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INTRODUCTION TO OHIOTAS

THE OHIOTAS PROGRAM

The Ohio Township Accounting System [OhioTAS] consists of three modules: **Accounting**, **Payroll**, and **Security**.

GENERAL FEATURES

Select your own hardware. OhioTAS runs on any IBM computer and prints to multiple types of printers. No special hardware is required.

Customize your OhioTAS configuration. By default, OhioTAS runs on a standalone computer; however, it can be configured to run over a network and/or to support multiple users.

Easily back up your OhioTAS data. OhioTAS allows you to backup live data using a snapshot feature, storing the backup on any medium. In addition, prior year data is automatically saved at year-end.

Easily access all data and reports. OhioTAS has a simple menu-driven interface, which allows you to perform transactions using sequential menu options. All reports can be viewed onscreen or printed as an 8×11 report.

GENERAL FEATURES [CONT'D]

Customize your OhioTAS printing options. OhioTAS allows you to preview documents and reports before printing. In addition to default printers, OhioTAS also supports an alternate printer function. Reports from prior years are always available.

Generate electronic output. OhioTAS allows you to save all documents and reports as PDFs. In addition, OhioTAS data can be exported to comma-separated values [CSV] files and accessed using a spreadsheet program.

Reference integrated online help. OhioTAS provides an online manual that can be launched using a menu or shortcut key. The manual provides referential information by menu option.

Obtain individualized customer support. Using the data snapshot option, you can email data to customer support for troubleshooting. In addition, customized procedures are provided upon request.

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The Accounting Module

The **Accounting Module** is a computerized fund accounting system incorporating encumbrance procedures as established by Ohio State Code and the Ohio State Auditor.

SPECIAL FEATURES

Manage your cash assets. Allows you to establish funds, advance and transfer money, and reconcile your data with bank statements.

Record receipts of money. Allows you to establish receipt accounts; record and print standard, interest, and memo receipts; process refunds by charging receipt accounts; and check for duplicate receipt numbers.

Record expenditures of money. Allows you to establish appropriations, charge directly to appropriations or to POs and BCs, process overpayments by crediting appropriations, and check for duplicate warrant numbers.

Manage your budgets. Allows you to setup your budgets, modify budgets for the current or next year, and transfer budgets to the **Accounting Module** using an independent **Budget System**.

Generate accounting and status reports. Allows you to generate financial reports in GASB or funds-based format, print ledgers and journals, print status and information reports, and print 1099 forms.

Maintain accounting audit trail. Identifies each transaction by a unique sequential number and maintains a detailed history of all accounting activity.

ENCUMBRANCE ACCOUNTING

The **Accounting Module** uses three budgetary categories: funds, appropriations, and receipt accounts [Error! Reference source not found.]. A fund tracks expenditures and receipts. An appropriation allocates an expenditure of money and a receipt account records a receipt of money.

ALLOCATING AN EXPENDITURE

An appropriation allocates the expenditure of money in three ways:

Direct Charge. An expenditure can be charged directly to an appropriation. Payroll payments are typically direct charges.

Purchase Order. An expenditure can be allocated to a purchase order [PO], which charges as many as twelve appropriations but is paid to only one vendor.

Blanket Certificate. An expenditure can be allocated to a blanket certificate [BC], which charges only one appropriation but is paid to multiple vendors.

RECORDING A RECEIPT

A receipt account records the receipt of money in four ways:

Standard Receipt. A standard receipt tracks incoming funds.

Interest Receipt. An interest receipt tracks incoming interest from an investment.

Memo Receipt. A memo receipt tracks incoming funds and makes a charge simultaneously.

Reduction of Expenditure. A reduction of expenditure credits an appropriation [processes a reimbursement].

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The Payroll Module

The **Payroll Module** is a payroll system that is integrated with the **Accounting Module**.

SPECIAL FEATURES

Process payroll. Allows you to maintain detailed employee records, customize payroll using different pay types, import time worked data from an external time entry system, exempt pay types from Federal/State and OPERS/OPF withholding, and generate payroll payments as warrants or direct deposits.

Process withholding. Allows you to withhold Federal, State, OPERS/OPF, local, union, school district, and miscellaneous deductions; exempt miscellaneous deductions from Federal/State, FICA/Medicare, and OPERS/OPF withholding; and generate withholding payments as warrants or direct deposits.

Generate payroll and status reports. Allows you to generate monthly, quarterly, and yearly reports; print status and information reports; generate OPERS/OPF reports; and print 941 and W2 forms.

Maintain payroll audit trail. Identifies each transaction by a unique sequential number and maintains a detailed history of all payroll activity.

TAX TABLES

Maintenance of income tax tables. If you have purchased the OhioTAS **Payroll Module**, *[software company]* provides updated Federal and State income tax tables in accordance with the OhioTAS payroll license.

The tax table update is automatically shipped and billed unless *[software company]* is notified that the service is not required.

OHIOTAS PAYROLL PROCESSING

The OhioTAS payroll process consists of six steps [Error! Reference source not found.]. The first three steps are the same regardless of the method of payment.

ENTERING PAYROLL

Enter time cards. Employee payroll is entered for (a) specific pay period(s).

CALCULATING WITHHOLDING

Post time cards for date earned. Withholding for OPERS/OP&F is calculated based on the date the payroll is *earned*.

Post time cards for date paid. Withholding for federal, state, local, union, school district, and miscellaneous deductions is calculated based on the date the payroll is *paid*.

GENERATING PAYMENTS

Process Time Cards. A pending payroll payment [warrant or direct deposit] is created.

Process Withholding Accounts. A pending withholding payment [warrant or direct deposit] is created.

Release pending payroll. All payroll and withholding pending payments [warrants or direct deposits] are released in the **Accounting Module**. Once released, OhioTAS posts [saves] all charges to the data files. For a pending direct deposit, OhioTAS creates a bank transfer file for further processing.

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The Security Module

The **Security Module** is an optional integrated security system to be used with the **Accounting** and **Payroll Modules**. This module allows you to set up user accounts and control access to OhioTAS data and menus.

SPECIAL FEATURES

Maintain data security. Monitors the integrity of your data files and deactivates OhioTAS when unauthorized access occurs.

Maintain user accounts. Allows you to set up individual user accounts and assign rights to each user on a menu-by-menu basis.

The Training Program

The **Training Program** allows you to execute OhioTAS operations using either practice data or a copy of your live data.

SPECIAL FEATURES

Practice with training data. Provides a predefined set of sample accounting data that can be used as practice data.

Practice with live data. Allows you to copy your current governmental entity data to training data. If you are unsure of how to enter a specific transaction, this option allows you to practice without affecting your live data.