect for typical screen captures, such as screenshots of the UAN software.
- **Save As** – Point to this option if you wish to save the image to your computer or a flash drive using a particular file format, then click the desired format. Type a name for the file, then note (*or change*) the file location.
 - *Note:* JPEG provides good image quality and smaller files than PNG for photos or complex graphics. JPEG is *not* recommended for typical screen captures, as it creates visual “noise” in the image. The other formats (BMP and GIF) are obsolete and should be avoided completely.
- **Send in email** – Click this option if you wish to automatically create an email in Microsoft Outlook with the image attached. *Note: This only works with Outlook!*

Alternatively, you can also paste a screen capture into a Microsoft Word document by following **steps 1 through 4** above (*simply type “word” instead of “paint” in step 3*).

Pasting an image into a Word document offers additional functionality, such as typing notes under the image, resizing the image, repositioning the image on the page, etc. You can then save or print using the File menu.

REMINDER: OPERS – QUARTERLY FREQUENCIES CHANGE

Recent legislation increased monthly earning requirements for OPERS service credit, and OPERS will no longer accept contribution report frequencies longer than monthly – e.g. quarterly earnings must now be reported *monthly*. OPERS has requested that UAN not create contributions reports with longer frequencies after December 2013.

OPERS has not provided specific guidance to offer our clients for reporting of employees who were formerly being paid quarterly, semi-annually or annually, except that you must begin paying and reporting the contributions monthly.

If you have any questions about how to complete your reports to satisfy these new requirements, contact OPERS directly at **1-888-400-0965**, M-F from 8:00am-4:30pm.

If you need to modify an OPERS contributions report at OPERS' request:

- To add a new row in the Contributions grid, use the Add row fields in the bottom row of the report form. You may need to use the horizontal scroll bar to view all of the available fields in the row, from left to right.
- To remove any row, uncheck the checkbox beside that row. If you need to see the unchecked rows (*the rows that won't be included on the report*), switch the *Show:* option above the grid from *Selected* to *Unselected* (or *All Items*).
- **Note:** You may receive a warning when printing or filing a modified report that the saved report does not match the current UAN information. As long as OPERS advised you to make the modifications, you can ignore this warning.

If you need to change any employee's earning frequency, perform the following steps after their final wages with **2013 pay period end dates** have been posted:

1. Edit the Employee in: *Payroll > Maintenance > Employees*
2. On the Earnings tab, Edit the quarterly, semi-annual, or annual earning.
3. Change Frequency to *Monthly*.
4. Change Pay Rate as necessary for the monthly frequency.
Note: Adding a new earning is *not* required.

Reminder: PDF files are for internal use only. Do NOT upload a PDF file to the OPERS or OP&FPF website – PDF is **NOT** an accepted filing format. To create a proper file to upload, click the [**File**] button beneath the report list grid and carefully read the message displayed.