

OHIO AUDITOR OF STATE KEITH FABER



TO: UAN Users
FROM: UAN Support
DATE: December 2, 2020
SUBJECT: Version 2021.1 Overview

ACCOUNTING

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 2020 Year End Procedures. In addition, a *new* option to create a 1099 electronic file is available.

Reminder: The IRS filing deadline for 1099-MISC & 1096 Forms is March 1, 2021.

FORMS 1099-NEC AND 1096 – ADDED NEW FORMS

The new 1099-NEC forms were added in the application under General > Reports & Statements. In addition, a *new* option to create a 1099 electronic file is available.

Reminder: The IRS filing deadline for 1099-NEC & 1096 Forms is February 1, 2021.

GENERAL

REMOVAL OF PRIOR YEARS 2011-2013

Following the AOS retention policy of maintaining only seven years of prior year reporting in the application, UAN will automatically remove all reports older than seven years from the application upon closing of the fiscal year 2020.

An acknowledgment statement has been added to the *Next Year FO & Details tab* of the Year End Checklist regarding the removal of the years prior to 2014 upon closing the year for 2020. You will have to checkmark the acknowledgment prior to closing 2020.

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You will be unable to retrieve any 2011-2013 reports from UAN after closing fiscal year 2020.

If some reports are missing from your entity archives (non-UAN application records), make sure to print and/or save them as PDF files before closing 2020. Please refer to the 2020 Year End Procedures page 18 (*of the printout; PDF file page 25*) for more detailed instructions on retrieving prior year reports to Print or Save to PDF.

YEAR END CHECKLIST – OPTION TO SUBMIT ADDITIONAL REPORTS TO HINKLE SYSTEM

An option has been added to opt-in to submitting additional reports to Hinkle System when UAN submits AFR to Hinkle System.

The following are the additional reports that will get submitted:

- Cash Summary by Fund
- Fund Ledger
- Revenue Ledger
- Appropriation Ledger
- Payment Listing
- Purchase Order Status (for Carryover POs)
- Bank Reconciliation Summary

AFR FUND UTILITY – MODIFICATIONS TO REGULATORY FILING SETTINGS

The Governmental Fund Classification tab has been removed and an External Investment Pool option has been added.

AFR REGULATORY STATEMENTS – MODIFICATIONS TO STATEMENTS

Governmental fund classifications have been removed from the Combined and Combining - Governmental statements. Also, reporting format modifications were made to the Combined and Combining - Proprietary and Fiduciary statements.

AFR REGULATORY STATEMENTS – ADDED BUDGETARY NOTES INFORMATION EXPORT

A Budgetary Notes Information Export has been added. This new export was added to the AFR - Regulatory Statements report list grid. This option will export the report to an Excel file and will be useful in completing the Notes to the Annual Financial Statements.

CASH RECONCILIATION – MODIFIED REPORT SCREEN AND ADDED EXPORT OPTION

Data entry fields have been added to the Cash Reconciliation screen and report. Also, an Export option has been added to export the report to an Excel file. This exported information will be useful in completing the Notes to the Annual Financial Statements.

PAYROLL

FEDERAL AND OHIO TAX TABLES

Ohio and Federal income tax tables for 2021 will be accessible for download from the UAN website as a ‘software patch’ as soon as the tax tables becomes available. At that time, we will send an email with the download steps. The next UAN version 2021.2 will also include the same tax tables update

FORMS 941 AND 944

The next UAN version 2021.2 (i.e. *not this year-end version 2021.1*) will include the 941 Federal Quarterly Tax Return for the first quarter of 2021.

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 2020 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 2020 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>

FORMS W-2 AND W-3

UAN has updated forms W-2 and W-3 for 2020. Also, the W-2 forms file option for Ohio (with School) has been updated to not require a BSO number.

Reminder: The IRS filing deadline for W-2 and W-3 Forms is February 1, 2021.

FORMS 1094 AND 1095

UAN has updated forms 1094-B, 1094-C, 1095-B, and 1095-C for 2020.

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 67-68 (*of the printout; PDF file pages 74-75*) in the 2020 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

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 2020 ‘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 23 (*of the printout; PDF file page 30*). After you install version 2021.1, the 2020 Year End Procedures will be accessible from your desktop in **UAN Tools → Version Documentation → 2021.1**

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 2020 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 2021) is assessed using your 2020 Annual Financial Report (AFR) and **may change** from your first quarter invoice. We request that you file your 2020 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.