
 **DAVE YOST**  
Ohio Auditor of State

## Uniform Accounting Network Update

Presented by:  
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## 2017.1 & 2017.2 Highlights



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## Cash Flow Summary Cash Flow Detail

- Accounting → Reports & Statements → Fund Reports.
  - Presents cash inflows and outflows by month, fund and account code.
  - Identify trends or patterns.
  - Helpful for department heads and administration!



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## Deposit Ticket #

- A 'Remember Deposit Ticket until form closes' checkbox has been added to Receipts screen.
- When the checkbox is selected the deposit ticket number will be retained until the form is closed.



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## Payroll Tax Exempt Status

- Federal or State Tax Exempt Status
  - Individuals who qualify and have completed the proper W-4 or IT-4NR to have no federal or state income taxes deducted can now be flagged as exempt on the Employee Information Tab.
  - Contact the IRS, Ohio Department of Taxation or your tax professional to determine if an employee is eligible to be exempt from Federal or State income taxes and what documentation you must keep on file.



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## 941 Quarterly Return

- The 941 Federal Quarterly Return for the first quarter version 2017.2
  - This form is required for 2017 until you have finished the update.
  - UAN Accountants must install 2017.2



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## New Computers

- New computers tentatively set to roll out June 1<sup>st</sup>.
- You should have received a letter and an email requesting your hardware selection: laptop or desktop.
- **BE PREPARED!**
- Check email account provided during the printer selection. This is the email address the vendor will use to contact you.



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## ODJFS New Hire Form

- Required by Federal & State Law
- Newly Hired or Rehired Employees
- Independent Contractors
- Ohio New Hire Reporting Center
- Within 20 days after hire or contract date
- New UAN File Upload



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## Positive Pay

- Fraud Detection Tool
- Offered by Banks
- Bank matches key information before allowing Payment
- FO submits file to bank
- Only specific banks



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## Positive Pay Setup

Accounting>Maintenance>Positive Pay Setup

- User selects which positive pay file format to use



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## Positive Pay File Creation

Accounting>Transactions>Positive Pay

- Used to create positive pay file for submission to bank



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## UAN Support Common Calls



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## NSF Customer Payments

**My customer's check bounced!**

- Adjust the original receipt by the amount that bounced (do not include bank fee) (Accounting – Utilities – Receipt Utility)  
Date the adjustment with the bank's bounce date.
  - On the bank reconciliation you must clear the adjustment on the Primary Adjustments tab.



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## NSF Customer Payments

- If the bank charged your entity a fee you must post an electronic payment to the bank (requires PO/BC).  
Date the electronic payment the date the bank charged you.
  - On the bank reconciliation you must clear the electronic payment on the primary payments tab.
- When the customer pays the NSF and any fee you have charged them you must post a new receipt.
  - Allocate the original receipt amount to the original account and the fee to the proper revenue account for fees charged by your entity.



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## Non-Retirement Payouts?

**Leave Payouts**



**Bonus**

- ALWAYS contact OPERS/OP&FPF before paying these items!
- NEVER edit the employee share of OPERS/OP&FPF off the wage!

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## Non-Retirement Earnings



- If OPERS (or OP&FPF) advises payment is not pensionable you must use a non-retirement earning.
- Step-by-step instructions for non-retirement leave payouts and bonus were included in the Year End Update conference booklet and added to the Payroll Manual FAQs.

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## BWC Reporting



- Use the Wage Earning Report to see the gross earnings paid from each appropriation account.
- If you have questionable earnings that may not need to be included in the premium calculation please contact Ohio Bureau of Workers Compensation to discuss.

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## Withholding Process Groups

- 9 Preset Withholdings
  - Federal Income Tax
  - Ohio Income Tax
  - Federal Supplemental Withholding
  - Ohio Supplemental Withholding
  - OPERS
  - OP&FPF
  - Medicare
  - Social Security
  - ODJFS



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## Withholding Process Groups

- 5 Additional Reusable Process Groups
  - Cafeteria Plan
  - Deferred Withholding
  - Local Tax
  - School Tax
  - Miscellaneous/Union Withholding



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## Withholding Process Groups

- **Cafeteria Plan:** Can only be used when the entity has adopted an **IRS Section 125 plan** AND offers qualified insurance options.
- **Deferred:** ONLY for deferred compensation!
- **Local Tax:** Each tax district has a withholding using the Local tax process group. Enter W-2 abbreviation.

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## Withholding Process Groups

- **School Tax:** Each school district income tax has a withholding using the School tax process group. Enter school district number AND select the correct school tax base type.
- **Miscellaneous/Union:** All other entity added withholdings that do not properly belong in the groups above. Includes insurance (if no café plan), child support, garnishments, union dues, etc.

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## OPERS Voucher



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## OPERS Employer Share Credit

Urging entities to use outstanding credits

1. Call OPERS
2. Call UAN



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## Month End Procedures

Reports to view on a monthly basis before posting the bank reconciliation:

- o Revenue Ledger: Did I post last month's receipts to the proper accounts?
- o Appropriation Ledger: Did I post last month's payment to the proper accounts?
- o **Reallocate to correct posting errors**



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## Month End Procedures

- o Investment Listing: Are my investment balances the same in UAN as on the last bank statement?
- o Post your bank reconciliation after you have verified these items.



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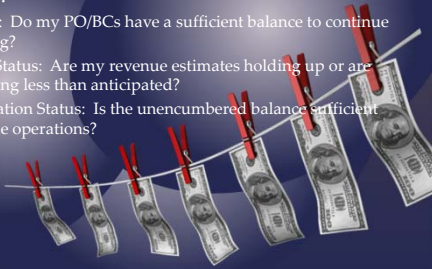
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## Monitor Cash & Budget

Monitor the next items to see if you need to make any changes or advise the board of upcoming shortages:

- o PO Status: Do my PO/BCs have a sufficient balance to continue purchasing?
- o Revenue Status: Are my revenue estimates holding up or are we receiving less than anticipated?
- o Appropriation Status: Is the unencumbered balance sufficient to continue operations?



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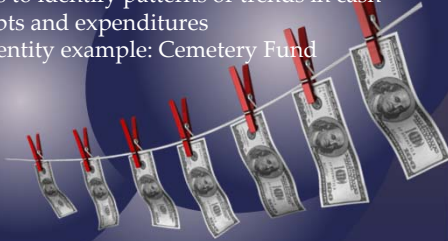
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## Monitor Cash Flow

- o Reports show cash inflows and outflows
- o Helps to identify patterns or trends in cash receipts and expenditures
- o Real entity example: Cemetery Fund



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# Fiscal Integrity Act

Self-reporting portal  
access to portal:  
<http://www.ohioauditor.gov/fiscalintegrity/default.html>  
or  
[www.ohioauditor.gov](http://www.ohioauditor.gov) (look under local government)

**Questions or assistance**  
email: [fiscalintegrityact@ohioauditor.gov](mailto:fiscalintegrityact@ohioauditor.gov)  
Janice D'Alessandro: (614) 466-2813  
Kimberly Dodds: (614) 301-6677 or  
Callie Staggers: (614) 728-7192

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# Questions



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# Uniform Accounting Network

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The seal of the Auditor of State of Ohio is circular, featuring a landscape with a sun rising over a river, a field, and a plow. The text "THE SEAL OF THE AUDITOR OF STATE OF OHIO" is written around the perimeter.

**Ohio Auditor of State**  
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