

# UAN Update – Accounting and Payroll

Presented by:  
Loren Henthorne  
Alex Komorowski

# What's new?

- **UAN 2026.2** – built in updates like the tax table patch, required to run the **941**



- **UAN Hardware Support** will be now be in house with UAN.  
Call UAN Support at **800-833-8261** and we'll bring on a tech, or schedule an appointment via email [UAN\\_Tech@OhioAuditor.gov](mailto:UAN_Tech@OhioAuditor.gov)
- Like HP support's warranty, certain types of damage will not be covered by UAN Tech Support. For example; dropped computers, spilled liquid, lightning strikes, etc.

# UAN Re-write Work In Progress!



- **NOT** ready this year
- Cloud based
- Accessible from multiple devices
- Internet access required
- No more software updates or backups
- Programing, testing, and developing new training materials

# Help Yourself Resource Station

The screenshot shows a web browser window with the URL [uanlink.ohioauditor.gov](http://uanlink.ohioauditor.gov). The navigation bar includes links for SOFTWARE, HARDWARE, TRAINING, RESOURCES, and SUPPORT. The TRAINING dropdown menu is open, listing Accounting, Payroll, Budget, Inventory, Cemetery, Year End, Training Centers, Transition, and Hardware. The 'Transition' option is highlighted with a yellow box and a mouse cursor. A red arrow points to the TRAINING dropdown menu.

Uniform Accounting Network

uanlink.ohioauditor.gov

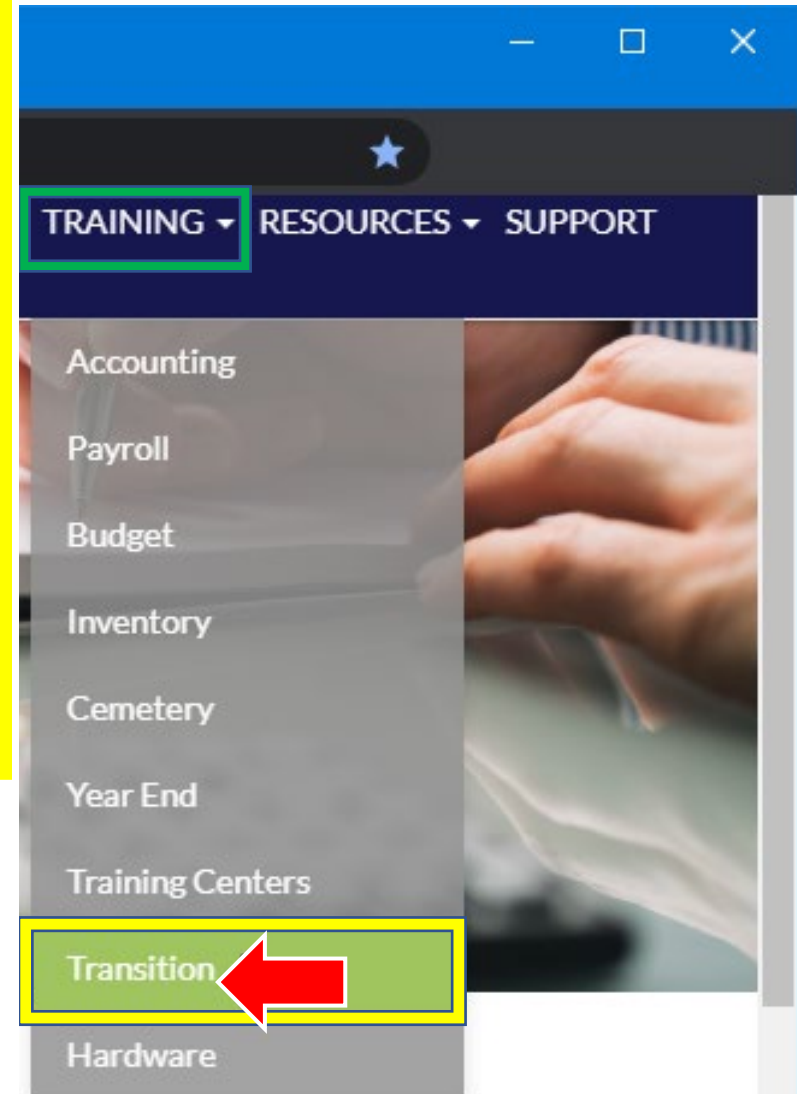
SOFTWARE ▾ HARDWARE ▾ TRAINING ▾ RESOURCES ▾ SUPPORT

- Accounting
- Payroll
- Budget
- Inventory
- Cemetery
- Year End
- Training Centers
- Transition
- Hardware

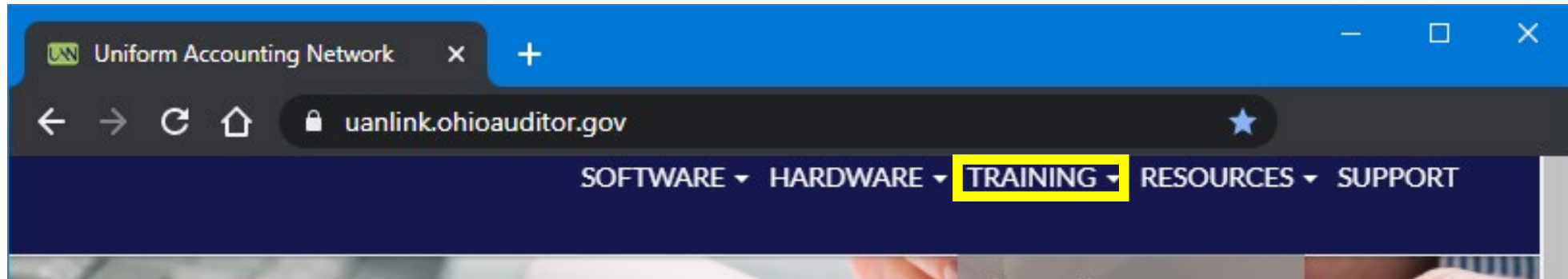
About the Uniform Accounting Network

# New Fiscal Officer Transition Training

- UAN Prerequisite Accounting 101 Chapter 1
  - UAN Prerequisite Accounting 101 Chapter 2
  - UAN Prerequisite Accounting 101 Chapter 3
    - **UAN Prerequisite Accounting 101 Manual**
  - UAN Prerequisite Accounting 102 Chapter 1
  - UAN Prerequisite Accounting 102 Chapter 2
  - UAN Prerequisite Accounting 102 Chapter 3
  - UAN Prerequisite Accounting 102 Chapter 4
    - **UAN Prerequisite Accounting 102 Manual**
  - UAN Prerequisite Accounting 103 Chapter 1
  - UAN Prerequisite Accounting 103 Chapter 2
  - UAN Prerequisite Accounting 103 Chapter 3
    - **UAN Prerequisite Accounting 103 Manual**
- 
- UAN Prerequisite Payroll 101 Level 1
  - UAN Prerequisite Payroll 101 Level 2
  - UAN Prerequisite Payroll 101 Level 3
  - UAN Prerequisite Payroll 101 Level 4
  - UAN Prerequisite Payroll 101 Level 5



# Phase 3 Introduction Videos



**Phase 3 - UAN Introduction Training:** These sessions are designed for either the new Fiscal Officer or the experienced Fiscal Officer that is new to UAN. They provide the knowledge and skills to become proficient with everyday duties in the UAN application.

- New Fiscal Officer UAN Accounting Module

- New Fiscal Officer UAN Payroll Module

A screenshot of a dropdown menu with the following items: Cemetery, Year End, Training Centers, Transition, and Hardware. The 'Transition' item is highlighted with a green box, and a red arrow points to it from the right.

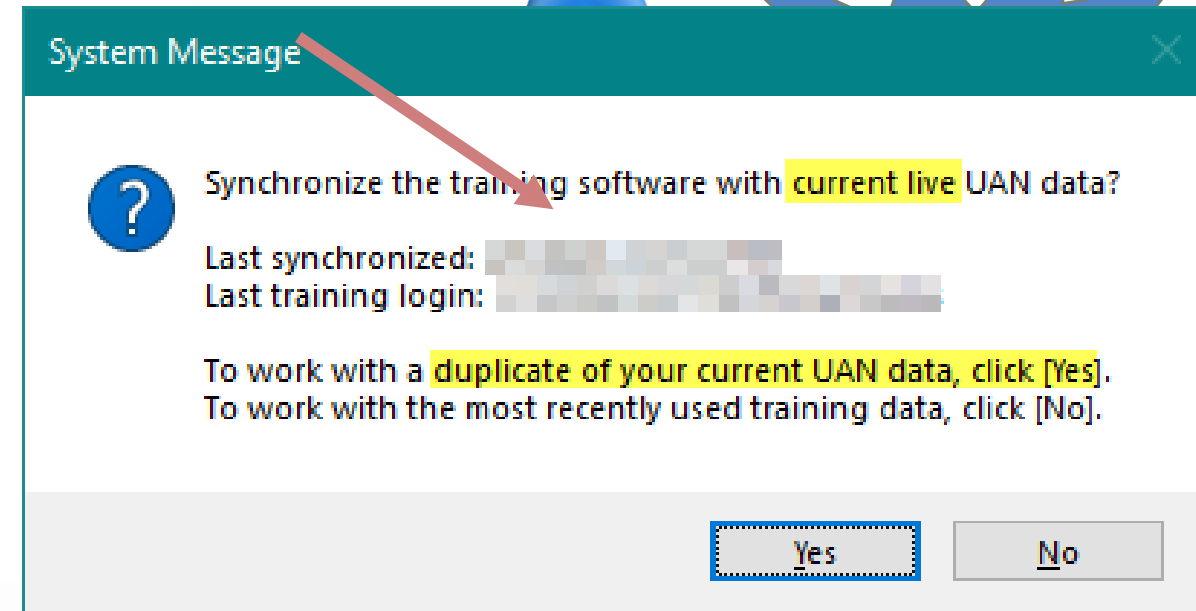
Cemetery  
Year End  
Training Centers  
Transition  
Hardware

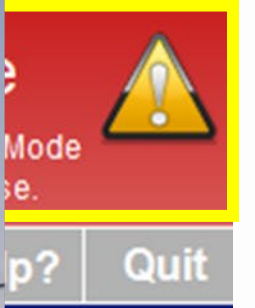
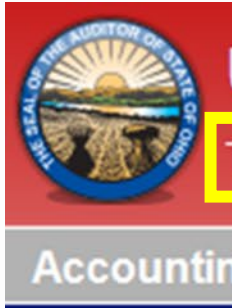
# UAN Training Mode

1. Quit UAN Application
2. At the Window's Desktop, open UAN Tools
3. UAN Training
  - Synchronize = Yes, for the latest copy of entity data
  - Username & Password – Same as UAN Application



- UAN Support
- AFR - Filing Status
- OP&FPF Upload
- OPERS ECS
- Printer Supplies
- UAN Link
- UAN Training** ←
- Version Documentation





# Accessing the UAN Manual

You can open the UAN Manual by using the need help button in the top right of UAN and through the FAQ section.

The FAQ section also gives you access to Screencast Tutorials which will open training videos. The other FAQ links will bring you to a specific page in the manual for the screens you're on.

**KEITH FABER**  
OHIO AUDITOR OF STATE

Need Help? Quit

Est. Primary: \$1,561,573.65

**Payments**  
Positive Pay  
Purchase Orders  
Receipts  
Requisitions  
Reserve Balance Designation

**Related Screens**  
[Vendor / Payees](#)  
[Appropriation Accounts](#)  
[Appropriation Budgets](#)  
[Purchase Orders](#)  
[Payment Utilities](#)  
[Purchase Order Utilities](#)  
[Payment Reports](#)  
[Cash Reports](#)  
[Fund Reports](#)  
[Appropriation Reports](#)

**FAQs**  
[Payment Screencast Tutorial Overview](#)  
[How To Add A Payment](#)  
[How To Post/Print A Payment](#)  
[FAQs](#)

Print on  
Print on

Accounting > Transactions > Payments

# Budget Timeline Recap

## January-February

- Submit Year End Balances to your County Auditor
- Receive the current year Amended Certificate

## Before April 1

- Board must adopt Permanent Appropriations

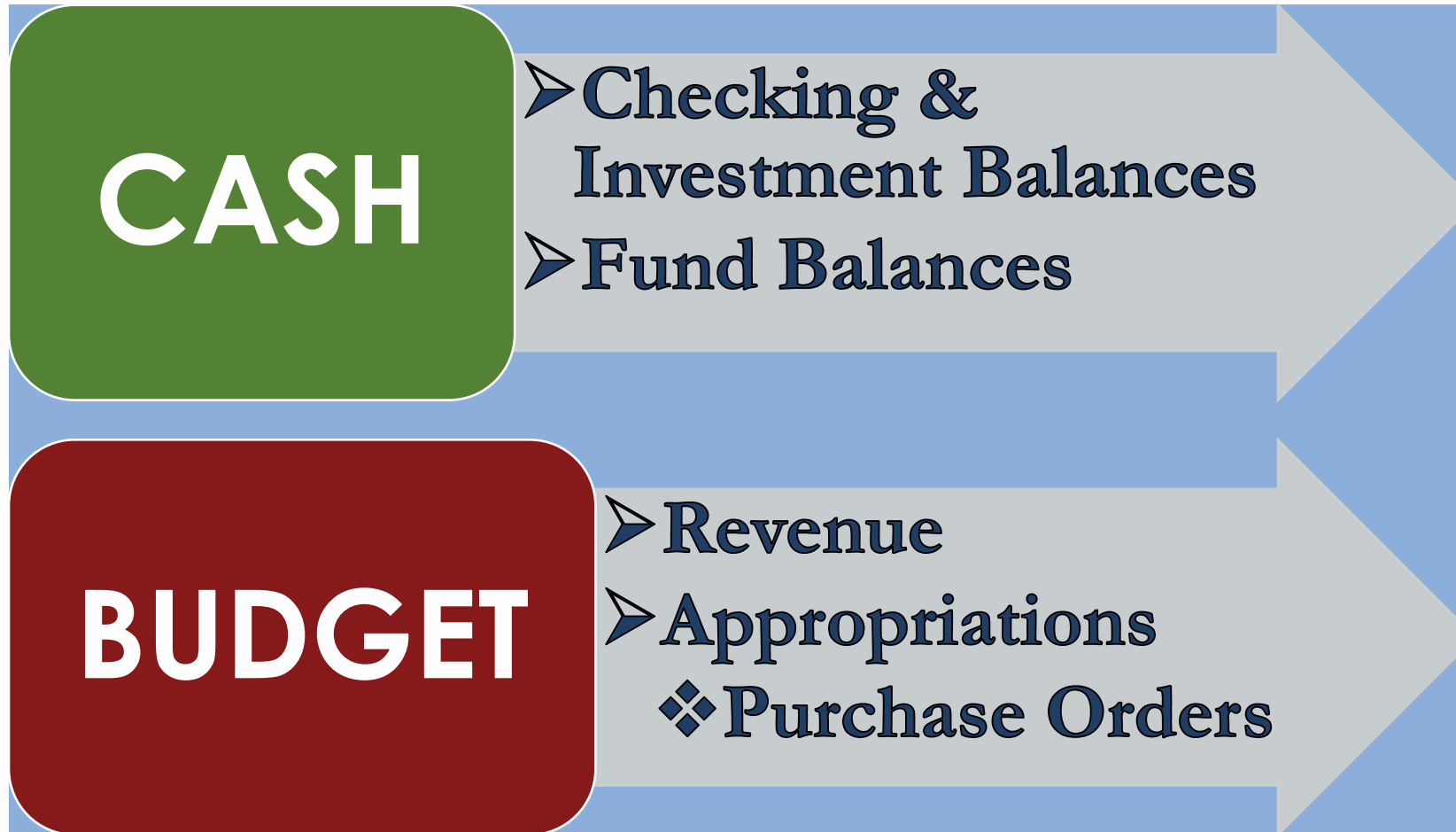
## May - July

- Begin next year's budget, Adopt budget, and File Budget

## September – December

- Receive current year Official Certificate of Estimated Resources
- Prepare and Adopt next year's Temporary Appropriations

# Budget is not Budget



# Bank Account Cash / Fund Cash



**Cash in bank accounts:** the total current cash balance held in all checking and all investments **as recorded in UAN**

Fund accounting requires the total cash balance is separated into fund cash balances on your books.

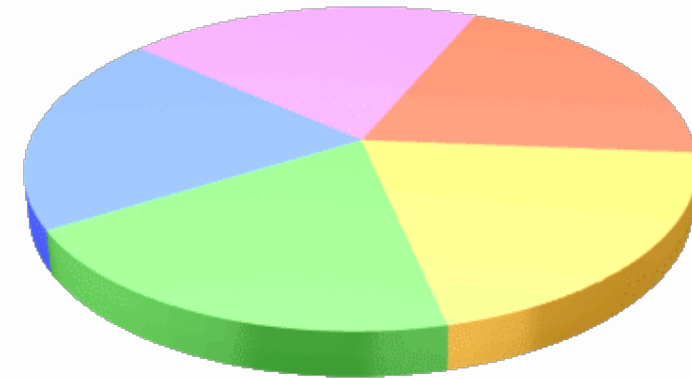
**Cash in Funds:** A fund is a self-contained, self-balancing accounting component used to track revenue and expenditures. Funds separate government money according to legal or purpose restrictions.



# Bank Cash Balances / Fund Cash Balances

## Bank Accounts & Funds in UAN

Funds operate independently of each other within the **total cash balance**



**Total Cash Balance = Total All Fund Balances**

**Whole Pie = Total of All Slices**

# Budgets - Broken Down



REVENUE

**Revenue budget:** Projected revenue you expect to bring in for the current year. (Does not include carry over fund cash balances)

**Total Resources:** Prior year carry over cash balance + Revenue budget. Sets the upper limit for Appropriations budget.

**Appropriations budget:** Authorization enacted by a legislative body allowing government agencies to incur obligations for expenditures. It serves as a maximum spending limit.

**Cash Balance:** Limits what you can spend at a given time. Think of it as your checking balance, you can't spend revenue before you get it.



# Budgets - Forward Planning

Budgets>Transactions>Financial Worksheets

Typically, you'll select up to 3 years trailing data and project forward 1 year

Uniform Accounting Network



Uniform Accounting Network

BUCKEYE TOWNSHIP, FRANKLIN COUNTY

Accounting Payroll **Budget** Inventory General  
Transactions Utilities Reports & Statements Maintenance

Financial Worksheets  
Year End Balances Certificates

Financial Worksheets   Year:

| <input type="checkbox"/> | Name                        | Prior Years | Projected Years | Prior Year Carryover |
|--------------------------|-----------------------------|-------------|-----------------|----------------------|
| <input type="checkbox"/> | Next Year's budget          | 3           | 1               | Included             |
| <input type="checkbox"/> | Prior Year Master Worksheet | 4           | 0               | N/A                  |

# Budgets - Forward Planning

Edit Financial Worksheet

Worksheet

Name:  Fund:  Complete first 3 tabs for each fund. Prior Years:  2-4 Projected Years:  1-5

1) Revenues 2) Expenditures 3) Other Display - By Program Display - By Object Group

<<< ! GRAY fields are calculated READ-ONLY values - Enter budgets or percentages in the editable WHITE fields ! >>>

| Name   | Footnote | 2023                  | %              | 2024                  | %             | 2025                  | %              | Current Year        | %               | 2027                |
|--|----------|-----------------------|----------------|-----------------------|---------------|-----------------------|----------------|---------------------|-----------------|---------------------|
| <b>Administrative</b>  |          | <b>\$109,863.61</b>   | <b>-1.141</b>  | <b>\$108,610.29</b>   | <b>21.590</b> | <b>\$132,059.53</b>   | <b>56.099</b>  | <b>\$206,143.47</b> | <b>-17.313</b>  | <b>\$170,454.38</b> |
| <b>Salaries</b>  |          | <b>\$36,446.51</b>    | <b>17.660</b>  | <b>\$42,882.85</b>    | <b>9.093</b>  | <b>\$46,782.10</b>    | <b>72.684</b>  | <b>\$80,785.11</b>  | <b>8.111</b>    | <b>\$87,337.79</b>  |
| 1000-110-111-0000 - Salaries - Trustees                        |          | \$15,650.53           | 19.261         | \$18,665.04           | 10.136        | \$20,556.97           | 97.094         | \$40,516.58         | 5.000           | \$42,542.41         |
| 1000-110-121-0000 - Salary - Township Fiscal Officer           |          | \$20,795.98           | 16.454         | \$24,217.81           | 8.289         | \$26,225.13           | 15.418         | \$30,268.53         | 10.000          | \$33,295.38         |
| 1000-110-122-0000 - Salaries - Township Fiscal Officer's Staff |          | \$0.00                |                | \$0.00                |               | \$0.00                |                | \$10,000.00         | 15.000          | \$11,500.00         |
| <b>Employee Fringe Benefits</b>                                |          | <b>\$43,665.28</b>    | <b>-11.850</b> | <b>\$38,490.87</b>    | <b>3.066</b>  | <b>\$39,670.90</b>    | <b>49.829</b>  | <b>\$59,438.36</b>  | <b>-52.587</b>  | <b>\$28,181.59</b>  |
| 1000-110-211-0000 - Ohio Public Employees Retirement System    |          | \$4,020.66            | 18.134         | \$4,749.77            | 8.774         | \$5,166.52            | 122.587        | \$11,500.00         | 20.000          | \$13,800.00         |
| 1000-110-212-0000 - Social Security                            |          | \$478.92              | 15.136         | \$551.41              | 10.462        | \$609.10              | 343.277        | \$2,700.00          | 0.000           | \$2,700.00          |
| 1000-110-213-0000 - Medicare                                   |          | \$528.48              | 16.298         | \$614.61              | 9.604         | \$673.64              | 152.360        | \$1,700.00          | -100.000        | \$0.00              |
| 1000-110-221-0000 - Medical/Hospitalization                    |          | \$31,696.67           | 0.000          | \$31,696.68           | 2.040         | \$32,343.23           | 0.969          | \$32,656.77         | -100.000        | \$0.00              |
| 1000-110-223-0000 - Dental Insurance                           |          | \$878.40              | 0.000          | \$878.40              | 0.001         | \$878.41              | 0.362          | \$881.59            | 0.000           | \$881.59            |
| 1000-110-230-0000 - Workers' Compensation                      |          | \$6,062.15            | -100.000       | \$0.00                |               | \$0.00                |                | \$10,000.00         | 8.000           | \$10,800.00         |
| 1000-110-240-0000 - Unemployment Compensation                  |          | \$0.00                |                | \$0.00                |               | \$0.00                |                | \$0.00              |                 | \$0.00              |
| <b>Purchased Services</b>                                      |          | <b>\$28,721.82</b>    | <b>-10.106</b> | <b>\$25,819.31</b>    | <b>69.387</b> | <b>\$43,734.65</b>    | <b>33.007</b>  | <b>\$58,170.00</b>  | <b>-5.561</b>   | <b>\$54,935.00</b>  |
| 1000-110-311-0000 - Accounting and Legal Fees                  |          | \$1,750.00            | 35.714         | \$2,375.00            | 211.579       | \$7,400.00            | 35.135         | \$10,000.00         | 0.000           | \$10,000.00         |
| 1000-110-312-0000 - Auditing Services                          |          | \$4,027.00            | -100.000       | \$0.00                |               | \$5,500.00            | 9.091          | \$6,000.00          | 0.000           | \$6,000.00          |
| 1000-110-313-0000 - Uniform Accounting Network Fees            |          | \$2,700.00            | 22.333         | \$3,303.00            | 6.085         | \$3,504.00            | 0.171          | \$3,510.00          | 0.000           | \$3,510.00          |
| 1000-110-314-0000 - Tax Collection Fees                        |          | \$1,689.94            | 10.259         | \$1,863.31            | 0.347         | \$1,869.78            | 12.313         | \$2,100.00          | 0.000           | \$2,100.00          |
| 1000-110-315-0000 - Election Expenses                          |          | \$0.00                |                | \$0.00                |               | \$0.00                |                | \$0.00              |                 | \$0.00              |
| 1000-110-316-0000 - Engineering Services                       |          | \$0.00                |                | \$0.00                |               | \$2,485.00            | 101.207        | \$5,000.00          | 0.000           | \$5,000.00          |
| 1000-110-322-0000 - Garbage and Trash Removal                  |          | \$1,800.00            | 0.000          | \$1,800.00            | 0.000         | \$1,800.00            | 16.667         | \$2,100.00          | 0.000           | \$2,100.00          |
| 1000-110-330-0000 - Travel and Meeting Expense                 |          | \$125.00              | 323.992        | \$529.99              | 14.963        | \$609.29              | 392.376        | \$3,000.00          | 0.000           | \$3,000.00          |
| 1000-110-341-0000 - Telephone                                  |          | \$627.00              | 0.000          | \$627.00              | 0.000         | \$627.00              | 5.263          | \$660.00            | 0.000           | \$660.00            |
| 1000-110-342-0000 - Postage                                    |          | \$166.00              | 4.217          | \$173.00              | -15.607       | \$146.00              | 139.726        | \$350.00            | 0.000           | \$350.00            |
| 1000-110-345-0000 - Advertising                                |          | \$175.00              | 28.571         | \$225.00              | 22.222        | \$275.00              | 27.273         | \$350.00            | 0.000           | \$350.00            |
| 1000-110-351-0000 - Electricity                                |          | \$2,420.09            | 20.734         | \$2,921.88            | 1.567         | \$2,967.66            | 17.938         | \$3,500.00          | -5.000          | \$3,325.00          |
| 1000-110-352-0000 - Water and Sewage                           |          | \$570.00              | 0.000          | \$570.00              | 0.000         | \$570.00              | 5.263          | \$600.00            | -10.000         | \$540.00            |
| 1000-110-353-0000 - Natural Gas                                |          | \$2,153.82            | 29.243         | \$2,783.67            | 1.171         | \$2,816.27            | 77.540         | \$5,000.00          | -20.000         | \$4,000.00          |
| 1000-110-360-0000 - Contracted Services                        |          | \$50.00               | -100.000       | \$0.00                |               | \$4,500.00            | 11.111         | \$5,000.00          | -25.000         | \$3,750.00          |
| 1000-110-370-0000 - Payment to Another Political Subdivision   |          | \$2,467.97            | -53.506        | \$1,147.46            | 1.498         | \$1,164.65            | 114.657        | \$2,500.00          | -30.000         | \$1,750.00          |
| 1000-110-382-0000 - Liability Insurance Premiums               |          | \$7,500.00            | -6.667         | \$7,000.00            | 0.000         | \$7,000.00            | 14.286         | \$8,000.00          | 0.000           | \$8,000.00          |
| 1000-110-383-0000 - Fidelity Bond Premiums                     |          | \$500.00              | 0.000          | \$500.00              | 0.000         | \$500.00              | 0.000          | \$500.00            | 0.000           | \$500.00            |
| <b>Supplies and Materials</b>                                  |          | <b>\$530.00</b>       | <b>73.068</b>  | <b>\$917.26</b>       | <b>49.563</b> | <b>\$1,371.88</b>     | <b>428.472</b> | <b>\$7,250.00</b>   | <b>-100.000</b> | <b>\$0.00</b>       |
| 1000-110-410-0000 - Office Supplies                            |          | \$450.00              | 83.208         | \$665.16              | 21.447        | \$1,050.71            | 18.967         | \$1,250.00          | -100.000        | \$0.00              |
| <b>Unencumbered Undesignated 12/31</b>                         |          | <b>\$1,101,475.29</b> | <b>13.677</b>  | <b>\$1,252,119.09</b> | <b>5.268</b>  | <b>\$1,318,083.04</b> | <b>-46.890</b> | <b>\$700,029.74</b> | <b>-21.135</b>  | <b>\$552,075.36</b> |
| <b>Fund Balance 12/31</b>                                      |          | <b>\$1,103,408.13</b> | <b>14.471</b>  | <b>\$1,263,086.78</b> | <b>6.280</b>  | <b>\$1,342,404.27</b> | <b>-46.176</b> | <b>\$722,529.74</b> | <b>-23.591</b>  | <b>\$552,075.36</b> |

# Demystifying Bank Reconciliations

Bank Statements

Primary - Receipts


Primary - Payments

Primary - Adjustments

Secondaries & Investments

Balance Comparisons

Other Adjusting Factors

 Reconciliation & Post



Efficient • Effective • Transparent

# Where to start, when the bank rec doesn't balance

The screenshot displays a bank reconciliation interface with the following data:

| Bank Balances              |                  | UAN Balance            |                |
|----------------------------|------------------|------------------------|----------------|
| Entered bank balances:     | \$2,094,000.00   | Prior UAN balance:     | \$2,467,395.60 |
| Deposits in transit:       | + \$1,306,454.83 | Receipts:              | + \$603,119.11 |
| Outstanding payments:      | - \$678,200.69   | Payments:              | - \$347,562.07 |
| Outstanding adjustments:   | + \$0.00         | Adjustments:           | + \$39.99      |
| • Deflating bank errors:   | + \$0.00         | Current UAN balance:   | \$2,722,992.63 |
| • Inflating bank errors:   | - \$0.00         | • Receipts not in UAN: | + \$0.00       |
| • Pre-conversion payments: | - \$0.00         | • Payments not in UAN: | - \$0.00       |
| Adjusted bank balances:    |                  | Adjusted UAN balance:  |                |
| \$2,722,254.14             |                  | \$2,722,992.63         |                |
| <b>Reconciliation</b>      |                  |                        |                |
| Adjusted bank balances:    |                  | \$2,722,254.14         |                |
| Adjusted UAN balance:      |                  | -\$2,722,992.63        |                |
| <b>Difference</b>          |                  | -\$738.49              |                |

Additional interface elements include a sidebar with 'Reconciliation & Post' highlighted, a red 'X' icon with the text 'Balances are NOT reconciled', and a 'Post/Print' button. A green arrow points to the 'Reconciliation & Post' button, and another green arrow points to the 'Difference' value of -\$738.49.

Which balance is higher the bank or UAN?

Bank recs should not have aged transactions, remove them.

# Bank Rec - Statements

Enter bank balances from the month end bank statements.

Bank Statements

Primary - Receipts


Primary - Payments

Primary - Adjustments

Secondaries & Investments

Balance Comparisons

Other Adjusting Factors

 Reconciliation & Post

Enter ending balances below for ALL checking accounts and investments from the corresponding bank statements for the selected "As of" date.  
For any accounts that did not produce a statement for this date, use the ending balance and posted transaction list from the previous statement.

| Type       | Name       | Number       | Description                | Bank Balance   |
|------------|------------|--------------|----------------------------|----------------|
| Checking   | PRIMARY    | 0123456      | Primary Checking Account   | 1290217.15     |
| Checking   | Secondary  | 123412341235 | Secondary Checking Account | \$8,490.00     |
| Investment | BF20250630 | 99542        | Buckeye Festival Trust CD  | \$0.00         |
| Investment | BF20260630 | 99579        | Buckeye Festival Trust CD  | \$13,000.00    |
| Investment | BMT2026320 | 789012       | Buckeye Monument CD        | \$3,500.00     |
| Investment | STAROHIO   | 101371-973   | StarOhio Account           | \$1,368,653.63 |

Entered bank balances:

# Bank Rec Primary - Receipts

Cleared receipts should match your monthly bank deposits

Bank Statements

Primary - Receipts


Primary - Payments

Primary - Adjustments

Secondaries & Investments

Balance Comparisons

Other Adjusting Factors

 Reconciliation & Post

Checkmark the transactions below that are listed (cleared) on the primary checking account bank statement for the selected "As of" date. Prior year items can be marked "Void" here if fund balance adjustments have been posted for them in the Fund Balance Adjustment Utility.

| <input checked="" type="checkbox"/> | Type         | Ticket # <sup>Δ</sup> | Receipt # | Deposit Date | Post Date | Source                           | Amount             | Void |
|-------------------------------------|--------------|-----------------------|-----------|--------------|-----------|----------------------------------|--------------------|------|
| <input checked="" type="checkbox"/> | Standard     |                       | 51-       |              |           | Treasurer of State               | \$73,423.20        |      |
| <input checked="" type="checkbox"/> | Inv Transfer |                       |           |              |           | CLOSE INVESTMENT: BF...          | \$13,000.00        |      |
| <input checked="" type="checkbox"/> | Interest     |                       | 54-       |              |           | PRIMARY                          | \$65.36            |      |
| <input checked="" type="checkbox"/> | Interest     |                       | 65-       |              |           | BF20250630                       | \$25.01            |      |
| <input checked="" type="checkbox"/> | Interest     |                       | 66-       |              |           | BMT2026320                       | \$1.01             |      |
| <input checked="" type="checkbox"/> | Standard     | 178                   | 48-       |              |           | Neighbor Township                | \$8,500.00         |      |
| <input checked="" type="checkbox"/> | Standard     | 178                   | 49-       |              |           | Nextdoor Township                | \$8,500.00         |      |
| <input checked="" type="checkbox"/> | Standard     | 178                   | 50-       |              |           | Far Away Township                | \$8,500.00         |      |
| <input checked="" type="checkbox"/> | Standard     | 178                   | 52-       |              |           | County Auditor                   | \$7,112.19         |      |
| <input checked="" type="checkbox"/> | Standard     | 178                   | 53-       |              |           | Patty Cake                       | \$150.00           |      |
| <input checked="" type="checkbox"/> |              | <b>178</b>            |           |              |           | <b>Total for Deposit Tick...</b> | <b>\$32,762.19</b> |      |

# Cleared:

Cleared receipts:

Deposits in transit:

# Bank Rec Primary - Payments

Cleared payments should match your monthly bank withdrawals

Bank Statements

Primary - Receipts


Primary - Payments

Primary - Adjustments

Secondaries & Investments

Balance Comparisons

Other Adjusting Factors

 Reconciliation & Post

Checkmark the transactions below that are listed (cleared) on the primary checking account bank statement for the selected "As of" date. Prior year items can be marked "Void" here if fund balance adjustments have been posted for them in the Fund Balance Adjustment Utility.

| <input checked="" type="checkbox"/> | Type         | EFT Batch <sup>△</sup> | Payment # <sup>△</sup> | Post Date | Vendor / Payee                        | Amount      | Void |
|-------------------------------------|--------------|------------------------|------------------------|-----------|---------------------------------------|-------------|------|
| <input checked="" type="checkbox"/> | Inv Transfer |                        |                        |           | Roll Over Investment BF20250630 T...  | \$13,000.00 |      |
| <input checked="" type="checkbox"/> | Electronic   |                        | 165-                   |           | Buy A Lot                             | \$440.55    |      |
| <input checked="" type="checkbox"/> | Electronic   |                        | 166-                   |           | US Treasury                           | \$3,336.50  |      |
| <input checked="" type="checkbox"/> | Electronic   |                        | 167-                   |           | Ohio Department of Taxation           | \$792.24    |      |
| <input checked="" type="checkbox"/> | Electronic   |                        | 168-                   |           | Humanna                               | \$120.00    |      |
| <input checked="" type="checkbox"/> | Electronic   |                        | 169-                   |           | Ohio Public Employees Deferred Co...  | \$100.00    |      |
| <input checked="" type="checkbox"/> | Electronic   |                        | 170-                   |           | Ohio School District Income Tax       | \$197.10    |      |
| <input checked="" type="checkbox"/> | Electronic   |                        | 171-                   |           | Buckeye Village Income Tax Depart...  | \$221.78    |      |
| <input checked="" type="checkbox"/> | Electronic   |                        | 172-                   |           | Ohio Police & Fire Pension Fund       | \$5,320.78  |      |
| <input checked="" type="checkbox"/> | Electronic   |                        | 173-                   |           | Ohio Public Employees Retirement S... | \$3,786.55  |      |
| <input checked="" type="checkbox"/> | Electronic   |                        | 174-                   |           | Great Insurance Company               | \$11,874.13 |      |
| <input checked="" type="checkbox"/> | Electronic   |                        | 175-                   |           | Good Teeth Dental Insurance           | \$340.10    |      |
| <input checked="" type="checkbox"/> | Electronic   |                        | 183-                   |           | Office Supply World                   | \$219.56    |      |
| <input checked="" type="checkbox"/> | Warrant      |                        | 5877                   |           | Jerry Jones                           | \$164.65    |      |
| <input checked="" type="checkbox"/> | Warrant      |                        | 5913                   |           | Art Part                              | \$44.25     |      |
| <input checked="" type="checkbox"/> | Warrant      |                        | 6035                   |           | Jerry Jones                           | \$179.10    |      |
| <input checked="" type="checkbox"/> | Warrant      |                        | 6038                   |           | Brutus Buckeye                        | \$1,712.75  |      |

# Cleared:  Cleared payments:  Outstanding payments:

# Bank Rec Primary - Adjustments

Bank Statements

Primary - Receipts

Primary - Payments

Primary - Adjustments

Secondaries & Investments

Balance Comparisons

Other Adjusting Factors



Reconciliation & Post

Any transaction adjustments will post here, clear them

Checkmark the transactions below to clear against the primary checking account for the selected "As of" date.  
All items below must be cleared on or before the year-end bank reconciliation.

| <input checked="" type="checkbox"/> | Type         | Item # | Post Date | Source / Vendor / Payee | Amount      |
|-------------------------------------|--------------|--------|-----------|-------------------------|-------------|
| <input checked="" type="checkbox"/> | Fund Bal Adj |        |           |                         | -\$1,000.00 |
| <input checked="" type="checkbox"/> | Fund Bal Adj |        |           |                         | \$1,000.00  |
| <input checked="" type="checkbox"/> | Payment Adj  | 118    |           | Great Insurance Company | \$0.05      |
| <input checked="" type="checkbox"/> | Receipt Adj  | 49-    |           | Nextdoor Township       | \$55.00     |
| <input checked="" type="checkbox"/> | Fund Bal Adj | 5877   |           | Jerry Jones             | \$164.65    |

# Cleared:  Cleared adjustments:  Outstanding adjustments:

# Bank Rec Secondaries & Investments

Bank Statements

Primary - Receipts


Primary - Payments

Primary - Adjustments

Secondaries & Investments

Balance Comparisons

Other Adjusting Factors

 Reconciliation & Post

You'll have interest receipts and transfers post here

Checkmark the transactions below that are listed (cleared) on the secondary and investment bank statements for the selected "As of" date. Prior year items can be marked "Void" here if fund balance adjustments have been posted for them in the Fund Balance Adjustment Utility.

| <input type="checkbox"/>            | Account <small>△</small> | Type         | Item # <small>△</small> | Post Date <small>△</small> | Source / Vendor / Payee             | Amount      | Void |
|-------------------------------------|--------------------------|--------------|-------------------------|----------------------------|-------------------------------------|-------------|------|
| <input checked="" type="checkbox"/> | BF20250630               | Inv Transfer |                         |                            | CLOSE INVESTMENT: BF202506...       | \$13,000.00 |      |
| <input checked="" type="checkbox"/> | BF20260630               | Inv Transfer |                         |                            | Roll Over Investment BF20250630 ... | \$13,000.00 |      |
| <input type="checkbox"/>            | STAROHIO                 | Interest     | 55-                     |                            | STAROHIO                            | \$4,839.58  |      |

Deposits in transit:  Outstanding payments:  Outstanding adj:

# Bank Rec Balance Comparisons

Compares what statement balance was entered last month vs this month  
Click the + to see activity

Compare the UAN calculated account balances below to the account balances from your bank statements to locate discrepancies (if any).  
Some of the individual balances below may not reconcile if Other Adjusting Factors exist, as OAFs are not applied to particular accounts.

| Type  | Name       | Number       | Prior Bank Balance                      | Entered Bank Balance | Calculated Bank Balance |      |        |           |                |        |        |              |  |  |   |             |         |
|---|------------|--------------|---|----------------------|-------------------------|------|--------|-----------|----------------|--------|--------|--------------|--|--|---|-------------|---------|
| + Checking  | PRIMARY    | 0123456      | \$1,290,218.15                          | \$1,290,217.15       | \$1,182,188.05          |      |        |           |                |        |        |              |  |  |   |             |         |
| - Checking  | Secondary  | 123412341235 | \$8,490.00                              | \$8,490.00           | \$8,490.00              |      |        |           |                |        |        |              |  |  |   |             |         |
| - Investment  | BF20250630 | 99542        | \$13,000.00                             | \$0.00               | \$0.00                  |      |        |           |                |        |        |              |  |  |   |             |         |
| <table border="1"> <thead> <tr> <th>Type</th> <th>Number</th> <th>Post Date</th> <th>Source / Payee</th> <th>Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Inv Transfer</td> <td></td> <td></td> <td>CLOSE INVESTMENT: BF20250630 FUND: 9...</td> <td>\$13,000.00</td> <td>Cleared</td> </tr> </tbody> </table> |            |              |   |                      |                         | Type | Number | Post Date | Source / Payee | Amount | Status | Inv Transfer |  |  | CLOSE INVESTMENT: BF20250630 FUND: 9... | \$13,000.00 | Cleared |
| Type  | Number     | Post Date    | Source / Payee                          | Amount               | Status                  |      |        |           |                |        |        |              |  |  |   |             |         |
| Inv Transfer  |            |              | CLOSE INVESTMENT: BF20250630 FUND: 9... | \$13,000.00          | Cleared                 |      |        |           |                |        |        |              |  |  |   |             |         |
| Type  | Name       | Number       | Prior Bank Balance                      | Entered Bank Balance | Calculated Bank Balance |      |        |           |                |        |        |              |  |  |   |             |         |
| + Investment  | BF20260630 | 99579        | \$0.00                                  | \$13,000.00          | \$13,000.00             |      |        |           |                |        |        |              |  |  |   |             |         |
| - Investment  | BMT2026320 | 789012       | \$3,500.00                              | \$3,500.00           | \$3,500.00              |      |        |           |                |        |        |              |  |  |   |             |         |
| + Investment  | STAROHIO   | 101371-973   | \$1,368,653.63                          | \$1,368,653.63       | \$1,368,653.63          |      |        |           |                |        |        |              |  |  |   |             |         |

Bank Statements

Primary - Receipts


Primary - Payments

Primary - Adjustments

Secondaries & Investments

Balance Comparisons

Other Adjusting Factors

 Reconciliation & Post

# Bank Rec Other Adjusting Factors

Don't carry over OAF's month to month, OAF's don't resolve an issue

Bank Statements

Primary - Receipts


Primary - Payments

Primary - Adjustments

Secondaries & Investments

Balance Comparisons

Other Adjusting Factors

 Reconciliation & Post

Other Adjusting Factors entered below will be used for reconciliation calculations only. They will not correct inaccurate account balances in UAN. Any bookkeeping issues that have created OAFs for this bank reconciliation should be resolved before posting the next bank reconciliation.

### UAN Balance Adjustments

Notes:

Receipts not in UAN:

Total of receipts cleared at the bank but not yet posted in UAN

Payments not in UAN:

Total of payments cleared at the bank but not yet posted in UAN

### Bank Balance Adjustments

Notes:

Deflating bank errors:

Total discrepancy of under-posted receipts and over-posted payments

Inflating bank errors:

Total discrepancy of over-posted receipts and under-posted payments

Pre-conversion payments:

Total of outstanding payments issued prior to joining UAN

# Other Adjusting Factors

**Do not plug in an Other Adjusting Factor for illegitimate reasons**

## Legitimate Uses

- Correctable Bank Error, such as cashing a check for too much or not enough. The bank has agreed to correct it in the following month.
- Posting a payment with a date beyond the current bank reconciliation. (Wages posted for next month hit the bank early for EFT employees)
- Pre-conversion Payments

## Illegitimate Uses

- OPERS rounding differences
- Unknown, long-standing reconciliation issues
- Uncorrectable Bank Errors. Checks cashed for an incorrect amount, usually under a dollar.
- “Just to balance”

| UAN Balance Adjustments   |                                     |
|---|-------------------------------------|
| Receipts not in UAN:  | <input type="text" value="\$ .00"/> |
| Total of receipts cleared at the bank but not yet posted in UAN |                                     |
| Payments not in UAN:  | <input type="text" value="\$ .00"/> |
| Total of payments cleared at the bank but not yet posted in UAN |                                     |

| Bank Balance Adjustments  |                                     |
|---|-------------------------------------|
| Deflating bank errors:  | <input type="text" value="\$ .00"/> |
| Total discrepancy of under-posted receipts and over-posted payments |                                     |
| Inflating bank errors:  | <input type="text" value="\$ .00"/> |
| Total discrepancy of over-posted receipts and under-posted payments |                                     |
| Pre-conversion payments:  | <input type="text" value="\$ .00"/> |
| Total of outstanding payments issued prior to joining UAN           |                                     |

# Bank Recs After Dark

## UAN LINK > TRAINING > ACCOUNTING - BANK RECONCILIATION

|   | A  | B | C | D   | E | F | G | H |
|---|--|---|---|---|---|---|---|---|
| 1 | Print the following items:                     |   |   |   |   |   |   |   |
| 2 |  |   |   |   |   |   |   |   |
| 3 | Cash Journal for the month you are reconciling |   |   | Accounting --> Reports & Statements --> Cash Reports --> Cash Journal |   |   |   |   |
| 4 | Last posted bank reconciliation                |   |   | Accounting --> Reports & Statements --> Bank Reconciliation Report    |   |   |   |   |



SOFTWARE ▾

HARDWARE ▾


TRAINING ▾

### Bank Reconciliation

This course includes the following training sessions:

- [Simple Bank Reconciliation](#)– A demonstration on how to add and post/print a bank reconciliation within UAN.
- [Complicated Bank Reconciliation](#)– A step-by-step diagnostic procedure to conduct when reconciliation issues are encountered.
- [Bank Reconciliation Worksheet\(Revised 03/2014\)](#) – Used in conjunction with the Complicated Bank Reconciliation tutorial.

|    |                                      |  |  |  |  |  |  |  |
|----|--------------------------------------|--|--|--|--|--|--|--|
| 32 | 3. Add Line 1 to Line 2              |  |  |  |  |  |  |  |
| 33 |                                      |  |  |  |  |  |  |  |
| 34 | 4. Cleared Receipts                  |  |  |  |  |  |  |  |
| 35 | (Located on the Primary Receipts tab |  |  |  |  |  |  |  |
| 36 | reconciliation form)                 |  |  |  |  |  |  |  |

 [BankReconciliationWorksheet \(1\).xlsx](#)  
[Open file](#)

# Cleaning Up Prior Year Outstanding Warrants

To void a prior year warrant go to  
**Accounting>Utilities>Fund Balance Adjustment**

Select Prior year warrant Adjustment

Select the Warrant number from the drop down

Add the cash back to the fund in the adjustment box

Add the current date or date in your most recent open bank rec, and comments

Issue a new Accounting Payment if needed

Post Fund Balance Adjustment

Fund: 1000 General

Adjustment Type

Prior year warrant adjustment

Prior year receipt adjustment

Audit adjustment

Fund balance correction / adjustment

Warrant / Receipt

Number: 5877

Post Date: 10/11/2024

Amount: \$164.65

Vendor: Jerry Jones

Details

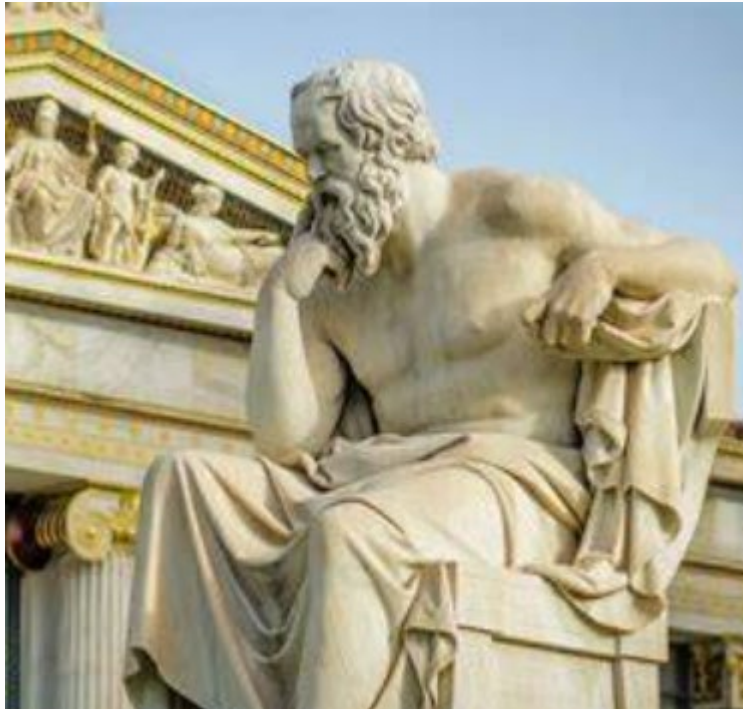
Adjustment (+/-): \$164.65 Adjusted Year: 2024

Date:

Reason: Void lost check, will reissue in the current year from Accounting>Transactions>Payments

Post Close

# To Reprint or not to Reprint...Reissue?



| <input type="checkbox"/> | Warrant / Payment # | Type        | Post Date | Vendor / Payee                     | Invoice # | Original Total | Status     |
|--------------------------|---------------------|-------------|-----------|------------------------------------|-----------|----------------|------------|
| <input type="checkbox"/> | 6205                | Warrant     |           | Buckeye Gas                        |           | \$265.78       | Outstan... |
| <input type="checkbox"/> | 6206                | Warrant     |           | Buckeye Village Water & Sewer      |           | \$190.00       | Outstan... |
| <input type="checkbox"/> | 6207                | Warrant     |           | Corner Gas Mart                    |           | \$1,908.63     | Outstan... |
| <input type="checkbox"/> | 6208                | Warrant     |           | Garbage Services                   |           | \$375.00       | Outstan... |
| <input type="checkbox"/> | 6209                | Warrant     |           | Ring Telephone Co.                 |           | \$261.25       | Outstan... |
| <input type="checkbox"/> | 6210                | Warrant     |           | Schmaley Natural Gas Co.           |           | \$704.78       | Outstan... |
| <input type="checkbox"/> | 6211                | Warrant     |           | Sparkly Electric                   |           | \$653.20       | Outstan... |
| <input type="checkbox"/> | 6213                | Warrant     |           | Parts Supply                       |           | \$1,389.61     | Outstan... |
| <input type="checkbox"/> | 10-                 | Electron... |           | Treasurer of State                 |           | \$876.00       | Cleared    |
| <input type="checkbox"/> | 11-                 | Electron... |           | Treasurer of State                 |           | \$5,500.00     | Cleared    |
| <input type="checkbox"/> | 21-                 | Electron... |           | Good Teeth Dental Insurance        |           | \$305.00       | Cleared    |
| <input type="checkbox"/> | 22-                 | Electron... |           | Great Insurance Company            |           | \$11,230.29    | Cleared    |
| <input type="checkbox"/> | 56-                 | Electron... |           | Good Teeth Dental Insurance        |           | \$521.00       | Cleared    |
| <input type="checkbox"/> | 57-                 | Electron... |           | Great Insurance Company            |           | \$11,755.29    | Cleared    |
| <input type="checkbox"/> | 58-                 | Electron... |           | Great Insurance Company            |           | \$604.27       | Cleared    |
| <input type="checkbox"/> | 59-                 | Electron... |           | Buy A Lot                          |           | \$212.22       | Cleared    |
| <input type="checkbox"/> | 71-                 | Electron... |           | First Buckeye Bank                 |           | \$5,100.00     | Cleared    |
| <input type="checkbox"/> | 72-                 | Electron... |           | Completely Covered Insurance Co... |           | \$800.00       | Cleared    |
| <input type="checkbox"/> | 87-                 | Electron... |           | Good Teeth Dental Insurance        |           | \$521.00       | Cleared    |

Adjust    Reallocate    **Reprint**    **Reissue**    Void    Display    Close

# To Reprint or not to Reprint...Reissue?

**Reprint** use this to reprint an electronic voucher

You can not reprint a warrant.

Reprint is good for EFT pay stubs

**Reissue** use this to produce a new warrant

This is helpful for a lost check. By clicking Reissue you'll get a popup stating this will void the old check and produce a new warrant for you

If you posted an EFT wage you need to change to warrant

| <input type="checkbox"/> | Warrant / Payment # | Type        | Post Date | Vendor / Payee                     | Invoice # | Original Total | Status     |
|--------------------------|---------------------|-------------|-----------|------------------------------------|-----------|----------------|------------|
| <input type="checkbox"/> | 6205                | Warrant     |           | Buckeye Gas                        |           | \$265.78       | Outstan... |
| <input type="checkbox"/> | 6206                | Warrant     |           | Buckeye Village Water & Sewer      |           | \$190.00       | Outstan... |
| <input type="checkbox"/> | 6207                | Warrant     |           | Corner Gas Mart                    |           | \$1,908.63     | Outstan... |
| <input type="checkbox"/> | 6208                | Warrant     |           | Garbage Services                   |           | \$375.00       | Outstan... |
| <input type="checkbox"/> | 6209                | Warrant     |           | Ring Telephone Co.                 |           | \$261.25       | Outstan... |
| <input type="checkbox"/> | 6210                | Warrant     |           | Schmaley Natural Gas Co.           |           | \$704.78       | Outstan... |
| <input type="checkbox"/> | 6211                | Warrant     |           | Sparkly Electric                   |           | \$653.20       | Outstan... |
| <input type="checkbox"/> | 6213                | Warrant     |           | Parts Supply                       |           | \$1,389.61     | Outstan... |
| <input type="checkbox"/> | 10-                 | Electron... |           | Treasurer of State                 |           | \$876.00       | Cleared    |
| <input type="checkbox"/> | 11-                 | Electron... |           | Treasurer of State                 |           | \$5,500.00     | Cleared    |
| <input type="checkbox"/> | 21-                 | Electron... |           | Good Teeth Dental Insurance        |           | \$305.00       | Cleared    |
| <input type="checkbox"/> | 22-                 | Electron... |           | Great Insurance Company            |           | \$11,230.29    | Cleared    |
| <input type="checkbox"/> | 56-                 | Electron... |           | Good Teeth Dental Insurance        |           | \$521.00       | Cleared    |
| <input type="checkbox"/> | 57-                 | Electron... |           | Great Insurance Company            |           | \$11,755.29    | Cleared    |
| <input type="checkbox"/> | 58-                 | Electron... |           | Great Insurance Company            |           | \$604.27       | Cleared    |
| <input type="checkbox"/> | 59-                 | Electron... |           | Buy A Lot                          |           | \$212.22       | Cleared    |
| <input type="checkbox"/> | 71-                 | Electron... |           | First Buckeye Bank                 |           | \$5,100.00     | Cleared    |
| <input type="checkbox"/> | 72-                 | Electron... |           | Completely Covered Insurance Co... |           | \$800.00       | Cleared    |
| <input type="checkbox"/> | 87-                 | Electron... |           | Good Teeth Dental Insurance        |           | \$521.00       | Cleared    |

Adjust    Reallocate    **Reprint**    **Reissue**    Void    Display    Close

# To Adjust or Reallocate... that is the question



| <input type="checkbox"/> | Warrant / Payment # | Type        | Post Date | Vendor / Payee                     | Invoice # | Original Total | Status     |
|--------------------------|---------------------|-------------|-----------|------------------------------------|-----------|----------------|------------|
| <input type="checkbox"/> | 6205                | Warrant     |           | Buckeye Gas                        |           | \$265.78       | Outstan... |
| <input type="checkbox"/> | 6206                | Warrant     |           | Buckeye Village Water & Sewer      |           | \$190.00       | Outstan... |
| <input type="checkbox"/> | 6207                | Warrant     |           | Corner Gas Mart                    |           | \$1,908.63     | Outstan... |
| <input type="checkbox"/> | 6208                | Warrant     |           | Garbage Services                   |           | \$375.00       | Outstan... |
| <input type="checkbox"/> | 6209                | Warrant     |           | Ring Telephone Co.                 |           | \$261.25       | Outstan... |
| <input type="checkbox"/> | 6210                | Warrant     |           | Schmaley Natural Gas Co.           |           | \$704.78       | Outstan... |
| <input type="checkbox"/> | 6211                | Warrant     |           | Sparkly Electric                   |           | \$653.20       | Outstan... |
| <input type="checkbox"/> | 621                 | Warrant     |           | Parts Supply                       |           | \$1,389.61     | Outstan... |
| <input type="checkbox"/> | 10                  | Electron... |           | Treasurer of State                 |           | \$876.00       | Cleared    |
| <input type="checkbox"/> | 11                  | Electron... |           | Treasurer of State                 |           | \$5,500.00     | Cleared    |
| <input type="checkbox"/> | 21                  | Electron... |           | Good Teeth Dental Insurance        |           | \$305.00       | Cleared    |
| <input type="checkbox"/> | 22                  | Electron... |           | Great Insurance Company            |           | \$11,230.29    | Cleared    |
| <input type="checkbox"/> | 56                  | Electron... |           | Good Teeth Dental Insurance        |           | \$521.00       | Cleared    |
| <input type="checkbox"/> | 57                  | Electron... |           | Great Insurance Company            |           | \$11,755.29    | Cleared    |
| <input type="checkbox"/> | 58                  | Electron... |           | Great Insurance Company            |           | \$604.27       | Cleared    |
| <input type="checkbox"/> | 59                  | Electron... |           | Buy A Lot                          |           | \$212.22       | Cleared    |
| <input type="checkbox"/> | 71                  | Electron... |           | First Buckeye Bank                 |           | \$5,100.00     | Cleared    |
| <input type="checkbox"/> | 72                  | Electron... |           | Completely Covered Insurance Co... |           | \$800.00       | Cleared    |
| <input type="checkbox"/> | 87                  | Electron... |           | Good Teeth Dental Insurance        |           | \$521.00       | Cleared    |

Adjust Reallocate Reprint Reissue Void Display Close

# Payment Adjustment – Changes Amount

Examples when to do a payment adjustment

Refund issued for prior payment, common with credit cards  
(when between years, you have to add a receipt for the refund)

Adjust down to \$0 instead of void, for a cleared payment

To change the payment amount due to a typo or bank error

# Payment Adjustment – Changes Amount

Adjust Payment

Vendor:  Vendor:  Address:   WI 83831 -

Dates Post:

Payment Type:  Number:  Original Total:  Adjusted:  **Current Total:**

Adjustments:  Revised Total:

Adjustments Additional

Purpose:  Date:

Note: Transaction adjustments dated after the "As of" date of a bank reconciliation will not be applied to, nor listed on, the bank reconciliation.

Distribution: <<< ! Adjustments to existing lines must be entered directly on the existing lines ! >>>

| Type | PO / BC # | Account Code      | Account Name       | Current Amount | Adjustment      | Revised Amount |
|------|-----------|-------------------|--------------------|----------------|-----------------|----------------|
| BC   | 26        | 2191-220-420-0000 | Operating Supplies | \$1,249.44     | <b>-\$49.44</b> | \$1,200.00     |

# Payment Reallocation – Changes Account

Reallocate Payment

Vendor: Gravel Pit  
 Address: 1 Sandy Lane  
 Buckeye OH 44444

Dates Post: [ ]

Payment Type: Warrant  
 Number: 5931  
 Original Total: \$1,200.00  
 Adjusted: \$.00  
 Current Total: \$1,200.00

Import Purchase Order

Adjustments Additional

Purpose: [ ] Date: [ ] Adjustments: -\$1,200.00  
 Revised Total: \$.00

Distribution: <<< ! Adjustments to existing lines must be entered directly on the existing lines ! >>>

| Type | PO / BC # | Account Code      | Account Name       | Current Amount | Adjustment  | Revised Amount |
|------|-----------|-------------------|--------------------|----------------|-------------|----------------|
| PO   | 65        | 2021-330-420-0000 | Operating Supplies | \$1,200.00     | -\$1,200.00 | \$0.00         |

BC 44- 1000-110-420-0000 Operating Supplies \$0.00 1,200.00 \$0.00 ↑

# Receipt Adjustments

Examples when to do a receipt adjustment

Produce a refund warrant from a receipt, not appropriations

NSF / Returned check that you've deposited as a receipt

Adjust down to \$0 instead of a void for a cleared receipt

To change the receipt amount due to a typo or bank error



# Refunds on Payments

Is your goal to put the money back into an appropriations account or just to add the cash back to the funds total?

Receipts have different (Revenue) account codes than your payments (Appropriations) so you can't receipt money directly into an appropriations account.

## CASH BALANCE

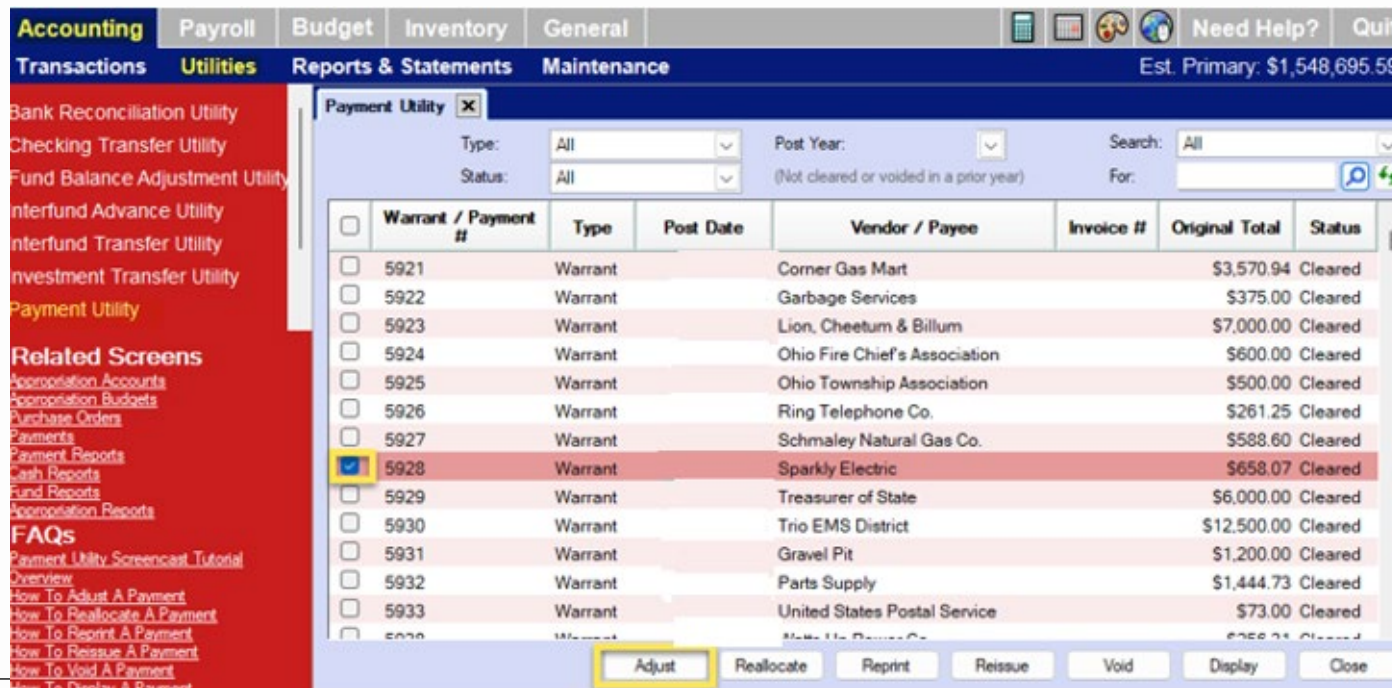


## APPROPRIATIONS



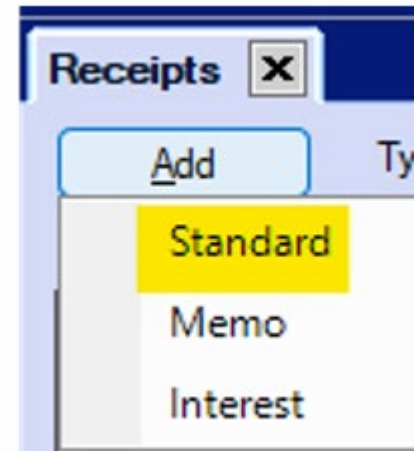
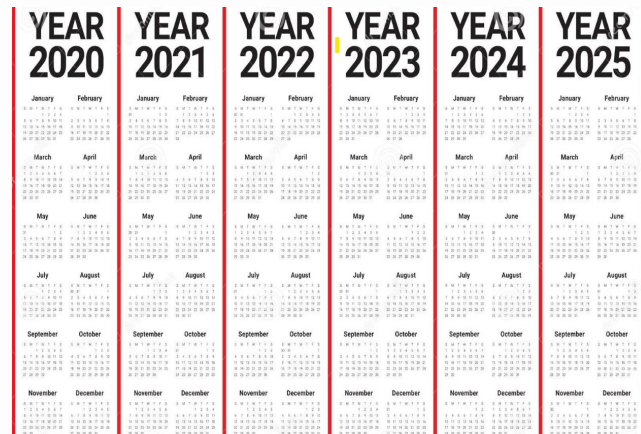
# Refunds on Payments

If the payment was made in the current year you'll **adjust the original payment down** by the amount of the refund. This will act as a receipt, in the sense it increases your cash balance by reducing a prior expenditure. This process will put the money right back in the appropriations account it came from. It only works if the payment and refund were made in the same year.



# Refunds on Payments

If the payment was made in a prior year than the refund issued you'll have to **add a receipt**. That would go into a revenue account in the same fund the payment was made from, adding to the fund's cash balance. This would not impact your appropriations by itself. The increased cash in the fund would allow you to add supplemental appropriations because it would raise the total resources, if you wish to do so.



# Interfund Advances vs Transfers

System Message



Interfund advances are temporary loans between funds that will ultimately be repaid- typically before the fiscal year ends. Advances do not increase revenue or appropriation budgets.

Advances are made from less restricted funds (normally the General fund) to more restricted funds. All advances require a resolution approved by the governing board.

If an advance cannot be repaid by the end of the fiscal year, the governing board should consider passing a resolution to appropriate for posting a permanent interfund transfer and then void the original advance, before closing the year.

OK

System Message



Interfund transfers are used to permanently reallocate money from one fund to another, as authorized by Ohio Revised Code Sections 5705.14 through 5705.16.

Money may be transferred from the General fund to any other fund by simple resolution approved by the governing board. Transfers out of any fund other than the General fund usually require a court order - with the exception of certain transfers specifically allowed by Ohio Revised Code.

Since an interfund transfer will permanently change total fund appropriations, an amended certificate of estimated resources should also be obtained from the county auditor.

OK

# Interfund Advance Repayment

**Accounting** | Payroll | Budget | Inventory | General | Transactions | Utilities | Reports & Statements | Maintenance

Bank Reconciliation  
Checking Transfer  
**Interfund Advance**  
Interfund Transfer  
Investment Transfer  
Payments  
Positive Pay  
Purchase Orders  
Receipts  
Requisitions  
Reserve Balance Designation

**Related Screens**  
[Revenue Accounts](#)  
[Appropriation Accounts](#)  
[Interfund Advance Utility](#)  
[Interfund Advance Reports](#)  
[Cash Reports](#)  
[Fund Reports](#)  
[Revenue Reports](#)  
[Appropriation Reports](#)  
**FAQs**

**Post Interfund Advance**

Advance Type  
 Initial Advance  
 Repayment of Advance: 39  
 Repayment of Advance Not Posted in System ?

Details  
Amount: \$5,900.00 Post Date:   
Approval: Approval Date:   
Reason: Repayment

From  
Fund: 2021 Gasoline Tax  
Account: 2021-920-920-0000 (Appropriation)

To  
Fund: 1000 General  
Account: 1000-941-0000 (Revenue)

Post Close

Questions



Efficient



Effective



Transparent

# UAN Update - Payroll

# Ohio Police & Fire Pension Fund

New file requirements will be released  
in version 2026.3 later this year.



# Earnings, Overtime, Leaves

Accounting Payroll Budget Inventory General

Transactions Utilities Reports & Statements Maintenance

Additional Information  
Earnings and Leave  
EFT Prenotes  
EFT Setup  
Email Editor  
Employees  
Frequencies  
Skip Calendars Editor  
Withholdings  
Withholdings Editor

Earnings and Leave

Add    
Status:

| <input type="checkbox"/> | Name                           | Type                        |
|--------------------------|--------------------------------|-----------------------------|
| <input type="checkbox"/> | Salary                         | 1000 - Salary               |
| <input type="checkbox"/> | Hourly Wages                   | 2000 - Hourly Wages         |
| <input type="checkbox"/> | Overtime Wages                 | 3000 - Overtime Wages       |
| <input type="checkbox"/> | Emergency Call Overtime        | 3001 - Overtime Wages       |
| <input type="checkbox"/> | Zoning Board Meetings          | 4000 - Per Item Wages       |
| <input type="checkbox"/> | Comp Time                      | 5000 - Leave and Comp Time  |
| <input type="checkbox"/> | Holiday Leave                  | 5001 - Leave and Comp Time  |
| <input type="checkbox"/> | Personal Leave                 | 5002 - Leave and Comp Time  |
| <input type="checkbox"/> | Sick Leave                     | 5003 - Leave and Comp Time  |
| <input type="checkbox"/> | Vacation Leave                 | 5004 - Leave and Comp Time  |
| <input type="checkbox"/> | Bereavement Leave              | 5005 - Leave and Comp Time  |
| <input type="checkbox"/> | Tax Item                       | 7000 - Other Taxable Items  |
| <input type="checkbox"/> | Non-Tax Item                   | 8000 - Non-Taxable Items    |
| <input type="checkbox"/> | Vacation Payout Non-Pens       | 9000 - Non-Retirement Items |
| <input type="checkbox"/> | Sick Leave Payout-Non-Pens.    | 9001 - Non-Retirement Items |
| <input type="checkbox"/> | Personal Leave Payout Non-Pens | 9002 - Non-Retirement Items |

These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

Accounting **Payroll** Budget Inventory General  
Transactions Utilities Reports & Statements Maintenance

Additional Information  
Earnings and Leave  
EFT Prenotes  
EFT Setup  
Email Editor  
Employees  
Frequencies  
Skip Calendars Editor  
Withholdings  
Withholdings Editor

Earnings and Leave

Add Type: All  
Status: Active

| <input type="checkbox"/> | Name                           | Type                        |
|--------------------------|--------------------------------|-----------------------------|
| <input type="checkbox"/> | Salary                         | 1000 - Salary               |
| <input type="checkbox"/> | Hourly Wages                   | 2000 - Hourly Wages         |
| <input type="checkbox"/> | Overtime Wages                 | 3000 - Overtime Wages       |
| <input type="checkbox"/> | Emergency Call Overtime        | 3001 - Overtime Wages       |
| <input type="checkbox"/> | Zoning Board Meetings          | 4000 - Per Item Wages       |
| <input type="checkbox"/> | Comp Time                      | 5000 - Leave and Comp Time  |
| <input type="checkbox"/> | Holiday Leave                  | 5001 - Leave and Comp Time  |
| <input type="checkbox"/> | Personal Leave                 | 5002 - Leave and Comp Time  |
| <input type="checkbox"/> | Sick Leave                     | 5003 - Leave and Comp Time  |
| <input type="checkbox"/> | Vacation Leave                 | 5004 - Leave and Comp Time  |
| <input type="checkbox"/> | Bereavement Leave              | 5005 - Leave and Comp Time  |
| <input type="checkbox"/> | Tax Item                       | 7000 - Other Taxable Items  |
| <input type="checkbox"/> | Non-Tax Item                   | 8000 - Non-Taxable Items    |
| <input type="checkbox"/> | Vacation Payout Non-Pens       | 9000 - Non-Retirement Items |
| <input type="checkbox"/> | Sick Leave Payout-Non-Pens.    | 9001 - Non-Retirement Items |
| <input type="checkbox"/> | Personal Leave Payout Non-Pens | 9002 - Non-Retirement Items |

These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

Edit Earning or Leave

Earning or Leave

Name: Tax Item

Type: 7000 Other Taxable Items

Process Group: 100 Taxable Earnings

OP&FPF Type:

Withholdings Applied

|                                     | Description                      |
|-------------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> | Cafeteria Plan                   |
| <input checked="" type="checkbox"/> | Deferred Compensation (Non-Roth) |
| <input checked="" type="checkbox"/> | Federal Income Tax               |
| <input checked="" type="checkbox"/> | Ohio Income Tax                  |
| <input checked="" type="checkbox"/> | Local Tax                        |
| <input checked="" type="checkbox"/> | School Tax                       |
| <input checked="" type="checkbox"/> | Federal Supplemental Withholding |
| <input checked="" type="checkbox"/> | Ohio Supplemental Withholding    |
| <input checked="" type="checkbox"/> | Miscellaneous Withholding        |
| <input checked="" type="checkbox"/> | OPERS                            |
| <input checked="" type="checkbox"/> | OP&FPF                           |
| <input checked="" type="checkbox"/> | Medicare                         |
| <input checked="" type="checkbox"/> | Social Security                  |

Save Close

These are just examples, follow your entities policies/needs for earnings

Edit Activate Deactivate Remove Display Close

# Earnings, Overtime, Leaves

Accounting Payroll Budget Inventory General Need Help? Quit

Transactions Utilities Reports & Statements Maintenance

Employees

Additional Information  
Earnings and Leave  
EFT Prenotes  
EFT Setup  
Email Editor  
Employees  
Frequencies  
Skip Calendars Editor  
Withholdings  
Withholdings Editor

Related Screens  
[Additional Information](#)  
[Earnings and Leave](#)  
[EFT Prenotes](#)  
[EFT Setup](#)  
[Frequencies](#)  
[Withholdings](#)  
[Wages](#)  
[Employee Reports](#)  
**FAQs**  
[Employee Screencast Tutorial Overview](#)  
[How To Add An Employee](#)  
[How To Edit An Employee](#)  
[FAQs](#)  
[Payroll EFT Handbook](#)

Employees x

Add Employee Pay Status: Active Search: All For:

| ID                                  | Last Name  | First Name | Ohio Tax Exempt's | Fed. Tax Exempt's | Hired | W-4 Rate   | EFT     | Time | Pay Status |        |
|-------------------------------------|------------|------------|-------------------|-------------------|-------|------------|---------|------|------------|--------|
| <input checked="" type="checkbox"/> | Boltz      | Boltz      | Rusty A.          | 0                 | -     | 05/23/2025 | HOH     | No   | Full       | Active |
| <input type="checkbox"/>            | Buckeye B  | Buckeye    | Brutus            | 3                 | 3     | 08/17/2012 | Married | Yes  | Full       | Active |
| <input type="checkbox"/>            | Build      | Build      | Robert            | 2                 | 2     | 02/01/2013 | Married | Yes  | Full       | Active |
| <input type="checkbox"/>            | Ceased     | Ceased     | Barry D.          | 0                 | 0     | 02/16/2007 | Single  | Yes  | Full       | Active |
| <input type="checkbox"/>            | Day S      | Day        | Sonny             | 0                 | 0     | 06/14/2012 | Single  | Yes  | Full       | Active |
| <input type="checkbox"/>            | Friendly S | Friendly   | Steve             | 2                 | 2     | 09/14/2010 | Married | Yes  | Full       | Active |
| <input type="checkbox"/>            | Hamer H    | Hamer      | Harry             | 1                 | 1     | 07/01/2014 | Married | No   | Full       | Active |
| <input type="checkbox"/>            | Hero H     | Hero       | Henry, Jr.        | 3                 | 3     | 02/15/2010 | Married | Yes  | Full       | Active |
| <input type="checkbox"/>            | Hero H Sr  | Hero       | Henry, Sr.        | 2                 | 2     | 09/22/2001 | Married | Yes  | Full       | Active |
| <input type="checkbox"/>            | Jones J    | Jones      | Jerry             | 1                 | 1     | 08/24/2008 | Single  | Yes  | Part       | Active |
| <input type="checkbox"/>            | Lands      | Lands      | Harold            | 1                 | 1     | 02/01/2013 | Single  | Yes  | Full       | Active |
| <input type="checkbox"/>            | Part A     | Part       | Art               | 1                 | 1     | 10/11/2012 | Single  | Yes  | Part       | Active |
| <input type="checkbox"/>            | Permit P   | Permit     | Perry             | 1                 | 1     | 06/07/2008 | Married | Yes  | Full       | Active |
| <input type="checkbox"/>            | Smith J    | Smith      | John              | 1                 | 1     | 08/08/2011 | Single  | Yes  | Part       | Active |
| <input type="checkbox"/>            | Trusty C   | Trusty     | Carey             | 2                 | 2     | 01/01/2010 | Married | Yes  | Full       | Active |
| <input type="checkbox"/>            | Trusty L   | Trusty     | Larry             | 2                 | 2     | 01/01/2012 | Married | Yes  | Full       | Active |
| <input type="checkbox"/>            | Trusty S   | Trusty     | Sherry            | 1                 | 1     | 01/01/2010 | Single  | Yes  | Full       | Active |

Edit Activate Guided Advanced Deactivate Remove Display Close

These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

Edit Employee

Employee Name:      
First Middle Last Suffix ID

Pay Status:  Active  Inactive

Information | EFT / Additional Info | **Earnings** | Overtimes | Non-Cash | Leaves | Withholdings

Add  "Edited" items ( if any ) have changed since their last use on a wage.

| <input type="checkbox"/> | Type | Description  | Frequency | Position    | Pay Rate | Account                                | Status | Edited |
|--------------------------|------|--------------|-----------|-------------|----------|--|--------|--------|
| <input type="checkbox"/> | 2000 | Hourly Wages | Bi-Weekly | Maintenance | \$14.70  | 2021-330-190-0000<br>2171-610-190-0000 | Active | No     |

Edit Activate Deactivate Remove Display

1 of 1 Save Close

These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

The screenshot shows a payroll software interface with a navigation menu at the top. The 'Payroll' tab is active, and the 'Wages' window is open. The 'Add Wages' window is displayed, showing the following details:

- Wage Type: Warrant / EFT Regular Wages
- Posting Year: 2026
- Departments: Maintenance (selected)
- Frequencies: Bi-Weekly (selected), Start Date: 03/14/2026, End Date: 03/27/2026

The 'Employee Earnings' table is highlighted with a yellow border and contains the following data:

| Employee ID | Employee Name      | Position    | Department  | Earning Description | Account Code |
|-------------|--------------------|-------------|-------------|---------------------|--------------|
| Boltz       | Boltz, Rusty Allen |             |             |                     |              |
| Boltz       | Boltz, Rusty Allen | Maintenance | Maintenance | Hourly Wages        |              |

A yellow arrow points to the 'Hourly Wages' entry in the table. A note above the table states: 'Earnings on batch wages ( saved but not posted ) will not appear below.'

These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

Edit Employee

Employee Name:

Pay Status:  Active  Inactive

Information | EFT / Additional Info | **Earnings** | Overtimes | Non-Cash | Leaves | Withholdings

Add Status: Active "Edited" items ( if any ) have changed since their last use on a wage.

| Type                     | Description       | Frequency | Position    | Pay Rate | Account                                | Status | Edited |
|--------------------------|-------------------|-----------|-------------|----------|--|--------|--------|
| <input type="checkbox"/> | 2000 Hourly Wages | Bi-Weekly | Maintenance | \$14.70  | 2021-330-190-0000<br>2171-610-190-0000 | Active | No     |

Edit Activate Deactivate Remove Display

Save Close



These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

## Before Adding a New Earning

- Do you know the basics? **Position Name, Department, Earning Type, Frequency, Pay Rate**
- Does this employee/earning qualify for **overtime**?
- Does this employee/earning get any **non-cash** benefits?
- What **leaves** apply to this employee/earning?
- What **withholdings** should be added to this earning?
- What **account codes** will this earning use?

**If yes to any of the above, are these items already created and added to the employee record?**



# Earnings, Overtime, Leaves

Employee Name: Rusty Allen Boltz Boltz  
First Middle Last Suffix ID

Pay Status:  Active  Inactive

Information | EFT / Additional Info | **Earnings** | Overtimes | Non-Cash | Leaves | Withholdings

Add Status: Active

"Edited" items (if any) have changed since their last use on a wage.

| Type                     | Description         | Overtime       | Base Rate | OT Rate | Account                                | Status | Edited |
|--------------------------|---------------------|----------------|-----------|---------|--|--------|--------|
| <input type="checkbox"/> | 3000 Overtime Wages | Overtime Wages | \$14.70   | 1.50    | 2021-330-190-0000<br>2171-610-190-0000 | Active | No     |

Edit Activate Deactivate Remove Display

1 of 1 Save Close

These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

Edit Employee Overtime

Employee Name:

Overtime Status:  Active  Inactive

Overtime:

Pay: Base Rate:  per hour O/T Pay:  Typical Hours:  per pay period

If overtime varies each pay, enter 0 typical hours.

Details | **Earnings** | Withholdings | Appropriation Accounts

Select one hourly or salary employee earning below that, when paid, may include this employee overtime - To deselect, double click the selected row

| Type                             | Description       | Frequency | Position    | Pay Rate | Account  | Status |
|----------------------------------|-------------------|-----------|-------------|----------|----------|--------|
| <input checked="" type="radio"/> | 2000 Hourly Wages | Bi-Weekly | Maintenance | \$14.70  | Multiple | Active |

Go to the Edit Employee form to add or edit employee earnings.

1 of 1

Save Close

Existing Earning

These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

Edit Employee

Employee Name:      
First Middle Last Suffix ID

Pay Status:  Active  Inactive

Information | EFT / Additional Info | Earnings | Overtimes | Non-Cash | **Leaves** | Withholdings

**Add** Status:

"Edited" items (if any) have changed since their last use on a wage.

| <input type="checkbox"/> | Type | Description    | Leave          | Maximum | Pay Rate | Account                                | Status | Edited |
|--------------------------|------|----------------|----------------|---------|----------|--|--------|--------|
| <input type="checkbox"/> | 5000 | Comp Time      | Comp Time      | 25.00   | \$14.70  | 2021-330-190-0000<br>2171-610-190-0000 | Active | No     |
| <input type="checkbox"/> | 5001 | Holiday Leave  | Holiday Leave  |         | \$14.70  | 2021-330-190-0000<br>2171-610-190-0000 | Active | No     |
| <input type="checkbox"/> | 5002 | Personal Leave | Personal Leave |         | \$14.70  | 2021-330-190-0000<br>2171-610-190-0000 | Active | No     |
| <input type="checkbox"/> | 5003 | Sick Leave     | Sick Leave     | 500.00  | \$14.70  | 2021-330-190-0000<br>2171-610-190-0000 | Active | No     |
| <input type="checkbox"/> | 5004 | Vacation Leave | Vacation Leave |         | \$14.70  | 2021-330-190-0000<br>2171-610-190-0000 | Active | No     |

**Edit** **Activate** **Deactivate** Remove Display

Save Close

These are just examples, follow your entities policies/needs for leaves

# Earnings, Overtime, Leaves

Edit Employee

Employee Name:      
First Middle Last Suffix ID

Pay Status:  Active  Inactive

Information | EFT / Additional Info | Earnings | Overtimes | **Non-Cash** | Leaves | Withholdings

Status:

"Edited" items (if any) have changed since their last use on a wage.

| <input type="checkbox"/> | Type | Description      | Non-Cash Benefit | Pay Rate | Attached ID | Status | Edited |
|--------------------------|------|------------------|------------------|----------|-------------|--------|--------|
| <input type="checkbox"/> | 9800 | Non-Cash Benefit | Non-Cash Benefit | \$100.00 | 1           | Active | No     |

These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

Employee Name: Rusty Allen Boltz Boltz

Pay Status:  Active  Inactive

Information | EFT / Additional Info | Earnings | Overtimes | Non-Cash | Leaves | **Withholdings**

Add Status: Active "Edited" items (if any) have changed since their last use on a wage.

| Type                         | Description                | Withholding           | Skips | Value   | Employer / Fringe | Status | Edited |
|------------------------------|----------------------------|-----------------------|-------|---------|-------------------|--------|--------|
| <input type="checkbox"/> E00 | Ohio Income Tax            | Ohio Income Tax       | No    | Table   |                   | Active | No     |
| <input type="checkbox"/> D00 | Federal Income Tax         | Federal Income Tax    | No    | Table   |                   | Active | No     |
| <input type="checkbox"/> P02 | Medicare                   | Medicare *R           | No    | 14.13%  | xxxx-xxx-213-xxxx | Active | No     |
| <input type="checkbox"/> P00 | OPERS-Govt                 | OPERS-Govt *R         | No    | 10.00%  | xxxx-xxx-211-xxxx | Active | No     |
| <input type="checkbox"/> H20 | Supp. State Withholding    | Supp. State Withol... | No    | \$10.00 |                   | Active | No     |
| <input type="checkbox"/> H10 | Supp. Federal Withholding  | Supp. Federal With... | No    |         |                   | No     | No     |
| <input type="checkbox"/> G00 | West School Income Tax     | West School Incom...  | No    |         |                   | No     | No     |
| <input type="checkbox"/> B00 | Deferred Compensation N... | Deferred Compensa...  | No    | \$25.00 |                   | Active | No     |
| <input type="checkbox"/> K00 | Dental Insurance           | Dental Insurance      | No    | \$37.50 |                   | Active | No     |
| <input type="checkbox"/> K00 | Health Insurance           | Health Insurance      | No    | \$37.50 |                   | Active | No     |

\* R = Regular, SR = Salary Reduction, FB = Fringe Benefit, MX = Mixture

Edit Activate Deactivate Remove Display

Save Close

1 of 1

These are just examples, follow your entities policies/needs for withholdings

# Earnings, Overtime, Leaves

Edit Employee Withholding

Employee Name: Rusty Allen Boltz Boltz  
First Middle Last Suffix ID

Withholding:  Active  Inactive

Withholding: OPERS-Govt  
Type: P00 OPERS  
Description: OPERS-Govt

<< NOTE >> Most withholdings are not calculated on total gross earnings. For example, local, school, and other taxes are reduced by cafeteria plans. Many factors can affect withholding calculations, so UAN may appear not to withhold exactly the percentages entered below. For details, click here:

Details | Earnings | **Appropriation Accounts (Employer Share)** | Appropriation Accounts (Fringe Benefit) | Skip Deductions

Account Split Method  
 No Split (one only)  
 Percentage  
 Object: 211

When "Object" is selected, the employer share will be proportionally allocated to account codes formed by substituting the object code selected above into each account code used to pay the attached employee earnings.

The accounts charged and the amounts allocated will be generated automatically on each particular wage. Examples using the attached earnings will appear at right.

The employer share of this withholding (if any) is paid from the appropriation accounts below

| Appropriation Account | Account Name |
|-----------------------|--------------|
|-----------------------|--------------|

UAN Support cannot suggest which fund or account to use for a particular purpose.

Save Close

These are just examples, follow your entities policies/needs for withholdings

# Earnings, Overtime, Leaves

Edit Employee Earning

Employee Name: Rusty Allen Boltz Boltz  
First Middle Last Suffix ID

Earning Status:  Active  Inactive

Position Name: Maintenance  
Type: Other  
Department: Maintenance  
Classification:  Unemployment Eligible

Pay Earning: Hourly Wages  
Type: 2000 Hourly Wages

Details Overtimes Non-Cash

Select employee overtimes below that

| Type                                | Description         |
|-------------------------------------|---------------------|
| <input checked="" type="checkbox"/> | 3000 Overtime Wages |

Account Status: Multiple Active

Go to the Edit Employee form to add or edit employee overtimes.

Save Close

What do I do if there isn't an option to attach overtime?

These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

Employee Name: Rusty Allen Boltz Boltz  
First Middle Last Suffix ID

Pay Status:  Active  Inactive

Information | EFT / Additional Info | **Earnings** | Overtimes | Non-Cash | Leaves | Withholdings

Add Status: Active

"Edited" items (if any) have changed since their last use on a wage.

| Type                     | Description         | Overtime       | Base Rate | OT Rate | Account                                | Status | Edited |
|--------------------------|---------------------|----------------|-----------|---------|--|--------|--------|
| <input type="checkbox"/> | 3000 Overtime Wages | Overtime Wages | \$14.70   | 1.50    | 2021-330-190-0000<br>2171-610-190-0000 | Active | No     |

Edit Activate Deactivate Remove Display

1 of 1 Save Close

These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

Edit Employee Earning

Employee Name: Rusty Allen Boltz Boltz  
First Middle Last Suffix ID

Earning Status:  Active  Inactive

Position Name: Maintenance  
Type: Other  
Department: Maintenance  
Classification:  Appointed  Elected  Hired  Unemployment Eligible (Reportable to ODJFS)

Pay Earning: Hourly Wages  
Type: 2000 Hourly Wages  
Description: Hourly Wages  
Frequency: Bi-Weekly  
Pay Rate: \$14.70 per hour  
Typical Hours: 80.00 per pay period

Details | Overtime | **Non-Cash** | Leaves | Withholdings | Accounts

Select employee non-cash benefits below that may be included when paying this employee earning

| <input checked="" type="checkbox"/> | Type | Description      | Non-Cash Benefit | Attached ID | Pay Rate | Non-Cash ID | Status |
|-------------------------------------|------|------------------|------------------|-------------|----------|-------------|--------|
| <input checked="" type="checkbox"/> | 9800 | Non-Cash Benefit | Non-Cash Benefit | 1           | \$100.00 | 8           | Active |

Go to the Edit Employee form to add or edit employee non-cash benefits.

1 of 1

Save Close



These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

Edit Employee Earning

Employee Name: Rusty Allen Boltz Boltz  
First Middle Last Suffix ID

Earning Status:  Active  Inactive

Position Name: Maintenance  
Type: Other  
Department: Maintenance  
Classification:  Appointed  Elected  Hired  Unemployment Eligible (Reportable to ODJFS)

Pay Earning: Hourly Wages  
Type: 2000 Hourly Wages  
Description: Hourly Wages  
Frequency: Bi-Weekly  
Pay Rate: \$14.70 per hour  
Typical Hours: 80.00 per pay period

Details | Overtimes | Non-Cas | **Leaves** | Withholdings | Accounts

Select employee leaves below that may be accrued or used/paid when paying this employee earning

| <input checked="" type="checkbox"/> | Type | Description    | Leave          | WH Earning | Pay Rate | Account  | Status |
|-------------------------------------|------|----------------|----------------|------------|----------|----------|--------|
| <input checked="" type="checkbox"/> | 5000 | Comp Time      | Comp Time      | 1          | \$14.70  | Multiple | Active |
| <input checked="" type="checkbox"/> | 5001 | Holiday Leave  | Holiday Leave  | 1          | \$14.70  | Multiple | Active |
| <input checked="" type="checkbox"/> | 5002 | Personal Leave | Personal Leave | 1          | \$14.70  | Multiple | Active |
| <input checked="" type="checkbox"/> | 5003 | Sick Leave     | Sick Leave     | 1          | \$14.70  | Multiple | Active |
| <input checked="" type="checkbox"/> | 5004 | Vacation Leave | Vacation Leave | 1          | \$14.70  | Multiple | Active |

Go to the Edit Employee form to add or edit employee leaves.

Save Close



These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

Edit Employee Earning

Employee Name: Rusty Allen Boltz Boltz  
First Middle Last Suffix ID

Earning Status:  Active  Inactive

Position Name: Maintenance  
Type: Other  
Department: Maintenance  
Classification:  Appointed  Elected  Hired  Unemployment Eligible (Reportable to ODJFS)

Pay Earning: Hourly Wages  
Type: 2000 Hourly Wages  
Description: Hourly Wages  
Frequency: Bi-Weekly  
Pay Rate: \$14.70 per hour  
Typical Hours: 80.00 per pay period

Details | Overtimes | Non-Cash | Leaves | **Withholdings** | Accounts

Select employee withholdings below to deduct from this employee earning

| Type                                | Description                     | Withholding                 | Skips | Value   | Employer / Fringe | Status |
|-------------------------------------|---------------------------------|-----------------------------|-------|---------|-------------------|--------|
| <input checked="" type="checkbox"/> | E00 Ohio Income Tax             | Ohio Income Tax             | No    | Table   |                   | Active |
| <input checked="" type="checkbox"/> | D00 Federal Income Tax          | Federal Income Tax          | No    | Table   |                   | Active |
| <input checked="" type="checkbox"/> | P02 Medicare                    | Medicare                    | No    | 1.450%  | xxxx-xxx-213-xxxx | Active |
| <input checked="" type="checkbox"/> | P00 OPERS-Govt                  | OPERS-Govt                  | No    | 10.000% | xxxx-xxx-211-xxxx | Active |
| <input checked="" type="checkbox"/> | H20 Supp. State Withholding     | Supp. State Withholding     | No    | \$10.00 |                   | Active |
| <input checked="" type="checkbox"/> | H10 Supp. Federal Withholding   | Supp. Federal Withholding   | No    | \$20.00 |                   | Active |
| <input checked="" type="checkbox"/> | G00 West School Income Tax      | West School Income Tax      | No    | 0.500%  |                   | Active |
| <input checked="" type="checkbox"/> | B00 Deferred Compensation No... | Deferred Compensation No... | No    | \$25.00 |                   | Active |
| <input checked="" type="checkbox"/> | K00 Dental Insurance            | Dental Insurance            | No    | \$37.50 |                   | Active |
| <input checked="" type="checkbox"/> | K00 Health Insurance            | Health Insurance            | No    | \$37.50 |                   | Active |

Go to the Edit Employee form to add or edit employee withholdings.

1 of 1

Save Close



These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

The screenshot shows the 'Edit Employee Earning' window. On the left, the 'Employee' section shows Name: Rusty, First. The 'Position' section shows Name: Maintenance, Type: Other, Department: Maintenance. The 'Account Split Method' section has four radio buttons: No Split (one only), Manual, Percentage, and Hours. The 'Hours' option is selected. A yellow box highlights this section, with a yellow arrow pointing to it from the left. A 'System Message' dialog box is open in the center, containing information about the 'No Split', 'Manual', 'Percentage', and 'Hours' methods. The 'Hours' method is selected in the dialog. The dialog also includes a note that although Manual, Percentage, and Hours methods do not force the selection of multiple appropriation accounts, the No Split option provides the most flexibility of setup for paying from 1 account. The dialog has an 'OK' button. On the right side of the main window, there is a 'Status' section with a dollar sign icon, a dropdown menu, and a table with 'Hours' and values 60.00 and 20.00, both with an 'x' icon. Below the table is a text input field with '80.000' and an 'up' arrow icon. The 'Close' button is at the bottom right.

Employee  
Name: Rusty  
First

Position  
Name: Maintenance  
Type: Other  
Department: Maintenance  
Classification:  Unemployment E

Details | Overview | Non-Ce

Account Split Method

- No Split (one only)
- Manual
- Percentage
- Hours

System Message

No Split  
» The earning will be paid from 1 appropriation account.

Manual  
» The earning will be paid from multiple appropriation accounts, but their distribution will be entered when paying wages. If this setting is selected for an Hourly (2xxx) or Per Item (4xxx) earning, Typical Hours / Items is disabled and set to 0.00.

Percentage  
» The earning will be paid from multiple appropriation accounts, distributed according to the percentages entered. Percentages entered for the selected accounts must total 100. Amounts can still be modified as needed when paying wages.

Hours  
» The earning will be paid from multiple appropriation accounts, distributed according to the hours entered. If this setting is selected, Typical Hours is disabled and set to the total of the hours entered for the selected appropriation accounts. Hours can still be modified as needed when paying wages. This option is available only for Hourly (2xxx) and Overtime (3xxx) earnings.

⚠ Although the Manual, Percentage, and Hours split methods do not force the selection of multiple appropriation accounts, the No Split option provides the most flexibility of setup for paying from 1 account.

OK

Status  
ve  
itive

Hours

|       |   |
|-------|---|
| 60.00 | x |
| 20.00 | x |

80.000

Close

These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

Accounting **Payroll** Budget Inventory General

Transactions Utilities **Reports & Statements** Maintenance

Additional Information  
Earnings and Leave  
EFT Prenotes  
EFT Setup  
Email Editor  
Employees  
Frequencies

**Earnings and Leave** [X]

Add Type: All  
Status: Active

| <input type="checkbox"/> | Name                           | Type                        |
|--------------------------|--------------------------------|-----------------------------|
| <input type="checkbox"/> | Salary                         | 1000 - Salary               |
| <input type="checkbox"/> | Hourly Wages                   | 2000 - Hourly Wages         |
| <input type="checkbox"/> | Overtime Wages                 | 3000 - Overtime Wages       |
| <input type="checkbox"/> | Emergency Call Overtime        | 3001 - Overtime Wages       |
| <input type="checkbox"/> | Zoning Board Meetings          | 4000 - Per Item Wages       |
| <input type="checkbox"/> | Comp Time                      | 5000 - Leave and Comp Time  |
| <input type="checkbox"/> | Holiday Leave                  | 5001 - Leave and Comp Time  |
| <input type="checkbox"/> | Personal Leave                 | 5002 - Leave and Comp Time  |
| <input type="checkbox"/> | Sick Leave                     | 5003 - Leave and Comp Time  |
| <input type="checkbox"/> | Vacation Leave                 | 5004 - Leave and Comp Time  |
| <input type="checkbox"/> | Bereavement Leave              | 5005 - Leave and Comp Time  |
| <input type="checkbox"/> | Tax Item                       | 7000 - Other Taxable Items  |
| <input type="checkbox"/> | Non-Tax Item                   | 8000 - Non-Taxable Items    |
| <input type="checkbox"/> | Vacation Payout Non-Pens       | 9000 - Non-Retirement Items |
| <input type="checkbox"/> | Sick Leave Payout-Non-Pens.    | 9001 - Non-Retirement Items |
| <input type="checkbox"/> | Personal Leave Payout Non-Pens | 9002 - Non-Retirement Items |

**Brand new  
Earning or Leave**

# Earnings, Overtime, Leaves

The screenshot shows a payroll software interface with a menu bar (Accounting, Payroll, Budget, Inventory, General) and a sub-menu (Transactions, Utilities, Reports & Statements, Maintenance). A sidebar on the left lists options like 'Additional Information', 'Earnings and Leave', and 'Employees'. The main window displays a list of employees with 'Boltz' selected. A yellow box highlights the 'Edit Employee' button. The form for Boltz is open, showing fields for Name (Rusty Allen Boltz), Address (42 Wallaby Way, Buckeye, OH, 44444), SSN, Birth (12/25/1982), Sex (Male), Status (Full Time), and various tax and deduction settings. A table at the bottom right shows 'Additional per wage' of \$20.00.

| Description         | Amount  |
|---------------------|---------|
| Dependents \$       | \$0.00  |
| Other Income        | \$0.00  |
| Deductions          | \$0.00  |
| Additional per wage | \$20.00 |

**Add a New Earning/Leave to an Employee**

These are just examples, follow your entities policies/needs for earnings

# Earnings, Overtime, Leaves

The screenshot shows a payroll system interface with the following elements:

- Navigation:** Accounting, Payroll, Budget, Inventory, General, Transactions, Utilities, Reports & Statements, Maintenance.
- Left Panel:** Additional Information, Earnings and Leave, EFT Prenotes, EFT Setup, Email Editor, Employees, Frequencies, Skip Calendars Editor, Withholdings, Withholdings Editor.
- Employee List:** A table with columns 'ID' and 'Last Name'. The first row is selected: Boltz Boltz.
- Form Title:** Edit Employee Earning (highlighted in green).
- Employee Information:** Name: Rusty Allen Boltz; Position: Maintenance; Department: Maintenance.
- Pay Information:** Earning: Hourly Wages; Type: 2000 Hourly Wages; Description: Hourly Wages; Frequency: Bi-Weekly; Pay Rate: \$14.70 per hour; Typical Hours: 80.00 per pay period.
- Tabs:** Details, Overtimes, Non-Cash, Leaves, Withholdings, Accounts (highlighted in yellow).
- Other Fields:** Last Raise, Resolution, Next Revision, Dates, Probation End, Terminated, OP&FPF, Leave of Absence.
- Buttons:** Save, Close.

Add/Edit an Earning

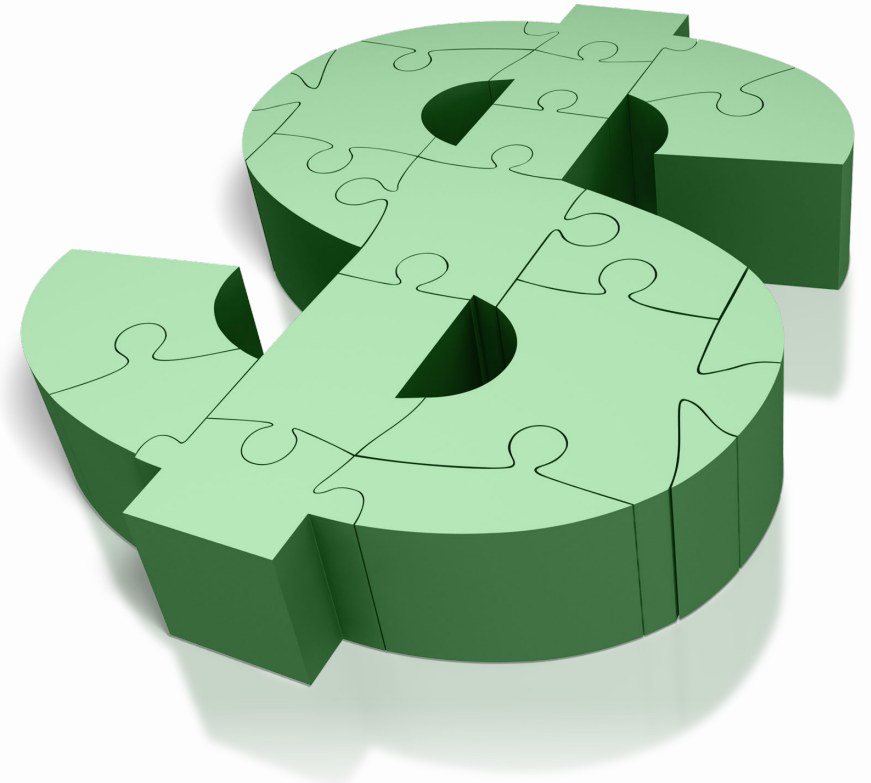
These are just examples, follow your entities policies/needs for earnings

# IT-4 & W-4

Employees can elect to have an additional amount withheld, but not an additional percentage.

Information entered into UAN should match what the employee fills out on their forms.

The IRS recommends updating W-4 information annually.



# Earnings, Overtime, Leaves

The screenshot displays a payroll software interface with a navigation menu on the left and a main workspace. The menu includes options like 'Additional Information', 'Earnings and Leave', 'EFT Prenotes', 'EFT Setup', 'Email Editor', 'Employees', 'Frequencies', 'Skip Calendars Editor', 'Withholdings', and 'Withholdings Editor'. The main workspace is titled 'Employees' and shows a list of employees. The 'Edit Employee' button for the selected employee is highlighted with a yellow box. An orange arrow points from this button to a detailed form for editing the employee's information. The form includes fields for Name (Rusty Allen Boltz), Address (42 Wallaby Way, Buckeye, OH, 44444), SSN, Birth date (12/25/1982), Sex (Male), Status (Full Time), and Hire date (05/23/2025). A yellow box highlights the tax form section, which includes 'Ohio IT-4 Form' (Exemptions: 0, Additional \$: \$10.00 per wage) and 'Federal W-4 Form' (W-4 Version: 2020 or Later, Filing Status: Head of Household (HOH)). Another orange arrow points from the 'OP&FPF Member Date' field (05/24/2025) to a table of adjustments. The table has columns for 'Description' and 'Amount'.

| Description         | Amount  |
|---------------------|---------|
| Dependents \$       | \$0.00  |
| Other Income        | \$0.00  |
| Deductions          | \$0.00  |
| Additional per wage | \$20.00 |



Department of  
Taxation

### Employee's Withholding Exemption Certificate

Social Security number \_\_\_\_\_

- Information
- EFT / Additional Info
- Earnings
- Overtimes
- Non-Cash
- Leaves
- Withholdings**

Add      Status:       "Edited" items (if any) have changed since their last use on a wage.

| <input type="checkbox"/> | Type | Description               | Withholding            | Skips | Value   | Employer / Fringe | Status | Edited |
|--------------------------|------|---------------------------|------------------------|-------|---------|-------------------|--------|--------|
| <input type="checkbox"/> | E00  | Ohio Income Tax           | Ohio Income Tax        | No    | Table   |                   | Active | No     |
| <input type="checkbox"/> | D00  | Federal Income Tax        | Federal Income Tax     | No    | Table   |                   | Active | No     |
| <input type="checkbox"/> | P02  | Medicare                  | Medicare *R            | No    | 1.450%  | 1000-110-213-0000 | Active | No     |
| <input type="checkbox"/> | P01  | OP&EPE-Police             | OP&EPE-Police SR       | No    | 12.250% | xxxx-xxx-215-xxxx | Active | No     |
| <input type="checkbox"/> | H20  | Supp. State Withholding   | Supp. State Withhol... | No    | \$5.00  |                   | Active | No     |
| <input type="checkbox"/> | H10  | Supp. Federal Withholding | Supp. Federal With...  | No    | \$75.00 |                   | Active | No     |
| <input type="checkbox"/> | F00  | Income Tax-West Jefferson | Income Tax-West Je...  | No    | 1.000%  |                   | Active | No     |
| <input type="checkbox"/> | G00  | Jefferson LSD             | Jefferson LSD          | No    | 1.000%  |                   | Active | No     |
| <input type="checkbox"/> | A00  | Dental Insurance          | Dental Insurance       | No    | \$10.86 |                   | Active | No     |
| <input type="checkbox"/> | A00  | Health Insurance          | Health Insurance       | No    | \$61.63 |                   | Active | No     |
| <input type="checkbox"/> | A00  | Vision Insurance          | Vision Insurance       | No    | \$2.45  |                   | Active | No     |
| <input type="checkbox"/> | B00  | Deferred Compensation     | Deferred Compensa...   | No    | \$50.00 |                   | Active | No     |
| <input type="checkbox"/> | K00  | Colonial-After Tax        | Colonial-After Tax     | No    | \$10.84 |                   | Active | No     |
| <input type="checkbox"/> | K00  | Life Insurance            | Life Insurance         | No    | \$0.47  |                   | Active | No     |

\* R = Regular, SR = Salary Reduction, FB = Fringe Benefit, MX = Mixture

- Edit
- Activate
- Deactivate
- Remove
- Display

# Bonus Pay or Leave Payouts

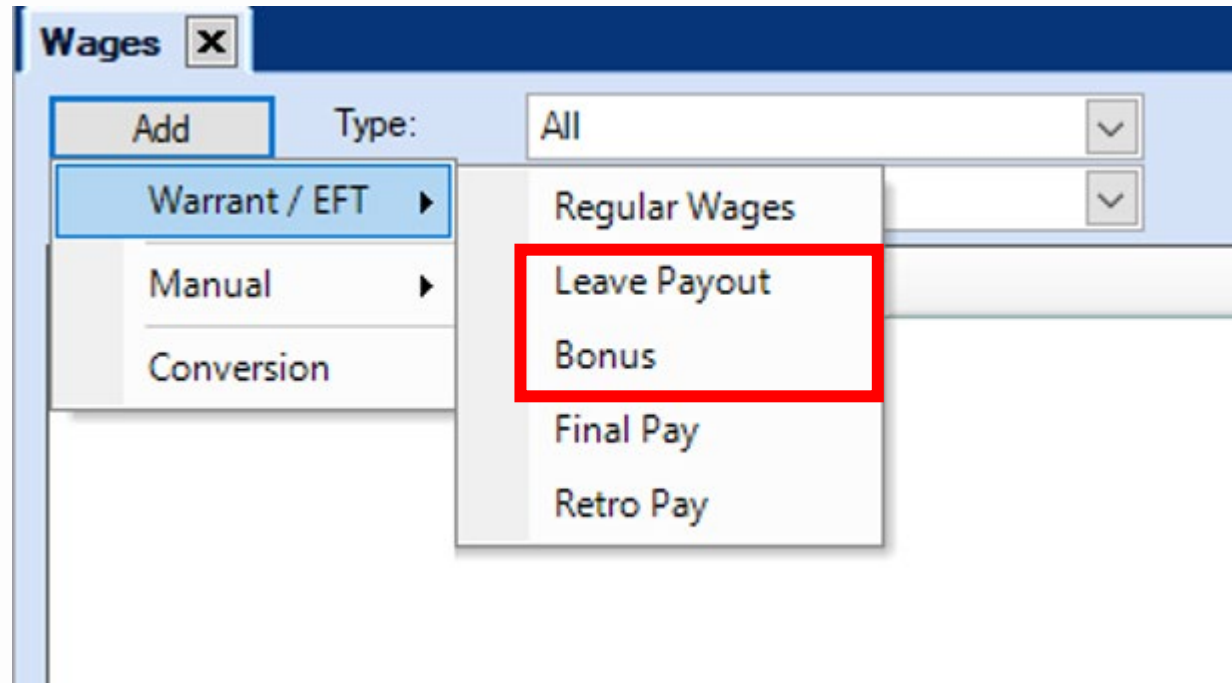
It's a multi-step process!

- Important questions to answer ahead of time:
  1. Is it pensionable?
  2. Do the higher Federal & Ohio tax rates apply?  
(22% Fed, 2.75% Ohio)

UAN Support cannot answer either of these questions!



# Bonus Pay or Leave Payouts



**Add Wages**

Wage Type:   Posting Year:  **Employees missing in the grid below? Click here: ?**

Departments

| <input type="checkbox"/>            | Department     |
|-------------------------------------|----------------|
| <input type="checkbox"/>            | Administration |
| <input type="checkbox"/>            | Cemetery       |
| <input checked="" type="checkbox"/> | Fire & EMS     |
| <input type="checkbox"/>            | Maintenance    |

Frequencies Pay period advance method is set in: Payroll > Maintenance > Frequencies

| <input checked="" type="checkbox"/> | Frequency | Type      | Start Date | End Date   | - | + |
|-------------------------------------|-----------|-----------|------------|------------|---|---|
| <input checked="" type="checkbox"/> | Bi-Weekly | Bi-Weekly | 02/28/2026 | 03/13/2026 | - | + |

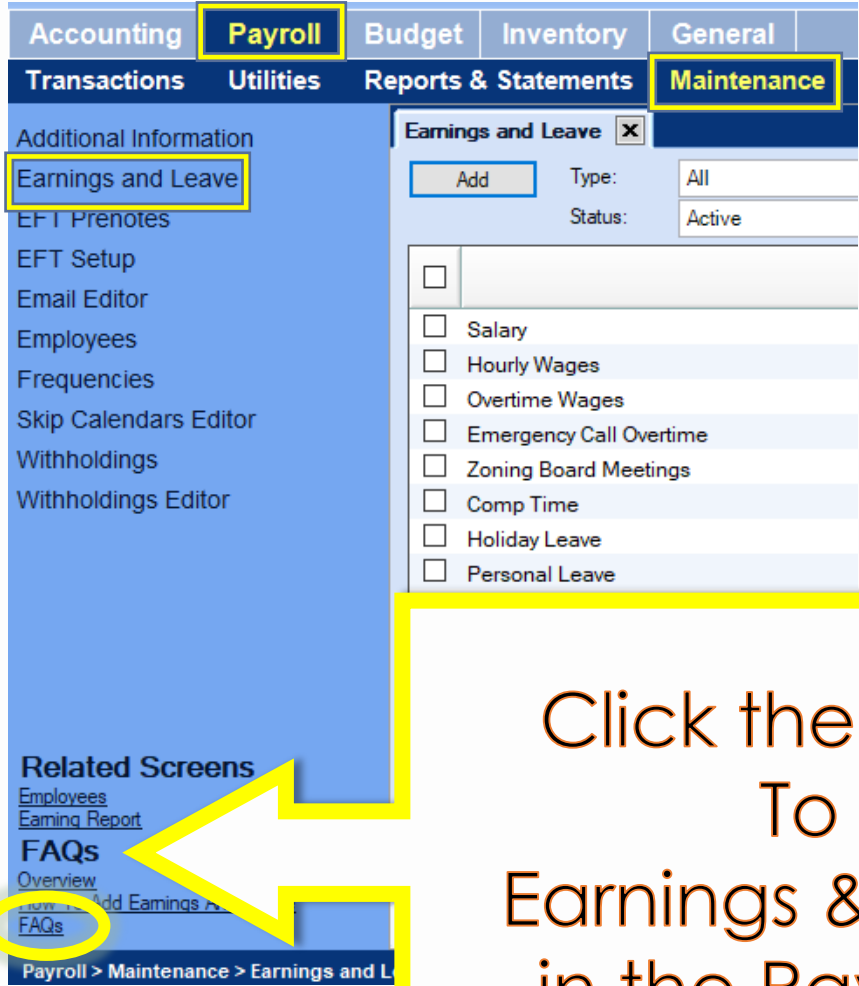
Employee Earnings Earnings on batch wages ( saved but not posted ) will not appear below.

| <input checked="" type="checkbox"/> | Employee ID | Employee Name    | Position | Department | Earning Description | Account Code      |
|-------------------------------------|-------------|------------------|----------|------------|---------------------|-------------------|
| <input checked="" type="checkbox"/> | Hero H      | Hero, Henry, Jr. | Fireman  | Fire & EMS | Vacation Payout     | 2191-220-190-0000 |

**Apply supplemental-pay tax rates: Fed 22.0 % Ohio 2.8 %**

If Non-Pensionable, then you must use an Earning Type:  
 'Non-Retirement Item' (range 9000-9299)

# Bonus Pay or Leave Payouts

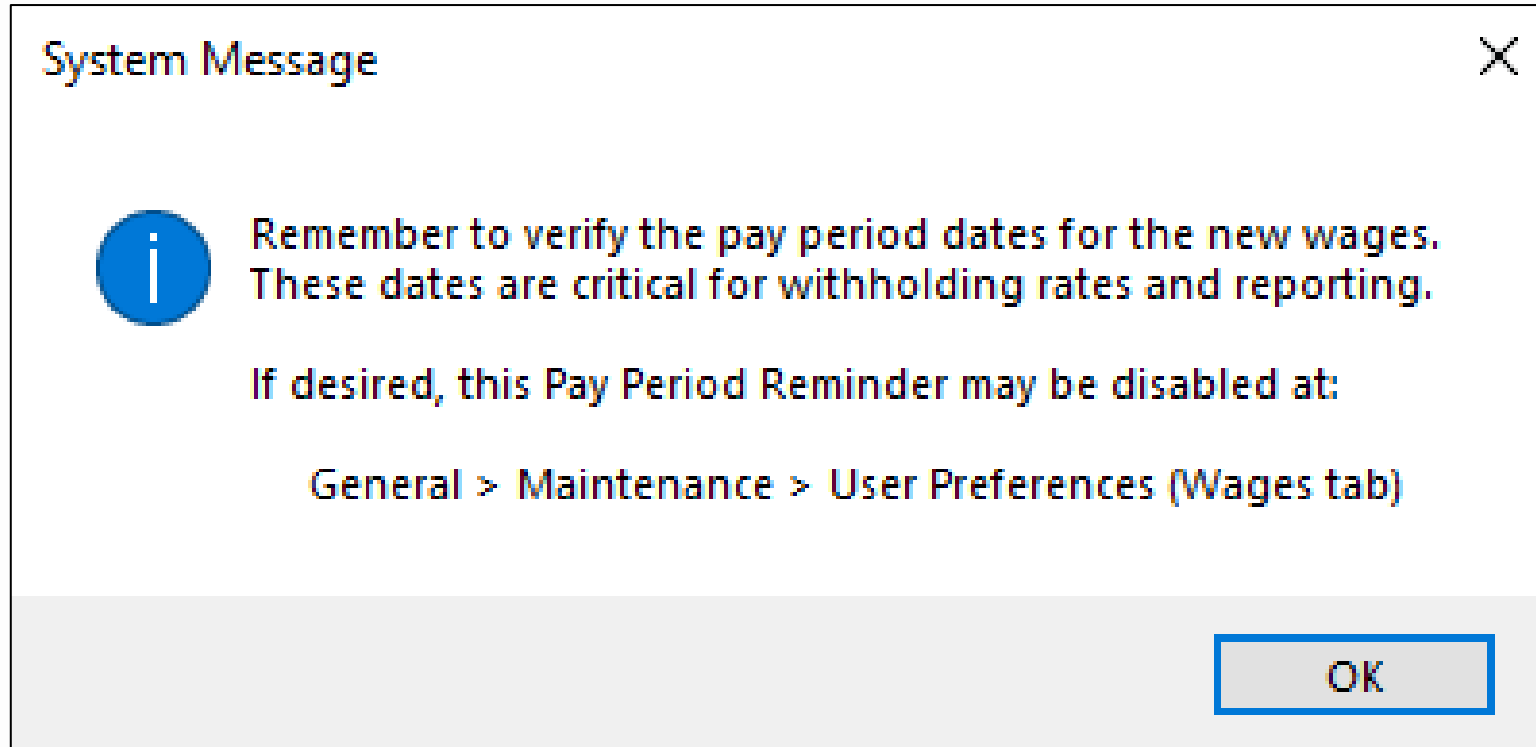


Read FAQ's for  
Leave Payouts  
and  
Bonus Payouts

Click the FAQs, FAQs  
To Open  
Earnings & Leave FAQs  
in the Payroll Manual

# Carefully Review Pay Periods

- Taxes have **NOTHING** to do with pay periods.
- Pay Periods must be accurate to produce accurate State Retirement monthly reports (OPERS & OP&FPF) and for skip deductions.
- UAN System Messages are there to remind you.
- Pay Period Adjustment Utility can be used to correct pay period errors.



# Post Date vs Pay Period End Date

**Post Date** – The pay day established by the board; the day the wage is given to the employee by check or direct deposit

**Pay Period End Date** – The range of dates that the employee earned the wage.

- Acceptable pay periods for state retirement are defined in the OPERS and OP&F employer manuals.

# Post Date vs Pay Period End Date

Regular

Uses the  
**Post Date**  
to establish  
liability

State Retirement

Uses the  
**Pay Period  
End Date**  
to establish  
liability

# Pay Period Adjustment

- Incorrect pay periods have no effect on taxes.
- If you use the skip deductions calendar, you may need to review pay periods.
- Incorrect pay periods **always** affect State Retirement.

Payroll > Utility > Pay Period Adjustment

# Pay Period Adjustment

**Post Pay Period Adjustment**

Wage Status:  Posted  Batch

Narrow Selection By: Post Date:  Frequency:

Select Recorded Pay Period:  By Start:   By End:

**Change Pay Period To**  
Start:   
End:

Wages  
CAUTION : Select carefully. Some wages below may have been recorded correctly, possibly during an earlier payroll cycle.

| <input type="checkbox"/>            | Payment # | Post Date | Start Date | End Date   | Employee ID | Last Name | First Name |
|-------------------------------------|-----------|-----------|------------|------------|-------------|-----------|------------|
| <input type="checkbox"/>            | 6234      | 1/16/2026 | 12/20/2025 | 01/02/2026 | Boltz       | Boltz     | Rusty A.   |
| <input type="checkbox"/>            | 10-2026   | 1/16/2026 | 12/20/2025 | 01/02/2026 | Ceased      | Ceased    | Barry D.   |
| <input type="checkbox"/>            | 11-2026   | 1/16/2026 | 12/20/2025 | 01/02/2026 | Day S       | Day       | Sonny      |
| <input type="checkbox"/>            | 12-2026   | 1/16/2026 | 12/20/2025 | 01/02/2026 | Friendly S  | Friendly  | Steve      |
| <input type="checkbox"/>            | 13-2026   | 1/16/2026 | 12/20/2025 | 01/02/2026 | Hero H      | Hero      | Henry, Jr. |
| <input type="checkbox"/>            | 14-2026   | 1/16/2026 | 12/20/2025 | 01/02/2026 | Hero H Sr   | Hero      | Henry, Sr. |
| <input type="checkbox"/>            | 6235      | 1/16/2026 | 12/20/2025 | 01/02/2026 | Part A      | Part      | Art        |
| <input type="checkbox"/>            | 15-2026   | 1/16/2026 | 12/20/2025 | 01/02/2026 | Permit P    | Permit    | Perry      |
| <input checked="" type="checkbox"/> | 6236      | 3/20/2026 | 12/20/2025 | 01/02/2026 | Boltz       | Boltz     | Rusty A.   |

# Paying Withholdings Before Payday

- There is no rush to pay your withholdings in UAN.
- Corrections to wages become MUCH more difficult once the withholdings have been paid.
- Give your employees a chance to review their pay and alert you to any problems.




# Withholding Payments

The screenshot displays a software interface with a navigation menu. The menu items are: Accounting, Payroll, Inventory, General, Transactions, Reports & Statements, and Maintenance. The 'Payroll' menu is expanded, showing 'EFT', 'Wages', and 'Withholding Payments'. The 'Withholding Payments' menu is further expanded, showing a list of options: Regular - Warrant, Regular - Manual, Regular - Electronic, State Retirement - Warrant, State Retirement - Manual, and State Retirement - Electronic. A yellow box highlights the dropdown menu, and yellow arrows point to the 'Payroll' menu, the 'Withholding Payments' menu, and the 'Add' button.

# Unpaid Withholdings

System Message ✕

 Note: At least one state retirement withholding is still unpaid (in Payroll) from a pay period end date older than 2 months.

If those withholdings were paid with an Accounting payment, clear them in: Payroll > Utilities > Unpaid Withholding Clear. Leaving them unpaid keeps them encumbered unnecessarily.

Refer to the UAN Manual or contact UAN Support for help.

OK

# Unpaid Withholdings

The screenshot displays the 'Payroll' and 'Reports & Statements' tabs, with 'Withholding Reports' selected in the left-hand menu. The main interface shows a 'Withholding Summary' form with the following fields:

- Withholding Summary (dropdown)
- Year: 2026 (dropdown)
- Original Post Date (dropdown)
- Month: (dropdown)
- Quarter: (dropdown)
- Year (radio button selected)
- Selected Period: (radio button)
- Start: 01/01/2026 (dropdown)
- End: 12/31/2026 (dropdown)

Below the form, there are options for Paper, Filters, Sorting, Options, and Departments. The Paper section includes Size (Letter (8.5 x 11) and Legal (8.5 x 14)) and Orientation (Portrait (Tall) and Landscape (Wide)).

| <input type="checkbox"/> | Withholding Name               |
|--------------------------|--------------------------------|
| <input type="checkbox"/> | Ohio Income Tax                |
| <input type="checkbox"/> | Federal Income Tax             |
| <input type="checkbox"/> | Medicare                       |
| <input type="checkbox"/> | Social Security                |
| <input type="checkbox"/> | OPERS-Govt                     |
| <input type="checkbox"/> | OP&FPF-Fire                    |
| <input type="checkbox"/> | Supp. State Withholding        |
| <input type="checkbox"/> | Supp. Federal Withholding      |
| <input type="checkbox"/> | Buckeye Village Income Tax     |
| <input type="checkbox"/> | Little Village Income Tax      |
| <input type="checkbox"/> | East School Income Tax         |
| <input type="checkbox"/> | West School Income Tax         |
| <input type="checkbox"/> | Deferred Compensation Non-Roth |
| <input type="checkbox"/> | Dental Insurance               |
| <input type="checkbox"/> | Health Insurance               |
| <input type="checkbox"/> | Life Insurance                 |

# Unpaid Withholdings

BUCKEYE TOWNSHIP, FRANKLIN COUNTY

## Withholding Summary - Unpaid

Original Post Date: 10/20/2023

| Withholding Description        | Prior Year Withholdings | January     | February | March    | April  | May    | June   | July   |
|--------------------------------|-------------------------|-------------|----------|----------|--------|--------|--------|--------|
| Ohio Income Tax                | \$0.00                  | \$225.00    | \$0.00   | \$225.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Federal Income Tax             | 0.00                    | 2,501.72    | 0.00     | 0.00     | 0.00   | 0.00   | 0.00   | 0.00   |
| Medicare                       | 0.00                    | 629.49      | 0.00     | 16.82    | 0.00   | 0.00   | 0.00   | 0.00   |
| Medicare Employer Share        | 0.00                    | 629.49      | 0.00     | 16.82    | 0.00   | 0.00   | 0.00   | 0.00   |
| Social Security                | 0.00                    | 71.54       | 0.00     | 0.00     | 0.00   | 0.00   | 0.00   | 0.00   |
| Social Security Employer Share | 0.00                    | 71.54       | 0.00     | 0.00     | 0.00   | 0.00   | 0.00   | 0.00   |
| OPERS-Govt Regular             | 0.00                    | 1,101.75    | 0.00     | 116.00   | 0.00   | 0.00   | 0.00   | 0.00   |
| OPERS-Govt Employer Share      | 0.00                    | 1,542.45    | 0.00     | 162.40   | 0.00   | 0.00   | 0.00   | 0.00   |
| OP&FPF-Fire Regular            | 0.00                    | 1,773.39    | 0.00     | 0.00     | 0.00   | 0.00   | 0.00   | 0.00   |
| OP&FPF-Fire Employer Share     | 0.00                    | 3,474.38    | 0.00     | 0.00     | 0.00   | 0.00   | 0.00   | 0.00   |
| Supp. State Withholding        | 0.00                    | 125.00      | 0.00     | 0.00     | 0.00   | 0.00   | 0.00   | 0.00   |
| Supp. Federal Withholding      | 0.00                    | 285.00      | 0.00     | 0.00     | 0.00   | 0.00   | 0.00   | 0.00   |
| Buckeye Village Income Tax     | 0.00                    | 300.73      | 0.00     | 0.00     | 0.00   | 0.00   | 0.00   | 0.00   |
| Little Village Income Tax      | 0.00                    | 39.30       | 0.00     | 0.00     | 0.00   | 0.00   | 0.00   | 0.00   |
| East School Income Tax         | 0.00                    | 248.24      | 0.00     | 0.00     | 0.00   | 0.00   | 0.00   | 0.00   |
| West School Income Tax         | 0.00                    | 16.57       | 0.00     | 5.30     | 0.00   | 0.00   | 0.00   | 0.00   |
| Deferred Compensation Non-Roth | 0.00                    | 150.00      | 0.00     | 0.00     | 0.00   | 0.00   | 0.00   | 0.00   |
| Dental Insurance               | 0.00                    | 305.05      | 0.00     | 37.50    | 0.00   | 0.00   | 0.00   | 0.00   |
| Health Insurance               | 0.00                    | 1,391.77    | 0.00     | 37.50    | 0.00   | 0.00   | 0.00   | 0.00   |
| Life Insurance                 | 0.00                    | 140.00      | 0.00     | 0.00     | 0.00   | 0.00   | 0.00   | 0.00   |
|                                | \$0.00                  | \$15,723.33 | \$0.00   | \$412.60 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

# UAN/OPERS Rounding Explained

No  
It's not a bug, it's  
just math!

➤ UAN calculates with  
each individual wage

➤ OPERS calculates  
by the month total

| <b>EXAMPLE</b>         | <b>Semi-Monthly<br/>Calculation</b> | <b>UAN adds<br/>2 Semi-Monthly</b> | <b>OPERS<br/>Calculates<br/>Monthly</b> |
|------------------------|-------------------------------------|------------------------------------|---|
| Gross Salary           | \$1,000.25                          |                                    |   |
| Employer Share<br>Rate | 14%                                 |                                    |   |
| Employer Share<br>\$   | \$140.04                            |                                    |   |

**.01 Difference**

# OPERS Rounding in UAN

Add Withholding Payment

Payment  
Post Date: [ ] Type: State Retirement - Electronic Number: [ ] Total: \$2,922.60

Payee  
Payee: Ohio Public Employees Retirement System

Location: WH Payment Address  
Attn: Payments & Compliance  
277 E. Town Street  
Columbus OH 43215

Pay Period End Date Range  
Year: [ ] Selected Period may cross years  
Month: January Quarter: [ ] Year: [ ]

Wages Credits Employee Accounts **Employer Accounts** Additional

| Payment # | Employee Name   | Post Date | Start Date | End Date | Withholding |
|-----------|-----------------|-----------|------------|----------|-------------|
| 25-       | Ceased, Barry D | 01/17/20  | 12/21/20   | 01/03/20 | \$297.60    |
| 26-       | Crank, Carl     | 01/17/20  | 12/21/20   | 01/03/20 | \$273.60    |
| 28-       | Friendly, Steve | 01/17/20  | 12/21/20   | 01/03/20 | \$369.60    |
| 31-       | Permit, Perry   | 01/17/20  | 12/21/20   | 01/03/20 | \$356.04    |
| 33-       | Ceased, Barry D | 01/31/20  | 01/04/20   | 01/17/20 | \$307.20    |
| 34-       | Crank, Carl     | 01/31/20  | 01/04/20   | 01/17/20 | \$320.16    |
| 36-       | Friendly, Steve | 01/31/20  | 01/04/20   | 01/17/20 | \$379.20    |
| 39-       | Permit, Perry   | 01/31/20  | 01/04/20   | 01/17/20 | \$340.80    |
| 41-       | Crank, Carl     | 03/07/20  | 01/04/20   | 01/17/20 | \$278.40    |

Employer share amounts can be adjusted to correct rounding variances on the Employer Accounts tab. Withholdings: \$2,922.60

Remember Dates until form closes. Save Close

OH 43215 - [ ] Year

Employee Accounts **Employer Accounts** Additional

Employee Name Post Date Start Date

12/21/20 01/03/20

12/21/20 01/03/20





# Solution Demo Available Online (8 Minutes)

The screenshot shows a web browser window with the URL `uanlink.ohioauditor.gov`. The website header includes the UAN logo and navigation links for SOFTWARE, HARDWARE, TRAINING, and RESOURCES. The TRAINING menu is expanded, showing a list of topics: Accounting, Payroll, Budget, Inventory, Cemetery, Year End, Training Centers, Transition, and Hardware. The Payroll item is highlighted in green. A red arrow points from the Payroll item to a list of topics under the 'Housekeeping' section. The 'Apply OPERS Credits for Rounding Variances' item is highlighted in purple.

**Housekeeping**

- [What is the Difference Between the Post Date and Pay Period of a Wage](#)
- [Apply OPERS Credits for Rounding Variances](#)
- [Correct the Pay Period on Batch or Posted Wages](#)
- [Manage Outstanding Wage or Withholding Payments \(current and prior year\)](#)
- [Evaluate Unpaid Withholdings](#)
- [Proper Use of the Unpaid Withholding Clear Utility](#)
- [Managing Withholding Overpayment Credits](#)

**Payroll Electronic Funds Transfer (EFT)**

- [Payroll EFT Handbook](#)
- [Play All FFT Videos](#)

# Elected Pay Rate

- Compare your first amended certificate to the Township pay scale
- High number of fiscal officers paid the wrong rates to elected officials in recent years
- Put a copy of the pay scale in the amended certificate file and check it every time you get an amended certificate



# Mistakes Should be Corrected Immediately!



- Payroll mistakes **MUST** be corrected a timely manner, or they will adversely affect tax/retirement reports and withholding payments.
- **Never leave an error uncorrected until year end.**

# FRAUD ALERT

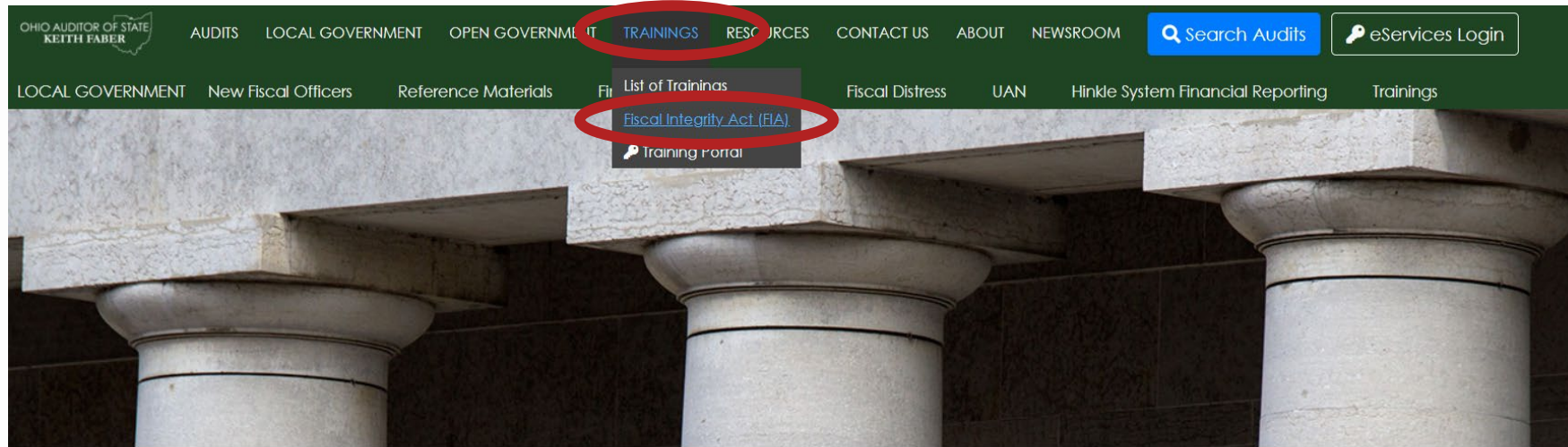
- UAN continues to see cases of EFT Fraud
- What is EFT Fraud?
  - The fiscal officer receives an email appearing to be from the employee to update their direct deposit account information
  - The listed account DOES NOT belong to the real employee.
  - When the next payroll is run, the employee does not receive their pay since it goes to the scammer's account.
- Ways to Prevent This
  - Require signed forms to be turned in to update bank account information.
  - Contact the employee directly to confirm if the email received was legitimate.



# Questions



# Self Report Today's Training Fiscal Integrity



## Fiscal Integrity Act (FIA)

The Fiscal Integrity Act (FIA), enacted March 23, 2015, raises the bar of accountability for fiscal officers across the state. The law helps deter accounting errors and fraud with increased training requirements and a new removal process for fiscal officers.

### Training Portal Demo

Register to view the Fiscal Integrity Act Training Portal Demo  
Available On Demand only 20 minutes

[Register Now >>](#)

### Training Portal Login

Sign into the AOS Training portal to add your Fiscal Integrity Act Continuing Education hours.

[Training Portal](#)

## Uniform Accounting Network

65 E. State St., 14<sup>th</sup> Floor

Columbus, Ohio 43215

UAN phone: (800) 833-8261

UAN Support email: [UAN\\_Support@ohioauditor.gov](mailto:UAN_Support@ohioauditor.gov)

UAN Tech email: [UAN\\_Tech@ohioauditor.gov](mailto:UAN_Tech@ohioauditor.gov)

UAN website: [www.UANLink.OhioAuditor.gov](http://www.UANLink.OhioAuditor.gov)