UAN Version 2011.1
Accounting Conversion
and Setup Instructions

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CLOSING 2010 ACCOUNTING

Your software must be on Version 15.0 to close accounting 2010.

- **Install 15.0 immediately if you have not already installed this update**. See instructions included with the 15.0 version disk mailed to you in November.

- **Complete the 2010 year end procedures before continuing.** Please see the year end instructions included with the 15.0 version update. You should complete up to section VI, part D, step 1 (page 56) of the year end procedures before continuing with the Version 2011.1 installation procedures below.

  Note: Version 15.0 Update Instructions and 2010 Year End Procedures can also be reprinted from the UAN website http://uanlink.auditor.state.oh.us/ on the home page, under What's New, then below UAN Current Software & Hardware Information.

- When 2010 is closed, you will receive this message:
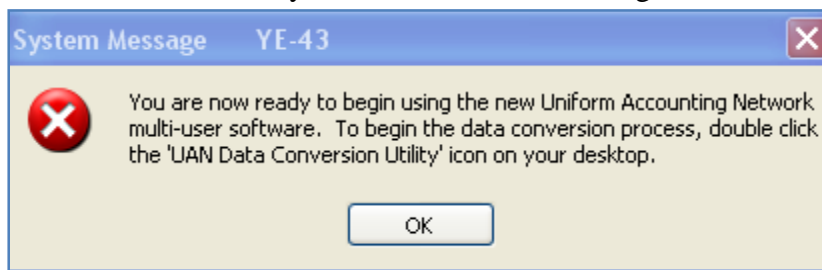
  However, the UAN Data Conversion Utility icon will not appear on your desktop until you complete the 2011.1 installation procedures below.

VERSION 2011.1 INSTALLATION

1. Start the update from the Desktop (Windows main menu screen). **It is important that no other applications are running. Close all software applications. If your computer is logged onto a network, logout before you start this update**.

2. Press the CD button to eject the CD tray. Check the front and back of your Version 2011.1 Update CD to make sure there are no fingerprints or smudges on it. If so, be sure to use a clean cloth to wipe off the smudges before inserting it into the CD drive. Place the Version 2011.1 Update CD into the tray with the label face up and press the CD tray button to insert the CD into the CD drive.

   The setup program will automatically execute shortly after the CD is loaded into the CD drive.

   Please Note:
   Shortly after the setup program executes and throughout the installation process, <u>**several**</u> windows titled 'Symantec Client Firewall' may appear. Click the [OK] button on each of these windows to continue.

   CAUTION:
   The UAN installation window may periodically be in front of a Symantec Client Firewall window that requires attention by you to continue. If delays are encountered in the installation process, please look at your windows toolbar for a message box from Symantec Client Firewall. Left click on it to make it the front window and click [OK] to continue.

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3. A window will be displayed welcoming you to the InstallShield Wizard for the Uniform Accounting Network. If this appears, then click on the 'Next' button and proceed to #4 on page 3. If it does not appear, follow steps a-d below.

   a. Some UAN systems might first display a message like the one pictured below saying "the Uniform Accounting Network requires the following items to be installed on your computer." If a window like this appears, then your UAN computer requires additional Windows updates before the new UAN program can be installed.
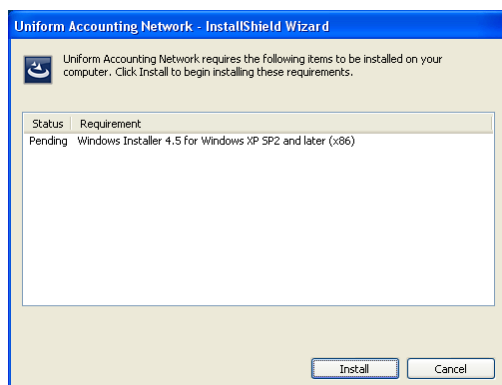
b. Click the [Install] button to begin installing these requirements. Please be patient, this may take up to 5 minutes.

c. When this portion is complete, you will receive a message that you must restart your computer to continue. Click [Yes] to restart.

IMPORTANT: <u>Do not</u> take out the 2011.1 installation CD when you restart the computer. It is necessary to keep it in the computer tray to complete the Windows updates.

d. A window will be displayed welcoming you to the InstallShield Wizard for the Uniform Accounting Network. Click on the [Next>] button.

4. A window will be displayed that allows you to choose the setup type. Leave the setting on "Complete" and click the [Next>] button.

5. A window will be displayed informing you that the wizard is ready to begin the installation. Click on the [Install] button. Please be patient. The installation may take 5-10 minutes.

6. When installation is complete, a window titled "InstallShield Wizard Complete" will be displayed. Click on the [Finish] button.

7. Three new icons like those in the picture below will appear on your computer's Desktop (Windows main menu screen):
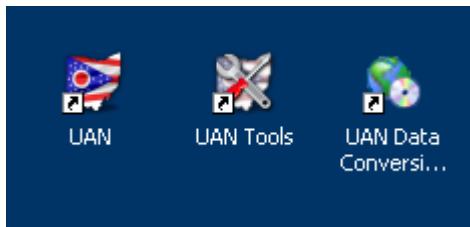
8. Remove the CD from the CD drive.

You are now ready to begin converting your data to the new software format.

CONVERTING ENTITY DATA

1. Start the data conversion from the Desktop (Windows main menu screen). **It is important that no other applications are running. Close all software applications. If your computer is logged onto a network, logout before you start this update**.

2. Double-Click on the UAN Data Conversion Utility icon (as seen in the picture below) located on the computer's Desktop:

3. A window titled "UAN Visual FoxPro Data Converter" like the one in the picture below will appear:
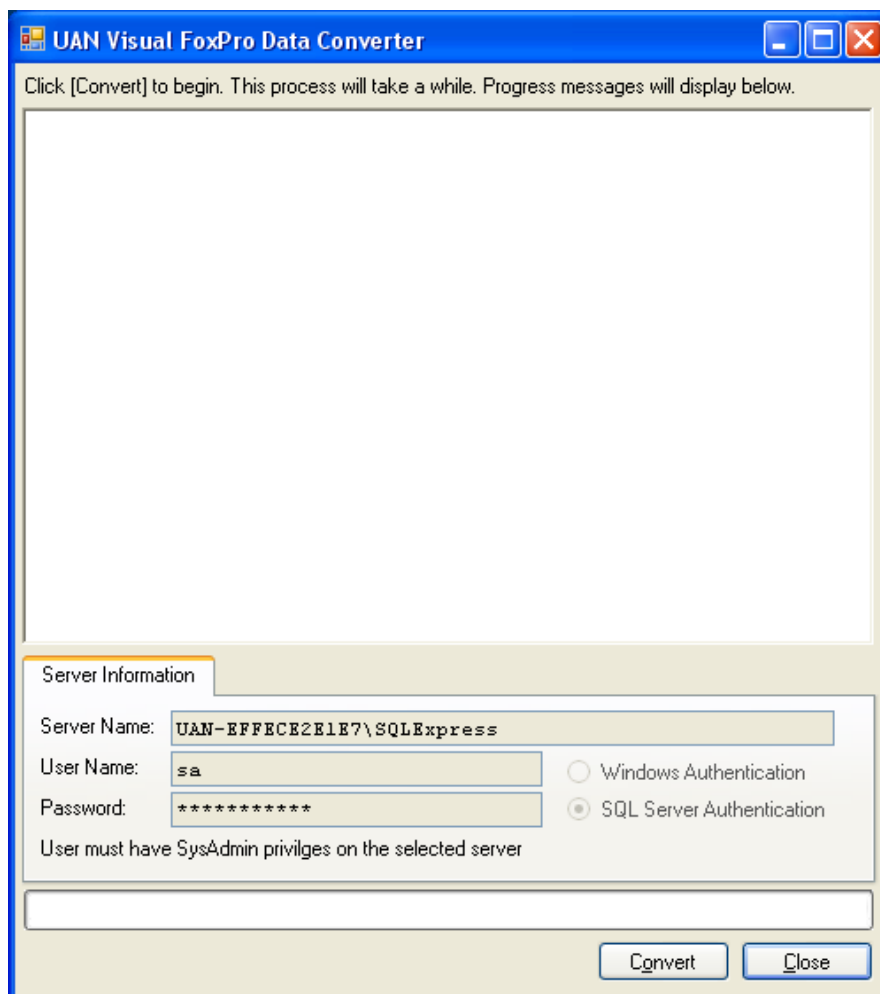
4. Click on the [Convert] button.

5. A message box will display informing you that the UAN Inventory software has been upgraded and UAN is phasing out prior version support.
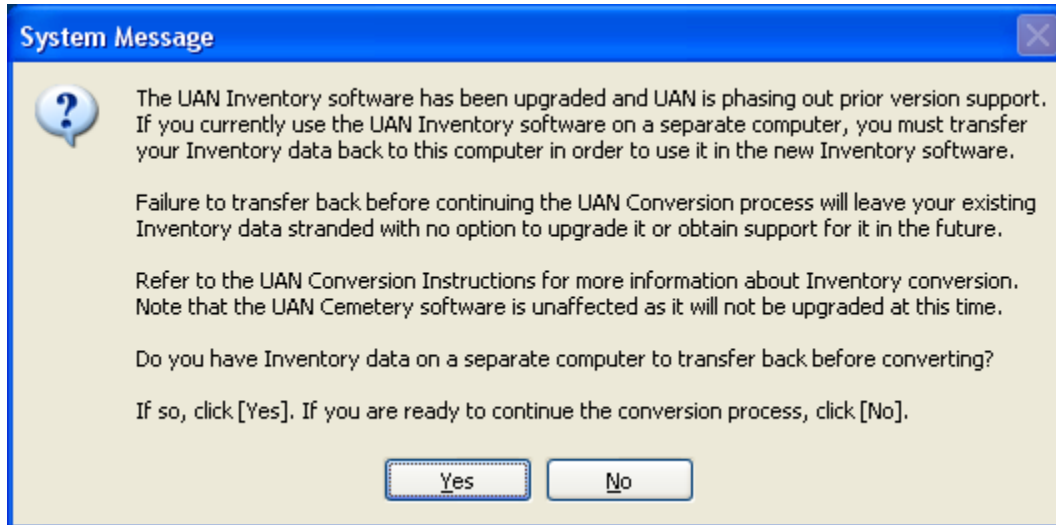
a. If you currently use the UAN Inventory software on a separate computer, you must transfer your Inventory data back to this computer in order to use it in the new Inventory software. Before proceeding, please refer to the *Stand Alone Inventory* memo included with this mailing. If you have Inventory Data on a separate computer to transfer back before converting then click [Yes].

b. If you use the UAN Inventory software **only on the current UAN computer**, then click [No] to continue the conversion process. The Inventory software data will convert along with the Accounting software data.

c. If you currently **do not use** the UAN Inventory software **on any computer** (the UAN computer or on any separate computer), then click [No] to continue the conversion process.

6. Progress messages will display in the "UAN Visual FoxPro Data Converter" window. Please be patient. The data conversion process should take 5-10 minutes.

7. When the conversion is complete, a progress message will display "Finish Process" and list the date and time in the window (as seen below).
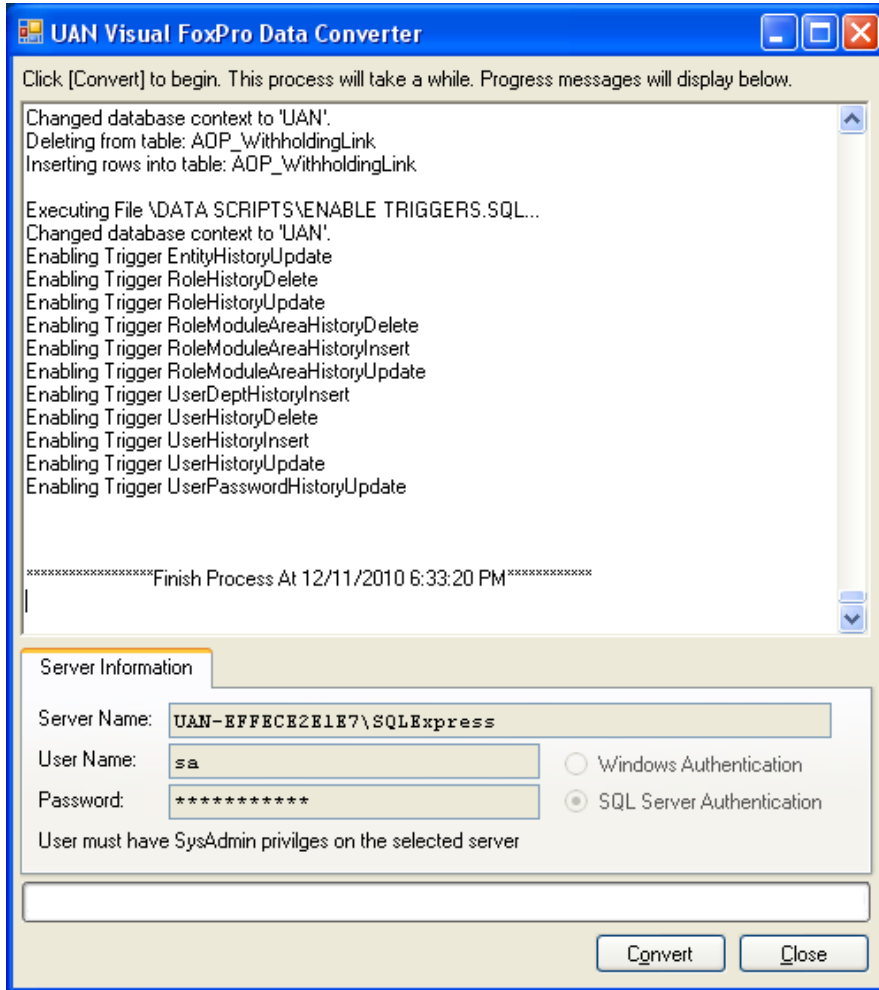
8. Click 'Close' to close the UAN Data Conversion Utility.

You are now ready to begin the Accounting Setup Wizard.

ACCOUNTING SETUP WIZARD

HOW TO ACCESS THE SETUP WIZARD

You must first complete the 2010 Year End Procedures, Version 2011.1 Installation, and Convert Entity Data Steps. Once these are complete, the new UAN icon will be placed on the desktop screen of your computer.

Double – click (click 2 times) on the new UAN icon and the Setup Wizard welcome screen will appear.

OVERVIEW

The UAN Setup Wizard is a 12 step process that will walk through some housekeeping chores that facilitate the transition to the new UAN software. Instructions are provided in the heading of each step. If you need to quit before completing the wizard, the program will save the work you have completed so far.

Note: Seven of the twelve steps are marked optional. To skip any of the optional steps, simply click the [Next >] button. If you choose to skip these steps the program will mark them with the default settings. The wizard headings include menu paths that show you where you can revise these settings at a later time, if needed.

Wizard Navigation buttons:

Button:	Purpose:
[Next >]	To advance to the next screen after completing a required step or to skip any of the optional steps. Note: If you click '[Next>]' before completing a required step, the program will display a system message describing what is needed to continue.
[< Back]	To return to the previous screen. Clicking this may prompt the system message: "Save Changes" [Yes] [No] [Cancel]

	- Click [Yes] to move back to the previous screen and save the settings on the current screen. - Click [No] to move back to the previous screen and lose any changes to the settings on the current screen. - Click [Cancel] to remain on the current screen.
[< < Beginning]	Click to return to the first screen of the setup wizard. Clicking this may prompt the system message: "Save Changes" [Yes] [No] [Cancel] - Click [Yes] to return to the first screen of the setup wizard and save the settings entered up to the current screen. - Click [No] return to the first screen of the setup wizard and lose any changes to the settings on the current screen. - Click [Cancel] to remain on the current screen.
[Quit]	Click to exit the setup wizard. **Note**: If you need to Quit before completing all 12 steps, the changes you have made so far will be retained when you re-open the software. Don't be alarmed when the setup wizard starts over at step 1. You will simply need to click the [Next>] button until you advance to the place you left off in the last session.

STEP 1: MERGE VENDORS / PAYEES / ADDRESSES

STEP 1 (PROGRESS SCREEN): OVERVIEW

Accounting vendors, inventory vendors, payroll payees, and accounting addresses will now be kept in a single area. Taking some time to clean up these items from your existing data will improve your experience in the new UAN.

STEP 1 (SCREEN 1): IDENTIFY ITEMS TO DELETE

When you first advance to this screen, all accounting vendors, inventory vendors, payroll payees, and accounting addresses that are able to be removed will be listed in the Original List section on the left side of the screen.

- Look through the Original List and click the checkbox next to any that you definitely will not use again.
- Click the [Delete >] button. This will move the item into the "Items to Delete" list located on the top right corner of the screen. (See Figure A below)
    - If you make a mistake, just select the items in the "Items to Delete" list to put back into the original list and click the [< Move Back] button.
- Click the header checkbox in the top left corner of the Original List to select the remaining items that you will keep in the new UAN software. (See Figure B below)
- Click the [Keep >] button. This will move the item into the "Items to Keep" list located on the lower right corner of the screen.
    - If you make a mistake, just select the items in the "Items to Keep" list to put back into the original list and click the [< Move Back] button.
- **Note**: ALL items must be moved into either the Items to Delete or the Items to Keep list (the Original List must be blank).
- When you are finished, click [Next >] button. (See Figure C)
- If you included any items in the Items to Delete list, the software will prompt a system message listing the number of items that will be deleted when the Setup Wizard is Finished. Click [OK] to continue or [Cancel] to return to the same screen.

EXAMPLE:

Figure A

Select the vendors that you want to delete from the Original List and Click on the Delete button to move them to the Items to Delete list.

Figure B

Select the vendors that you want to keep from the Original List and click on the Keep button to move them to the Items to Keep list.

Figure C
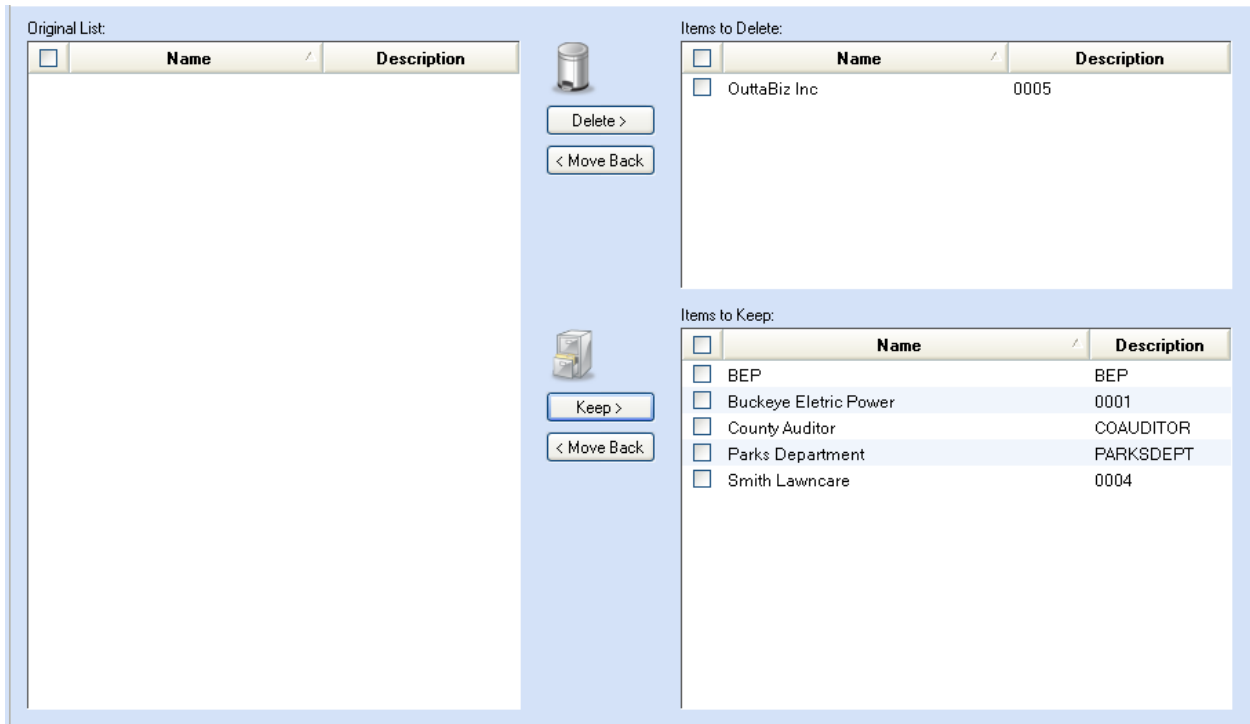
When the Original List is empty, click the [Next >] button.
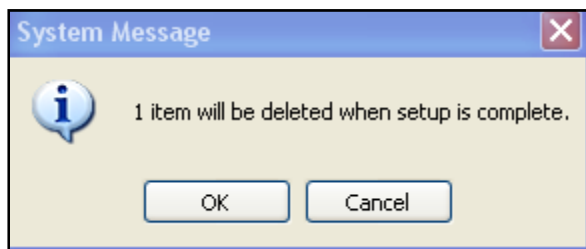
Click [OK] to continue or [Cancel] to return to the same screen.

FREQUENTLY ASKED QUESTIONS:

1. **Question:** The Original List does not include all of my vendors. Why are some vendors missing from this list?

   Answer: Items that are currently part of some activity cannot be deleted and will not be displayed on the original list. Examples:
   - A vendor used in an open purchase order carried over from 2010 to 2011.

- A vendor used with a payment left outstanding on the December 31st bank reconciliation.
- An address used with a receipt left outstanding on the December 31st bank reconciliation.
- A vendor in the UAN Inventory software that is setup in an Asset.

2. **Question:** If I forget to delete a vendor, can I delete it after I finish the Setup Wizard?

   Answer: It depends on the activity associated with that vendor. For example: The vendor may have been used on a purchase order carried over from 2010 to 2011. That vendor would not be deletable in the setup wizard or in the new software. However, other vendors may be removable in 2011. Once in the new software, go to General > Maintenance > Vendors/Payees and click the status filter drop-down menu. Select Removable to view a list of vendors that are eligible to be removed from the system at that point in time.

3. **Question:** Every year our entity makes several one-time payments to vendors that we will likely never make payments to again. When I add these one-time vendors in 2011 (or later), will I ever be able to remove them?

   Answer: No. However, the new software does give you the ability to deactivate vendors so that they are not automatically displayed in the Vendors / Payees list or on vendor related reports by default. **Active & Inactive buttons** control whether items will be displayed or not displayed in drop-down menus or on some reports by default. Deactivating an item will not affect transactions entered prior to deactivating.

STEP 1 (SCREEN 2): IDENTIFY DUPLICATES

When you first advance to this screen, all the items you just selected to keep will be listed in the "Items to Keep" list which is now on the left side of the screen. This list may also include additional items not included on the previous screen's Original List because they were not eligible for deletion.

Please Note: The Setup Wizard is the last opportunity you will have to directly merge duplicate vendors together. Please see the FAQ #1 on page 15 for more information.

- Look through the "Items to Keep" list and click the checkbox next to any that have duplicates elsewhere in the list. For example, in the old software, you may have two records for "County Auditor" (one in address maintenance and one in vendor maintenance). Select BOTH records.
- Click the [Duplicates >] button. This will move the items into the "Items with Duplicates" list located on the top right corner of the screen. (See Figure D)
  - o If you make a mistake, just select the items in the "Items with Duplicates" list to put back into the "Items to Keep" list and click the [< Move Back] button.
- Click the header checkbox in the top left corner of the "Items to Keep" list to select the remaining items that do not have duplicates.

- Click the [Unique >] button. This will move the items into the "Unique Items" list located on the lower right corner of the screen. (See Figure E)
    - If you make a mistake, just select the items in the "Unique Items" list to put back into the "Items to Keep" list and click the [< Move Back] button.
- **Note**: ALL items must be moved into either the "Items with Duplicates" or the "Unique Items" (the "Items to Keep" must be blank).
- When you are finished, click the [Next >] button. (See Figure F)

EXAMPLE:

Figure D
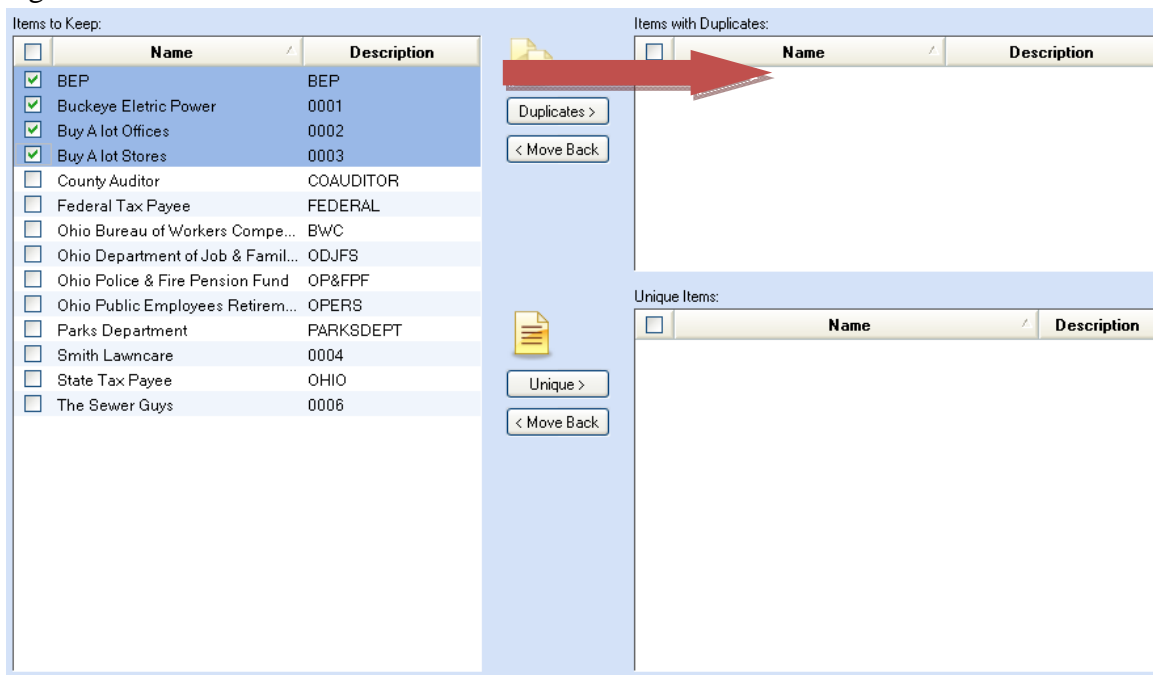
Select all the vendors that are duplicates from the Items to Keep list. Click on the [Duplicates>] button to move them to the Items with Duplicates list.

Figure E

Select all the unique vendors from the Items to Keep list. Click on the [Unique>] button to move them to the Unique Items list.

Figure F

When the Items to Keep list is empty, click the [Next >] button.

FREQUENTLY ASKED QUESTIONS:

1. **Question:** If I forget to merge a group of duplicate vendors, can I merge them after I finish the Setup Wizard?

   Answer: Not directly. The merge vendor form is not available after you click the Setup Wizard [Finish] button. However, the new software does give you the ability to deactivate vendors so that they are not automatically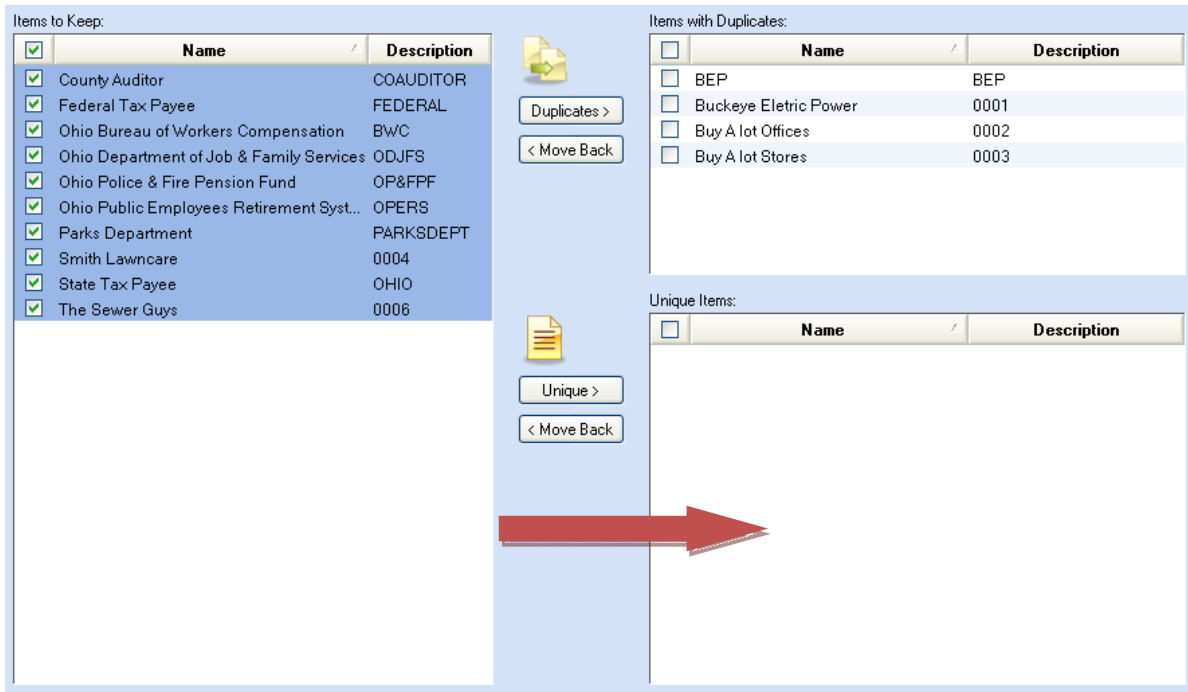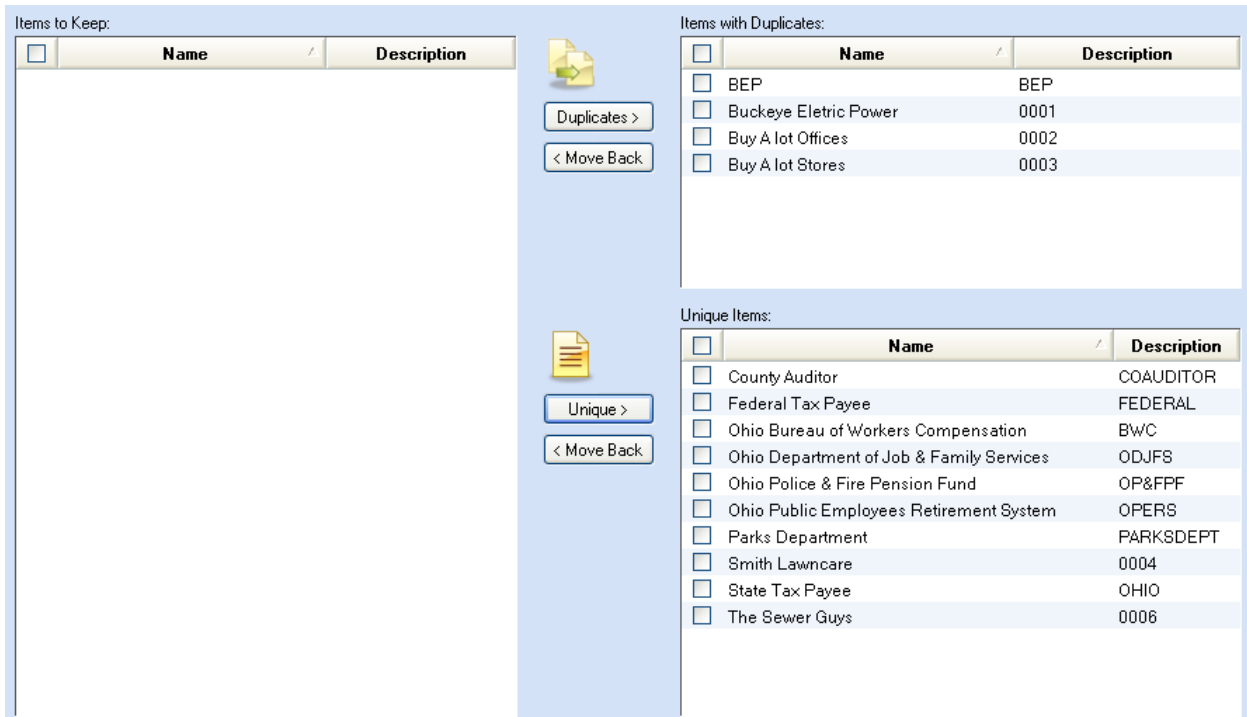 displayed in the Vendors / Payees list or on vendor related reports by default. For example, if you fail to merge a group of three duplicate vendors during the Setup Wizard, when you login to the new software you could deactivate two of the three vendors. Then, you could edit the one active vendor's information and add additional addresses as needed.

STEP 1 (SCREEN 3): MERGE DUPLICATES

When you first advance to this screen, all the items with duplicates you just selected will be listed in the "Items with Duplicates" list which is now on the left side of the screen.
Note: If you did not select any duplicate items on the previous screen, the software will advance to Step 3. Instructions for Step 3 begin on page 21.

- Look over the "Items with Duplicates" list and click the checkboxes next to <u>one group of duplicates</u> to merge. For example, if you have two "County Auditor" records listed, select both of them and *<u>leave any unrelated groups of duplicates unchecked</u>* (cleared checkbox).

- Click the [Merge >] button. This will open the Merge Vendors form. (See Figure G)

- **Step by Step instructions for the Merge Vendors form start on page 18.** For your reference, we have included the Vendors/Payees chapter from the new Accounting and General Manual below. This provides detailed descriptions of the Vendors/Payees fields. Please review this information before proceeding to the Merge Vendors Form Instructions.

VENDORS/PAYEES (FROM THE ACCOUNTING & GENERAL MANUAL)

A **vendor/payee** is a person or business with which an entity conducts financial transactions. When vendors/payees are added in the system, they can be designated to be available in different areas throughout the software. There are five vendor/payee type designations available in the system, and at least one type designation must be selected for each vendor/payee:

- **Accounting Purchases & Payments** – The vendor/payee will be available to prepare purchase orders, blanket certificates (optional) and payments, track payment totals, and prepare vendor 1099's for tax reporting purposes.

- **Accounting Purchases Bill To/Ship To** – The vendor/payee will be available when selecting addresses such as the Bill To and Ship To addresses on purchase orders and blanket certificates.

- **Accounting Receipts** – The vendor/payee will be available as a revenue source for receipts.

- **Payroll Withholdings** – The vendor/payee will be available to set up payroll withholdings, track withholdings paid, and prepare withholding warrants. An Account# 1 must be entered when this type is selected. *(Available upon completion of the Payroll module.)*

- **Inventory** – The vendor/payee will be available for assets and insurance policy vendors.

When **'1099 Required'** is checked for a vendor/payee, either a Tax ID or a SSN must be entered. Some system vendors/payees may not be deactivated or deleted, and certain parts of their information may not be edited.

Multiple addresses and contacts may be saved for a vendor/payee by adding one or more locations. A vendor/payee **location** consists of one address and/or one contact. A vendor/payee may have multiple locations to accommodate multiple addresses and multiple contacts. Each location for a specific vendor/payee must have a unique description (e.g. Billing Department, Downtown Branch, Main Office, Bill To Address, Ship To Address,…etc.). Since locations are components of a specific vendor/payee, they can only be accessed from within the locations grid inside of their Vendor/Payee detail form. Locations cannot be searched from within their Vendor/Payee detail form, but vendors/payees can be searched by location in the Vendors/Payees list form.

STEPS TO ACCESS (AFTER THE SETUP WIZARD IS COMPLETE)

General → Maintenance → **Vendors/Payees**

DATA REQUIREMENTS (FROM THE ACCOUNTING & GENERAL MANUAL)

Field	Type	Required	Additional Information
Vendor/Payee			
Name	Text (45)	Yes	• Enter the name for the vendor/payee to be added.
Description	Text (40)	No	• Enter a description for the vendor/payee that is to be added.
Terms	Text (40)	No	• Optional additional space to enter the purchase order terms *(e.g. 2/10 net 30)*.
Account# 1	Text (25)	No	• <u>Only required</u> if Payroll Withholdings is selected in the Type field.

Account# 2	Text (25)	No	• Additional space to enter a second account number.
Available In			

Type	Grid	Yes	• At least one type designation must be selected for each vendor/payee.
			• The five type options are:
			  • Accounting Purchases & Payments
			  • Accounting Purchases Bill To/Ship To
			  • Accounting Receipts
			  • Payroll Withholdings
			  • Inventory

Status	Radio Button (2)	Yes	• Active (Default) • Inactive
1099 Information			
1099 Required	Checkbox	No	• Selection designates that a 1099 will need generated for the vendor/payee at year end.
Tax ID	Numeric (2,7)	No	• If '1099 Required' is selected, then either a Tax ID or SSN must be entered. (99-9999999)
SSN	Numeric (3,2,4)	No	• If '1099 Required' is selected, then either a Tax ID or SSN must be entered. (999-99-9999)
Location			
Status	Radio Button (2)	Yes	• Active (Default) • Inactive
Description	Text (25)	Yes	• Enter a unique location description.
Address			• This section contains all the fields for the location address.
Line 1	Text (40)	No	
Line 2	Text (40)	No	
City	Text (25)	No	
State	Text (2)	No	
Zip	Zip (5,4) or (3,3)	No	
Contact			• This section contains all the fields for the location contact information.
Name	Text (25)	No	
Work Phone	Phone (3,3,4)	No	
Ext	Numeric (4)	No	
Cell Phone	Phone (3,3,4)	No	

| Fax | Phone (3,3,4) | No | |
| Email Address | Text (40) | No | |

MERGE VENDORS FORM INSTRUCTIONS:

1. First choose a "Base Vendor" from the vendors you have selected to merge. The Base Vendor drop-down menu is located at the top of the form. Click the arrow to the right of the Base Vendor drop-down menu and choose a vendor. The base vendor will be used as the foundation for the final merged vendor. (See Figure H)
2. Review the details of the vendor information:
   a. If needed, edit the **Name** of the vendor/payee.
   b. If needed, edit the **Description, Terms, Account# 1** and/or **Account# 2** for the vendor/payee.
   c. If needed, edit the **Type** designation(s) for the vendor/payee by clicking the checkbox to the left of each option (Accounting Purchases & Payments, Accounting Purchases Bill To/Ship To, Accounting Receipts, Payroll Withholdings and/or Inventory). A checkmark will appear in the box for the options that have been selected. (At least one type designation must be selected for each vendor/payee. To unselect a checkbox, simply click on the box to remove the checkmark.)
   d. Verify the **Active** radio button is selected. Note: Active & Inactive buttons control whether items will be displayed or not displayed on transaction drop-down menus or on some reports by default. Deactivating a vendor will not affect transactions entered prior to deactivating.
   e. If the vendor/payee needs a 1099 to be generated at year end, click on the **1099 Required** checkbox to place a checkmark in the box. (To unselect the checkbox, simply click on the box to remove the checkmark.)
   f. If there is a checkmark in the '1099 Required' checkbox, a **Tax ID** or **SSN** must be entered.
3. In the **Locations** section of the screen, uncheck any locations (addresses) that are no longer needed. **Only checkmarked locations will be retained for the merged vendor.** If a location is grayed out, it is in use and cannot be removed. For example: The vendor may be in use on a Carry Over Purchase Order. Another example is a vendor used in a payment in 2010 that has not cleared the bank as of 12/31/2010.
4. Click the [Save] button to save the final merged vendor and return to the Merged Items screen.
5. Repeat the steps above with each group of duplicates until the "Items with Duplicates" list is empty. (ALL items must be moved into the "Merged Items" list before continuing to the next screen). (See Figure I)
6. When you are finished, click [Next >] button.

EXAMPLE:

Figure G

Look over the "Items with Duplicates" list and click the checkboxes next to <u>one group of duplicates</u> to merge. Click the [Merge >] button. This will open the Merge Vendors form below:

Figure H

First choose a "Base Vendor" from the vendors you have selected to merge. If needed, edit the vendor/payee information for the final merged vendor. Uncheck any locations (addresses) that are no longer needed. Click the [Save] button when you are done.

Figure I
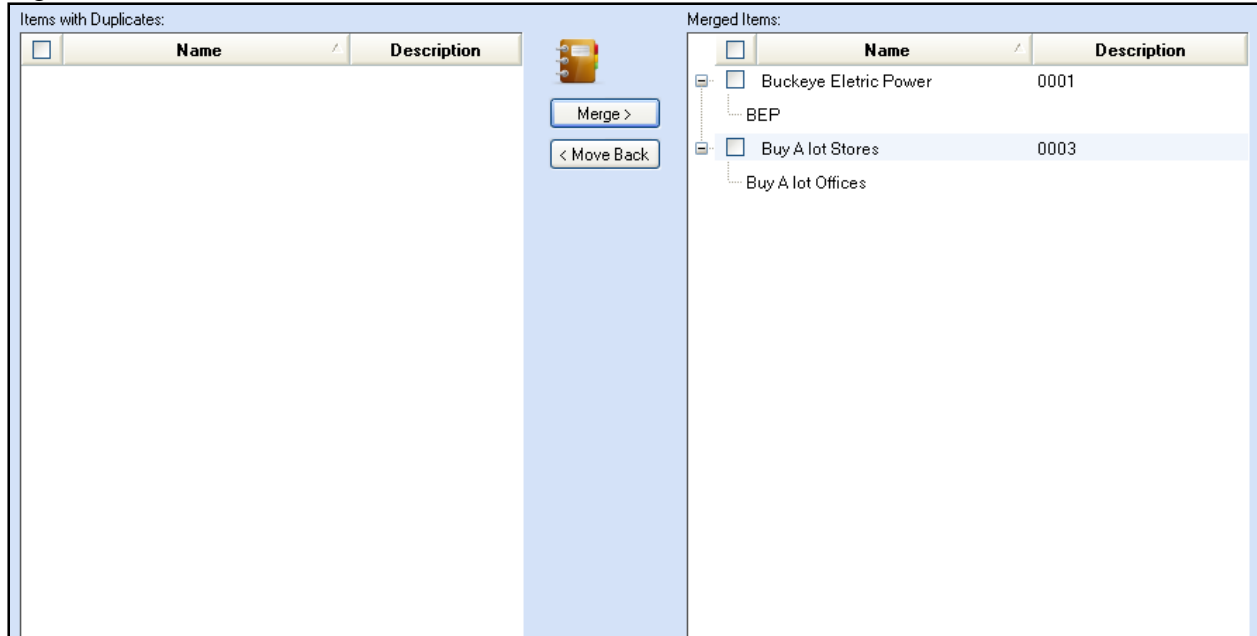
Repeat the steps above with each group of duplicates until the "Items with Duplicates" list is empty. When you are finished, click [Next >] button.

STEP 2: MERGE DEPARTMENTS (PAYROLL USERS ONLY)

The wizard will automatically skip this step for Accounting Only clients.

STEP 3: VERIFY ENTITY SETUP (OPTIONAL)

This information can be edited at any time in **General > Maintenance > Entity Setup.**

STEP 3 (PROGRESS SCREEN): OVERVIEW

Entity Setup is an area where your entity details, contact information, and fiscal officer names are maintained, and also where settings are located that affect the operation of the UAN software for all users of your system.

To skip this optional step, simply click the [Next>] button until the progress screen appears for Step 4.

STEP 3 (SCREEN 1): ENTITY INFORMATION (OPTIONAL)

The **Entity Information** tab**:** This contains the entity's Ohio Tax ID, Federal Tax ID, Entity Contact Information, Fiscal Officer and assistant names from the old software.

When you are finished making changes (if any), click the [Next >] button.

STEP 3 (SCREEN 2): SYSTEM (OPTIONAL)

The **System** tab is an area for Compliance Controls, Budgetary, and the UAN Backup Interval settings.

- **Compliance Controls**: refers to the level in which UAN forces users to adhere to either Ohio law or good accounting practices when recording activity in UAN. For example, a user should not spend more than the fund balance. There are now 3 compliance control settings. They are the following:

    o **Stop user when not in compliance**. This setting means the software will always stop users from actions that would cause compliance violations. **This is the recommended setting** and it is the default. In the past, this was the required setting for all UAN clients except under special circumstances.

o **Warn user with option to override**. This is a new control. If applied, this control will give the user a warning message before a compliance violation occurs. The user will be given the choice to cancel the action or continue with the violation. *Give this very careful consideration before selecting – choosing this option will allow you to enter transactions that violate some legal restrictions*. You should be aware that all statutory violations will be kept track of and reported on an audit compliance report.

o **Turn off compliance controls**. Notice that this option is grayed out. This can only be selected by a UAN representative after getting authorization from Local Government Services. For example, if an entity is being monitored by LGS then they might authorize UAN to turn off compliance controls for a set period of time. When turned off, the software will not provide any warnings, nor will it stop the user from actions that might cause compliance violations.

- **Budgetary**: This section allows the user to choose whether agency funds should or should not be budgeted; this cannot be changed once activity posts to an agency fund in the current year.

- **UAN Backup Interval:** This section allows you to set how often the software will require a backup. UAN Backups must be performed at least every 30 days. To edit the number of days, type over the number in the field or click the arrows to the right of the field to decrease or increase the days. **NOTE**: We strongly recommend to backup more often than monthly.

When you are finished making changes (if any), click the [Next >] button.

STEP 3 (SCREEN 3): MODULES (OPTIONAL)

The **Modules** tab allows you to choose which modules are available to users of the system. Currently, you can choose to activate or deactivate the Inventory module. If it is deactivated, it will appear grayed out and you will not be able to select the module from the main menu bar.

When you are finished making changes (if any), click the [Next >] button.

STEP 3 (SCREEN 4): PURCHASE ORDERS (OPTIONAL)

- **The Form Layout section** is inactive and is currently not available. UAN will activate this section in a future software update.

- **The BC Regular and BC Super sections** allows you to choose default expiration dates for the software to automatically fill in when users add new BC Regular and BC Super purchase orders.

  Choices include:
  - Default expiration date to 'x' number of days after issue date

- Default expiration date to a specified expiration date (type in the date or use the calendar drop-down menu to choose a date)
- Default expiration date to the end of the quarter
- Default expiration date to the end of the year
- Do not default expiration date

Note: If "Do not default expiration date" is selected, then when a new BC Regular or BC Super is being added, the expiration date will be left blank until the user enters a date.

When you are finished making changes (if any), click the [Next >] button.

STEP 3 (SCREEN 5): PAYMENTS (OPTIONAL)

The **Payments** tab allows you to customize your warrant if needed.

Use custom layout: This button should only be chosen by those entities that order their blank warrants from a company that does not layout the warrant fields in the same format as the UAN standard layout.

> **Note**: UAN recommends completing the Setup Wizard and then contacting the UAN Support Line for assistance before attempting to use the "Use custom layout" feature.

Use standard layout: This button is the default setting. When posting payments that print to warrants, the payment information will print to the fields on the warrant based on UAN's default settings.

> **Note**: UAN recommends using the standard layout setting unless you have a very specific reason to customize.

STEP 4: SET NON-EXPENDABLE BALANCES (OPTIONAL)

This is a requirement in certain circumstances (see below), but it is optional in the Setup Wizard. It can be edited at any time in **Accounting > Maintenance > Funds**.

STEP 4 (PROGRESS SCREEN): OVERVIEW

UAN now tracks the non-expendable balances of permanent and private purpose trust funds to ensure that the non-expendable portions are not appropriated, encumbered, or spent.
To continue, click the [Next>] button.

STEP 4 (SCREEN 1 OF 1): SET NON-EXPENDABLE BALANCES

If there are no funds on this screen, you may click [Next>] to skip to Step 5. Instructions for Step 5 begin on page 25. If one or more funds are listed, please read the information below before proceeding:

New Requirements: In the old software, UAN did not keep track of the non-expendable fund balances. The non-expendable portion must be setup in the new software <u>if required by the fund definition</u>. However, it does not have to be completed in the Setup Wizard. This information can be entered or edited at any time in **Accounting > Maintenance > Funds**.

The two types of funds that may be listed and their requirements are described below:

- o **Permanent Funds**. The purpose of a permanent fund is to report cash that is legally restricted to the extent that only the earnings may be used to support the government's programs and not the principal. <u>You are required to enter the non-expendable portion of the fund's cash balance in UAN</u>. An example of a permanent fund would be a Cemetery Bequest fund.

- o **Private Purpose Trust funds**. Some private purpose trust funds require a non-expendable portion to be set aside, others may not. <u>The non-expendable portion should be entered – if applicable</u>. An example of a private purpose trust fund would be a scholarship trust fund.

Enter the non-expendable portion of the total fund balance of any permanent and private purpose trust funds listed.
When you are finished, click [Next >].

STEP 5: ADD ADMINISTRATOR USER (FISCAL OFFICER)

STEP 5 (PROGRESS SCREEN): OVERVIEW

UAN now allows you to add multiple users to the system, each with their own user name and password. The first user added must be the fiscal officer. To continue, click the [Next >] button.

STEP 5 (SCREEN 1 OF 1) ADD ADMINISTRATOR USER (FISCAL OFFICER)

Enter a User Name for the fiscal officer.

Please Note:

You cannot change the user name once it is saved in the Setup Wizard. (You can still revisit previous steps, but as you progress through the steps again the system will skip over Step 5).

To save the User Name in the system by entering it in the field and clicking the [Next>] button.

You will type the user name every time you open UAN to login. Choose a user name that uniquely identifies you, and that will be easy to remember and type correctly. Additional users may be added later in the setup process, if desired, or any time after setup is complete.

When you are finished, click the [Next >] button.

You will be prompted with a system message, like the one below, confirming the user name you just entered and will be given a temporary password (uan). The temporary password (uan) will expire the first time you login and you will be prompted to change it to a unique password. Click [OK].
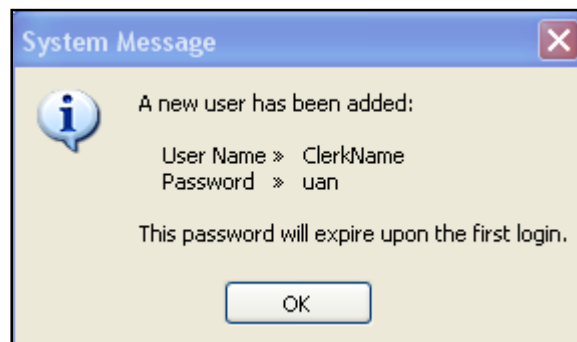
STEP 6: CHOOSE BACKGROUND COLOR (OPTIONAL)

This setting can be changed at any time from the painter's palette icon in the System Utilities area of the Main Menu.

STEP 6 (PROGRESS SCREEN): OVERVIEW

UAN now allows you to choose a color scheme from a nearly unlimited set of colors.

To skip this optional step, simply click the [Next>] button until the progress screen appears for Step 7.

STEP 6 (SCREEN 1 OF 1) CHOOSE BACKGROUND COLOR (OPTIONAL)

Choose a color scheme for the UAN software. This color choice will apply only to the User Name you just created. You may choose one of the preset color schemes displayed, or click the [Select Custom Color] button for something unique. To restore the color back to the UAN default, click the [Reset to Default] button.

Note: Unfortunately, you will not be able to see the complete color schemes until after setup is complete. This setting can be changed at any time from the painter's palette icon in the System Utilities area of the Main Menu.

When you are finished, click [Next >] button.

STEP 7: CHOOSE USER PREFERENCES (OPTIONAL)

This information can be edited at any time in **General > Maintenance > User Preferences.**

STEP 7 (PROGRESS SCREEN): OVERVIEW

User Preferences is an area with settings that affect the operation of the UAN software for individual users only. In other words, your settings here will not affect any other users. Additional users will have the option to set their own user preferences when they log in the software with their user name and password.

To skip this optional step, simply click the [Next>] button until the progress screen appears for Step 8.

STEP 7 (SCREEN 1) – SYSTEM (OPTIONAL)

In the **System** tab you can choose how UAN should open its main window and its expandable popup forms:

- **Main Window – Startup Size**: This setting controls how the main window of the software appears when you first log in. Set it to either Maximize the main window or Use 75% of the display area by clicking the radio button next to your selection.

- **Expandable Forms – Popup Size**: This setting controls how expandable forms appear when you first open them. For example, the "Add Receipts" form is expandable. Set it to either Maximize all expandable forms or Use the UAN defaults by form by clicking the radio button next to your selection.

When you are finished making changes (if any), click the [Next >] button.

STEP 7 (SCREEN 2): PURCHASE ORDERS (OPTIONAL)

The **Purchase Orders** tab allows you to choose defaults for the Ship To and Bill To addresses for new purchase orders, and the number of copies to print for each type.

- **Ship To Address & Bill To Address**: The Ship To and Bill To vendors normally should be set to your entity's name. If you typically have items shipped to a different location, you can change it here. Use the Vendor drop-down menu to select the default for new purchase orders. An address may be chosen for each location using the Location drop-down menus.

The drop-down menus will list only items from the old software's address maintenance section.

- **Print Copies**: You can now set the default number of copies that will print when new purchase orders are posted. Choose a setting for each type of purchase order (PO Regular, PO Then & Now, BC Regular, BC Super). The maximum is 10 copies. To increase or decrease the number, type over the number or click the up / down arrows to the right of the field.

When you are finished making changes (if any), click the [Next >] button.

STEP 7 (SCREEN 3): PAYMENTS (OPTIONAL)

The **Payments** tab has two sections described below:

- **Warrant Combine**: This setting *only applies when posting two or more warrant payments for a single vendor at the same time, with the same post date*. The setting determines whether the software will Print one warrant per vendor (combining the payments into one printed warrant) or Print one warrant per payment (printing multiple warrants).

  For example, assume you are posting 2 payments at the same time to "ExampleCompany" with the post date 1/31/20XX. If your setting is "Print one warrant per vendor", then the software will print 1 warrant. If your setting is "Print one warrant per payment", then the software will print 2 warrants.

  Note: This only sets the default. The setting can be changed for each transaction when you enter payments in Accounting > Transactions > Payments. Changes to specific payments will not change the default setting.

- **Print Copies**: You can now set the default number of Electronic Vouchers that will print when Electronic Payments are posted. The maximum is 10 copies. To increase or decrease the number, type over the number or click the up / down arrows to the right of the field.

  Note: Charge payments in the old software are now referred to as Electronic payments in the new software.

When you are finished making changes (if any), click the [Next >] button.

STEP 7 (SCREEN 4): RECEIPTS (OPTIONAL)

The **Receipts** tab allows you to choose how many copies to print when posting receipts.

- **Print Copies**: You can now set the default number of copies that will print when new receipts are posted. Choose a setting for each type of receipt (Standard, Interest, or Memo). The maximum is 10 copies. To increase or decrease the number, type over the number or click the up / down arrows to the right of the field.

When you are finished making changes (if any), click the [Next >] button.

STEP 7 (SCREEN 5): REPORTS (OPTIONAL)

The **Reports** tab includes three sections described below:

- **Standard Paper Size**: Choose whether to default all UAN reports to one paper size or let UAN set the defaults by report:
  - Use UAN defaults by report
  - Set all to Letter (8.5 x 11)
  - Set all to Legal (8.5 x 14)

- **Standard Paper Orientation**: Choose whether to default all UAN reports to one paper orientation, or let UAN set the defaults by report:
  - Use UAN defaults by report
  - Set all to Portrait (Tall)
  - Set all to Landscape (Wide)

- **Display – Report Viewer Size**: Choose how UAN should open its report viewer window:
  - Maximize report viewer
  - Use 75% of the display area

Note: Paper settings can also be selected at the time of printing.

When you are finished making changes (if any), click the [Next >] button.

Roles can be added at any time in **General > Maintenance > Roles**

STEP 8 (PROGRESS SCREEN): OVERVIEW

UAN now allows you to restrict user access by setting up custom user roles, which can be applied to one or many users. A role defines which areas and functions of UAN can be accessed by the users assigned to the role. To continue, click the [Next >] button.

To skip this optional step, simply click the [Next>] button until the progress screen appears for Step 9. Instructions for Step 9 begin on page 34

STEP 8 (SCREEN 1 OF 1): ADD CUSTOM USER ROLES (OPTIONAL)

If you plan to add users with restricted access, you can add custom roles here for those users. Skip this step if you are the only person who will use the UAN system, or if the only other users you plan to add will be assistants who need access to all the functions of UAN.

Click the [Save] button after entering each role (be sure to review each tab first). To continue, click [Next >] below.

For those of you creating additional roles at this time, the Roles chapter in the new Accounting and General Manual has been included below for your reference:

ROLES (FROM THE ACCOUNTING AND GENERAL MANUAL)

A **role** is a set of specifications for software screen access and software functionality permissions. Roles are the mechanism by which the UAN system determines a user's access levels. Each user must be assigned to exactly one role. Multiple users can be assigned to the same role. A preset, permanent **Administrator** role and **Power User** role are established by UAN. Entities that do not have the need to permit the system to be accessed by persons outside of the fiscal office may choose to simply use the two preset roles.

The Administrator role grants access to all software screens and permissions to all software functionality. The Power User role is identical to the Administrator role except that it does not include the ability to access the users, roles or entity setup areas. In addition, no roles added by a user can have access to the users, roles or entity setup areas.

The Administrator role will be assigned to the first user added to the system, and at least one Administrator user must be active at all times. A user assigned to the Administrator role can only be deleted, deactivated or assigned to another role if at least one other active user is also currently assigned to the Administrator role. The Power User role does not require that any users be assigned to it. Neither preset role may be edited, deactivated or deleted, but both may be displayed.

While the Administrator and Power User roles are designated as fiscal office roles by default, user defined roles can also be designated as such. For roles with the **'Belongs to Fiscal Office'** designation, the Post/Print/Utilities permissions for each area of the system and the Add/Edit/Delete permissions in the Accounting Maintenance areas are available so that any of those permissions may be turned on or off. For roles without the fiscal office designation, the Post/Print/Utilities permissions are not available for any area, and the Display option is the only permission available in the Accounting Maintenance areas.

For entities that choose to allow non-fiscal officers access to the system, any number of user defined roles may be added to accommodate different levels of restricted access. For example, a user might create a role entitled 'Accounting Reports Only' with no permissions other than displaying a selected set of the accounting reports and statements. Any users assigned to that role would then be restricted to accessing only those reports and statements.

STEPS TO ACCESS

General → Maintenance → **Roles**

DATA REQUIREMENTS (FROM THE ACCOUNTING AND GENERAL MANUAL)

Field	Type	Required	Additional Information
Role			
Name	Text (20)	Yes	• Designate a unique name for the role to be added.
Description	Text (45)	No	• Enter a description for the role that is to be added. • The system defaults 'Complete system access' for the role of Administrator. • The system defaults 'All access except Users and Roles' for the role of Power User.
Status	Radio Button (2)	Yes	• Active (Default) • Inactive • Please note: Administrator and Power User roles are always Active.
Belongs to Fiscal	Checkbox	No	• The system defaults this checkbox

Office			selection to unchecked for new roles that are to be added.
			• For Administrator and Power User roles, the system automatically defaults this checkbox selection to checked, and it cannot be modified to unchecked.
			• When this selection is checked, the Post/Print/Utilities permission checkboxes in all areas as well as the Add/Edit/Delete permission checkboxes in the Accounting Maintenance areas can be selected for the role that is to be added.
			• When this selection is unchecked, the Post/Print/Utilities permission checkboxes in all areas and the Add/Edit/Delete permission checkboxes in the Accounting Maintenance areas are unavailable. Only the Display permission checkboxes are available in the Accounting Maintenance areas.
Permissions			• The system defaults the role of Administrator to have all permissions checked.
			• The system defaults the role of Power User to have all permissions checked except for the Users, Roles or Entity Setup areas.
			• Roles added by users may not have Users, Roles or Entity Setup access.
Departmental	Text	No	• This field has a predetermined Yes or No flag. In the future, the function to departmentalize will be available in the software. This will provide the ability to determine a specific user's access to reports and transactions.
Display	Checkbox	No	• This permissions area grants Display access only and is defaulted to be unchecked.
Add/Edit/Delete	Checkbox	No	• This permissions area grants access to Add, Edit and Delete functionality and is defaulted to unchecked.
Post/Print/Utilities	Checkbox	No	• This permissions area grants access to Post, Print and Utilities functionality and defaulted to unchecked. It is available only if a role is designated as 'Belongs to

			Fiscal Office'.
Report	Checkbox	No	• This permissions area grants Report access and is defaulted to unchecked. • Reports are grouped in the grid by departmental or non-departmental.

HOW TO ADD A ROLE

Step 1: Enter the **Name** for the role to be added.

Step 2: Enter a **Description** for the role to be added (optional).

Step 3: If the role to be added should have Post/Print/Utilities permission checkboxes available to select in all of the areas of the system as well as Add/Edit/Delete permission checkboxes available to select in the Accounting Maintenance areas, place a checkmark in the **'Belongs to Fiscal Office'** checkbox.

Step 4: Select the **permissions** that should be assigned to the role that is to be added by clicking on the **permission checkboxes** in the appropriate column for each of the corresponding software functions under each software module (i.e. Accounting, Budget, Inventory and General). A checkmark will appear in the permission checkboxes that have been selected to attach to the new role. *(To unselect a permission checkbox, simply click on the box to remove the checkmark.)*

A **'select all' permission checkbox** is available in areas that have functions grouped together (e.g. Accounting Transactions and Utilities, Accounting Maintenance, Accounting Reports – Departmental, and Accounting Reports – Non-Departmental). To select all of the permissions for an area, click on the **'select all' permission checkbox** which should be the first permission checkbox listed in the group. Checkmarks will appear in all of the permission checkboxes for the functions within the group.

Step 5: Click on the **Save** button to add the new role.

Step 6: Repeat steps 1 through 5 for each new role.

***Reminder*:** *Be sure to select the permission checkboxes for the functions in each of the software modules (not just the Accounting Software module) that are to be assigned to the new role that is being added. If changes need made after the role has been saved, they can be done by using the Edit button in General > Maintenance > Roles.*

To continue to Step 9, click the [Next >] button.

STEP 9: ADD OTHER USERS (OPTIONAL)

Users can be added at any time in **General > Maintenance > Users**.

STEP 9 (PROGRESS SCREEN): OVERVIEW

UAN now allows you to create a separate "user" for each person you will allow to access the UAN software.

To skip this optional step, simply click the [Next>] button until the screen appears for Step 10. Instructions for Step 10 begin on page 37.

STEP 9 (SCREEN 1 OF 1): ADD OTHER USERS (OPTIONAL)

Skip this step if you are the only person who will use the UAN system. Simply click the [Next>] button to continue.

If you would like to add additional users now, enter a User Name for each additional UAN user. They will type this user name every time they open UAN to log in. Then choose a role for the user and choose their clearances. Click the [Save] button after entering each user.
To continue, click the [Next >] button.

For those of you creating additional roles at this time, the Users chapter in the new Accounting and General Manual has been included below for your reference:

USERS (FROM THE ACCOUNTING AND GENERAL MANUAL)

A **user** is a person who has been granted access to the UAN system. Only users assigned to the Administrator role (usually the fiscal officer) can add and maintain users.

A user must be assigned to a role that specifies the user's access to available screens and functions. The Administrator role will be assigned to the first user added to the system, and at least one Administrator user must be active at all times. A user assigned to the Administrator role may only be deleted, deactivated, or assigned to another role if at least one other active user is also currently assigned to the Administrator role.

While the role determines the screens and functions a user can access, the user setup determines system wide security and compliance clearances. Each user can be authorized or not authorized to view social security numbers and employee bank account information, and to override

compliance rules (only when compliance controls are set to 'warn user' or are 'turned off' under the entity setup area). All users assigned to the Administrator or Power User roles are automatically authorized with full security and compliance clearances.

STEPS TO ACCESS

General → Maintenance → **Users**

DATA REQUIREMENTS (FROM THE ACCOUNTING AND GENERAL MANUAL)

Field	Type	Required	Additional Information
User			
User Name	Text (20)	Yes	• Designate a unique name for the user to be added.
Role	Drop Down (Single) (20)	Yes	• A role must be assigned to the user that is to be added.
Status	Radio Button (2)	No	• Active (Default) • Inactive • If only one user is designated as the active 'Administrator' role, then that user cannot be marked inactive.
Clearances			
Security Clearance	Checkbox	No	• This setting determines whether the user is authorized to view social security numbers and employee bank account information. • If role for the user to be added is set to 'Administrator' or 'Power User', the system automatically selects this setting, and it cannot be changed.
Compliance Clearance	Checkbox	No	• This setting determines whether the user is authorized to override compliance rules. This setting only applies when Compliance Controls are set to 'warn user' or are 'turned off' under the entity setup area. • If role for the user to be added is set to 'Administrator' or 'Power User', the system automatically selects this setting, and it cannot be changed.

HOW TO ADD A USER

Step 1:   Enter the **User Name**.

Step 2: Select the **Role** for the user to be added.

Step 3: Verify the **Active** radio button is selected. *(The system automatically defaults the radio button to 'Active').*

Step 4: Verify or select the **Security Clearance** for the user to be added.

Step 5: Verify or select the **Compliance Clearance** for the user to be added.

Step 6: Click on the **Save** button to add the new user.

Step 7: The system will display a message stating that a new user has been added and will display the **User Name** and **Password**. The password will expire upon the first login. Click on the **OK** button.

Step 8: Repeat steps 1 through 7 for each additional user.

*Reminder***:** *If only one user is designated as the active 'Administrator' role, then that user cannot be marked inactive.*

Reminder: *If role for the user to be added is set to 'Administrator' or 'Power User', the system automatically selects the Security and Compliance Clearance settings, and they cannot be changed.*

To continue to Step 10, click the [Next >] button.

STEP 10: CREATE UAN BACKUP

Backups may be run at any time in **General > Maintenance > Backups**

STEP 10 (SCREEN 1 OF 1): CREATE UAN BACKUP

Overview:
Creating a UAN backup file is required before advancing to Step 11. Insert a blank CD or DVD, or plug in a USB drive. Then select your backup Destination and click [Start].

Please Note:
- After a backup has been created in Step 10, revisiting a previous step or quitting the Setup Wizard before it's finished will require you to make a new backup when you advance to Step 10 again.

- Backups of UAN must be made at least every 30 days.

- This backup only backs up the data in the UAN software and <u>does not</u> backup the contents in the My Documents folder. Backups of My Documents are encouraged, but not required. Refer to the UAN Accounting & General Manual for more information about UAN Backups and My Documents Backups by clicking the [Need Help?] button once setup is complete.

- *Recommendation*: Develop and maintain a rotation schedule for your backup media.

UAN Backup Screen Sections:

- **Backup File**: Name the backup file. The default name of the backup file will be 'UAN Backup' with the software's current processing date and time. Changing the UAN Backup name is optional. If you elect to rename the default backup file, please use a distinguishable name so recent backup files can be identified.

- **Destination**: Next select the destination of the UAN Backup File. To designate a media storage device, select the radio button to the left of corresponding icon. Select 'Browse' to choose the file path (location) where the Backup File will be saved to. The backup options and the unique characteristics of each are described below:

  o **CD or DVD**: This is the default option unless another backup option has been used in the past. The default folder for backup storage will be 'UANBackups'. This folder will be automatically created if it isn't already present on the CD or DVD. To change the destination folder, click on 'Browse', then a 'DriveSelect' window will open.

Double click on the CD or DVD drive letter to display the available folders on the disc. Select the folder that the backup should be saved to and click 'OK'.

- o **Flash or USB Drive**: USB drives can be small pocket sized flash drives, or the larger external drives that require a USB cable and power adaptor. Click on 'Browse' to open the 'DriveSelect' window that will display the available USB drives connected to your PC. Double click on the USB drive to display the available folders to save the backup file in. Select the folder that the backup should be saved to and click 'OK'. **Note:** If there are no folders, the backup will be saved to 'UAN Backups'.

- o **Network Drive or Other:** This option gives you the ability to store your backup on any drive that is accessible to your computer over a network or any non USB external hard drive. The default folder for backup storage will be 'UANBackups'. This folder will be automatically created if it isn't already present. Click on 'Browse' and all available network drives will display in the 'DriveSelect' window. (If a network drive is not available in this window, you may need to log back into the network or contact your IT Administrator.)

- **SQL Server (Advanced):** This area is used when the UAN software is installed on a network server. <u>If your UAN software is **not** installed on a network server, then leave the 'Use default user credentials' check box checked (filled in)</u>.

  - o *Recommendation:* If the UAN software resides on a SQL server, consult with your network administrator for proper policies and procedures before proceeding.

[Start]: Clicking the [Start] button will begin the backup process. As the backup progresses, the status bar to the left of the Start button will populate. After the backup is complete, a message that the backup is complete will appear in the Status Window (the area above the start button and status bar). Your UAN Backup is now completed.

When the backup finishes, click the [Next >] button.

STEP 11: REVIEW IMPORTANT NOTES

STEP 11 (PROGRESS SCREEN): OVERVIEW

Any important notes about the conversion of your data will be listed and explained on the next screen.

STEP 11 (SCREEN 1 OF 1): REVIEW IMPORTANT NOTES

Please review the information on this screen (if any) before continuing.
When you are finished, click the [Next >] button.

STEP 12: ADD REVENUE BUDGETS (OPTIONAL)

STEP 12 (PROGRESS SCREEN): OVERVIEW

After you finish the Setup Wizard and log in to the software for the first time, UAN will take you directly to the Revenue Budgets area and Appropriation Budgets area as an encouragement to enter both early in the year.

Please Note: You do not have to enter the Revenue Budgets immediately, but you will not be able to appropriate more than the January 1st cash balance of each fund until the revenue budget is completed. Also, on the date that you save your Permanent/Original Appropriation budget, your revenue budget will also be marked Permanent/Original Revenue budget with the amounts you have saved in the Revenue Budgets area. After you have added revenue budgets, you may enter appropriations in the Appropriation Budgets area.

After you complete all parts of step 12 below, Appendix A includes detailed steps for 2011 Accounting Procedures on page 44:

STEP 12 (SCREEN 1 OF 1): FINISH BUTTON

If you are ready to start working in the new UAN, click the [Next >] button and then click the [Finish] button.

Reminders:
- If you would like to review previous steps before finishing the Setup Wizard, you may either click the [Back >] button to move back screen by screen, click the [< < Beginning] button to return to the first screen, or [Quit] to review each step at a later time.
- Revisiting a step previous to Step 10 will require you to make a new backup when you advance to Step 10 again.

Please Note: After clicking the [Finish] button, a message window like on the next page will be displayed with a progress bar advancing while the program updates. Please wait for a few minutes while this process completes.
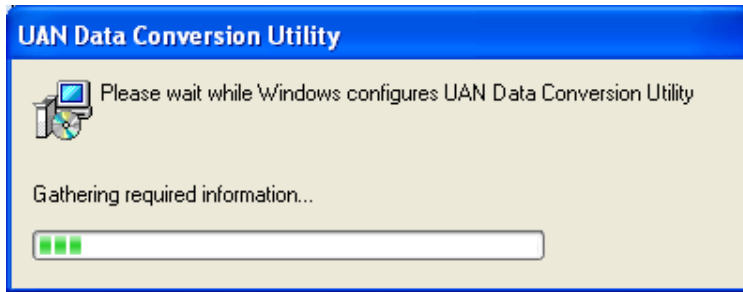
After the utility completes, UAN will display a system message like the one below, reminding you of the User Name that you entered in Step 5 and the temporary password: **uan**
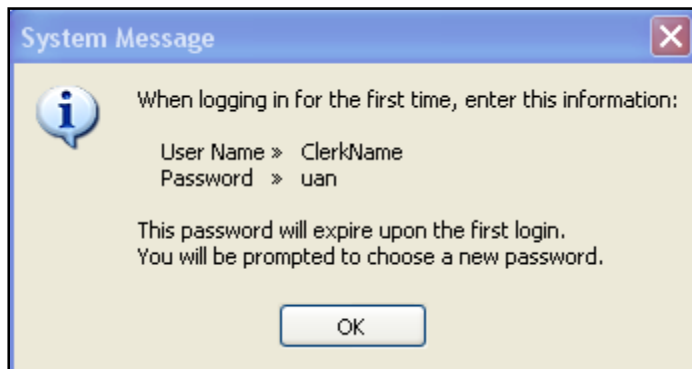
The password will expire upon the first login. You will be prompted to choose a new password. Click the [OK] button to continue.

A User Login window will display like the one below:

Type in your user name (from Step 5) and the temporary password: **uan**
When you are finished, click the [OK] button to continue.

Please note: If you need to login at a later time, you may click the [Cancel] button to close the screen. The next time you double-click the new UAN icon it will open the User Login window.
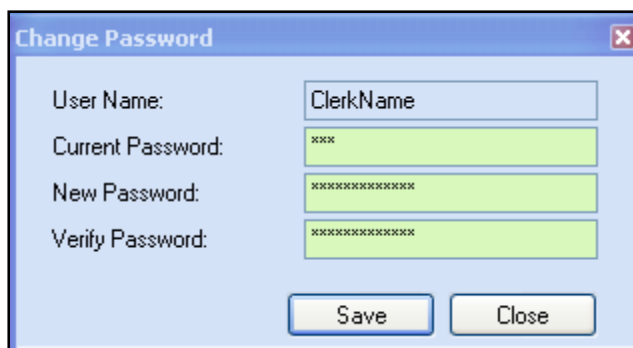
The system message below will be displayed informing you that your temporary password has expired and that you must now change your password on the following form.

Please review the password criteria below before continuing.
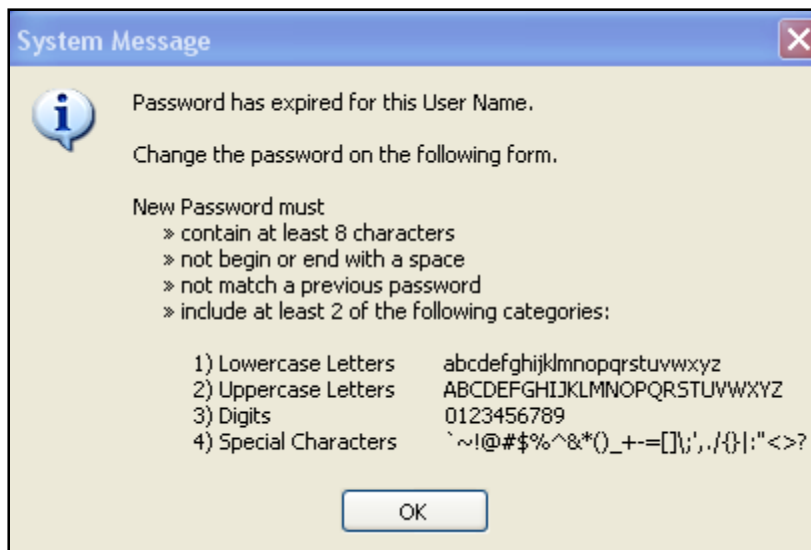
Click the [OK] button to continue.

The Change Password form will be displayed.

Change the temporary password to a new password of your choice. The following fields are required:

- **User Name**: This is a read-only field. This will display the User Name you entered in Step 5.

- **Current Password**: Enter the temporary password: **uan**

- **New Password**: Enter a password of your choice that meets that criteria listed below: Passwords must contain at least 8 characters, must not begin or end with a space, and must include characters from at least 2 of the following 4 categories:
  1) Lowercase letters (a to z)
  2) Uppercase letters (A to Z)
  3) Digits (0123456789)
  4) Special characters (`~!@#$%^&*()_+-=[]\;',./{}|:"<>?)

- **Verify Password**: Enter the new password a second time to confirm the change.

Click the [OK] button to continue.

IMPORTANT NOTES:
o If the user enters a valid user name with an **incorrect password** <u>three times in succession, that user name will be deactivated</u>. Only an administrator or UAN can reactivate an inactive user.
o **The new password will expire after 90 days.** To change your password at any time, go to General > Maintenance > Change Password.
o **The new password is valid only for the new UAN software application,** not for Prior Year Reports, Cemetery Software, etc. For more information, see Appendix C.

After logging in, the main UAN window will open. The Revenue Budgets area and Appropriation Budgets area open automatically.

CONFIRM 2010 ENDING BALANCES EQUAL 2011 BEGINNING

Before recording any transactions, compare the 1/1/2011 Fund Status Report to the 12/31/2010 Fund Status Report to be certain that the fund balances were carried forward correctly. Though there are differences in the detail on the reports there should be no differences in the **fund balances** on these two reports.

PRINT THE FUND STATUS REPORT

Menu Path: Accounting → Reports & Statements → **Fund Reports**

IMPORTANT:
There could be a difference if you posted any transactions *on 1/1/2011 prior to printing the Fund Status report*. Print the Cash Journal or Fund Ledger to verify. If, after comparing your

fund balances, you discover that your funds do not balance (and you determine that it is not due to any 1/1/2011 transactions that were posted) contact the UAN Support Line immediately before processing any transactions.

Congratulations!
You are now ready to begin working in the new UAN Accounting software.

See further instructions:

Appendix A includes detailed steps for 2011 Accounting Procedures starting on page 44.
Appendix B Training Application instructions on page 53.
Appendix C Prior Year Reports and other old software password maintenance instructions on page 54.

APPENDIX A: BEGIN 2011 ACCOUNTING PROCEDURES

REMINDER:

When you are working in <u>any of the areas listed below</u>, clicking on the [Need Help?] button will open screen-specific helpful information in the Accounting & General Manual, including step-by-step instructions for some process.

Additionally, some areas include links to screencast video tutorials under the FAQ section of the UAN Main Menu. You may also practice using the Training Mode – see Appendix B for details.

SYSTEM REPORTS AND MAINTENANCE

REMOVE OR DEACTIVATE UNUSED FUNDS AND ACCOUNTS

If any funds, revenues, or appropriation accounts were carried forward that you do not anticipate using in 2011; you can remove or deactivate them at this time. Menu paths to each software area are listed below, followed by recommended reports to verify your changes (if any).

Note: A fund cannot be removed until all revenue and/or appropriation accounts in that fund are deleted. However, it can be Deactivated.

REMOVE REVENUE ACCOUNTS
Menu Path: Accounting → Maintenance → **Revenue Accounts**

PRINT THE REVENUE STATUS REPORT
Menu Path: Accounting → Reports and Statements → **Revenue Reports**
Select Revenue Status from the drop-down menu.

REMOVE APPROPRIATION ACCOUNTS
Menu Path: Accounting → Maintenance → **Appropriation Accounts**

PRINT THE APPROPRIATION STATUS REPORT
Menu Path: Accounting → Reports and Statements → **Appropriation Reports**

Select Appropriation Status from the drop-down menu.

REMOVE FUNDS

Menu Path: Accounting → Maintenance → **Funds**

PRINT THE FUND STATUS REPORT

Menu Path: Accounting → Reports and Statements → **Fund Reports**

Select Fund Status from the drop-down menu.

DELETE OR DEACTIVATE VENDORS

If there are vendors that will not be needed in the current year and you did not Delete them in the Setup Wizard you might be able to delete them now as long as they are Deletable (see FAQ 2 on page 12 about vendors that can or cannot be removed). Menu paths to the Vendor / Payees area is listed below, followed by recommended reports to verify your changes (if any).

DELETE OR DEACTIVATE VENDORS

Menu Path: General → Maintenance → **Vendors / Payees**

Click the Status filter drop-down menu. Select Deletable to view a list of vendors that are eligible to be deleted from the system at that point in time. Even if a vendor is not deletable, you always have the option to deactivate the vendor (see FAQ 3 on page 12).

PRINT THE VENDOR / PAYEE LISTING

Menu Path: General → Reports and Statements → **Vendor / Payee Reports**

Select Vendor / Payee Listing from the drop-down menu.

ADD NEW FUNDS AND ACCOUNT CODES

Follow the steps below if you have any new funds and / or account codes you need to use in the new year. Menu paths to each software area are listed below, followed by recommended reports to verify your changes (if any).

ADD FUNDS

Menu Path: Accounting → Maintenance → **Funds**

Click the [Add] button.

PRINT THE FUND CHART OF ACCOUNTS

Menu Path: Accounting → Reports and Statements → **Fund Reports**

Select Fund Chart of Accounts from the drop-down menu.

ADD COST CENTERS (IF USED)

Menu Path: Accounting → Maintenance → **Cost Centers**

Click the [Add] button.

ADD NEW REVENUE ACCOUNTS

Menu Path: Accounting → Maintenance → **Revenue Accounts**

Click the [Add] button.

PRINT THE REVENUE CHART OF ACCOUNTS

Menu Path: Accounting → Reports and Statements → **Revenue Reports**

Select Revenue Chart of Accounts from the drop-down menu.

ADD NEW APPROPRIATION ACCOUNTS

Menu Path: Accounting → Maintenance → **Appropriation Accounts**

Click the [Add] button.

PRINT THE APPROPRIATION CHART OF ACCOUNTS

Menu Path: Accounting → Reports and Statements → **Appropriation Reports**

Select Appropriation Chart of Accounts from the drop-down menu.

ADD NEW VENDORS / PAYEES

Follow the steps below if you have any new vendors to record for use in the new year. The menu path is listed below, followed by recommended reports to verify your changes (if any).

ADD VENDORS / PAYEES

Menu Path: General → Maintenance → **Vendors / Payees**

Click the [Add] button.

PRINT THE VENDOR / PAYEE LISTING

Menu Path: General → Reports and Statements → **Vendor / Payee Reports**

Select Vendor / Payee Listing from the drop-down menu.

ENTER REVENUE AND APPROPRIATION BUDGETS

If any funds, revenues, or appropriation accounts were carried forward that you do not anticipate using in 2011; you can remove or deactivate them at this time. Menu paths to each software area are listed below, followed by recommended reports to verify your changes (if any).

Note: A fund cannot be removed until all revenue and/or appropriation accounts in that fund are deleted. However, it can be Deactivated.

ADD REVENUE BUDGETS
Menu Path: Accounting → Maintenance → **Revenue Accounts**
Click the [Add] button.

PRINT THE REVENUE STATUS REPORT
Menu Path: Accounting → Reports and Statements → **Revenue Reports**
Select Revenue Status from the drop-down menu.

ADD TEMPORARY APPROPRIATION BUDGETS (IF NEEDED)
Menu Path: Accounting → Maintenance → **Appropriation Budgets**
Click the [Add] button. Select Temporary Appropriation from the drop-down menu.

PRINT THE APPROPRIATION STATUS
Menu Path: Accounting → Reports and Statements → **Appropriation Reports**
Select Appropriation Status from the drop-down menu.

ADD PERMANENT APPROPRIATION BUDGETS
Menu Path: Accounting → Maintenance → **Appropriation Budgets**
Click the [Add] button. Select Permanent Appropriation from the drop-down menu.

PRINT THE APPROPRIATION STATUS
Menu Path: Accounting → Reports and Statements → **Appropriation Reports**
Select Appropriation Status from the drop-down menu.

ADD NEW INVESTMENTS (IF NEEDED)

Follow the steps below if you are opening any new investments at the beginning of the new year. The menu paths to the investment areas are listed below, followed by recommended reports to verify your changes (if any).

ADD INVESTMENTS

Menu Path: Accounting → Maintenance → **Investments**

Click the [Add] button.

Enter the Investment information and click [Save] when finished. Repeat for additional investments. Then, when you click [Close] on the Add Investment form the system will display a message "Print new investment report?" Click [Yes] to print. Or, to print investment reports later, follow the instructions below.

PRINT THE INVENTMENT REPORTS

Menu Path: Accounting → Reports and Statements → **Investment Reports**

Select Investment Detail or Investment Listing from the drop-down menu.

In addition to the report message, the system will also display this message: "Open the Investment Transfer form to transfer money into the new investment?" Click [Yes] to open the form. To transfer money later, follow the steps below.

ESTABLISH NEW INVESTMENT BALANCES

Menu Path: Accounting → Transactions → **Investments**

Enter the Investment Transfer information and click [Post] when finished. Repeat for additional investments. Then, when you click [Close] on the Post Investment Transfer form the system will display a message "Print investment transfer report?" Click [Yes] to print. Or, to print investment reports later, follow the instructions below.

PRINT THE INVESTMENT TRANSFER REPORT

Menu Path: Accounting → Reports and Statements → **Investment Reports**

Select Investment Activity or Investment Listing from the drop-down menu.

ADD NEW PURCHASE ORDERS AND BLANKET CERTIFICATES

Follow the steps below if you have invoices ready to be charged against the new year's appropriations. To open new purchase orders, the menu path is listed below, followed by recommended reports to verify your changes (if any).

ADD PURCHASE ORDERS

Menu Path: Accounting → Transactions → **Purchase Orders**

Click the [Add] button.

Select the type (PO Regular, PO Then & Now, BC Regular, or BC Super).

PRINT THE PURCHASE ORDER STATUS REPORT

Menu Path: Accounting → Reports and Statements → **Purchase Order Reports**

Select Purchase Order Status from the drop-down menu.

ACCOUNTING TRANSACTIONS

You can now begin posting 2011 Accounting Transactions!

REMINDER:

Clicking on the [Need Help?] button will open screen-specific helpful information in the Accounting & General Manual, including step-by-step instructions for adding transactions in the 'How To' section of each subject.

Additionally, some areas include links to screencast video tutorials under the FAQ section of the UAN Main Menu. You may also practice using the Training Mode – see Appendix B for details.

APPENDIX B: TRAINING MODE

Once you have successfully completed the Accounting Setup Wizard and log in the new UAN software for the first time, you can use the new UAN Training application (Training Mode).

Training Mode allows you to practice UAN in a software environment using a copy of your most recent entity data without affecting any of the data in the UAN application.

To access the UAN Training application:

1.	Quit	Click [Quit] to exit the UAN Application.
2.	UAN Tools	Double-click on the UAN Tools icon on your computer's Desktop
3.	UAN Training Shortcut 2 KB	Double-click on the UAN Training

The following message will display (Note: You will not see this message on your first entry into UAN Training.):
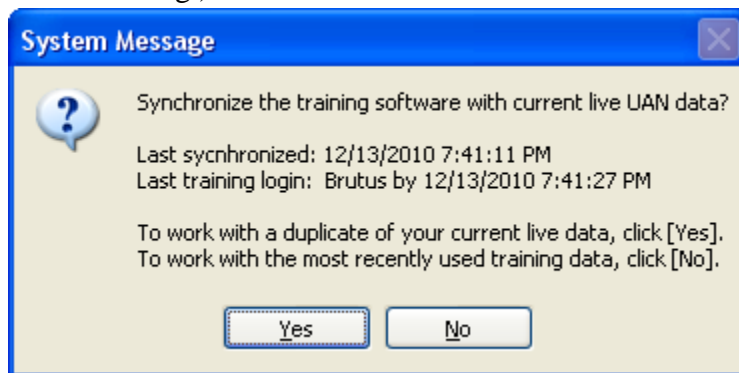
Synchronize the training software with the current live UAN data? Click [Yes] or [No].

- To work with a duplicate of your current live data, click [Yes].

- To work with the most recently used training data, click [No].
  Note: the most recently used training data *may or may not* be the most current live data depending on your last activity in UAN and in Training mode.

APPENDIX C: PASSWORDS FOR PRIOR YEAR REPORTS AND OTHER OLD UAN APPLICATIONS

The new password established after clicking [Finish] in the Setup Wizard is not valid in old UAN applications. The last password(s) you used for the old applications have not changed.

Old UAN applications include:
- Prior Year Reports 2006-2010
- Prior Years Backup
- Cemetery
- Minutes
- Cemetery and Minutes Backup

You are required to change your password for old applications only once after closing Accounting 2010. After the initial password change, the password is valid indefinitely (UAN will no longer require you to change the password every 90 days – *__for old applications__*). However, it is recommended that you change passwords on a regular schedule.

The old Password Change Application can still be used to change passwords for old UAN applications. To access the application:

1.		Double-click on the UAN Tools icon on your computer's Desktop
2.		Double-click on the Prior Year Reports icon
3.		Double-click on the Change Old Passwords icon

This will open the Password Change Application. This application will only affect the older applications included in the above list. If needed, instructions for this application can be found in the old Accounting Manual on the uanlink website at http://uanlink.auditor.state.oh.us/. Select website menus' UAN WIN Software, then Accounting.