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UAN
Year End Update



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Welcome




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Agenda

<u>Agenda</u>	<u>Session</u>
7:00 a.m. – 8:00 a.m.	Registration
8:00 a.m. – 8:10 a.m.	Welcome and Introduction
8:10 a.m. – 8:30 a.m.	Cyber Security
8:30 a.m. – 9:00 a.m.	Version 2018.1 Highlights
9:00 a.m. – 9:40 a.m.	Year End Best Practices
9:40 a.m. – 10:00 a.m.	Break




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Agenda

<u>Agenda</u>	<u>Session</u>
10:00 a.m. – 12:00 p.m.	Year End Best Practices
12:00 p.m. – 1:15 p.m.	Lunch
1:15 p.m. – 3:15 p.m.	Year End Best Practices
3:15 p.m. – 3:45 p.m.	Questions for UAN Staff






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UAN Year End Cyber Security

Presented by:
George Cunningham
UAN IT Specialist


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Malware / Virus Issues

Four packages pre-installed on the new hardware




Windows Defender

Malwarebytes Anti-Ransomware

Malwarebytes Anti-Malware

Malwarebytes Anti-Exploit



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Malware / Virus Issues



Malwarebytes popup to upgrade is legitimate

Malware

- o Popups are somewhat common, not always malware

Windows Defender scheduler

- o Pre installed on new users who didn't transfer
- o Download and run off the UAN Profile Login page

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Malware / Virus Issues

What to do when you get a Virus or Malware...

- o Do not contact, pay or allow access to your computer!
- o Exit internet immediately and shutdown/restart computer.
- o Update Malwarebytes protection.
- o Run a full scan with Malwarebytes Anti-Malware.
- o Reboot and repeat full scan with Malwarebytes Anti-Malware until scan results in zero items to quarantine.
- o Run a full scan with Windows Defender.
- o Contact UAN Technical Support for assistance when necessary.




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Malware / Virus Issues

You have the tools to fight this!

- o The UAN Security Update document is available
 - ✓ Steps you through the programs to run and how to use the scan
 - ✓ UanLink > Training > Hardware > UAN Security Update Document
- o Security Update Video
 - ✓ UANLink > Training > Hardware > UAN Security Update






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Cyber Security Video

UANLink > Profile Login > Cyber Security Video

Home

- [Update Entity Information](#)
- [Software Patches](#)
- [Upload your Year End File](#)
- [View Entity Contact List](#)
- [View Available Trainings](#)
- [Ohio Checkbook Settings](#)
- [Hardware Update](#)

- [Prior Year 2011 and 2012 Reports - **New!**](#)
- [Minutes Template - **New!**](#)



Cyber Security Training

With growing cyber threats such as cyberstalking, social engineering, ransom and more, it is an essential responsibility to remain vigilant against increasingly sophisticated attacks attempting to steal government resources. Vigilance begins with awareness which is why Auditor Yost is offering this free Security Awareness Training.

You can watch all eight modules at once or over a period of time, but the tips you learn will help keep you and your entity safe.

[Watch Now](#)

Web Address: <https://www.ohioauditor.gov/csp/securement>

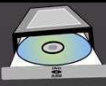



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UAN Backup

- Perform UAN backup whenever changes occur to TIANI data.
- Don't wait until system alerts you after 30 days maximum.
- I recommend using USB flash and/or external drive.
- The UAN backup does not cover documents.





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Documents

UAN Documents backup vs Your own backup

1. Get into the habit of backing up your own documents.
2. Easier to restore.
3. UAN Documents limited to 2.0 gigabytes compressed.
4. Very important to perform backup whenever changes occur.
5. I recommend USB flash and/or external drive.
6. Remember your documents are important!
7. Desktop items are not backed up. Move these items to My Documents to avoid potential loss.



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Approved Software Updates

Windows Update

Other Updates

- o Adobe
- o Office 2016
- o Java
- o Malwarebytes

Some can take extended time

- o Shutting down at the end of the day could prevent a slow start to your work day the next morning.




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Administrator Password

UANUser Account

- o Used for day to day operations

UANInstaller Account

- o Used for installations/updates of software
- o Protects you from unintentionally installing unwanted malware
- o Password for account: FiscalOfficer



Do not remove these accounts or change UANInstaller account password!

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2017 Hardware Refresh

Transfer should be completed now

- o 2018.1 will not install on the old hardware.
- o This is the time to do it if not completed yet.

Desktops now have Wi-Fi

- o Connect the antenna to the back of the PC to enable.

USB transfer flash drive

- o Confirm ALL data transferred successfully before erasing flash drive.




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Electronic Signatures

Internal Policies

Proof



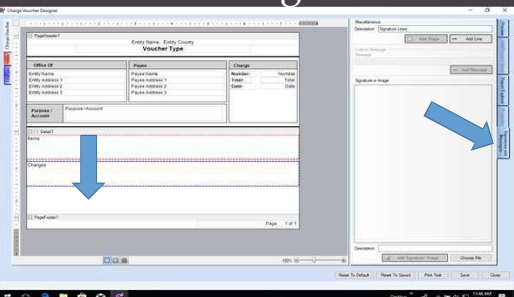
"Well, now we know what not to do."




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Electronic Signatures

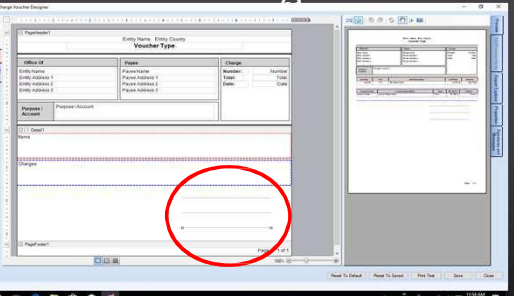





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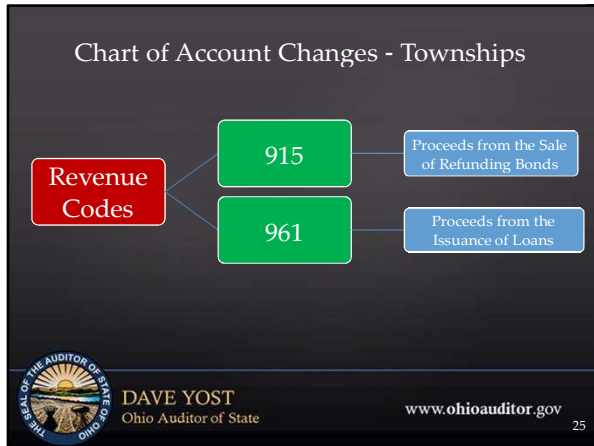
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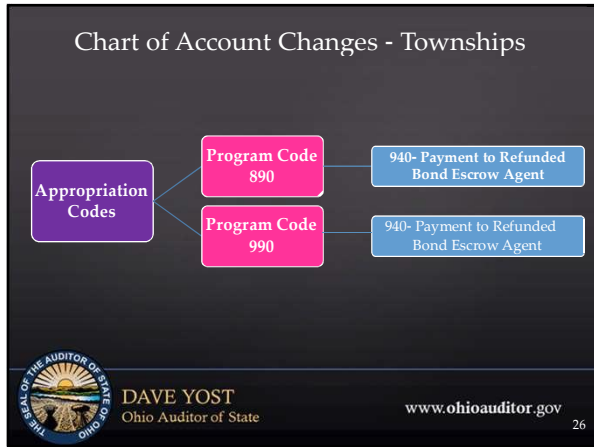


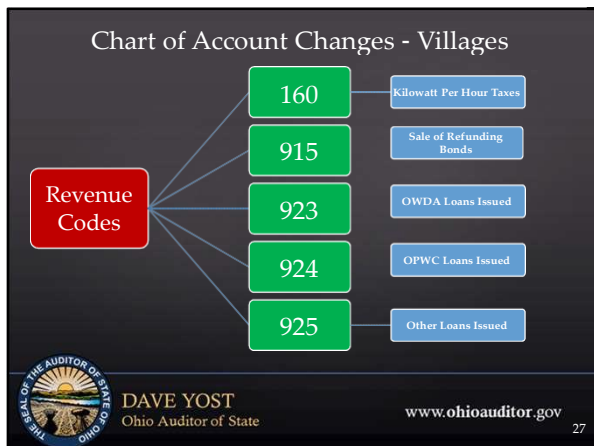


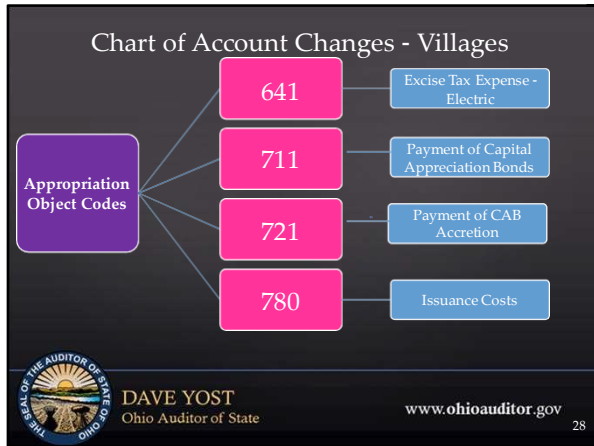
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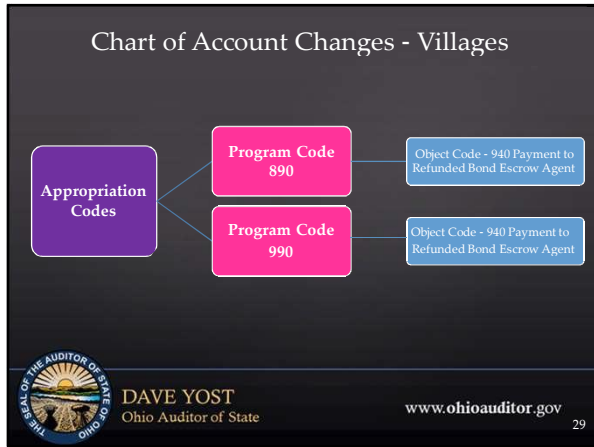
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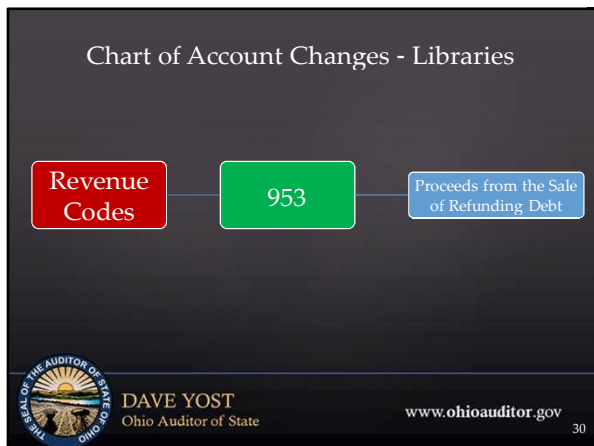


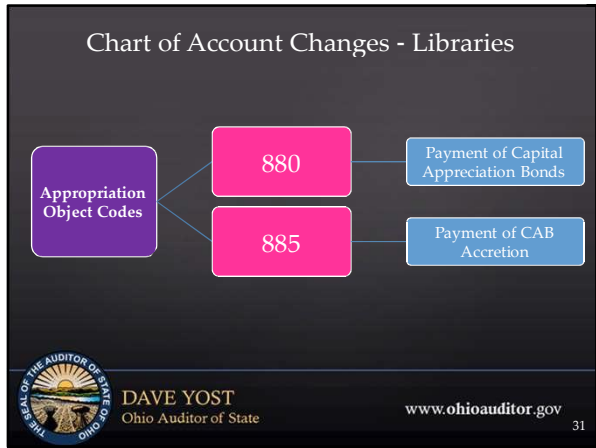


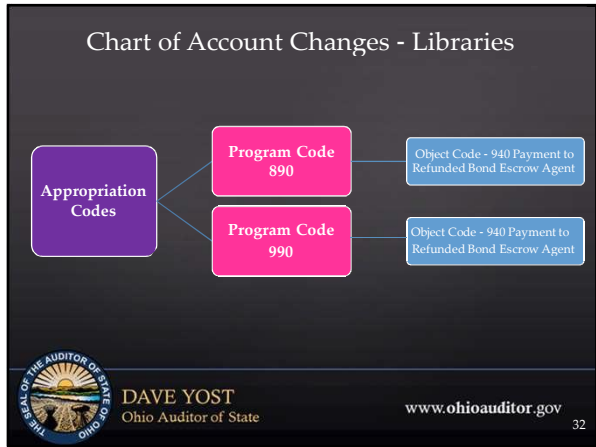
















Positive Pay



Is a **FRAUD** detection tool

UAN can create the file

Several bank file formats are already included in UAN – New bank file formats can be added to UAN

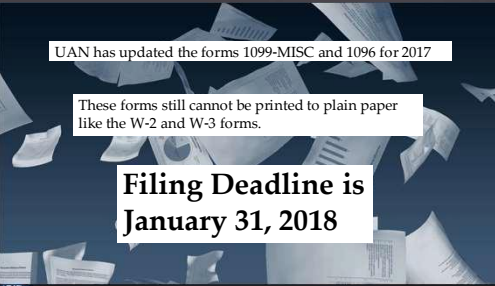


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Forms 1099-MISC and 1096



UAN has updated the forms 1099-MISC and 1096 for 2017

These forms still cannot be printed to plain paper like the W-2 and W-3 forms.

**Filing Deadline is
January 31, 2018**

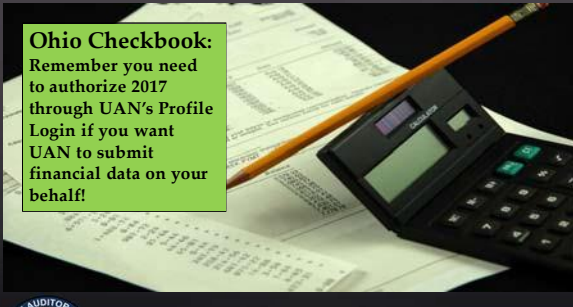


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Ohio Checkbook



Ohio Checkbook:
Remember you need to authorize 2017 through UAN's Profile Login if you want UAN to submit financial data on your behalf!



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Payroll



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Ohio Department of Job and Family Services Wage Detail Report

Social Security Number	Last Name	First Name	Gross Wages	Net Wages	Hours	Rate	Works Worked	Y	Z	3
325-79-9014	JOER	M	107	85	13	6.69	Y	Y	Y	
423-54-7126	JUGEL	D	107	90.6	13	6.97	Y	Y	Y	
343-58-8114	COX	S	14.96	6.39	13	4.92	Y	Y	Y	
452-87-8904	COIN	C	107	5.18	8	6.48	Y	Y	Y	
350-74-7212	DOERFEN	D	107	9.3	13	7.15	Y	Y	Y	
188-54-7209	HOFY	M	107	9.3	13	7.15	Y	Y	Y	
285-54-4348	SPICER	M	3,812.00	1,906.00	13	293.23	Y	Y	Y	
281-65-8832	RUE	M	3,812.00	1,906.00	13	293.23	Y	Y	Y	
			\$52,078.22	\$26,039.16	Number of Covered Workers		January	7		
							February	7		
							March	7		

- o ODJFS 1st Qtr. 2018: will no longer accept paper printout submissions
- o UAN printed report will read "Do not File, For Internal Use Only"
- o Check out FAQ in UAN Payroll External Reports area that explains how to create the file to upload



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Withholding Payment Adjustments

State Retirement withholding payment adjustment limit is increasing from +/- .25 to +/- 1.00

OPERS



OP&FPF

Training Video located at:
<http://uanlink.ohioauditor.gov/training/payroll/moduletraining/default.html>





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Quarterly 941

The 941 Federal Quarterly Tax Return for the first quarter of 2018 will be included in the next UAN version 2018.2

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Tax Tables

- **Ohio Income Tax Tables for 2018**
 - The Ohio income tax withholding tables for 2018 have been added in the 2018.1 Install. The withholding rates are the same as those that became effective August 1, 2015.
- **Federal Income Tax Tables for 2018**
 - AS SOON AS THE TAX TABLES BECOME AVAILABLE they will be accessible for download from the UANLink website as a 'software patch'.
 - The tax tables will also be included in the next UAN version 2018.2.




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Remember IRS Filing Deadline

The IRS filing deadline for 2017 W-2's & W-3's, 1099's & 1096's and 1094's & 1095's to **January 31, 2018.**




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Prior Year Backups



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Reminders

- Annual Financial Report is due to ADS within 60 days of the end of the fiscal year!
- ✓ The AFR submission must include the "Notes to the Annual Financial Report"
- ✓ Each local government must publish a notice in the local newspaper that the AFR is complete and is available in the office of the fiscal officer.







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It's Life or Death

The 2018.1 Update will not install if you have not completed the transfer to the new UAN hardware!!!! Don't make year end harder on yourself.





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**UAN Year End Update
Year End Best Practices**

*Presented by:
Bcb Walter & Trina Martin*



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UAN Year End Update

Presented by:
Robert Walter &
Trina Martin




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Imagine a better Year End




Imagine if you will

IDEAS

Project

Solution 1




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Key to Success:

- Early review the Year End Best Practices for ☆ starred items
- These items may:
 - **Require** you to do some work in advance
 - **Recommend** you do some work in advance
- Both give you the opportunity to do be prepared when you arrive at that point in the Best Practices



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Run the Year End Race



Be prepared for each hurdle



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Be Prepared

Finalize 2018 Revenue Budgets by account



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Be Prepared

2018 temporary appropriations ready to be adopted by the board



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Be Prepared Discuss 2018 PO/BC needs with board, department heads and administrators



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Be Prepared Schedule of Debt Service and Schedule of Outstanding Debt



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Be Prepared Hinkle System questions



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Be Prepared



Notes



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Imagine!

Get ahead now so you won't be behind later



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Time Flies at UAN's Buckeye Township



- Join us (if you dare) as we travel through time with our Fiscal Officer - Brutus Buckeye - at year end.
- To December 15 and beyond ... in just one day.



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DECEMBER 15, 2017



Board adopted temporary appropriations at last night's meeting!



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Brutus logs into 2018 and finishes entering Temporary Appropriations



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Buckeye (Fake) Township's Personal Leave Policy

Year End Policies

- Full time employees get 32 hours annually.
- It cannot carry over to the new year and cannot be cashed out i.e. use it or lose it.
- Personal leave must be used by December 29, 2017 (last pay period end date in 2017)



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Buckeye (Fake) Township's Personal Leave Policy

Year Begin Policy

- New year's 32 hours is available for use in the first Pay Period End Date the new fiscal year.



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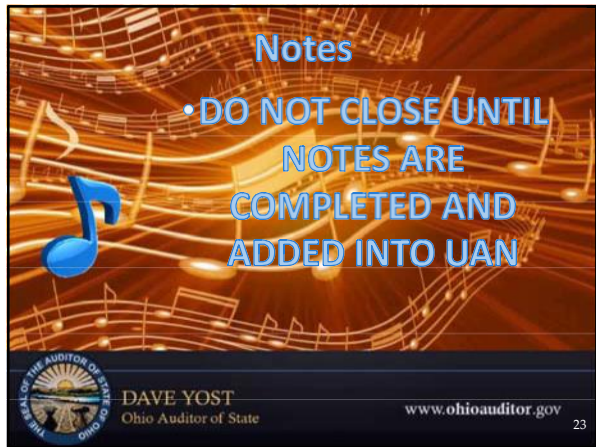
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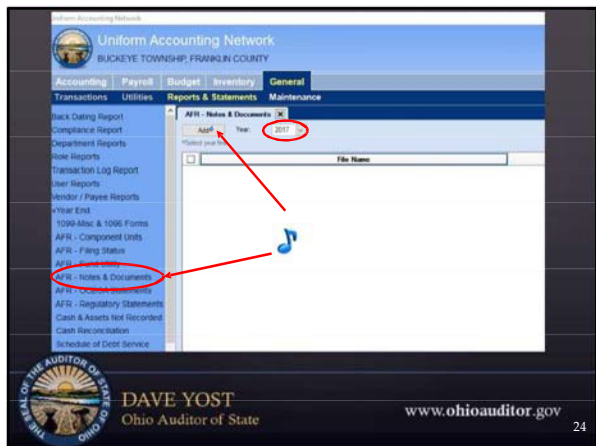






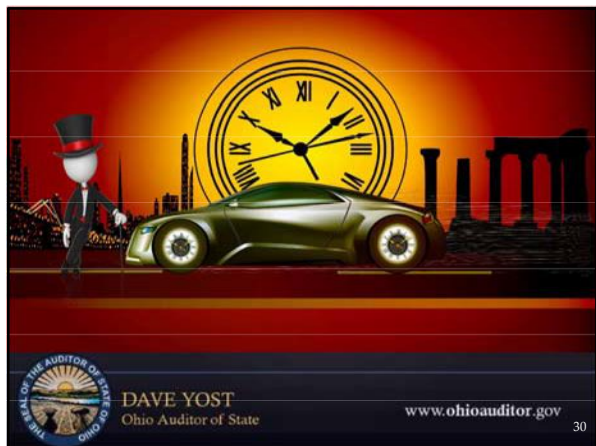












JANUARY 26, 2018

Verify Filing Status



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Uniform Accounting Network

BUCKEYE TOWNSHIP, FRANKLIN COUNTY

Accounting Payroll Budget Inventory General
Transactions Utilities Reports & Statements Maintenance

- +Backups
- Change Password
- Departments
- Departments Editor
- Entity Setup
- Reindex Database
- Roles
- User Preferences
- Users
- Vendors / Payees
- +Year End
- AFR - AOS Backup
- AFR - Filing Status
- Open Temporary Mode
- Year End Checklist



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Check 2017 Filing Status



Customer Log-in

Welcome to the Auditor of State's Customer eServices website. This interactive website allows clients to access their payments and billing statements at anytime. You can also change your contact information and email address at the eServices website.

If you have any suggestions on how to make the eServices website more helpful, please provide feedback on the Contact Us page once you have logged in to your account.

Login Information

Customer Number:

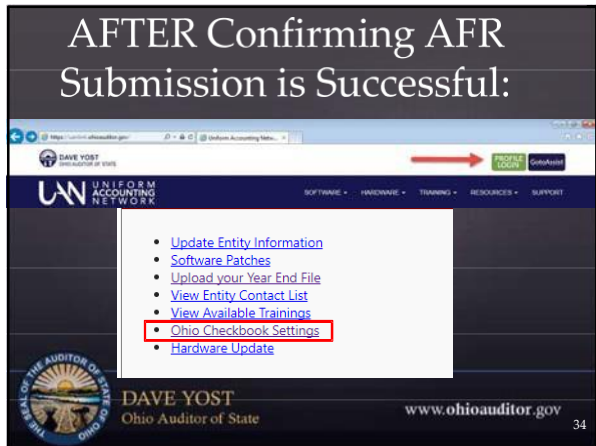
Customer Email Address:

Login

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AFTER Confirming AFR Submission is Successful:



- [Update Entity Information](#)
- [Software Patches](#)
- [Upload your Year End File](#)
- [View Entity Contact List](#)
- [View Available Trainings](#)
- [Ohio Checkbook Settings](#)**
- [Hardware Update](#)

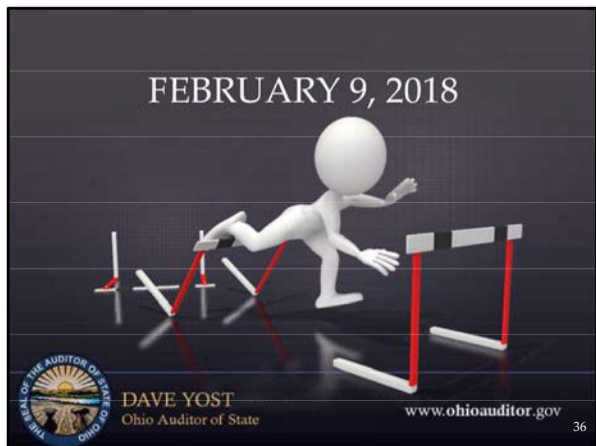
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ALMOST TIME TO GO



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FEBRUARY 9, 2018



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Imagine!

How much better your year end will be because you are prepared!



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Fiscal Integrity Act self-reporting portal

access to portal at
<http://www.ohioauditor.gov/fiscalintegrity/default.html>
or
www.ohioauditor.gov (look under local government)

Questions or assistance email:
fiscalintegrityact@ohioauditor.gov Janice
D' Alessandro: (614) 466-2813 Katie
Warga: (614) 995-5954

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Questions



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