Summary Method

Conversion Manual

UNIFORM
ACCOUNTING
NETWORK

OHIO AUDITOR OF STATE
KEITH FABER

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UAN SUMMARY CONVERSION

OVERVIEW

This is a guide for the initial conversion from manual records (or non-UAN applications) to UAN.

Step 1 Before you were scheduled for training class you were required to complete the conversion worksheets.

<u>Steps 2-4 begin during the UAN New Client Training</u>

Step 2 Opening UAN the First Time: complete a short setup wizard before UAN opens.
Step 2 is completed in class at the end of training Day-1.

Step 3 UAN Maintenance & Budget Conversion Data Entry: Enter the information prepared in Step 1 into UAN. Confirm accuracy with reports.
Step 3 is assigned at the end of training Day-1 to be completed before attending Day-2.

Step 4 Transactions Conversion: Enter the data from the worksheets, completing the transaction conversion and bank reconciliation. Confirm accuracy with reports.
Step 4 is entered during training Day-2.

Note:
- You may exit UAN at any time during the conversion process.
- UAN recommends performing a UAN Backup after entering large amounts of data. See the Accounting & General Manual under the General Maintenance section for details.

STEP 1 WORKSHEET CHECKLIST – COMPLETED BEFORE CLASS

We will begin using the worksheets for your conversion entries near the end of the first day of class. Please make sure that you have these available for use.

STEP 2 OPENING UAN FOR THE FIRST TIME

In previous years, UAN customers upgraded to a completely new version of the UAN application. This upgrade required running a special Setup Wizard program to transition from the old to the new application. *For technical reasons, before the application will open, <u>**all new customers**</u> must step through the Setup Wizard even though many aspects of it will not be applicable or essential for new customers.*

STEPS TO ACCESS

Double-click on the UAN icon ⬡ and the UAN Setup Wizard will open.

OVERVIEW

The instructions that follow guide you through essential steps and steps you can skip or review later. The Setup Wizard is a 12 step process and instructions are provided in the heading of each step (Again, some instructions are not applicable to brand new clients). Note: If you need to quit before completing the wizard, the program will save the work you have completed to that point.

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 message describing what is necessary to continue.
[< Back]	To return to the previous screen. Clicking this will prompt the 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 will prompt the 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] returns 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, UAN retains the changes you have made so far when you re-open it. Do not 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.

12 STEP SETUP WIZARD

STEP 1: MERGE VENDORS / PAYEES / ADDRESSES

Step 1 (Screen 1) Identify Items to Delete
New customers will not have any vendors that are deletable. This screen is not applicable.
Click [Next >] to advance to the next screen.
You will receive a message "0 items will be deleted when setup is complete."
Click [OK] to advance to the next screen.

Step 1 (Screen 2) Identify Duplicates

When you advance to this screen, only the *preset Payroll Withholding Payees* will list in the 'Items to Keep' area on the left side of the screen.

• Click the header ☑ checkbox in the top left corner of the 'Items to Keep' list to select all.
• Click [Unique >]. This will move the items into the 'Unique Items' list located in the lower right corner of the screen.
  Note: All items must be moved into the 'Unique Items' (the 'Items to Keep' must be empty).

Click [Next >] to advance to the next screen.

STEP 2: MERGE DEPARTMENTS

New customers will not have any Departments in the application. Click [Next >] to advance to the next step.

STEP 3: VERIFY ENTITY SETUP (OPTIONAL)

The Entity Setup contains settings that affect the operation of UAN for all users of the software. You can edit this information at any time in **General → Maintenance → Entity Setup.**

Step 3, Screen 1 – Entity Information
Use Conversion Worksheet No. 1

Entity section:
The entity name, entity type, county, and UAN entity ID have been set up by UAN on the computer provided for your entity's use and are read-only. **If any of the above information is incorrect, quit the setup wizard and contact UAN Support before continuing so that our technical staff can correct the error without erasing any of your data.**

Also, note that you are required to enter the entity's Federal Tax ID and Ohio Tax ID before advancing to the next screen.

Entity Contact Information and Fiscal Officer:
- Entity's Address.
- Entity's Phone & Fax Number.
- Email Address.
- Fiscal Officer's Name.
- Assistants (if any).

UAN uses the address and Fiscal Officer's name on this form when printing purchase orders and receipts.

When you are finished, click [Next >].

Step 3, Screen 2 – System (optional)

- **Compliance Controls**:
  UAN recommends leaving the default setting: '⦿ Stop user when not in compliance'.

- **Budgetary**:
  This section allows the user to choose whether custodial funds should or should not be budgeted. Note that you can change this setting after the setup wizard is complete, but *you*

cannot change it once activity posts to an agency fund in the current year. If you are not sure, whether a fund your entity uses is an agency fund, review the Funds section of the uniform chart of accounts located in the Appendices of the Accounting & General Manual.

- **UAN Backup Interval:**
  This section allows you to set the number of days the software will require a backup. You must complete a UAN Backup at least every 30 days. UAN Support recommends you back up data more often than the maximum backup interval.

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

Step 3, Screen 3 – Modules (optional)

UAN Support recommends skipping this screen in the Setup Wizard and reviewing your options later.

Click [Next >].

Step 3, Screen 4 – Purchase Orders (optional)

UAN Support recommends skipping this screen in the Setup Wizard and reviewing your options later.

Click [Next >].

Step 3, Screen 5 – Payments (optional)

UAN Support recommends skipping this screen in the Setup Wizard and reviewing your options later.

Click [Next >].

STEP 4: SET NON-EXPENDABLE BALANCES (OPTIONAL)

Click [Next >] to advance to the Step 4 screen. The screen is not relevant at this point for new customers since you will not have funds established. Click [Next >] to advance to Step 5.

Note: Certain fund types require the specification of a non-expendable amount. Since your entity has not yet established any funds in UAN, this step is not applicable right now. For more information on setting non-expendable fund balances, once in the software, go to Accounting → Maintenance → Funds and then click the [Need Help?] button.

STEP 5: ADD ADMINISTRATOR USER (FISCAL OFFICER)

Click [Next >] to advance to the Step 5 screen.
You must complete this step before you can advance to the next step in the wizard.

1. Enter a User Name for the fiscal officer.

    a. You will type this 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 easy to type correctly. You may add additional users later in the setup process if desired, or any time after setup is complete.

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

STEP 6: CHOOSE BACKGROUND COLOR (OPTIONAL)

Click [Next >] to advance to the Step 6 screen.

Optional: Choose a color scheme for UAN. The color choice will apply only to the User Name you just created. To restore the color to the UAN default, select the [Reset to Default] button.

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

Note: You can change this setting at any time from the painter's palette icon in the System Utilities area of the Main Menu.

STEP 7: CHOOSE USER PREFERENCES (OPTIONAL)

User Preferences is an area where settings are located that affect the operation of UAN 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 user preferences.

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

Click [Next >] to advance to the first Step 7 screen.

Step 7, Screen 1 – System (optional)

UAN Support recommends skipping this screen in the Setup Wizard and reviewing your options later. Click [Next >] to advance to the next screen.

Step 7, Screen 2 – Purchase Orders (optional)

The Ship To and Bill To location addresses will default to the entity address you entered on the Entity Setup form of Step 3, Screen 1 in the setup wizard. UAN assumes that most of the time the addresses should be set to the entity address. If you typically have items billed/shipped to a different location, you can change the User Preferences after the setup wizard is complete and after you have entered additional vendors.

You can also choose how many copies of your purchase orders will print when you post and print. To change, type over the default number or use the up / down arrow to the right of the field to increase or decrease.

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

Step 7, Screen 3 – Payments (optional)

UAN Support recommends skipping this screen in the Setup Wizard and reviewing your options later. Click [Next >] to advance to the next screen.

Step 7, Screen 4 – Receipts (optional)

UAN Support recommends skipping this screen in the Setup Wizard and reviewing your options later. Click [Next >] to advance to the next screen.

Step 7, Screen 4 – Reports (optional)

UAN Support recommends skipping this screen in the Setup Wizard and reviewing your options later. Click [Next >] to advance to the next screen.

STEP 8: ADD CUSTOM USER ROLES (OPTIONAL)

Click [Next >] to advance to the Step 8 screen.

UAN Support recommends skipping this screen in the Setup Wizard and reviewing your options later. Note: If you are skipping this step, <u>do not</u> click the [Save] button.

Click [Next >] to advance to the next screen.

STEP 9: ADD OTHER USERS (OPTIONAL)

Click [Next >] to advance to the Step 9 screen.

UAN Support recommends skipping this screen in the Setup Wizard and reviewing your options later. Note: If you are skipping this step, <u>do not</u> click the [Save] button.

Click [Next >] to advance to the next screen.

STEP 10: CREATE UAN BACKUP

Click [Next >] to advance to the Step 10 screen.

For technical reasons, you are required to make a backup before you start using the software. For more information on UAN Backups, review the UAN Backup section Accounting & General Training Handbook.

Note: After completing a backup, revisiting a previous step or quitting the setup process will require you to make a new backup when you reach this step again.

Backups can be run at any time in **General > Maintenance > Backups, then UAN Backup**

When the backup finishes, click [Next >].

STEP 11: REVIEW IMPORTANT NOTES

Click [Next >] to advance to the Step 11 screen.

This step does not apply to new clients since you have not yet entered conversion data.
Click [Next >] to advance to the next screen.

STEP 12: ADD REVENUE BUDGETS (OPTIONAL)

This step does not apply to new clients since you have not yet entered conversion data.
You are now ready to start working in UAN.   To complete the Setup Wizard, click [Next >] and then click [Finish].

The application may take a few minutes to process some information in the background. Please wait until prompted with a message with your user name and password information (see the instructions that follow):

RECOMMENDED: ESTABLISH A UNIQUE PASSWORD IMMEDIATELY

A message will open, confirming the user name you entered in Step 5, and UAN will give you a password (**uan**). The password (**uan**) <u>will expire the first time you login</u> and it will prompt you to change it to a unique password. Please read the entire message and then click OK.

The User Login form will open:

Type in the User Name you entered in Step 5 of the Setup Wizard and **uan** in the password field. Click OK.

This will open the Change Password form:

- Enter the Current Password: "**uan**".
- Enter a unique password of your choice in the New Password field.
- Confirm the password by re-entering it in the Verify Password field.
- Click Save and Close.

Reminder:

Passwords must contain at least eight characters, must not begin or end with a space, and must include characters from at least two of the following four categories:

      1) Lowercase letters (abcdefghijklmnopqrstuvwxyz)

      2) Uppercase letters (ABCDEFGHIJKLMNOPQRSTUVWXYZ)

      3) Digits (0123456789)

      4) Special characters (`~!@#$%^&*()_+-=[]\;',./{}|:"<>?)

Please Note:

It is possible to establish a unique password later by either clicking Cancel on the UAN Login screen or Close on the Change Password utility. UAN Support highly recommends establishing a unique password as soon as you complete the setup wizard. If you accidentally cancel or close the above forms, you will be able to login and repeat the login/change password steps described above

by double-clicking on the UAN icon to open the User Login screen.

STEP 3 UAN MAINTENANCE & BUDGET CONVERSION

NOTE: If you have been practicing in the Training mode, be sure to exit. Remember that information entered in the Training mode does not transfer to the official UAN application.

1. REVIEW ENTITY SETUP INFORMATION

☐	*Use Conversion Worksheet No. 1* *UAN Menu* General → Maintenance → **Entity Setup**, the form defaults to the Entity Information tab. The information in this tab should have been completed during Step 3 of the 12 Step Setup Wizard. Review for accuracy and make corrections if needed. As noted in the wizard instructions, if there is incorrect information in your entity name, entity type, or county, please inform the instructor so that we can schedule a UAN technician to correct these fields. **If your entity does not use Custodial funds, then click Close and proceed to step 2**
☐	If your entity has one or more Custodial funds, then please read the following: Click the **System Tab** in the Entity Setup form. **Budgetary**: The Budgetary section of the System tab allows the user to choose whether custodial funds should or should not be budgeted; you cannot change this once activity posts to a custodial fund in the current year. • If you do not intend to budget for your Custodial funds, then leave it on the default setting: "Custodial funds must not be budgeted". • If you plan to enter budgets for Custodial funds, select "Custodial funds must be budgeted." Click Save if necessary and Close to proceed to step 2.

2. ADD THE PRIMARY CHECKING ACCOUNT

☐ | *Use Conversion Worksheet No. 2*

UAN Menu Accounting → Maintenance → **Checking Accounts**, click **Add** and click **OK**

A primary checking account must exist in UAN before adding funds or adding secondary checking accounts. You will not establish a cash balance in this step. The primary checking Name is required to be 'PRIMARY'. Enter the Account Number, Description, and (when applicable) checkmark the 'Interest bearing' checkbox if this checking account earns interest revenue. Then skip to the 'Bank' section, enter the Bank Name, and contact information as needed. Click Save and then Close to close the form. A message will appear "Print new checking account report?" Click Yes and then Print. This will print the "Post Checking Account Report".

'START WARRANT' NUMBER:

You must enter a starting warrant number for the application to function properly in later steps. At this time, click **Change** next to 'Start Warrant' and click OK on the message. Since the Summary Transaction Conversion method does not use warrant numbers, the number you enter now should be your best *estimate* of the first warrant you will print using UAN after conversion.

Note: When the time comes to post the first 'live' warrant payment through UAN, return to this form to confirm the warrant number. If your estimate was too high, you can decrease the number by using the **Change** button. If your estimate was too low, you cannot increase it here. Instead, when you are in the process of posting your first warrant payment the software will open a message and form for you to confirm the first warrant number. You can enter the correct warrant number on that form.

☐ | Verify Accuracy:

UAN Menu Accounting → Reports & Statements → Checking Account Reports and select **Checking Account Detail**

☐ Compare the report to the worksheet.
☐ Identify any differences and make corrections if needed.
☐ If you make corrections, reprint the report to verify.

3. ADD FUNDS AND CASH BALANCES ON JANUARY 1

☐ | *Use Conversion Worksheet No. 3*

UAN Menu Accounting → Maintenance → **Funds**, click **Add**

In the Add Fund form Balance field, enter the fund's <u>January 1 beginning cash balance</u> that you prepared on the worksheet. Certain fund types require additional information as you outlined on the worksheet. Change the form settings whenever applicable:

Receives own interest: Checkmark (or leave unchecked) the 'Receives own interest' checkbox to indicate whether interest receipts for the fund should post back to its balance (checkmark) or post to the General Fund balance (leave unchecked).

Non-Expendable Balance: Enter the Non-Expendable balance for all Permanent funds and when Private Purpose Trust funds have non-expendable balances.

Unclaimed Monies: A custodial fund for townships and libraries may be designated as an unclaimed monies fund.

Click **Save**. Read the message carefully and click OK. Repeat to continue adding funds. Click Close when you are done.

☐ | Verify Accuracy:

UAN Menu Accounting → Reports & Statements → Fund Reports and select **Fund Listing**.

To verify established funds and the beginning of the year fund balances, print the Fund Listing, and compare it to the source documents.

☐ Compare fund numbers, names, and each fund balance to those in your old system cash journal (on the worksheet).

☐ If applicable, compare the amounts in the Reserve for Non-Spendable column to the entity's original resolution/ordinance, trust documents, or other documents from when the donation was received that specify how much money is non-expendable for any permanent funds or private purpose trust funds with non-spendable amounts.

☐ If applicable, compare the amounts in the Reserve for Unclaimed Money column to your documentation of your original setup for any custodial funds.

☐ Identify any differences and make corrections if needed.

☐ Reprint the Fund Listing to verify corrections.

IMPORTANT:

If it is necessary to correct beginning fund balances, do so immediately using the Edit button in the Fund Maintenance area. This is important because once you post a transaction affecting <u>any fund</u>, then the beginning balances <u>for all funds</u> become permanent and you will not be able to edit the beginning balances from that point forward using the Add/Edit buttons in the Funds area.

Direct modification of fund balances after they become permanent can be entered as fund balance adjustments under:

UAN Menu Accounting → Utilities → **Fund Balance Adjustment Utility**.

4. ADD SECONDARY CHECKING ACCOUNTS (IF ANY)

Skip this step if you do not have any Secondary Checking accounts owned at the end of the Conversion Period

☐	*Use Conversion Worksheet No. 4* *UAN Menu* Accounting → Maintenance → **Checking Accounts**, click **Add** and click **OK** Enter the information from the worksheet into the Add Checking Account form and click **Save**. Repeat until you save all secondary checking accounts and then click Close. A message will appear "Print new checking account report?" Click No – you will review this later. A message will display "Open the Checking Transfer form to transfer money into the new secondary checking account?" Click **No**. You will enter balances during the Transaction Conversion.
☐	Verify Accuracy: *UAN Menu* Accounting → Reports & Statements → Checking Account Reports and select **Checking Account Detail** from the menu. ☐ Compare the Checking Account Detail to the worksheet. ☐ Identify any differences and make corrections if needed. ☐ If you make corrections, reprint the report to verify.

5. ADD INVESTMENTS (IF ANY)

Skip this step if you do not have any Investment accounts owned as of the end of the conversion period

☐ | *Use Conversion Worksheet No. 5*

UAN Menu Accounting → Maintenance → **Investments**, click **Add,** and click **OK**

Enter the information from the worksheet into the Add investment form and click **Save**. Repeat until you save all investments. Click Close and a message opens "Print new investment report?" Click No – you will review this information later. A message will display "Open the Investment Transfer form to transfer money into the new investment?" Click **No**. You will enter balances during the Transaction Conversion.

☐ | Verify Accuracy:

UAN Menu Accounting → Reports & Statements → Investment Reports and select **Investment Detail**

☐ Compare the report information to the actual investment on the worksheet.
☐ Identify any differences and make corrections if needed.
☐ Reprint the report to verify corrections.

6. ADD VENDORS / PAYEES

☐ | *Use Conversion Worksheet No. 6*

Review Step 1, #6 on the Conversion Worksheet Guide for a description of options 1 and 2.

UAN Menu General → Maintenance → **Vendors / Payees**

Option #1: Click **Add** to open the Vendor / Payee form. Enter vendor information that you organized prior to conversion for vendors that you currently are using on open purchase orders, blanket certificates, or any scheduled direct charge payments. Save and repeat for each vendor that you are choosing to add to UAN.

Option #2: Click **Import** to import the spreadsheet of vendors you have prepared in advance. Important: Do not use the Add button until you have imported vendors if you intend to use this option. After the first vendor is added, the Import button deactivates and will no longer be available for use.

Reminder: it is *only* necessary to enter vendors that you will need to use on transactions in the near future (purchase orders, payments). There is no requirement to add in previous vendors or to add all possible vendors immediately.

☐ | Verify Accuracy:

UAN Menu General → Reports & Statements → Vendor / Payee Reports and select **Vendor / Payee Detail with Locations**. Click the **Options** tab and checkmark ☑ '**Print SSN & Tax ID**'. Select all vendors and Print.

☐ Compare the report to the data on the worksheet.
☐ Identify any differences and make corrections if necessary.
☐ If you make corrections, reprint the report for those vendors to verify.

7. COST CENTERS (OPTIONAL)

☐ | *Use Conversion Worksheet No. 7*

UAN Menu Accounting → Maintenance → **Cost Center**

Add cost centers before adding revenue account codes and/or appropriation account codes.

Reminder: Cost Centers are optional. The cost center placeholder is '0000' and is necessary for every revenue and appropriation account when no cost center is specified.

Recommendation: use sparingly, carefully, and only if necessary.

8. ADD REVENUE ACCOUNTS

☐ *Use Conversion Worksheet No. 8*

UAN Menu Accounting → Maintenance → **Revenue Accounts**

Add the revenue accounts on the worksheet into UAN.

☐ Verify Accuracy:

UAN Menu Accounting → Reports & Statements → Revenue Reports and select **Revenue Chart of Accounts**

☐ Compare the report to the worksheet.
☐ Identify any differences and make corrections if necessary.
☐ If you make corrections, reprint the report to verify.

9. ADD APPROPRIATION ACCOUNTS

☐ *Use Conversion Worksheet No. 9*

UAN Menu Accounting → Maintenance → **Appropriation Accounts**

Add the appropriation accounts on the worksheet into UAN.

☐ Verify Accuracy:

UAN Menu Accounting → Reports & Statements → Appropriation Reports and select **Appropriation Chart of Accounts**

☐ Compare the report to the worksheet.
☐ Identify any differences and make corrections if necessary.
☐ If you make corrections, reprint the report to verify.

10. ADD REVENUE BUDGETS

☐ *Use Conversion Worksheet No. 8*

UAN Menu Accounting → Maintenance → **Revenue Budgets**

Click Add, read the message carefully, and then click OK. On the 'Add Revenue Budget' form **select a fund**.

In the 'Budget Amount (Full Year)' column, enter the amounts from the worksheet's Conversion Revenue Budget column. Enter January 1 as the 'Effective date'.

Click **Save** and repeat for each fund. Click Close when done.

☐ Verify Accuracy:

UAN Menu Accounting → Reports & Statements → Revenue Reports and select **Revenue Status**. Select all accounts.

Print the report and compare the results to the worksheet:

☐ Compare the Final Budget total for each fund on the report (each fund sub-totals) to the Conversion Revenue Budget total for each fund on the worksheet.

☐ Compare the Final Budget amount for each revenue account to the Conversion Revenue Budget on the worksheet.

☐ Identify any differences and make corrections if necessary using the **Supplemental** button.
Reminder: Checkmark '☑Apply as correction' on the Add Supplemental form when you are using it to correct type-in errors.

☐ If you make corrections, reprint the report to verify.

11. ADD APPROPRIATION BUDGETS

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Use Conversion Worksheet No. 9

UAN Menu Accounting → Maintenance → **Appropriation Budgets**

Click **Add** and select **Permanent Appropriations**. Read the message carefully and then click OK. On the 'Add Permanent Appropriation Budget' form **select a fund**.

In the 'Permanent / Original (Full Year)' column, enter the amounts from the worksheet's Conversion Appropriation Budget column. Enter January 1 as the 'Effective date'. Click **Save** and read the message carefully to confirm the following:

- The Original Revenue Budget should equal the fund total of the Conversion Revenue Budget column on worksheet #8.
- The Original Appropriation should equal the fund total of the Conversion Appropriation Budget column on worksheet #9.

If either amount on the message is incorrect, click Cancel to return to the Add form. Review your appropriation entries and make corrections when necessary. If the problem is with the revenue budget, you must cancel the Add form and repeat the 'Verify Accuracy' steps in the 'Add Revenue Budgets' section above until the issue is resolved.

If you confirm the message is listing the correct amounts, click OK and the appropriation budget will save in UAN and reset the form. Repeat for each fund. Click Close when done.

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Verify Accuracy:

UAN Menu Accounting → Reports & Statements → Appropriation Reports and select **Appropriation Status**. Select all accounts.

Print the report and compare the results to the worksheet:

☐ Compare the Final Appropriation <u>total for each fund</u> on the report (each fund sub-totals) to the Conversion Appropriation total for each fund on the worksheet.

☐ Compare the Final Appropriation for <u>each appropriation account</u> on the report to the Conversion Appropriation Budget on the worksheet.

☐ Identify any differences and make corrections if necessary using the **Supplemental** button.
Reminder: Checkmark '☑Apply as correction' on the Add Supplemental form when you are using it to correct type-in errors.

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☐ If you make corrections, reprint the report to verify.

STEP 4 TRANSACTION CONVERSION

*Reminder***:** The annual financial reports will have accurate total amounts when using the Summary method, but UAN will not contain detailed report information. Retain thorough non-UAN records covering the conversion period to provide details for an audit.

1. ADD THE CONVERSION VENDOR

Important: After adding the first vendor in UAN – including the Conversion Vendor – the Import button deactivates and will no longer be available for use. <u>Do not Add the Conversion Vendor until you have imported vendors if you intend to import vendors</u>. For more information, review Step 1, #6 on the Conversion Worksheet Guide for a description of the two options.

☐   *UAN Menu* General → Maintenance → **Vendors / Payees**

Click **Add** to open the Add Vendor / Payee form.

Enter the following fields:

- Name: **UAN Conversion Vendor**
- Description: **Only for UAN Conversion Transactions**

In the 'Available In' section, checkmark the following:

☑ Accounting Purchases & Payments

☑ Accounting Receipts

In the '**Locations**' tab, click Add and click OK on the 'Save now?' message. On the 'Add Location' form, enter the Description: **UAN Conversion Vendor** then click Save and Close.

On the Add Vendor / Payee form, click Close.

2. POST A LUMP-SUM RECEIPT

☐ | *Use Conversion Worksheet No. 8*

Calculate the total of all funds Year-To-Date Revenue Received on Worksheet 8 and then subtract all of the Transfers-In and Advances-In revenue on the worksheet (these will be easy to find if you highlighted those rows as instructed in the Conversion Worksheet Guide). The calculated amount should equal the lump-sum receipt total when you are done.

UAN Menu Accounting → Transactions → **Receipts**, click **Add** and choose **Standard**

Enter into the following fields:
> Source: **UAN Conversion Vendor**
> Purpose: **UAN Conversion**
> Dates:
> - Receipt: **Conversion Period Ending Date**
> - Deposit: **Conversion Period Ending Date**
> - Post: **Conversion Period Ending Date**

Complete the Receipt Distribution list:
Select each revenue account and enter the Year-To-Date amount from the worksheet (except for Transfers-In or Advances-In accounts). Complete this for all funds.

When this is complete for all funds revenue accounts, confirm the total in the top-right corner of the form equals the amount you calculated at the beginning of this step. If it does not, review and correct any data entry errors.

When the receipt total equals your calculations, click **Save** and Close.

☐ | Verify & Correct Errors Before Posting:

UAN Menu Accounting → Reports & Statements → Fund Reports and select **Fund Activity**, click OK to the 'no data' message. Select the Filters tab and change the Type menu to **Batch**. ☑ Checkmark all funds and Print. Note the report includes an 'Increase Revenue' column.

☐ Confirm Increase Revenue amount for each fund on the report equals each fund's Year-To-Date Revenue Received total (excluding any Transfers-In or Advances-In accounts) on conversion worksheet #8. If any do not, make a note to closely scrutinize them in the next report.

☐ | *UAN Menu* Accounting → Reports & Statements → Revenue Reports and select **Receipt Detail**, click OK to the 'no data' message. Select the Filters tab and change the Type menu to **Batch**. ☑ Checkmark all funds and Print. Note the report includes an Account Code and Amount column.

☐ Confirm the accuracy of each Account Code and Amount in the report with the Year-To-Date Revenue Received on worksheet #8. Make notes about any errors found.

☐ If corrections are necessary, follow the steps below:

UAN Menu Accounting → Transactions → **Receipts**, ☑ Checkmark the receipt and click **Edit**

☐ Complete corrections on the Edit Receipt form, then click Save and Close.
☐ Reprint the reports above to verify the changes.

☐ Post the Lump-Sum Receipt:

UAN Menu Accounting → Transactions → **Receipts**, ☑ Checkmark the receipt and click **Post.** Click OK and then Print.

3. POST INTERFUND TRANSFERS (IF ANY)

☐ | *Use Conversion Worksheet No. 10*

UAN Menu Accounting → Transactions → **Interfund Transfer,** read the message carefully and click OK.

The 'Post Interfund Transfer' form will open. Complete each interfund transfer that you list on worksheet #10 <u>as a separate transaction</u>.

☐ Complete the required fields using the worksheet
☐ Click Post and the screen will reset.
☐ Repeat for each Interfund Transfer on the worksheet.
☐ Click Close and select 'Yes' to the message 'Print transfer report?' and OK to print.
☐ Review to report to confirm accurate entry.

☐ | Correct errors if any were revealed on the Post Interfund Transfer report

UAN Menu Accounting → Utilities → **Interfund Transfer Utility**.

☐ Checkmark ☑ an interfund transfer that includes errors and click **Void**. Click OK on the void confirmation message. On the Void date form enter the same date as the Post Date of the interfund transfer you are voiding and click OK. Click Yes to print the void report. If necessary, repeat these steps for each interfund transfer with errors.
☐ Repeat the steps in this section to re-Post the Interfund Transfers with the correct data.

4. POST INTERFUND ADVANCES (IF ANY)

☐ *Use Conversion Worksheet No. 10*

UAN Menu Accounting → Transactions → **Interfund Advance,** read the message carefully and click OK.

The 'Post Interfund Advance' form will open. Complete each interfund advance that you list on worksheet #10 <u>as a separate transaction</u>.

☐ Complete the required fields using the worksheet
☐ Click Post and the screen will reset.
☐ Repeat for each Interfund Advance on the worksheet.
☐ Click Close and select 'Yes' to the message 'Print advance report?' and then OK to print.
☐ Review to report to confirm accurate entry.

☐ Correct errors if any were revealed on the Post Interfund Advances report

UAN Menu Accounting → Utilities → **Interfund Advance Utility**.

☐ Checkmark ☑ an interfund advance that includes errors and click **Void**. Click OK on the void confirmation message. On the Void date form enter the same date as the Post Date of the interfund advance you are voiding and click OK. Click 'Yes' to print the void report. If necessary, repeat these steps for each interfund advance with errors.
☐ Repeat the steps in this section to re-Post the Interfund Advances with the correct data.

5. POST A LUMP-SUM PURCHASE ORDER

☐ | *Use Conversion Worksheet No. 9*

Calculate the total of all funds Year-To-Date Expenditures on Worksheet 9 and then subtract all of the Transfers-Out and Advances-Out expenses on the worksheet (these will be easy to find if you highlighted those rows as instructed in the Conversion Worksheet Guide). The calculated amount should equal the lump-sum PO/payment total when you are done.

UAN Menu Accounting → Transactions → **Purchase Orders**, click **Add** and choose **PO Regular**

Enter into the following fields:
      Vendor: **UAN Conversion Vendor**
      Purpose: **UAN Conversion**
      Dates:
- Issue: **Conversion Period Ending Date**
- Expires: (Leave blank)
- Certified: **Conversion Period Ending Date**

Click the **Additional tab** and enter:
      Purpose: **UAN Conversion**

Click the **Detail/Distribution tab**:

In the **Detail** list:
- Quantity: **1**
- Description: **UAN Conversion**
- Unit Price: **Total Year-To-Date Conversion Period Expenditures (**minus any Transfer-Out or Advances-Out)

Confirm the total in the top-right corner of the form equals the amount you calculated at the beginning of this section. If it does not, review and correct any quantity or unit price errors.

In the **Distribution** list:
Select each appropriation account and enter the Year-To-Date amount from the worksheet (except for Transfers-Out or Advances-Out accounts). Complete this for all funds.

When this is complete for all funds appropriation accounts, confirm the Undistributed amount in the top-right corner of the form is zero. If it is not, review and correct any data entry errors.

	When the purchase total equals your calculations and undistributed is zero, then click **Save** and Close.
☐	Verify & Correct Errors Before Posting: *UAN Menu* Accounting → Reports & Statements → Appropriation Reports and select **Appropriation Status**, click OK to the 'no data' message Select the **Options** tab and checkmark ☑ **Include batch items** and ☑ **Start each fund on a new page**. Then checkmark ☑ all accounts in the list and Print. Note the report includes a Batch Encumbrance column. ☐ Confirm the Batch Encumbrance column total for each fund equals the Year-To-Date Expenditures total (excluding any Transfers-Out or Advances-Out accounts) for each fund on conversion worksheet #9. If any do not, make a note to closely scrutinize each account in those funds. ☐ Confirm the accuracy of each Account Code and Batch Encumbrance for each account code in the report with the Year-To-Date Expenditures on worksheet #9. Make notes of any errors found. ☐ If corrections are necessary, follow the steps below: *UAN Menu* Accounting → Transactions → **Purchase Orders**, ☑ Checkmark the purchase order and click **Edit** ☐ Complete corrections on the Edit Purchase Order form, then click Save and Close. ☐ Reprint the report above to verify the changes.
☐	Post the Lump-Sum Purchase Order: *UAN Menu* Accounting → Transactions → **Purchase Orders**, ☑ Checkmark the purchase order and click **Post.** Click OK and then Print.

6. POST A LUMP-SUM PAYMENT

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Use Conversion Worksheet No. 9

UAN Menu Accounting → Transactions → **Payments**, click **Add** and choose **Electronic**

On the Add Payment form:
        Date: **Conversion Period Ending Date**
        Click the '**Import Purchase Order**' button:

On the Import Purchase Order form:
        Number: Select the **PO Regular** for the **UAN Conversion Vendor**
        Checkmark ☑ **Purpose**
        Checkmark ☑ the **Detail** section column heading.
        Checkmark ☑ the **Distribution** section column heading
        Click **Import**

On the Add Payment form, confirm the total in the top-right corner of the form equals the amount you calculated at the beginning of the Lump-Sum Purchase Order step and the Undistributed Amount equals zero.
        <u>If correct</u>, then click **Save** and Close.

        <u>If they are incorrect</u>, you may have failed to select all of the accounts in the Import Purchase Order form. *Recommendation*: close the payment without saving and start over and be sure next time to select all account codes in the Import Purchase Order form. If there is still a problem, you should return to the previous step to review the accuracy of the conversion purchase order.

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Final Verification Before Posting:

UAN Menu Accounting → Reports & Statements → Payment Reports and select **Payment Register Detail**, click OK to the 'no data' message

        Select the **Filters** tab and change the Status to **Batch**. Then checkmark ☑ the payment in the list and Print.

☐ Confirm the payment is correct.
If there is still a problem, you should delete the payment under Accounting → Transactions → Payments and then return to the previous step to review the accuracy of the conversion purchase order.

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☐	Post the Lump-Sum Payment: *UAN Menu* Accounting → Transactions → **Payments**, ☑ Checkmark the payment and click **Post.** Click OK and then Print.

7. ADD SECONDARY CHECKING ACCOUNTS (IF ANY)

Skip this step if you do not have any Secondary Checking accounts owned at the end of the Conversion Period

☐ | *Use Conversion Worksheet No. 4*

Establish the cash balance at the end of the conversion period

UAN Menu Accounting → Transactions → **Checking Transfer**

Complete the Post Checking form:
      Transfer Type: **Primary to Secondary**
      Secondary: Select a secondary checking account from the list.
      Amount: Cash Balance as of the Conversion Period Ending Date
      Date: Conversion Period Ending Date
      Reason: Establish conversion balance

Click **Post** and repeat the transfer for each secondary checking. When done, click Close.

☐ | Verify Accuracy:

UAN Menu Accounting → Reports & Statements → Checking Account Reports and select **Checking Account Detail** from the menu.

☐ Compare the Checking Account Detail to the worksheet.
☐ Identify any differences and make corrections if needed.
☐ If you make corrections, reprint the report to verify.

8. ADD INVESTMENTS (IF ANY)

Skip this step if you do not have any Investment accounts owned as of the end of the conversion period

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Use Conversion Worksheet No. 5

Establish the cash balance at the end of the conversion period

UAN Menu Accounting → Transactions → **Investment Transfer**.

Complete the Post Investment Transfer form:
    Transfer Type: **Primary to Investment**
    Select: ⦿ Transfer Only
    Investment: Select an investment account from the list.
    Amount: Cash Balance as of the Conversion Period Ending Date
    Date: Conversion Period Ending Date
    Fund: select when applicable (available only for non-pooled investments)

Click **Post** and repeat a transfer for each investment. Click Close and a message opens the "Print investment transfer report?" Click No, you will print a report in the next section.

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Verify Accuracy:

UAN Menu Accounting → Reports & Statements → Investment Reports and select **Investment Detail**

☐ Compare the report information to the actual investment on the worksheet.
☐ Compare the Current Value on the report to the actual investment at the end of the conversion period on the worksheet.
☐ For each Non-Pooled investment (if any), compare the fund on the report to the old non-UAN records that indicate the sole fund used for the investment. This may be the original ordinance/resolution establishing the fund and/or other records.
☐ Identify any differences and make corrections if needed.
☐ Reprint the report to verify corrections.

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9. POST MISCELLANEOUS ACTIVITY (IF APPLICABLE)

Please contact UAN Support before completing these rare activities to be sure they are necessary. If applicable, you will enter the following activity that occurred during the conversion period.

- Reserve Balance Designations.
- Fund Balance Adjustments.

10. CONVERSION BANK RECONCILIATION

Refer to Conversion Worksheet No. 11

You should post a single bank reconciliation that covers the entire conversion period prepared on your worksheets.

- **The "As of" date** on the bank reconciliation should be the last day of the last month of your conversion period.

- **Bank Statements tab**: Enter all ending balances for all accounts from the corresponding bank statements ending balances that you list on worksheet #11.

- **Clear the conversion transactions** in the Primary Receipts, Payments, Adjustments, and Secondary's & Investments tabs.

- **Other Adjusting Factors tab**:
  Are there any 2023 outstanding payments – payments posted in 2023 in your non-UAN records that have not been processed at the bank – as of the month ending date on the bank statement?

  If yes, enter the total in the **Pre-Conversion payments line** on the 'Other Adjusting Factors' tab. Use the Notes section beside it to document the actual warrant numbers and/or electronic vouchers that are outstanding. *If applicable,* review the next page in this manual titled 'Outstanding Payments Issued Before January 1, 2023' and follow those instructions before posting the bank reconciliation.

Click the **Reconciliation & Post tab** and click **Post/Print** and then OK to print the Bank Reconciliation Report.

11. OUTSTANDING PAYMENTS ISSUED BEFORE JANUARY 1, 2023

Are there payments that did not clear the bank as of December 31, 2022, and continue to be outstanding as of the first bank reconciliation in UAN? These payments were not part of your conversion lump-sum payment since you should have accounted for them in your non-UAN records in 2022 or earlier. However, they might affect ongoing UAN bank reconciliations depending on when they clear.

Previous year payments that **clear** on a 2023 bank statement **before** the 'As of' date of the **first** UAN bank reconciliation do not need to be accounted for in UAN. You can simply write a note about them on your bank statements to reference records in your old software or manual ledgers.

If you have previous year payments that are **still outstanding** as of the **first** UAN bank reconciliation, you should account for them on the Other Adjusting Factors tab of the bank reconciliation form.   The Other Adjusting Factors (OAF) tab, includes a 'Pre-conversion payments' line. Enter the total amount of payments issued before January 1, 2023, that are still outstanding. Use the Notes section beside the line to document the actual warrant numbers and/or electronic vouchers of those outstanding payments. Continue to use the Pre-conversion payments line on subsequent bank reconciliations until all non-UAN payments clear the bank.

12. UPDATE TO CURRENT (CONVERSIONS USUALLY END MID-MONTH)

Now that you have converted your old records to UAN up to the last month ending, you will need to bring the current month up-to-date in UAN before you can start posting 'live' transactions. UAN Support recommends getting started as soon as possible by following the steps below:

1. **Post a set of smaller Lump-Sum conversion transactions** that includes the partial month of receipts and payments on your old non-UAN records before you begin posting live transactions.

    a. You will use the same conversion vendor for the smaller conversion receipt, purchase order, and payment.
    b. If you had other types of transactions on your non-UAN records in the current month, then you will need to post those as well e.g. investment transfers, secondary checking transfers, interfund transfers, interfund advances, etc.

2. **Start using UAN!** As the need arises, post normal day-to-day transactions using UAN. In Step 3 (part 2) of these instructions, you entered your best estimate of the first warrant you will print using UAN. Now that you have completed all the conversion payments, go to Accounting → Maintenance → Checking Accounts to confirm or correct your estimate. Select the Primary checking account and click Edit.

    a. **Was your estimate correct?** Then close the form and the first time you post a warrant payment it will print to that number.
    b. **Was your estimate too high?** Click the Change button next to the Start Warrant field. A message opens, read it and click OK. Enter the starting warrant number and save the form.
    c. **Was the estimate too low?** Close the form – you cannot increase the starting warrant number on this form. Instead, when you are in the process of posting your first warrant payment, the software will open a message and form for you to confirm the first warrant number. You can enter the correct warrant number on that form.

    We highly recommend that you discontinue using your existing non-UAN records and use UAN. For payroll, please read the Appendix 'Payroll Payments Before UAN Payroll Activation' and contact UAN Support if you have any questions about your options.

3. **Post a Bank Reconciliation that includes both conversion and normal transactions.** When you get the next bank statements, the bank reconciliation will include a combination of the partial-month conversion receipt and payment as well as 'live' receipts and

payments. Clear the conversion transactions. Clear the normal transactions when they show up as clear on the bank statements.

a. As with the previous conversion bank reconciliation, the partial-month Lump-Sum payment may include payments that remain outstanding i.e. payments posted in the current month in your non-UAN records that have not been processed at the bank as of this current month-end. If so, then add the total of those outstanding payments to the 'Pre-Conversion payments' amount in the 'Other Adjusting Factors' tab of the bank reconciliation.

APPENDIX: PAYROLL PAYMENTS BEFORE UAN PAYROLL ACTIVATION

The instructor discusses this topic with attendees on Day 2 of the New Client training class. As previously explained, the fiscal officer must attend a separate one-day training class before UAN will activate UAN Payroll. Until then, between the time you complete the Accounting conversion and the time you start using UAN Payroll, **you must choose options for posting employee wages and withholding payments using the Accounting software**.

WAGE PAYMENTS THROUGH ACCOUNTING **AFTER CONVERSION**

The option that you will use for wages will depend on the number of employees on your payroll, how you pay them, and your preferences. A summary of four possibilities follows. In all cases, the fiscal officer (or a third-party service) should calculate payroll withholdings to arrive at net wages for employees. Retain all applicable records compiled outside of the UAN application for audit.

Option 1: the entity has few employees and prefers to post wages using the UAN.

1. Add a vendor for each employee under General → Maintenance → Vendors / Payees.

2. Add a payment for each employee under Accounting →Transactions → Payments. Chose Warrant if the employee receives a check or Electronic if paying them by direct deposit. You will manually calculate the withholdings to arrive at a net amount for the wage. Enter the net amount in the details section and distribute it to the account codes to charge in the distribution section.

Option 2: the entity uses a third-party payroll service and writes one check to that service for the payroll expense. The service uses its own warrants or EFT vouchers for the wages.

1. Add a vendor for the third-party service under General → Maintenance → Vendors / Payees.

2. Add and post a payment under Accounting →Transactions → Payments to the vendor that is processing the payroll. The amount will be the net amount of all employee wages paid on that payroll day and you will manually calculate the account code distribution.

Option 3: the fiscal officer uses the primary checking account checkbook for payroll, but uses third-party software to print the checks or hand-writes the payroll checks. The entity has many employees and the fiscal officer would prefer not to enter individual wage payments in UAN Accounting.

1. Add one vendor and name it '<u>Payroll Payments</u>' under General → Maintenance → Vendors / Payees.

2. Add and post an <u>electronic</u> payment to the 'Payroll Payments' vendor in Accounting → Transactions → Payments. The amount will be the net amount of all employee wages paid on that payroll day and you will manually calculate the account code distribution.
   a. There will likely be times when at least one employee does not cash their paycheck in the same month as the date of the one large payroll payment in UAN. If this happens, then the bank reconciliation will be off-balance by that amount because you cannot partially clear the payment to 'Payroll Payments' (since it includes all employee wages that payday). To resolve, calculate the total of the payroll checks that remain outstanding and enter it in the bank reconciliation under the 'Pre-conversion payments' section of the 'Other Adjusting Factors' tab.

Option 4: the fiscal officer posts checks out of a secondary checking account either by using third-party software or by handwriting the checks.

1. A secondary checking should be set up in UAN under Accounting → Maintenance → Checking Accounts.

2. Add one vendor and name it '<u>Payroll Payments</u>' under General → Maintenance → Vendors / Payees.

3. In Accounting → Transactions → Checking Transfers, transfer the net amount of all employee wages paid. Transfer it from the primary checking to the secondary checking account that you use for payroll payments. <u>The only purpose of this action is to reflect that you moved the money to a different bank account. You cannot directly post a payment out of the secondary checking in UAN</u>.

4. In Accounting → Transactions → Checking Transfers, transfer the net amount of all employee wages paid. Transfer it from the secondary checking account that you use for payroll payments back to the primary checking account and proceed to the next step.

5. Add and post an electronic payment to the 'Payroll Payments' vendor in Accounting → Transactions → Payments. The amount will be the net amount of all employee wages paid on that payroll day and you will manually calculate the account code distribution.

    a. There will likely be times when at least one employee does not cash their paycheck in the same month as the date of the one large payroll payment in UAN. If this happens, then the bank reconciliation will be off-balance by that amount because you cannot partially clear the payment to 'Payroll Payments' (since it includes all employee wages that payday). To resolve, calculate the total of the payroll checks that remain outstanding and enter it in the bank reconciliation under the 'Pre-conversion payments' section of the 'Other Adjusting Factors' tab.

WITHHOLDING PAYMENTS THROUGH ACCOUNTING **AFTER CONVERSION**

Before UAN Payroll Activation, you must calculate and keep track of the amounts withheld from employee wages and post the transactions in UAN Accounting. If you pay a third-party service to complete this step, then you will post the payment to the vendor providing the service. If you post the payments from a secondary checking account, then you will follow similar steps for withholdings as described in Option 2 for the wages; the class instructor will discuss the variety of steps when they apply to attendees. The most common option is explained below.

The following instructions assume that you will be posting separate withholding payments to vendors using UAN either as electronic or warrant payments:

1. Review Preset Withholding Payees:

UAN has six preset payees that link automatically to corresponding preset withholdings and/or relevant reports in the UAN Payroll software. Before UAN Payroll activation, you should use these vendors (when applicable to your entity) for withholding payments you post through the Accounting software i.e. do not add a separate custom vendor in place of the preset vendors.

Note: UAN uses the terms 'vendor' and 'payee' interchangeably; UAN typically identifies recipients of withholding payments as 'payees'.

The preset payees are as follows:
- Federal Tax Payee
- Ohio Public Employees Retirement System
- Ohio Police & Fire Pension Fund
- State Tax Payee
- Ohio Department of Job & Family Services
- Ohio Bureau of Workers Compensation

Go to General → Maintenance → Vendors / Payees. Click the 'Type' drop-down menu and select 'Payroll Withholdings'.

- Checkmark a payee and click Edit. You only need to review the vendors applicable to your entity e.g. if you have no OP&FPF members, you do not need to edit that payee.
- In the 'Available In' section, the preset payees will automatically include a checkmark next to 'Accounting Purchases & Payment' and 'Payroll Withholdings'. <u>Do not remove these checkmarks</u>.
- You may edit the name of preset payees to abbreviate or replace the generic ones. For example, you can rename State Tax Payee to the 'Ohio Department of Taxation'.
- The 'Account # 1' field is required for UAN Payroll and includes a temporary placeholder. You may update it with the real customer number that applies to your entity. For example, for the State Tax Payee, update Account # 1 with the entity's Ohio Tax ID number.
- You may edit or add payee locations when applicable.

2. Add Withholding Payees That Are Not Preset (if needed):

Often UAN clients have several withholding payees in addition to the six presets in UAN. Examples include local tax agencies, Ohio Deferred Compensation, insurance companies paid for insurance premiums withheld, unions for dues withheld, courts for garnishments, etc.

To add these payees, go to General →Maintenance → Vendors / Payees. Follow instructions for adding vendors that you learned in the New Client class. To refresh your memory, you can click the links under the FAQs section to view a video tutorial or written steps.

Make sure all of your withholding payees include checkmarks in the 'Available In' section for both 'Accounting Purchases & Payments' and 'Payroll Withholdings'.

3. Post the Payments When They Are Due.

Go to Accounting →Transactions → Payments to Add and Post the payments.