

WebGAAP Frequently Asked Questions For UAN Users

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WebGAAP FAQ General Guidance

Chapter 1 – General Guidance

1.1 How do I gain access to WebGAAP for an entity?

- You will first need to obtain a username and password. You can email WebGAAP Support at webgaapsupport@ohioauditor.gov to obtain login credentials. Please be sure your email contains your name, email, phone number, name of your entity, and the Fiscal Year which you are wanting to access.
- If your entity already has an account in WebGAAP, you will be given access to your entity. If not, an entity will be set up in the system and your account will be given update access.

1.2 What is the URL of WebGAAP?

- The URL of WebGAAP is <http://webgaap.ohioauditor.gov>

1.3 If I have trouble logging in or have other problems within the system, who do I contact?

- If you need your password reset, WebGAAP has a “forgot password?” feature which you can use. If you are still unable to login, contact WebGAAP Support.
- If it has been more than a year since you have accessed WebGAAP information and you have trouble logging in, contact WebGAAP Support to activate your account. If there has been no activity in a year, accounts are deactivated.
- For any other questions, please also contact WebGAAP Support.

1.4 Do I need to request access every year?

- No. Once you have access to your project for the first year, you are able to open subsequent years and maintain access going forward without needing to request access.
- If there are multiple users with access to your project, only the user who opens the new year will have access to that year. Access for additional users must be requested.

1.5 The list of reports available is so extensive. How do I know which report I need?

- The Web-GAAP Wiki has an example that includes a ‘purpose’ of each report available. This will help you determine which report is best for your project.
- The Wiki is available by clicking on the blue question mark on the right of each page when logged into your entity in WebGAAP, or by going to <https://webgaapwiki.ohioauditor.gov>.

1.6 When I download the reports, what file format do I choose?

- You can choose between Display, Excel HTML, Tab-Delimited, and CSV.
- The “Display” format will allow users to view the reports in a web format as a way to quickly see reports without downloading any files.
- The Tab-delimited and CSV formats will generate as standard .txt or .csv files which can be downloaded or used as you wish.
- The Excel HTML files will download as if it were created as a “blank” excel worksheet. Formatting, including font, will be based on your default settings in Excel.
- Remember to time / date stamp the report when downloading from Web-GAAP.

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1.7 Will the reports in WebGAAP match the format needed for my entity?

- WebGAAP includes three standard charts of accounts: schools, counties, and cities. Other entity types will need to adapt these three standard charts of accounts to better align with their reporting needs. This can be accomplished using account overrides which are explained in Chapter 3.
- Townships will use the county chart of accounts. Villages and libraries will use the city chart of accounts.

WebGAAP FAQ

Cash Upload

Chapter 2 – Cash Upload

2.1 I have a cash upload file generated from UAN. How do upload the file into WebGAAP?

- Once you have downloaded the .txt file from UAN, you can upload this file to your project in the WebGAAP system. First, you must have opened the correlating year in WebGAAP. Once you are in the correct year, navigate to the Setup Menu. Inside the setup menu, there will be a link labeled “Upload Cash Data”:

Home Journal Entry Reports Legacy Cash Rpts Setup Admin

Current Entity: UAN Upload Test Village - 2023

GAAP Setup

- [Maintain Fund Codes](#)
- [Fund Code Listing](#)
- [Maintain Business-Type Internal Service Fund Allocation](#)
- [Mass Mapping of Funds](#)
- [Determine Major Funds Report](#)

- [Maintain Account Over-rides](#)
- [Maintain Account Order](#)
- [Generate Account Listing for an Account Group](#)

- [Maintain Department Codes](#)
- [Department Code Listing](#)

- [Maintain Component Units](#)
- [Component Unit Listing](#)

- [Edit Entity Profile](#)
- [Open New Fiscal Year](#)

**** Application Administrator Option ** Columbus City Schools - after Manual Upload Cas**

- [Manual Upload Cash Data - NWOCA Admin ONLY !!](#)
- [Upload Cash Data](#)
- [Copy Prior Year's Manual Cash Transactions to Current Year](#)
- [Flag Entity's Fiscal Year as Completed](#)

- Click on the Upload Cash Data link. When the new screen appears, use the “Choose File” button to navigate to the upload file saved on your computer and select it. Once the filename appears in the box in WebGAAP, select the “Upload” button to begin uploading the file:

Upload Cash Data

Select the file which contains the cash activity to be Uploaded into GAAP/GASB.

Choose File WEB-GAAP...IN-2023.TXT

Upload

No File for Upload

WebGAAP FAQ

Cash Upload

- The screen will automatically update and show steps of the upload process as they are completed. When the upload is successful, WebGAAP will say “File has been uploaded!”. At this point, you can go to the Reports menu and initiate a calculation and continue with your project in the system.

2.2 What do I do if my file does not load successfully?

- While programmers with both UAN and WebGAAP have developed the cash uploads to always upload, it is still possible that the file has issues. In this case, please contact WebGAAP Support at webgaapsupport@ohioauditor.gov. Your file can be adjusted to load properly.

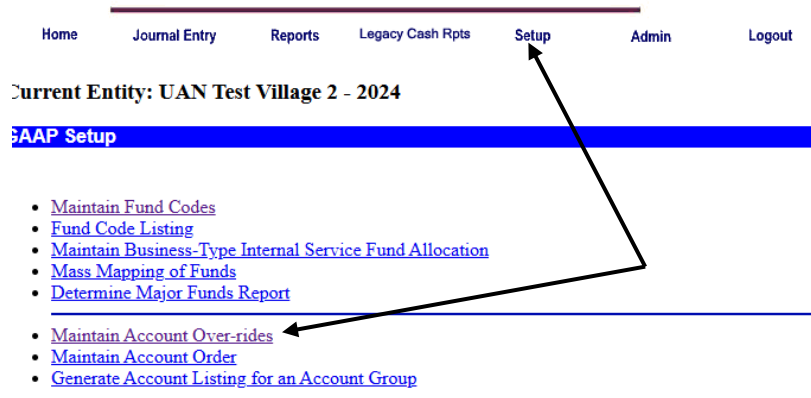
WebGAAP FAQ

Account Descriptions

Chapter 3 – Account Descriptions

3.1 The account descriptions in WebGAAP do not match what have normally been in my financial statements. Can these be changed?

- Yes. WebGAAP was created to handle a variety of different entity types, so the account descriptions may not match your desired format exactly. WebGAAP does have a feature that will allow you to change the account descriptions for your entity. This feature is referred to as an account over-ride and can be accessed in the Setup Menu:



3.2 How do I enter a new account over-ride?

- After navigating to the Setup Menu, select the link called “Maintain Account Over-rides” (shown above). In the next screen, select the button labeled “Enter an Account Over-ride”. You can now use this screen to change any code in WebGAAP for your entity to a description of your own choosing.
- Select the Account Description in the drop-down menu you wish to change, then type in the description you wish to use in the Entity’s Account Description field:

Entity Account ID	
Web-GAAP Account Description	2.04.011-Fines and Forfeitures
Entity’s Account Description	Patron Fines and Fees
Deactivate Account	<input type="checkbox"/>
Save Cancel	

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- Click Save when you are finished. In order for the change to take effect, you must go into the Reports menu and initiate a trial balance calculation.
- Note: Headings cannot currently be overridden. Headings will have to be modified manually in excel outside of the WebGAAP system.

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Account Descriptions

3.3 I work with a library. The descriptions I have used in the past are very different from those in WebGAAP. Is there a list of account over-rides that I should use?

- Yes. In order to adapt the UAN cash upload to current WebGAAP account codes, the descriptions will need to be updated to properly reflect library account descriptions. Below is a list of descriptions which you can update using the account over-ride feature:

Code	WebGAAP Description	New Description
2.04.009	Charges for Services	Services Provided to Other Entities
2.04.010	Licenses and Permits	Public Library
2.04.011	Fines and Forfeitures	Patron Fines and Fees
2.04.018	Contributions and Donations	Contributions, Gifts and Donations
2.05.012	Legislative and Executive	Public Service and Programs
2.05.013	Judicial System	Collection Development and Processing
2.05.032	Public Services 2	Facilities Operation and Maintenance
2.05.033	Public Services 3	Information Services
2.05.034	Public Services 4	Business Administration
2.05.035	Public Services 5	Self-Insurance
3.01.001	Charges for Services	Services Provided to Other Entities
3.01.002	Tap-In Fees	Patron Fines and Fees
3.01.003	Patient Fees	Contributions, Gifts and Donations

3.4 I have uploaded my transactions into WebGAAP, can the account mapping be reviewed or is it considered final? Can I adjust transactions to a different financial statement line?

- The cash upload files generated from UAN are designed to be as accurate as possible in representing the appropriate codes within the WebGAAP system. However, the mapping may not reflect the substance of the transaction. Please refer to the UAN/WebGAAP Crosswalks to see how each code is programmed in the WebGAAP system.
- The fiscal officer is responsible for the financial statement classification. If an adjustment is needed to properly reflect the substance of a transaction, please use the Cash Journal in WebGAAP to adjust the transaction to the account code deemed more appropriate for your entity.