

OHIO AUDITOR OF STATE KEITH FABER



TO: Newly Elected Fiscal Officers
FROM: UAN Support
DATE: February 13, 2020
SUBJECT: Uniform Accounting Network Training for Newly Elected Fiscal Officers

OVERVIEW

UAN has developed and is offering training to aid in the transition to UAN for newly elected or appointed fiscal officers. The training consists of phases which are based on your background and previous experience. The phases are described below.

<p>Phase 1 - Orientation: This session is for all Fiscal Officers that are new to UAN and is an introduction to everything UAN! We'll discuss training, UAN Support, fees, invoices, your UAN hardware, password resets, virus protection, software releases, updating your UAN contact information, the UANlink and more. Please note that this session does not discuss the UAN application.</p>	<p>This session is available on demand online: https://uanlink.ohioauditor.gov/training/transition.html</p>
<p>Phase 2 - UAN Prerequisite Training: These sessions are designed for inexperienced Fiscal Officers. The sessions are designed to acquaint new Fiscal Officers with fund accounting and payroll concepts necessary to begin utilizing the UAN application. If you have no previous experience with fund accounting and/or payroll, please review the UAN prerequisite training materials before any UAN application training.</p>	<p>These sessions are available on demand online: https://uanlink.ohioauditor.gov/training/transition.html</p>

<p>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.</p>	<p>These sessions are available on demand online: https://uanlink.ohioauditor.gov/training/transition.html</p> <p>In addition, UAN is offering training on the UAN Accounting Module and the Payroll Module for newly elected fiscal officers in a traditional classroom setting and live online. The choice of the training format is yours and be assured that the content of the training will be identical independent of the presentation format selected.</p> <p>You will find detail on registering for the classroom and live online sessions below.</p>
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Reminder: UAN training classes are available to all UAN clients and there is no additional cost to attend.

CLASSROOM TRAINING

Location: UAN Training Room
88 East Broad Street, 11th Floor
Columbus, Ohio 43215

Hours: 9:00 AM to 4:00 PM with a 1 hour lunch break. We will be available for an additional 1/2 hour (from 4:00 PM – 4:30 PM) after the class concludes to address individual questions.

Please Note: The UAN Training room has the capacity for 12 individuals and classes will be scheduled on a first contact basis. If you need to cancel your registration, please call the UAN Support as soon as you know so the seat could be made available to others.

ONLINE TRAINING

Location: Online training will be conducted over the internet. The online training class is available for you to take anywhere you have a high speed internet connection, and the computer does not necessarily have to be your UAN computer (but it can be). Speakers are required.

Hours: 9:00 AM to 4:00 PM with a 1 hour lunch break. We will be available for an additional 1/2 hour (from 4:00 PM – 4:30 PM) after the class concludes to address individual questions. We will open each online session 1/2 hour prior to the beginning of the class. The purpose of this is to allow any attendee that has not previously participated in an online training class to verify your system is working correctly.

TRAINING SCHEDULE

March 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
15	16 Accounting – Classroom	17 Payroll – Classroom	18 Accounting – Classroom	19 Payroll – Classroom	20	21 Accounting – Online
22	23	24 Accounting – Classroom	25 Payroll – Classroom	26 Accounting – Classroom	27 Payroll – Classroom	28 Payroll – Online
29	30 Accounting – Classroom	31 Payroll – Classroom				

April 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Accounting – Online	3 Payroll – Online	4
5	6	7	8	9	10	11
12	13 Accounting – Classroom	14 Payroll – Classroom	15 Accounting – Online	16 Payroll – Online	17	18

HOW TO REGISTER

To register, please click the following link: <https://uanlink.OhioAuditor.gov/> (UANLink’s home page), from the ‘UAN Accounting and Payroll Classes for Newly Elected Fiscal Officers’ section select ‘Register Here’. From there you will find a page where you will be able to select the class session. After registering, you will receive a confirmation email within 24 hours.

Please Note: Those who register for an online course, the confirmation email will contain a web link/address to access your training class. It is important to retain and be able to access the email the morning of your scheduled training class as this email contains a unique link that corresponds only to you and your class registration.

If you have questions, please contact UAN Support at 1-800-833-8261 or email UAN Support at UAN_Support@ohioauditor.gov.