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TO: UAN Users
FROM: UAN Support
DATE: April 2, 2015
SUBJECT: 2015.3 Overview

GENERAL INFORMATION

2009 Prior Year Reports will be removed during this update. If you have not already done so, print any desired 2009 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 and 2014 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.

PAYROLL APPLICATION

941 Federal Quarterly form for 2015 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

Batch Wage Reports

- The 'Group and subtotal by department' option has been renamed to 'Group by department' on reports that do not subtotal by department.
- The Batch Wage Earnings and Credit report has been updated to add an overall report total and a department total when the 'Group and subtotal by department' option is selected.

Leave Reports

- The '*Include all employees*' option has been updated to report carryover balances when no data exists for the current year on the Leave Summary report.
- A '*Start each employee on a new page*' option has been added to the Leave Detail and Leave Summary reports.
- The '*Group and subtotal by department*' option has been renamed to the '*Group by department*'

BUDGET APPLICATION

Financial Worksheets will now reflect user-entered fiscal year 2015 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 2015.3.

INVENTORY APPLICATION

The search feature in **Assets** is now functioning properly.