

**Dave Yost**
Auditor of State

**UAN Accounting Update**

Presented by: UAN Staff
April 4, 2013

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Presenters

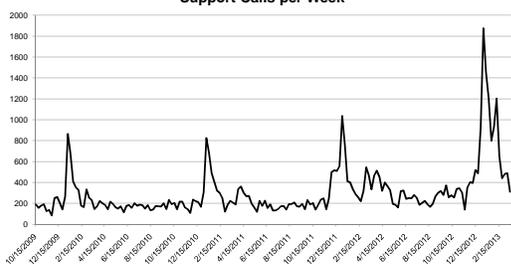
- Tim Moloney
Director of UAN
- Tom Hartman
Development Manager
- Joe Mills
Support Manager
- Matt Dean
IT Analyst
- Angela Muller
IT Analyst
- Trina Martin
Project Accountant

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UAN Support

Support Calls per Week



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UAN Support

– Access to Support

- Telephone/Voicemail
 - 1-800-833-8261
- E-Mail
 - UAN_Support@auditor.state.oh.us

	Application Support		Tech Support	
	Standard Hours	Extended Hours	Standard Hours	Extended Hours
Mon - Thurs	7:30 am - 5:15 pm	7:00 am - 7:00 pm	8:00 am - 4:30 pm	8:00 am - 4:30 pm
Fri	7:30 am - 4:45 pm	7:00 am - 7:00 pm	8:00 am - 4:30 pm	8:00 am - 4:30 pm
Sat	8:00 am - 12:00 pm	8:00 am - 2:00 pm	By Appointment	8:00 am - 2:00 pm



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Upcoming Training

- UAN Refresher Training
 - Late Spring/Early Summer
- New Client Training
 - Late Summer/Early Fall
- UAN Year End Update
 - December 2013



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Help Resources

- Within the Software:
 - Manuals
 - 'How To' sections
 - Screen Casts
 - System Messages
 -
- UANLink: <http://uanlink.auditor.state.oh.us/>
 - Manuals (UAN Software tab)
 - User Notes (Home page -> UAN Communications)
 - Training Recordings (Training tab -> On Line Training Recordings)
 - Budget Application Training



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UAN Hardware Extended Warranty

- UAN has purchased an extended warranty for our Dell hardware
- Live chat, self service features, and manuals offered online with Dell. <http://support.dell.com/support/>
- Next Day Service
 - If Dell ask you to perform a repair which you're not comfortable with performing, you can request that a technician perform the repair



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UAN Hardware Replacement

- Systems will be replaced this year
- Timeframe - Summer
 - 3rd party will be shipping the hardware. UAN will not be able to tell you the exact date when the delivery company will delivery to your doorstep.
- Survey will be emailed inquiring the following
 - Hardware Preference
 - Confirmation of shipping address.
 - Shipping address cannot be a PO Box
 - Someone (over the age of 16) will need to be available during normal business hours to sign for hardware



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UAN Development Priorities

- Budget Release
- OP&FPF Release
- Wage Utilities
- Temp Mode
- Performance Issues
- Reports



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Frequently Asked Questions Revenue Budget

- FYI-If you don't enter revenue budgets you will not be able to appropriate more than your unencumbered January 1st fund cash balance

Appropriation Budget

Posting this item would cause the following compliance violations. The item may be posted anyway if the [Override] button appears below.

Violations: Insufficient amount available for appropriation in fund 2031.

The total appropriations of a fund must not exceed its Unencumbered January 1st Cash Balance plus estimated resources. Refer to Ohio Revised Code (ORC 5705.39)



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Frequently Asked Questions Revenue Budget/Appropriation Budget

Question: My original budget (appropriation) for the gas tax account was entered as \$10,000.00, but it should have been \$15,000.00. How do I fix this?

Answer: Changes to the original budget must be made by entering a supplemental revenue budget (supplemental appropriation). Be sure to mark the 'apply as correction' checkbox.



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Frequently Asked Questions Appropriation Budget

Question: What if some of my permanent appropriations end up being the same as my temporary appropriations?

Answer: When you are adding your permanent appropriations, you can select the 'Import Current Temps' button to pull your temporary amounts into the Permanent/Original column. Then edit as necessary.



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Frequently Asked Questions

Investments

Question: What is a pooled investment?

Answer: If you have multiple funds included in an investment, the investment is considered a pooled investment. Examples of common pooled investments would be Money Markets and Star Ohio.


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Frequently Asked Questions

Investments

Question: What is a non-pooled investment?

Answer: If you have only one fund included in an investment and the interest for the investment is posted to that fund, then the investment would be considered a non-pooled investment. Examples of a common non-pooled investment would be a private purpose trust investment where the interest is posted back to the private purpose trust


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Frequently Asked Questions

Old Fund Status Report

– Pooled vs. Non-Pooled Investments

Fund	Fund Cash Balance	Investment Balance	Checking Balance
1000	\$15,000	\$ 9,000 (Star Ohio)	\$6,000
2011	\$ 4,000	\$ 3,000 (Star Ohio)	\$1,000
4951	\$ 6,000	\$ 5,000 (Non-pooled)	\$1,000
<i>Total</i>	<i>\$25,000</i>	<i>\$17,000</i>	<i>\$8,000</i>
	Available Primary	Checking Balance	\$8,000


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Frequently Asked Questions New Fund Status Report

Fund	Fund Balance	Non-Pooled	Checking & Pooled Investments
1000	\$15,000	\$0	\$15,000
2011	\$ 4,000	\$0	\$ 4,000
4951	\$ 6,000	\$5,000 (Non-pooled)	\$ 1,000
Total	\$25,000	\$5,000	\$20,000
	Pooled Investments		\$12,000
	Available Primary	Checking Balance	\$ 8,000



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Frequently Asked Questions Purchase

Question: Can I post a BC without a vendor selected?

Answer: Yes. If you want to be able to use the BC for payments to multiple vendors, do NOT select anything in the vendor field while creating the BC. If you select a vendor, that BC will be restricted to the selected vendor.



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Frequently Asked Questions Payments

Question: How do I enter online payments or bank fees?

Answer: On the payment screen when you select add you have the option to select either warrant, manual or electronic. To enter an online payment or bank fee you will select the electronic option.



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Frequently Asked Questions

Payments

Question: What is the benefit of using the Import Purchase Order button on the payment screen?

Answer: You can import all or selected information from the purchase order and then edit it rather than retyping the detail/distribution information.



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Frequently Asked Questions

Payments

Question: How do I know which warrant numbers to load into the printer?

Answer: When posting transactions the top of the final popup window displayed before the items are printed (titled "Print") will display what to load into the printer.



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Frequently Asked Questions

Warrant Alignment

Question: The printing alignment of my warrant is off. How do I correct this?

Answer: This can be corrected by changing the layout of your warrant. This can be done by going to:
General → Maintenance → Entity Setup → Payments



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Frequently Asked Questions Receipts

Question: Why is my PO is not showing up when I try to post a memo receipt?

Answer: You must select the vendor name from the drop down rather than typing in the vendor name. If your vendor is not showing up in the drop down you will need to go to the Vendor/Payee screen and select Accounting Receipts as one of the types for the vendor.



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Frequently Asked Questions Reports

Question: I cannot find my reports in the new software any helpful hints?

Answer: Reports are grouped based on what you will need to select by.
List of Payments – Payment Reports
List of Payments by Appropriation Account – Appropriation Reports
List of Payments by Vendor – Vendor/Payee Reports



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Frequently Asked Questions Date Management

Question: I have an online charge that was paid two days ago and I have not entered it into UAN. I would like to enter it with the actual date it was paid and not with today's date. How do I do this?

Answer: You can back date transactions (with the exception of printed warrants) back to the last bank reconciliation.



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Frequently Asked Questions

Bank Reconciliation

Question: My January 31st bank statement included an unexpected bank fee or interest. It is now February, and I am working on my January bank reconciliation. How do I handle this? Will I have to enter it as an other adjusting factor?

Answer: No. You can save the bank reconciliation, post a back dated electronic payment for the bank fee or back dated interest receipt for the interest, then continue working on the bank reconciliation. The new payment or receipt will pull in automatically.



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Frequently Asked Questions

Bank Reconciliation

Question: I have a CD for which I get quarterly statements. What balance do I enter for it on the monthly bank reconciliation?

Answer: Put in the balance from the last available statement.



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Frequently Asked Questions

Backups

Question: Where do I go to perform the UAN and My Documents backup?

Answer: Backups will now be done from within the software. Locate Backups by going to:
General → Maintenance → Backups



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Frequently Asked Questions

Prior Year Reports and UAN Training

- Prior Year Reports are now located under the 'UAN Tools' icon



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Questions?



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