

OHIO AUDITOR OF STATE KEITH FABER



TO: UAN Users
FROM: UAN Support
DATE: December 6, 2019
SUBJECT: Version 2020.1 Overview

This year end update version includes several enhancements, a few setting location adjustments to accommodate the 2020 Form W-4 requirements and minor chart of account changes. Due to the necessary length, we provided a table of contents with **changes and enhancements in bold**:

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ACCOUNTING

AOS CHART OF ACCOUNT CHANGES

The default name for Agency funds is changing to Custodial. Also, new revenue and program codes have been added and will be available only for Fiduciary fund types (this would include Custodial funds).

It is important to note that the new program account codes (along with transfer and advance program codes) will be the only valid program account codes available for Fiduciary funds to utilize going forward. Any Fiduciary fund appropriation account codes that were being used prior to the install of 2020.1 will become *invalid* and not available in posting new transactions (with the exception of posting certain adjustments and reallocations). The invalid Fiduciary fund appropriation account codes will not be carried forward into the new year.

Thus if you have Fiduciary funds, you will need to do the following before closing the year:

- Add the new revenue and appropriation account codes needed for the Fiduciary funds.
- Fix any employee's setup that is affected by editing employee earnings, overtimes, paid leaves, and withholdings that contain the invalid account codes.
- Close requisitions that contain the invalid account codes.
- Close purchase orders that contain the invalid account codes.
- Pay or clear unpaid withholdings that contain invalid account codes.

The Chart of Account changes are detailed below for *each* entity type.

TOWNSHIPS

The default fund name for the following fund numbers is changing from '*Agency*' to '*Custodial*'.

Fund Number	Fund Name
9001-9249	Custodial

The following *new* revenue codes are available only for *Fiduciary* funds:

Revenue Code	Revenue Name	Description
881	Unclaimed Monies Received (Fiduciary Funds Only)	An account for Fiduciary Funds Only. To report the receipt of unclaimed monies held for distribution.
882	Performance Deposits Received (Fiduciary Funds Only)	An account for Fiduciary Funds Only. To report the receipt of performance deposits held.
883	Amounts Held for Employees (Fiduciary Funds Only)	An account for Fiduciary Funds Only. Any employee payroll withholding that is collected to be distributed.

Revenue Code	Revenue Name	Description
884	Amounts Received as Fiscal Agent (Fiduciary Funds Only)	An account for Fiduciary Funds Only. Any collections received for an entity for which the Township serves as the fiscal agent.
885	Other Amounts Collected for Distribution (Fiduciary Funds Only)	An account for Fiduciary Funds Only. An account for other collections made in a Fiduciary capacity.

The following *new* appropriation **program** codes are available only for *Fiduciary* funds:

Program Code	Program Name
781	Distributions as Fiscal Agent
782	Distributions to Other Governments
783	Distributions to Other Funds (Primary Gov't)
784	Distributions of Unclaimed Monies
785	Distributions of Performance Deposits
786	Distributions on Behalf of Employees
789	Other Distributions

VILLAGES

The default fund name for the following fund numbers is changing from 'Agency' to 'Custodial'.

Fund Number	Fund Name
9901-9924	Other Custodial

The following *new* revenue codes are available only for *Fiduciary* funds:

Revenue Code	Revenue Name	Description
881	Unclaimed Monies Received (Fiduciary Funds Only)	An account for Fiduciary Funds Only. To report the receipt of unclaimed monies held for distribution.
882	Performance Deposits Received (Fiduciary Funds Only)	An account for Fiduciary Funds Only. To report the receipt of performance deposits held.
883	Amounts Held for Employees (Fiduciary Funds Only)	An account for Fiduciary Funds Only. Any employee payroll withholding that is collected to be distributed.
884	Amounts Received as Fiscal Agent (Fiduciary Funds Only)	An account for Fiduciary Funds Only. Any collections received for an entity for which the Village serves as the fiscal agent.

Revenue Code	Revenue Name	Description
885	Other Amounts Collected for Distribution (Fiduciary Funds Only)	An account for Fiduciary Funds Only. An account for other collections made in a Fiduciary capacity.

In addition, the revenue code 613 Revenue Name is changing in 2020 to: “State Court Costs (Should only be used in Custodial funds.)”

The following *new* appropriation program codes are available only for *Fiduciary* funds:

Program Code	Program Name
881	Distributions as Fiscal Agent
882	Distributions to Other Governments
883	Distributions to Other Funds (Primary Gov't)
884	Distributions of Unclaimed Monies
885	Distributions of Performance Deposits
886	Distributions on Behalf of Employees
889	Other Distributions

LIBRARIES

The default fund name for the following fund numbers is changing from ‘*Agency*’ to ‘*Custodial*’.

Fund Number	Fund Name
9001-9249	Custodial

The following *new* revenue codes are available only for *Fiduciary* funds:

Revenue Code	Revenue Name	Description
881	Unclaimed Monies Received (Fiduciary Funds Only)	An account for Fiduciary Funds Only. To report the receipt of unclaimed monies held for distribution.
882	Deposits Received (Fiduciary Funds Only)	An account for Fiduciary Funds Only. To report the receipt of deposits held.
883	Amounts Held for Employees (Fiduciary Funds Only)	An account for Fiduciary Funds Only. Any employee payroll withholding that is collected to be distributed.
884	Amounts Received as Fiscal Agent (Fiduciary Funds Only)	An account for Fiduciary Funds Only. Any collections received for an entity for which the Library serves as the fiscal agent.
885	Other Amounts Collected for Distribution (Fiduciary Funds Only)	An account for Fiduciary Funds Only. An account for other collections made in a Fiduciary capacity.

The following *new* appropriation program codes are available only for *Fiduciary* funds:

Program Code	Program Name
781	Distributions as Fiscal Agent
782	Distributions to Other Governments
783	Distributions to Other Funds (Primary Gov't)
784	Distributions of Unclaimed Monies
785	Distributions of Deposits
786	Distributions on Behalf of Employees
789	Other Distributions

FORMS 1099-MISC AND 1096

The IRS has not authorized using UAN for printing these forms to plain paper. As with previous years, you may only print forms 1099-Misc and 1096 on the preprinted red ink laser forms. Instructions are available in the 2019 Year End Procedures.

Reminder: The IRS filing deadline for 1099-Misc & 1096 Forms (*when reporting non-employee compensation*) and for W-2 & W-3 Forms is January 31, 2020.

BANK RECONCILIATION REPORTS (ENHANCEMENT)

To enhance security, bank account numbers will no longer automatically print or display on reports under Accounting → Reports & Statement → Bank Reconciliation Reports. Instead, if you would like to include the bank account numbers on the report, click the Options tab above the report list and checkmark ' Include Account Number' before printing.

PAYROLL

FEDERAL AND OHIO TAX TABLES

Ohio income tax withholding tax table for 2020 has been updated and effective January 1, 2020.

Federal income tax table for 2020 will be accessible for download from the UAN website as a 'software patch' as soon as the tax table becomes available. At that time, we will send an email with the download steps. The next UAN version 2020.2 will also include the same tax table update.

FORMS 941 AND 944

The next UAN version 2020.2 (i.e. *not this year-end version 2020.1*) will include the **941 Federal Quarterly Tax Return for the first quarter of 2020**.

Please Note: UAN does not produce the rarely used Form 944 Federal Annual Tax Return. Form 944 is designed so the smallest employers will file and pay federal taxes only once a year instead of

every quarter. Only entities notified by the IRS in writing will need to file the 2019 annual Form 944 instead of filing quarterly Forms 941. If needed, information for completing the 944 form is available on two federal tax reports within UAN. Refer to the 2019 Year End Procedures for detailed instructions. For more information, please consult with your tax advisor and/or please click or type the following link to reference the IRS website: <http://www.irs.gov>

FEDERAL FORMS 1094 AND 1095

UAN has disabled printing of forms **1094-B, 1094-C, 1095-B, and 1095-C** for 2019 until the IRS releases the final versions of these forms. Until then, you will still be able to **Add, Save and Edit** the data relevant to the forms. As soon as they are available, UAN will send an email to all customers with steps to download a ‘software patch’ from the UAN website that will enable printing.

Reminder: UAN can provide technical assistance for using the 1095 & 1094 area, but **cannot** provide advice on whether the forms are applicable to your entity or on the content to enter. To determine whether your entity is required to file, start by reading pages 75-76 (*of the printout; PDF file pages 82-83*) in the 2019 Year End Procedures. For more information, please consult with your tax advisor and/or please click or type the following link to reference the IRS website: www.irs.gov

FORM W-4 IRS CHANGES

The IRS is updating the W-4 form effective January 1, 2020. After the 2020.1 installation, UAN includes settings in the Edit Employee form – Information tab under a new section ‘Federal W-4 Form’ with options for W-4 Version: ‘**☉ 2019 or Prior**’ and ‘**☉ 2020 or Later**’.

During the 2020.1 version installation, the W-4 settings will copy to the new ‘**☉ 2019 or Prior**’ location. **You will not need to re-enter the settings unless an employee chooses to submit a new W-4 Form or if you find corrections are necessary after verifying supplemental tax withholdings** (the next page of this overview includes an explanation).

IRS guidelines for the new 2020 W-4 Form:

- Employees who have submitted Form W-4 in any year before 2020 are not required to submit a new form merely because of the redesign. The entity should continue to compute withholding based on the information from the employee’s most recently submitted Form W-4. However, any new or existing employee who submits a W-4 after 12/31/2019, for any reason, cannot use the old form– they must use the new 2020 version.
- The IRS website includes a list of 2020 Form W-4 Frequently Asked Questions (FAQs). These include questions you will likely receive from employees – UAN recommends reviewing these closely to prepare for their questions. *As of the print date of this document*, you can access the W-4 FAQs by clicking or typing in the address below:

<https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4>

If it is no longer available at that specific link in the future, then we suggest using the search options on the IRS home page to find it at <https://www.irs.gov/>

When necessary, the UAN Payroll Manual includes *software* instructions on pages 194-195 (PDF pages 200-201) for both types of W-4 forms. Click or type in the address below to access the manual:

<https://uanlink.ohioauditor.gov/training/payroll/manuals/default.html>

Note: the Ohio Form IT-4 has not changed, so employees will continue to use the existing IT-4.

A NEW LOCATION FOR FEDERAL & OHIO SUPPLEMENTAL WITHHOLDINGS

Resulting from the new Federal Form W-4 requirements, the settings in UAN for both Supplemental Federal Tax and Supplemental Ohio Tax withholdings have moved. Prior to 2020.1, any withholding amounts set by the employee on the W-4 or Ohio IT-4 were set up in the Withholding tab while editing an employee under Maintenance → Employees. The setting has moved to the Information Tab as seen in the following example:

The screenshot displays two sections: 'Ohio IT-4 Form' and 'Federal W-4 Form'. In the 'Ohio IT-4 Form' section, there is a dropdown for 'Exemptions' set to '2', an 'Exempt' checkbox, and a help icon. Below this is a yellow highlighted field for 'Additional \$' containing '\$10.00 per wage', with a red arrow pointing to it. The 'Federal W-4 Form' section includes radio buttons for 'W-4 Version' (selected '2019 or Prior', '2020 or Later') and 'W-4 Rate' (selected 'Married Rate', 'Single Rate'). It also has an 'Exemptions' dropdown set to '2' and a help icon. Below this is another yellow highlighted field for 'Additional \$' containing '\$20.00 per wage', with a red arrow pointing to it.

An advantage of moving the settings from the employee 'Withholding' tab to the 'Information' tab is that it helps ensure any 'Additional' amount (i.e. Supplemental) per wage the employee specifies on the W-4 or IT-4 applies accurately to each regular wage. Further, this change will reduce the setup time when an employee decides to add or change the additional amount on either tax form.

Read the Installation Notice 'Verify Employee Supplemental Tax Withholdings'

A report with this title will open during the 2020.1 installation for UAN Payroll users, which will include all employees with Federal or Ohio Supplemental Tax withholdings attached to an earning with the amount (if any). Print the report and close it to continue with the installation.

Note: In rare cases, some UAN clients may be required to correct certain problems with supplemental withholdings while in version 2019.2 before UAN installation can continue. If applicable, a system error message will display explaining the problem.

Review carefully:

If an employee was set up with multiple Federal Supplemental withholdings or multiple Ohio Supplemental withholdings, UAN will consolidate each type (Federal or Ohio) into one per-wage amount. Therefore, verifying all of the numbers is highly recommended. To verify, compare the amounts that list in the notice to the Additional amount (if any) each employee entered on their most

recent signed Federal Form W-4 and Ohio IT-4. Make note of any amounts on the list that do not match the official tax forms and correct any differences in UAN prior to your next payroll.

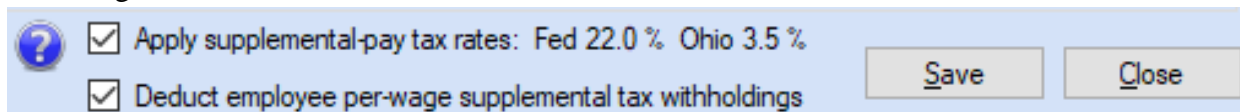
In addition, if any employee was set up with multiple supplemental withholdings (*as a method to split the supplemental among multiple appropriation accounts**), you must correct the employee's information so that the Additional amount in UAN corresponds exactly to the amount on their W-4 or IT-4.

**Note: if multiple supplemental withholdings were in use as described above – they were unnecessary – because the payroll software automatically prorates withholdings according to the taxable earnings paid on each wage, just as it does with regular taxes.*

To correct errors, go to Payroll → Maintenance → Employees. Checkmark the employee, click Edit – Advanced. In the Information tab, enter the correction in the 'Additional ____ per wage' field of the applicable section (Ohio IT Form or Federal W-4 Form).

BONUS OR VACATION PAYOUT TAX RATES & SUPPLEMENTAL AMOUNTS (ENHANCEMENT)

UAN will automatically apply the settings in the image below when you use the '**Add – Warrant/EFT – Leave Payout**' or '**Add Warrant/EFT – Bonus**' wizard unless you specifically disable either of these features (i.e. clear the checkbox) prior to saving the wages within the wizard Add Wages form.



The flat federal and Ohio tax rates above usually apply to supplemental wages such as bonuses and leave payouts. The 'employee per-wage supplemental tax withholdings' is referring to additional amounts (if any) specified for regular wages in the Ohio IT-4 Form or Federal W-4 Form sections of the Edit Employee - Information tab in UAN which should be the same amount as the employee elected on the corresponding tax form. If you have questions about whether the higher rates and/or fixed amount should apply in a specific situation, contact the IRS or consult with a qualified tax advisor.

A NEW LOCATION FOR EMPLOYEE EFT SETTINGS

To make room for the new Federal W-4 Form requirements, employee-specific EFT settings have moved from the 'Information' tab to the 'EFT / Additional Info' tab (previously labeled 'Additional Info' tab). If your entity made use of the customizable 'Additional Info' fields, rest assured the list will remain in the same area, except the EFT settings will appear above the list.

PAYROLL EFT HANDBOOK AND VIDEOS

A Payroll EFT Handbook and corresponding training videos are available online for those considering EFT for wages or training for new Fiscal Officers/payroll assistants. UAN can provide Electronic Funds Transfer (EFT) for employee wage payments (also commonly referred to as

payroll ‘direct deposit’) in partnership with most banks. For a brief overview, please watch the (5-minute) video ‘**Getting Started with Payroll EFT**’. Click (or type in) the following link to view on YouTube: <https://youtu.be/3tSbx4gP6Kw>




This will help you to determine your next step. After considering the information in the video, if you would like to print the **Payroll EFT Handbook** and/or watch any additional EFT training videos, click (or type in) the link:

<https://uanlink.ohioauditor.gov/training/payroll/moduletraining/default.html>

Then scroll down the webpage to the section titled “**Payroll Electronic Funds Transfer (EFT)**”. There you can open and print the handbook. The list includes an option to open a video playlist or you can access them one by one. Please contact UAN Support if you have any questions.

GENERAL

USER LOGIN – PASSWORD EYE (ENHANCEMENT)

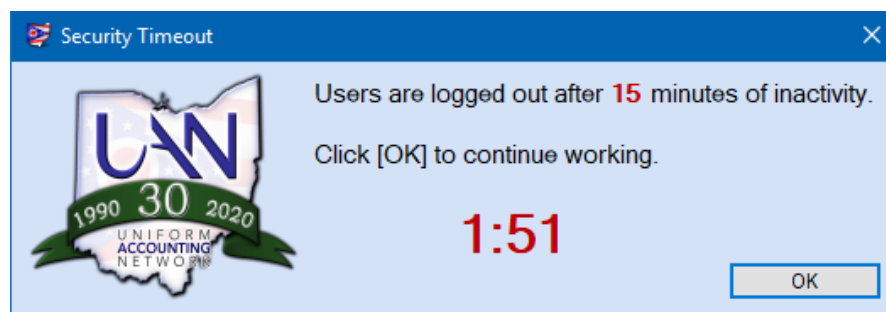
If you click on the  icon to the right of the password, it will change to  and the password will become visible to make it easier to type in accurately. To hide the password, click .

USER LOGIN – SECURITY LOCKOUT (ENHANCEMENT)

To enhance security, UAN will disable access to the application after 15 minutes of user inactivity i.e. if you log in to UAN and later spend 15 minutes without working in the application, it will require you to re-enter your password.

The Security Lockout will follow these rules:

After 13 minutes of inactivity, a form will open with a 2-minute count down before locking the application (as seen in the example below).



- If you click OK before the countdown reaches zero, then you can continue to work in the application without this warning until there are another 13 minutes of inactivity.

- If you do not click OK, the application will hide all open UAN forms and a Login form will display like the example below:



- The User Name will display as 'read-only' and the Password field will be required.
 - Enter your **password** and click **OK**. The same login rules as a normal user login also apply here. Upon successful login, the previous open forms will reappear.
 - Click **Quit** only if you are sure that you saved all activity and are ready to exit UAN.

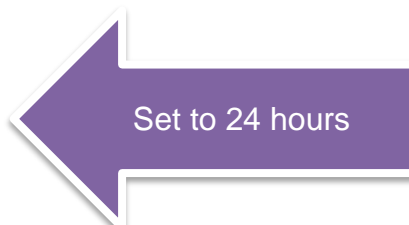
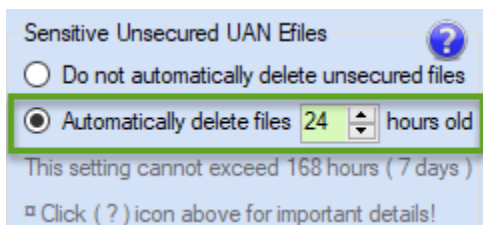
Important:

- If you choose to **Quit or if your password attempts fail** (exceeding the normal limit without success), then UAN will close and any activity that you did not save prior to the Security Lockout will be lost.
- After an additional 5 hours of inactivity, a form will open with a 60-minute count down similar to the 2-minute one described above. If there is no UAN activity after 6 hours and 15 minutes in total, then UAN will close and any activity that you did not save prior to the Security Lockout will be lost.

AUTO-DELETION OF SENSITIVE UNSECURED UAN E-FILES (ENHANCEMENT)

The installation enhances security by resetting the application to our recommendation of no more than 24 hours before sensitive unsecured UAN Efiles will automatically delete, as seen below.


General → Maintenance → **Entity Setup** and click the **System tab** on the form.



(It can be set to as low as 1 hour or up to 168 hours i.e. 7 days)

UAN creates plain-text files containing sensitive employee data for uploading to banks or payroll reporting agencies. There can be no encryption on these files and therefore the information is not secure in cases of unauthorized computer access, virus or malware infection. UAN saves them in the **_UAN_Efiles** folder on the computer:

- » EFT Files (including Prenotes & EFT batch wage files)
- » Positive Pay Submissions
- » OPERS Contributions Reports
- » OP&FPF Contributions Reports
- » ODJFS Wage Detail and ODJFS New Hire Reports
- » W-2 / W-3 Submissions

You can (and should) manually delete these files after uploading them, and remember to empty the computer's Recycle Bin as well. Rest assured you can easily recreate any of the files in this list through the UAN application if necessary. However, by using this enhancement, you provide extra protection for your employees and entity in the event you accidentally leave one undeleted. For more information, click the information  icon in the System tab (as seen in the image above).

INVENTORY

NEW ASSET REPORTS

New Inventory reports are available, each with a corresponding export to Excel report option:

UAN Menu: Inventory → Reports & Statements → Asset Reports

- Depreciation Summary and Depreciation Summary Export
- Asset Additions and Asset Additions Export
- Asset Deletions and Asset Deletions Export

HARDWARE

HP PRINTER WARRANTY

This printer comes with a 4-year Next Business Day Exchange Warranty. This warranty covers both the printer and the second paper tray. For warranty support, call 1-800-334-5144 or go online to: <https://support.hp.com/us-en/products/printers>

Before contacting HP please have the following information ready:

Printer's serial number: The serial number will be located on a silver sticker affixed on the back of the printer, also on a silver sticker affixed within tray 1 (left side).

Owner of the printer: Ohio Auditor of State Uniform Accounting Network

If you call HP you will receive the following voice prompts:

#1 Voice prompt: Short cut

Reply: LaserJet

#2 Voice prompt: Model number

Reply: M428FDW (for a multi-functional printer)

Reply: M404DW (for a single functional printer)

REMINDERS

UAN YEAR END UPDATE TRAINING MATERIALS

The **UAN Year End Update** will be recorded and posted approximately one week after the event.

To view the UAN Year End Update presentation, please click or type the following link into your web browser: <https://uanlink.ohioauditor.gov/training/yearend/default.html>

Please Note: You can view UAN training videos on **any device** with high-speed internet.

AUDITOR OF STATE (AOS) YEAR END FILING DEADLINE

Each local government is required to submit its Annual Financial Report (AFR) to the Auditor of State within **sixty (60) days of the end of the fiscal year**. Financial penalties may be assessed for late filings. The final 2019 'AFR-AOS Backup' internet (or disc) submission must include all that is applicable for your entity: Hinkle System data entry for Demographics & Debt, other manually input reports and compressed add-in documents – including the *Notes to the Annual Financial Statements*. See the important note in the Year End Procedures at the bottom of page 20 (*of the printout; PDF file page 27*). After you install version 2020.1, the 2019 Year End Procedures will be accessible from your desktop in **UAN Tools → Version Documentation → 2020.1**

ANNUAL FINANCIAL REPORT (AFR) PUBLICATION REQUIREMENTS

Each local government is required to publish a notice in the local newspaper that the Annual Financial Report is complete and that the report is available at the office of the fiscal officer. The notice needs to be published at the time the UAN member files their Annual Financial Report with the Auditor of State, which is accomplished by submitting the 2019 AFR – AOS backup by internet (or disc) submission to the Auditor of State.

INVOICE FOR UAN SERVICES

The **second** quarter invoice for UAN services (mailed in March 2020) is assessed using your 2019 Annual Financial Report (AFR) and **may change** from your first quarter invoice. We request that you file your 2019 Annual Financial Report before the filing deadline to ensure that your fees are calculated using your current financial information.

Reminder: The five percent UAN user fee reduction from March 31, 2014 remains in effect. For more information about the user fee reduction and a copy of the current UAN user fee schedule, please click or type the following link into your web browser:

https://uanlink.ohioauditor.gov/communications/pdf/UAN_User_Notes_February_28_2014.pdf

HARDWARE INSURANCE COVERAGE

Although the State of Ohio is the owner of UAN hardware, your entity is responsible for adequate insurance coverage. Each entity is required to insure the **complete hardware package** for **\$2,000**.

Please Note: We do **not** require submission of a Certificate of Insurance; please do not send a copy.

PRIOR YEAR REPORTS

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

Please Note: You may need to adjust selections on the report Filters or Options tabs before some reports will present the prior year data. For example, purchase order reports display only 'Open' purchase orders, hiding all closed prior year purchase orders unless the status is adjusted to 'All'.

NEWLY ELECTED TRAINING

UAN will be providing newly elected fiscal officers and clerks application (software) training in March and April of 2020. The newly elected training schedule will be released in early 2020. UAN Support is requesting that newly elected fiscal officers/clerks to email UAN Support their contact information. UAN Support's email address is UAN_Support@OhioAuditor.gov