Dave Yost · Auditor of State

TO: UAN Users

FROM: UAN Support

DATE: November 30, 2015

SUBJECT: Version 2016.1 Overview

ACCOUNTING

ANNUAL FINANCIAL STATEMENTS - ROUNDING

The Auditor of State's Audit Division requested that many of the annual financial statements be rounded to the nearest whole dollar. The default has been set to round the statements. If you want to print unrounded statements, uncheck the **'Round to whole dollars'** checkbox on the options tab.

ANNUAL FINANCIAL STATEMENTS - DOCUMENTS IMPORT

The AFR – Documents Import screen has been updated to only accept **PDF files**. Starting this year any required supplemental documents like the MDA and/or Notes must be included in your final year audit submission before the deadline set by AOS.

FORMS 1099-MISC AND 1096 *(ENHANCEMENT)*

The Edit 1099-Misc Form screen has been modified to allow additional amount fields to be edited.

Reminder: As in all previous years, forms 1099-Misc and 1096 must be printed only on the pre-printed red ink laser forms. **UAN *is not* authorized to print these forms onto plain paper**. Instructions for printing these forms are available in the *Year End Procedures*.

PAYROLL

BATCH WAGE DETAIL & WAGE DETAIL REPORTS *(ENHANCEMENT)*

An option has been added to the Batch Wage Detail and Wage Detail report screens. This new option enables the reports to be printed with the withholding information in either a summarized or detailed format. The default has been set to print the withholding information in a summarized format. If you want to print the withholding information in a detailed format, select the **'Show withholdings details'** checkbox on the Options tab of the report screen.

WAGE DETAIL REPORTS *(ENHANCEMENT)*

The Wage Detail report has been updated to allow printing of voided wages. This would be useful if a wage is accidently voided and needs to be re-entered into the system. The status of the wage has been added to the report. To print a voided wage select the Status of **'Voided'** on the Filters tab.

EMPLOYEE REPORTS *(ENHANCEMENT)*

The Employee Reports area has been updated to include an **Employee Information Export**. The export has several tabbed sections that enable you to sort and review employee setup information.

OPERS NON-CONTRIBUTING REPORT *(ENHANCEMENT)*

Status code 'N' (for employees that are paid in a manner that is not earnable salary) has been added to the OPERS Non-Contributing Report.

OP&FPF CONTRIBUTIONS REPORT *(ENHANCEMENT)*

Work code 'A' (for pay adjustments from prior reporting periods) has been added to the pick list of the OP&FPF Contributions Report.

EMAILING EFT PAY STUBS *(ENHANCEMENT)*

A new feature has been added to the UAN software's EFT function which enables clients to **email EFT pay stubs** for participating employees. This new feature is optional, and your entity must be currently using the EFT function in the application. Prior to utilizing this new feature, your entity's governing board should implement a policy for emailing employee EFT pay stubs.

For more information on how to utilize this new enhancement, please refer to the 'Steps for Emailing EFT Pay Stubs' which is included with the version 2016.1 release documentation.

FEDERAL FORMS 1094 AND 1095 *(ENHANCEMENT)*

Forms 1094-B, 1094-C, 1095-B, and 1095-C can be generated from the UAN application. To determine if your entity is required to file any of these forms, please consult with the Internal Revenue Service or your tax advisor.

FEDERAL AND OHIO TAX TABLES

The **Ohio income tax withholding tables for 2016** have been added. The Ohio withholding rates are the same as those that became effective August 1, 2015 and were made available to you via a software patch on the UANLink.

The **Federal income tax tables for 2016** will be made available via a software patch on the UANLink as soon as they become available as well as being included in the next update version 2016.2.

FORMS 941 AND 944

The **941 Federal Quarterly Tax Return for first quarter of 2016** will be added in the next update version 2016.2.

You must file 2015 annual Form 944 **instead of** filing quarterly Forms 941 only if the IRS notified you in writing. Form 944 is designed so the smallest employers will file and pay federal taxes only once a year instead of every quarter. For all questions about which forms your entity should file, contact the IRS or visit http://www.irs.gov.

UAN no longer produces the rarely-used Form 944 Federal Annual Tax Return**.** Information for completing a 944 form is available on the federal tax reports in the UAN software. Refer to the 2015 Year End Procedures for detailed instructions.

FORMS W-2 AND W-3

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

The perforated plain blank paper styles compliant with the UAN software are the 2-Part (2-up) sheets with one perforation (*2 forms per sheet*), and the 4-Part (4-up) sheets with three horizontal perforations (*4 forms per sheet*). **W-2 and W-3 forms in UAN meet 2015 Social Security Administration (SSA) plain paper printing requirements.** UAN provides the following plain blank paper W-2 printing options:

	EMPLOYER		**EMPLOYEE**	
2 PART	**2 employees per page**		**2 employees per page**	
	○ **Copy A**	Federal (SSA)	○ **Copy B**	Federal (IRS)
	○ **Copy D**	Employer Records	○ **Copy C**	Employee Records
	○ **Copy 1**	State / City / Local	○ **Copy 2**	State / City / Local
4 PART	**1 employee per page**		**1 employee per page**	
	○ **Copies D / 1**		○ **Copy B + C + 2 + 2**	
	4 employees per page			
	○ **Copies D / 1**			

SOCIAL SECURITY ADMINISTRATION ACCUWAGE

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

CEMETERY

The 'old' Cemetery application icon has been renamed to **Old Cemetery** and is accessible from the UAN Tools folder.

Reminder: Support of the 'old' UAN Cemetery application will end on July 1, 2016.

REMINDERS

UAN YEAR END TRAINING MATERIALS

UAN's Year End Update has been recorded and posted on the UANLink website at:

https://uanlink.ohioauditor.gov/training/yearend/default.html

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

Reminder: To confirm that your year end filing has been received by the Auditor of State, please review the Filing Status Report located at:
https://uanlink.ohioauditor.gov/resources/YearEnd/Default.aspx

INVOICE FOR UAN SERVICES

The **second** quarter invoice for UAN services (mailed in March 2016) is assessed using your 2015 Annual Financial Report (AFR) and **may change** from your first quarter invoice. We request that you file your 2015 Annual Financial Report before the filing deadline to ensure that your fees are calculated using your current financial information.

HARDWARE INSURANCE COVERAGE

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

UAN USER AGREEMENT

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

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

2010 PRIOR YEAR REPORTS

2010 prior year reports will be removed from your UAN system during the installation of UAN version **2016.2** (*not the year-end version 2016.1*). Print or PDF any needed 2010 reports at your convenience, but prior to the release of Version 2016.2. *If you already have printed and/or saved your 2010 reports, you do not need to repeat the process of printing and/or saving them again.* **Note:** UAN Support cannot recommend which reports to print or save.

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

NEW SOFTWARE PRIOR YEAR REPORTS

Prior year reports created in the <u>new</u> software (starting with 2011 for Accounting Only UAN users and with 2013 for Accounting and Payroll UAN users) are accessible **WITHIN** the software by simply changing the Year selection at the <u>top left</u> corner of any report area.

NO ICONS are available in UAN Tools > Prior Year Reports on your desktop for prior year reports from the new software. *Note:* Selections on the Filters or Options tabs may need to be changed for some reports to present prior year data.

ANTI-VIRUS SCANS

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

BACKUPS

DOCUMENTS BACKUP

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

PRIOR SOFTWARE BACKUP

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

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