



# Dave Yost • Auditor of State

**TO:** UAN Users  
**FROM:** UAN Support  
**DATE:** March 24, 2016  
**SUBJECT:** Version 2016.2 Overview

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## ACCOUNTING & GENERAL ENHANCEMENTS

### BANK RECONCILIATION REPORTS

The *date posted* has been added to all pages of the Bank Reconciliation reports.

### PURCHASE ORDER REPORTS

The *expiration date* has been added to the Purchase Order Listing & Purchase Order Status reports.

### REVENUE REPORTS

The *fund number* and *name* has been added to the Revenue Budget report.

### SIGNATURE PAGE

The Signature Page can now be *customized*. The names of the original six reports (Bank Reconciliation Summary, Appropriation Summary, Fund Summary, Revenue Summary, Payment Listing, and Payroll) will still be listed on the Signature Page report screen. However, you can now elect to remove them from the list and/or add other report names by typing the names into a data entry field.

### ENTITY SETUP

A selection for *Sensitive Unsecured UAN Efiles* has been added to the System tab under Entity Setup.

UAN creates a few plain text files containing sensitive employee data for uploading to banks or payroll reporting agencies. The information inside these files cannot be encrypted, and is therefore not secured in cases of unauthorized computer access, virus infection, or malware infection.

These files are saved in the \_UAN\_EFiles folder on your computer:

- EFT Files
- ODJFS Wage Detail Reports
- OPERS Contributions Reports
- OP&FPF Contributions Reports
- W-2/W-3 Submissions

You can (and should) manually delete these files after uploading them, and remember to empty your computer's Recycle Bin as well.

***You may now also select to automatically delete sensitive files after the number of days specified (1-30) on the Systems tab in Entity Setup.*** Only files of the types above, inside the \_UAN\_EFiles folder, will be deleted (no other folders or file types). The UAN software must be running to perform the deletion process, and the files must not have been renamed after UAN created them.

Note: Both file deletion methods have an important limitation. Deleting a file only discards it from your computer's index of tracked files. The file will still exist on your computer until the area of hard disk where it resides is overwritten with new data. The file will appear to be gone, but might be recoverable using common file recovery software. For extra secure file deletion, many products (independent of UAN) are available that can permanently erase any saved or deleted files, making recovery of the files extremely difficult or even impossible. UAN cannot provide recommendations or support for such products.

## PAYROLL ENHANCEMENTS

### 941 FEDERAL QUARTERLY

The **form** for year 2016 is now available in: Payroll → Reports & Statements → External Forms → 941 Federal Quarterly.

### 941 SCHEDULE B

The **report** for year 2016 is now available in: Payroll → Reports & Statements → Tax Reports – Federal

### FEDERAL TAX TABLE

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

### EFT & EFT UTILITY

The ability to **change the posted deposit date** of an EFT file when it is created under Payroll > Transactions > EFT or recreated under Payroll > Utilities > EFT Utility for upload to the bank has been added. A checkbox labeled '**Check to change the date**' has been added beside the Deposit Date field on both the EFT and EFT Utility screens.

EFT deposit dates may be changed when absolutely necessary. Examples include accidentally dating EFTs for a weekend or bank holiday, not providing enough bank processing time, or selecting a premature deposit date prior to the intended payday. Remember that banks typically require 2 days to process EFT files. Also, changing this date will create a notice for audit to scrutinize. Federal, Ohio, local, and school tax liabilities (and reporting) are based on payroll post dates, or in the case of EFT wages, the EFT deposit date. Changing the deposit date for an EFT file will NOT change the post date of the wages in UAN. Therefore, if the date moves to a different month or quarter, you may need to manually correct the tax reports and quarterly 941 you file to reflect the true deposit dates. The wages might also clear your bank in a different month than when they appear on the UAN bank reconciliation.

Note: OPERS and OP&FPF are not affected by EFT deposit dates.

## BUDGET ENHANCEMENTS

### FINANCIAL WORKSHEETS

When adding a Financial Worksheet, a selection must now be made to include or exclude prior year carryover encumbrances with the current year's appropriation budgets. *Note: This new functionality does not apply to Financial Worksheets already added (created) prior to the installation of 2016.2.*

The two options that have been added to the *Add Financial Worksheet* screen are detailed below:

- **Combine any open prior year encumbrances with the current year's appropriation budgets (Recommended)**
  - Used or available balances on carried-over purchase orders, and non-cleared employee and fringe benefit withholdings will be added into the current year's appropriation budgets. This will reduce the projected year end fund balances so that outstanding encumbrances are not available for budgeting.
- **Only include current year appropriation budgets - Do not add any prior year carryover encumbrances**
  - Only current year final appropriations will appear in the budget. Any carried-over encumbrances that were posted against prior year appropriations will be disregarded. As a result, any expected expenditures that will use those outstanding encumbrances will not reduce projected year end fund balances. This option is not recommended unless you fully understand this consequence.

Note: If any prior year purchase order or unpaid/uncleared employee or fringe benefit withholding is open or outstanding, but will not actually be used or paid, close or clear it before creating a budget.

## REMINDERS

### 2010 PRIOR YEAR REPORTS

The **2010 prior year reports** will be removed from your UAN system during the installation of UAN version 2016.2. Print or PDF any needed 2010 reports at your convenience, but prior to the installation 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 report opens, click the ‘Print a Document’ icon, then select a PDF printer driver (Amyuni, Adobe, etc.).

### 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.