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How to Activate UAN Funds and Account Codes

Presented by:

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Overview

- This session will benefit all Uniform Accounting Network (UAN) clients and all local governments which utilize a numeric account code structure.
- The session will consist of:
  - Overview
  - An explanation and description of the proper setup and closing in UAN (with examples) of:
    - Funds
    - Revenue account codes
    - Appropriation account codes (program and object)
  - Question and Answer

Overview

- The session will NOT consist of:
  - Full Review of the Chart of Accounts
    - Chart of Accounts can be found within:
    - UAN Accounting Manual, Appendicies
      - C:\my documents\UAN Manuals\Accounting
      - http://uanlink.auditor.state.oh.us/uan_win_software/accounting.htm
      - F1 Help Accounting → Appendices
        - » Appendix A (Township)
        - » Appendix B (Village)
        - » Appendix C (Library)
  - Full Review of Fund Accounting
    - Class at LGOC and handout available on CD

Overview

- Do you need AOS authorization for setting up a new fund?
- Using the Chart of Accounts (Brief Review)
- How to activate a fund including funds within a user assigned range
- Access to all revenue and appropriation program & object codes
- Process of getting advice from AOS on funds and account codes

How to Set Up a Fund
Fund Maintenance

- Chapter 15 of the UAN accounting manual
- Steps to Access
  - Select Accounting
  - Select Maintenance
  - Select Fund Maintenance

How to Set Up a Revenue Account
Account Maintenance

- Chapter 17 of the UAN accounting manual
- Steps to Access
  - Select Accounting
  - Select Maintenance
  - Select Revenue Maintenance
  - Select Account Maintenance

How to Set Up a Revenue Account
Budget Maintenance

- Chapter 17 of the UAN accounting manual
- Steps to Access
  - Select Accounting
  - Select Maintenance
  - Select Revenue Maintenance
  - Select Budget Maintenance

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How to Set Up an Appropriation
Account Maintenance

- Chapter 16 of the UAN accounting manual
- Steps to Access
  - Select Accounting
  - Select Maintenance
  - Select Appropriation Maintenance
  - Select Account Maintenance

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How to Set Up an Appropriation
Budget Maintenance – Temporary or Permanent

- Chapter 16 of the UAN accounting manual
- Steps to Access
  - Select Accounting
  - Select Maintenance
  - Select Appropriation Maintenance
  - Select Budget Maintenance
  - Select Temporary/Permanent Maintenance

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How to Set Up an Appropriation

Budget Maintenance – Supplemental

- After April 1st or when revising after the first amended certificate
- Steps to Access
  - Select Accounting
  - Select Maintenance
  - Select Appropriation Maintenance
  - Select Budget Maintenance
  - Select Supplemental Maintenance

Closing Fund or Account Codes

- **Requires Planning**
  - Closing a fund or account code is typically done at the beginning of a year after planning for it within the previous year. A great time for planning for a phase out is during the budgetary process.
    - What kind of history does it have?
    - For Funds, All Revenue and Appropriation Account Codes must be closed first
    - For Funds, No cash balance
    - For Account Codes, no budget balances and no encumbrances
    - No references to the closing item in any setups such as an account code assigned to a withholding

Example: American Recovery and Reinvestment Act (ARRA)

- Fund Number
  - Townships (2901-2999)
  - Villages (2901-2999 or 2051-2059)
- Revenue Account Codes
  - Townships (511)
  - Villages (411)

Example: ARRA
Continued

- Appropriation Program Codes
  - Townships (210)
  - Villages (110)
- Appropriation Object Codes
  - Townships (190)
  - Villages (190)

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Example: Property Tax

- Fund Number
  - Townships (2191-2219)
  - Villages (2901-2999)
- Revenue Account Codes
  - Townships (101)
  - Villages (110)

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Example: Property Tax
Continued

- Appropriation Program Codes
  - Townships (220)
  - Villages (120)
- Appropriation Object Codes
  - Townships (314)
  - Villages (344)

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Example: FEMA

- Fund Number
  - Townships (2901-2999)
  - Villages (2901-2999)
- Revenue Account Codes
  - Townships (511)
  - Villages (411)

Example: FEMA
Continued

- Appropriation Program Codes
  - Townships (330)
  - Villages (620)
- Appropriation Object Codes
  - Townships (190)
  - Villages (190)

Example: FEMA
Continued

Current Year vs. Prior Year Considerations

- Current Considerations
  - If the expenditure paid was in the current year, a reallocation of expenditure could be considered to post the expenditure directly to the FEMA fund.
- Prior Year Consideration
  - If the expenditure was made in the previous year, then reimbursement of monies spent from other funds will be recorded through a Memo Receipt.

Example: Debt Service

- Fund Number
  - Townships (3101-3199)
  - Villages (3101-3199)
- Revenue Account Codes
  - Townships (911)
  - Villages (911)

Example: Debt Service
Continued

- Appropriation Program Codes
  - Townships (760)
  - Villages (800)
- Appropriation Object Codes
  - Townships (710-790)
  - Villages (510-590)

Example: Debt Service
Continued

- Fund Number
  - Townships (3101-3199)
  - Villages (3101-3199)
- Revenue Account Codes
  - Townships (101)
  - Villages (110)

Example: Debt Service

Continued

- Appropriation Program Codes
  - Townships (810 and 830)
  - Villages (850)
- Appropriation Object Codes
  - Townships (810 and 830)
  - Villages (710 and 720)

Questions?

Who should I call?

- Call UAN (Functional Process)
  - If you know the funds and account codes you want to use but need help finding them in the system or activating/deactivating them
- Call LGS (Administrative Process)
  - If you do not know the funds and accounts codes that you should use and need help making a determination

Questions?

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