



Dave Yost • Auditor of State

TO: UAN Users
FROM: UAN Support
DATE: December 12, 2014
SUBJECT: Version 2015.1 Overview

Note: Version 2015.1 must be installed as soon as possible. It is required for utilizing the Temporary Mode functionality, for opening fiscal year 2015, and for year-end reporting. You *must* currently have Version 2014.3 installed *prior* to installing this update.

If you require any previous UAN update discs, contact UAN Support at 1-800-833-8261. Installing Version 2015.1 does *not* automatically advance the software to 2015.

UAN Version 2015.1 Overview

➤ Performance Enhancements

➤ Accounting

- Chart of Accounts Changes
- Governmental Accounting Standards Board (GASB) Statement 68
- Auditor's Annual Financial Data Reporting System (AFDRS)
- Forms 1099-Misc and 1096
- Excel Exports (*Reminder*)
- Purpose Field Auto-Fill (Purchase Orders and Payments)
- Year Filter (Purchase Order, Payment, and Receipt Utilities)

➤ Payroll

- Federal And Ohio Tax Tables
- Wage Earnings Report (*New*)
- Wage Reports Renamed
- OPERS Non-Contributing Report
- Skip Calendars Editor (*New*)
- Temporary Mode (*Enhancement*)
- Forms 941 and 944
- Forms W-2 and W-3
- Social Security Admin. AccuWage
- Year Filter (Payroll Payment Utility)

88 E. Broad St. Columbus, OH 43215
Telephone: (800)833-8261 Fax: (877)727-0088
Email: UAN_Support@ohioauditor.gov

➤ **General**

- Departmentalization (*New*)
- Vendors / Payees (*Enhancements*)
- Backups (Documents, Prior Software)
- Collated Report Printing

➤ **Reminders**

- UAN Year End Training Materials
- Invoice for UAN Services
- Hardware Insurance Coverage
- UAN User Agreement
- 2009 Prior Year Reports
- New Software Prior Year Reports
- Withholding Liabilities and Reporting
- Anti-Virus Scans

THE VERSION 2015.1 UPDATE CONTAINS THE FOLLOWING ENHANCEMENTS

PERFORMANCE ENHANCEMENTS

UAN BACKUPS

Backup file compression has been improved significantly. UAN Backup file sizes in 2015.1 may be up to 90% smaller than those from prior versions of the software. These smaller files will transfer to your backup media **much faster** than backup files from older versions, and many more backups will fit onto a single disc or flash drive than before.

CALCULATIONS

Version 2015.1 contains a series of financial calculation enhancements that improve performance in various areas of the software. For most UAN entities, this means the speed and responsiveness of many software areas (such as purchase orders and payments) will be noticeably increased.

ACCOUNTING

CHART OF ACCOUNTS CHANGES

TOWNSHIPS

Starting in 2015 the following appropriation object code is available:

- 228 - Payment for reimbursement of health insurance premiums

Starting in 2015 the following revenue code is available:

- 808 - Royalties: Amounts received from royalties related to the use of the township's assets, including oil and gas royalty payments

VILLAGES

Starting in 2015 the following appropriation object code is available:

- 228 - Payment for reimbursement of health insurance premiums

Starting in 2015 the following revenue codes are available:

- 811 - Rentals: Amounts received from the rental of village property
- 812 - Royalties: Amounts received from royalties related to the use of the village's assets, including oil and gas royalty payments

LIBRARIES

Starting in 2015 the following appropriation object code is available:

- 228 - Payment for reimbursement of health insurance premiums

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT 68

GASB 68 is **not** required for cash based filers (which include UAN users) of the 2014 Annual Financial Reports (AFRs), nor for *any* entity whose fiscal year began before June 15, 2014. If your entity elects to submit GASB 68 information anyway, a template for the Management's Discussion and Analysis (MD&A) template is available on the Auditor of State website.

Additional information about GASB 68 is available on our website at:

<https://ohioauditor.gov/news/blogarticles/details/29>

AUDITOR'S ANNUAL FINANCIAL DATA REPORTING SYSTEM (AFDRS)

The Auditor of State's Office (AOS) would like to make you aware of changes occurring to the manner in which your entity's annual financial report is submitted to the AOS as required by Ohio Revised Code (ORC) Section 117.38.

ORC Section 117.38 requires that local public offices file their annual financial reports with the AOS. The due date for the report for the period January 1, 2014 to December 31, 2014 is March 1, 2015, with an exception for entities reporting pursuant to generally accepted accounting principles (GAAP). The due date for entities choosing to file GAAP is 150 days following the end of the fiscal year or May 30, 2015. Failure to comply with these filing requirements may subject your entity to the penalties established by the ORC.

In the past, this filing requirement was met in various ways that have included mailing a hard copy of the financial report to the AOS; emailing a PDF file of the financial report to our Local Government Services Section; or filing electronically through Uniform Accounting Network

(UAN). For filing the year-ended December 31, 2014 financial information with the AOS, all townships, villages and libraries will be required to utilize the Auditor of State's Annual Financial Data Reporting System (AFDRS). AFDRS is an Internet-based application that allows certain financial statement, debt, and demographic data to be entered and transmitted to the AOS to satisfy the filing requirements prescribed by the ORC.

As a UAN User, your entity may meet this filing requirement as part of completing the Year End Procedures and submitting your AFR file (or disc) to UAN. **IMPORTANT:** Filing Regulatory reports in UAN will continue to be an option under AFDRS. If your entity chooses to file on a GAAP basis (i.e. OCBOA) or review the financial information prior to submission, those options will also be available as part of the procedures.

FORMS 1099-MISC AND 1096

As in all previous years, forms 1099-Misc and 1096 must be printed only on the **pre-printed red ink laser forms**. UAN *is not* authorized to print these forms onto plain paper.

Instructions for printing these forms are available in the *Year End Procedures*.

EXCEL EXPORTS (*REMINDER*)

Excel Exports were added for the following accounting reports in version 2014.3:

- 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)

PURPOSE FIELD AUTO-FILL (PURCHASE ORDERS AND PAYMENTS)

New options for auto-filling the Purpose fields on purchase orders and payments have been added to User Preferences. When these options are activated, the Description fields from each item in the Detail grid of a transaction will be copied into the Purpose field if it is left blank when the transaction is posted. For example, if a transaction has two detail items for which the descriptions are "Ketchup" and "Mustard", and the Purpose field is blank, the Purpose field will become "Ketchup, Mustard" when the item is posted (if set to do so in User Preferences).

Reminder: The **Payment Listing** report will include the payment purpose if "Print Purpose Information" is selected on the report Options tab.

STEPS TO ACCESS

General → Maintenance → **User Preferences** (*Purchase Orders tab & Payments tab*)

YEAR FILTER (PURCHASE ORDER, PAYMENT, AND RECEIPT UTILITIES)

A grid filter for Issue Year has been added to the Purchase Order Utility List form, and grid filters for Post Year have been added to the Payment Utility and Receipt Utility List forms.

PAYROLL

FEDERAL AND OHIO TAX TABLES

Federal and Ohio income tax withholding tables for 2015 have been added. Federal withholding rates decreased very slightly from 2014. Ohio withholding rates did not change.

WAGE EARNINGS REPORT (*NEW*)

A newly designed Wage Earnings Report calculates gross earnings by Earning, Appropriation Account or Employee and Department. This versatile report can be used for many internal monitoring purposes. An Excel export version is also available for further manipulation of the data to meet more specific internal information needs.

The Wage Earnings Report will be very useful for completing the BWC Annual report of wages that is used to calculate the annual premium. The Wage Earning Report shows gross earnings and can separate the earnings by appropriation account and further separate earning types that may carry a different BWC rate as required by large police and fire departments. This will allow users to determine gross wages for each rate and the percentages each fund and/or program within a fund should pay toward the premium. The report will be ideal for monitoring budgets of salary accounts and to review employees' overall total gross wages by earning.

STEPS TO ACCESS

Payroll → Reports & Statements → Wage Reports → **Wage Earnings**

Payroll → Reports & Statements → Wage Reports → **Wage Earnings Export**

WAGE REPORTS RENAMED

1. Wage Earnings Summary has been renamed to Wage Bases Summary
2. Wage Earnings Detail has been renamed to Wage Bases Detail

OPERS NON-CONTRIBUTING REPORT (*MODIFIED*)

The OPERS Non-Contributing Reported has been modified to include additional information required by OPERS. The report can also be generated as an electronic file for uploading.

SKIP CALENDARS EDITOR (*NEW*)

Skip Calendars Editor is a new optional feature. It allows the user to set up calendars with pay periods for withholdings to be skipped, then apply the calendars to employee withholdings.

STEPS TO ACCESS

Payroll → Maintenance → **Skip Calendars Editor**

TEMPORARY MODE (*ENHANCEMENT*)

Wage reallocation and wage adjustment utilities are now available for 2014 wages while operating in Temporary Mode. After Temporary Mode is closed (by closing fiscal year 2014) both utilities are available for fiscal year 2015.

FORMS 941 AND 944

The 941 Federal Quarterly Tax Return for Q1 2015 will be added in the NEXT update, 2015.2.

You must file 2014 annual Form 944 **instead of** filing quarterly Forms 941 ONLY if the IRS notified you in writing. Form 944 is designed so the smallest employers will file and pay federal taxes only once a year instead of every quarter. For all questions about which forms your entity should file, contact the IRS or visit <http://www.irs.gov>.

UAN no longer produces the rarely-used Form 944 Federal Annual Tax Return.

Information for completing a 944 form is available on the federal tax reports in the UAN software. Refer to the 2014 Year End Procedures for detailed instructions.

FORMS W-2 AND W-3

In previous years, UAN has offered pre-printed form W-2 and W-3 printing options. From 2013 forward, **UAN only prints these forms on plain blank paper**. This prevents various printer alignment issues that many entities had encountered. If you wish to print forms W-2 on perforated paper, perforated plain blank paper may be purchased from many vendors who also offer the pre-printed forms.

The perforated plain blank paper styles compliant with the UAN software are the 2-Part (2-up) sheets with one perforation (*2 forms per sheet*), and the 4-Part (4-up) sheets with three horizontal perforations (*4 forms per sheet*). **W-2 and W-3 forms in UAN meet 2014 Social Security Administration (SSA) plain paper printing requirements.** UAN provides the following plain blank paper W-2 printing options:

| | | EMPLOYER | | EMPLOYEE | |
|------------------|---|---|----------------------|---|----------------------|
| P A R T | 2 | 2 employees per page | | 2 employees per page | |
| | | <input type="radio"/> Copy A | Federal (SSA) | <input type="radio"/> Copy B | Federal (IRS) |
| | | <input type="radio"/> Copy D | Employer Records | <input type="radio"/> Copy C | Employee Records |
| | | <input type="radio"/> Copy 1 | State / City / Local | <input type="radio"/> Copy 2 | State / City / Local |
| P A R T | 4 | 1 employee per page | | 1 employee per page | |
| | | <input type="radio"/> Copies D / 1 | | <input type="radio"/> Copy B + C + 2 + 2 | |
| | | 4 employees per page | | | |
| | | <input type="radio"/> Copies D / 1 | | | |

SOCIAL SECURITY ADMIN. ACCUWAGE

The AccuWage application allows Annual Wage Report (AWR) submitters to test the accuracy of wage reports (W-2 and W-2C) prior to sending them to the Social Security Administration for processing. UAN would like to make you aware that the Submitter EIN and Employer/Agent EIN will always match because UAN clients are both the Submitter and the Employer.

YEAR FILTER (PAYROLL PAYMENT UTILITY)

A grid filter for Post Year has been added to the Payroll Payment Utility List form.

GENERAL

DEPARTMENTALIZATION (NEW)

Departmentalization (*aka Department Segregation*) is an optional function to assign users, funds, revenue accounts and appropriation accounts to one or more departments in the UAN Accounting Software. Moreover, these assignments can provide the ability to determine a specific user’s access to reports and transactions. Users may be restricted to the funds and accounts with which they share at least one department assignment. For much more detailed information please review the Departments section of the UAN Accounting & General Manual.

Please note: Department Segregation is an entirely optional function in the UAN Software.

STEPS TO ACCESS

General → Maintenance → **Entity Setup** (*System tab*)

VENDORS / PAYEES (*ENHANCEMENTS*)

A checkbox for designating "W-9 Needed" has been added to the Add/Edit form. Existing vendors will be defaulted as unchecked. Grid columns and filters for this new "W-9 Needed" setting and the pre-existing "1099 Required" setting have been added to the List form.

A checkbox for marking "Include On Report" and a field for "Title" have been added to the Add/Edit form for use with the OPERS Non-Contributing Report. Grid columns for these new fields have also been added to the List form.

COLLATED REPORT PRINTING

An issue has been resolved with printing collated reports.

BACKUPS (DOCUMENTS, PRIOR SOFTWARE)

DOCUMENTS BACKUP

UAN recommends making a Documents Backup on a regular basis. The Documents Backup (General → Maintenance → Backups) will save all files from the Documents directory. Instructions are in the UAN Accounting and General Manual. Click the [Need Help?] button and navigate using the bookmarks or table of contents to: General Maintenance → Backups.

PRIOR SOFTWARE BACKUP

UAN recommends making a Prior Software Backup at least once a year. The Prior Software Backup (General → Maintenance → Backups) will save Prior Year Reports (*from the old UAN software*), Minutes software settings, and the Cemetery software data. If you use the Cemetery software, it is recommended that you preform the Prior Software Backup on a regular basis. Instructions are in the UAN Accounting and General Manual. Click the [Need Help?] button and navigate using the bookmarks or table of contents to: General Maintenance → Backups.

REMINDERS

UAN YEAR END TRAINING MATERIALS

UAN's Lunch & Learn webinar on Pre-Year End Closeout/Housekeeping and Year End Update have been recorded and posted on the UANLink website at:

https://uanlink.ohioauditor.gov/training/training_online_recordings.htm

The videos can be viewed from **any device** with a high speed internet connection. If you do not have access to high speed internet and would like to view the videos, please email or call the UAN Support Line and a DVD may be mailed to you.

INVOICE FOR UAN SERVICES

The **second** quarter invoice for UAN services (mailed in March 2015) is assessed using your 2014 Annual Financial Report (AFR) and **may change** from your first quarter invoice. We request that you file your 2014 Annual Financial Report before the filing deadline to ensure that your fees are calculated using your current financial information.

HARDWARE INSURANCE COVERAGE

The State of Ohio is the owner of your UAN hardware package. However, your entity is responsible for adequate insurance coverage. The **complete hardware package** is required to be insured by each local government in the amount of **\$2,000**. Note that UAN does **not** require submission of a Certificate of Insurance.

UAN USER AGREEMENT

Your local government does **not** need to complete and return the entire UAN User Agreement each year in order to continue participating in the UAN program. However, a new **Exhibit D: Local Government Fiscal Officer User Agreement** or **Exhibit E: Local Government Fiscal Officer Authorized Designee User Agreement** should be completed and kept on file with the local government (*and a signed copy submitted to UAN*) as Fiscal Officers or Designee Users change throughout the years.

These documents are part of the UAN User Agreement on the UANLink website: <https://uanlink.ohioauditor.gov/pdf/UANUserAgreement.pdf>

2009 PRIOR YEAR REPORTS

2009 prior year reports will be removed from your UAN system during the installation of UAN version **2015.2** (*not the year-end version 2015.1*). Print or PDF any needed 2009 reports at your convenience, but prior to the release of Version 2015.2. *If you already have printed and/or saved your 2009 reports, you do not need to repeat the process of printing and/or saving them again.*
Note: UAN Support cannot recommend which reports to print or save.

An efficient method of creating PDF reports from the old UAN software is to select the ‘Screen’ option from the Printing Utilities menu. When the reports opens, click the ‘Print a Document’ icon, then select a PDF printer driver (Amyuni, Adobe, etc.).

NEW SOFTWARE PRIOR YEAR REPORTS

Prior year reports created in the new software (starting with 2011 for Accounting Only UAN users and with 2013 for Accounting and Payroll UAN users) 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. **Note:** Selections on the Filters or Options tabs may need to be changed for some reports to present prior year data.

WITHHOLDING LIABILITIES AND REPORTING

OPERS and **OP&FPF** reporting and remittance liabilities are based on wage **pay period end dates**. Reporting and remittance liabilities for *all* other withholding types are based on **wage post dates** (i.e. warrant dates or EFT deposit dates).

For example – wages with **December** pay period end dates posted in **January** will be included on OPERS and/or OP&FPF reports for December, but also correctly reported as January (*and 1st quarter*) federal, Ohio, school, and local tax liabilities.

ANTI-VIRUS SCANS



UAN recommends running a Full Virus Scan weekly. To do so, click the icon shown above – which is located on the bottom right corner of your Windows desktop (near the time). Once you are in the program, click ‘Scan For Threats’, then ‘Run Full Scan’. This will take approximately an hour, but it will ensure that your PC is protected from preventable viruses. You may continue to work while the scan is running, but your computer may operate slower in the meantime.