



Nov. 5, 2025

UAN YEAR-END UPDATE

Hello,

This UAN User Note contains five topics:

1. UAN Year-End Update Invitation
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3. ThreatDown Updates
4. Past Due UAN Fees
5. UAN Release Delivery Options

1. UAN YEAR-END UPDATE INVITATION

The Uniform Accounting Network (UAN) invites you to the 2025 UAN Year-End Update, a **free, one-day event** exclusively for current UAN clients. This event provides essential guidance on year-end and new-year processes, including using temporary mode for December 2025 and January 2026 postings and insights on critical tasks.

Attendees have three options:

- **In-Person:** Dec. 3, 2025 — Quest Conference Center, Columbus, Ohio
- **Webinar:** Dec. 5, 2025 — Live online broadcast (same content)
- **On-Demand:** Recording available after the session

In-Person — Event Details

Date: Wednesday, Dec. 3, 2025

Time: 8 a.m. to 4 p.m.

Location: Quest Conference Center, 9200 Worthington Road, Ste 400, Westerville, Ohio 43082

Meals: A continental buffet breakfast and lunch will be offered. In addition to the lunch buffet, vegetarian and gluten-free options will be available.

Registration: Registration is required and limited to the first 150 registrants. The deadline to register is **Noon, Tuesday, Nov. 25, 2025**, to ensure an accurate meal count. Steps to register are below.

Cancellation: If you need to cancel, contact UAN Support as soon as possible to allow your spot to be reassigned.

Additional details: Check-in begins at 7:30 a.m., and parking is free at the Quest Conference Center. Training materials will be provided at the event. See the [UANlink](https://uanlink.ohioauditor.gov) (uanlink.ohioauditor.gov) › Training › Training Centers for more about the location.

In summary: You **MUST** register if you want to attend the conference on Dec. 3, 2025. You must register no later than **Noon, Nov. 25, 2025**. Space is limited to 150 attendees, so register early! If maximum capacity is reached, no one else will be able to register for the in-person event.

In-Person — Steps to Register

- If more than one person from your entity is attending, **you must register each person, one at a time**, so we have an accurate attendee count and a lunch for each person.
- If you are the fiscal officer for more than one entity, **you need to register for only one entity, not each entity**, because you need only one seat and one lunch.

Step 1: From the [UANlink](https://uanlink.ohioauditor.gov) (uanlink.ohioauditor.gov), click the Profile Login button in the upper right corner.

Step 2: Enter your username and password.

- *Username:* Your 4-digit UAN Entity ID.
- *Password:* Your 5-character Auditor of State invoice customer number.

Step 3: Select “Quest Conference Center — UAN Year-End Update”.

Step 4: Enter details on the form: First name, last name, email address, UAN 4-digit ID, entity name, and entity county. Then select your lunch option of buffet, vegetarian, or gluten-free, and click Submit.

Step 5: You will see a confirmation message, **but you will not receive a confirmation email**. Print or take a screen shot of the confirmation message if you want it for your records.

Webinar — Event Details

Date: Friday, Dec. 5, 2025

Time: 8 a.m. to 4 p.m.

Format: Live Webinar — this session will be "broadcast" online in real time.

Registration: **Registration is required, but there is no specific deadline** — you may sign up even on the day of the event. However, we encourage early registration to secure your spot, as attendance is limited to the **first 1,000** registrants.

Webinar — Hardware Requirements

To join the webinar, be sure you have the following:

Compatible device: You may view the webinar from any device (e.g., computer, tablet, smartphone, etc.). Your computer does not have to be your UAN computer (but it can be, if you prefer).

Connection: High-speed internet or uninterrupted streaming.

Audio: Make sure your device has a speaker or audio output for headphones/earbuds.

Training materials will be available on [UANlink](https://uanlink.ohioauditor.gov) (uanlink.ohioauditor.gov) on or about Tuesday, Dec. 2, 2025.

Webinar — Steps to Register

- If more than one person from your entity is attending, and you will be watching from the same location and device (e.g., computer, tablet, or smart TV) **you do not need to register each person.**
- If more than one person from your entity is attending **but watching from different locations or devices, register each person, one at a time.**

Step 1: From the [UANlink](https://uanlink.ohioauditor.gov) (uanlink.ohioauditor.gov), click the Profile Login button in the upper right corner.

Step 2: Enter your username and password.

- *Username:* Your 4-digit UAN Entity ID.
- *Password:* Your 5-character Auditor of State invoice customer number.

Step 3: Select the “Webinar — UAN Year End Update” session.

Step 4: Enter details on the form: First name, last name, email address, UAN 4-digit ID, entity name, and entity county, and click Submit.

Step 5: Check your inbox for a confirmation email with a link to access the training. If it's not in your inbox, check your spam or junk folders for an email from ON24.com.

On-Demand — Details

For those who cannot attend either day, a recording of the webinar will be available on the UAN website on or about Dec. 15, 2025.

Registration is not required to access the recording. Look for the UAN Year End Update video that'll be posted at [UANlink](https://uanlink.ohioauditor.gov) (uanlink.ohioauditor.gov) › Training › Year End.

2. PRE-YEAR END TRAINING VIDEO

This video is designed to help you have a smooth year-end process. We present areas to focus your attention on leading up to December to ensure you are ready to begin the year-end process with a clean slate, have all accounting and payroll errors resolved, and get a head-start on next year while working in Temporary Mode.

The training video can be accessed from [UANlink](https://uanlink.ohioauditor.gov) (uanlink.ohioauditor.gov) › Training › Year End.

3. THREAT-DOWN UPDATES — UAN COMPUTER RESTART

There are times when a restart of the UAN computer is required to perform necessary security updates for ThreatDown. We are requesting that you follow the steps below to restart your UAN computer on a weekly basis.

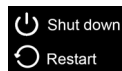
Step 1: Click the blue Windows Start icon in the taskbar.



Step 2: Click the Power icon.



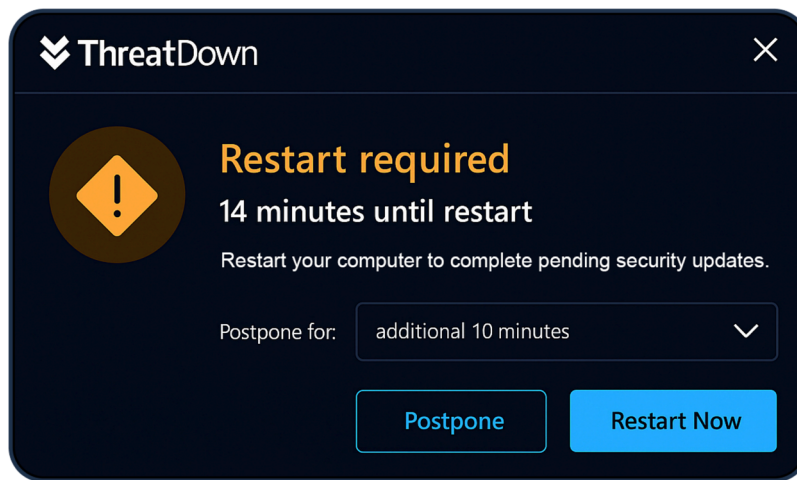
Step 3: Click either Shut down or Restart.



Note: Using the Windows Sleep feature through either the Windows menu or by holding down the power button is not a full restart of the computer.

UAN is able to determine which computers require a restart to perform a critical security update and will use a "Requested Restart" of the UAN computer to ensure the update is installed.

For the "Requested Restart," the following screen allows you to perform the restart immediately or at a time of your convenience.



Note: UAN Tech's use of the "Requested Restart" will not be required if you perform a weekly shut down or restart.

4. PAST-DUE UAN FEES

The Auditor of State fiscal office has asked that we include a reminder to entities that may be transitioning Fiscal Officers at year-end to discuss AOS e-Services with the incoming Fiscal Officer.

This may help your entity avoid becoming past due in AOS Audit fees and, more important, UAN fees. As a reminder, any entity that is 90 days past due in UAN fees will not receive future UAN releases until the balance is resolved.

5. UAN RELEASE DELIVERY OPTIONS

1,950 of the 2,160 UAN entities are registered to download their UAN releases rather than wait for the release to be duplicated and mailed to them. Each entity may choose to download the release as opposed to receiving it through the mail.

The benefit is that you will receive the release about one week sooner than by mail. It also eliminates the risk of receiving a disc that has been damaged during delivery.

However, this option is not a good choice for all entities. Entities without high speed internet should continue to receive releases through the mail. If you have metered internet service, please review your data usages and note that each UAN release is 1–2 GB.

All entities will continue to receive the release through the mail unless you select the option to download future releases by following these steps:

Step 1: From the [UANlink](http://uanlink.ohioauditor.gov) (uanlink.ohioauditor.gov), click the Profile Login button in the upper right corner.

Step 2: Enter your username and password.

- *Username:* Your 4-digit UAN Entity ID.
- *Password:* Your 5-character Auditor of State invoice customer number.

Step 3: Click the UAN Release Delivery Option.

Step 4: Click the radio button next to the “I will DOWNLOAD the UAN release” option.

Step 5: Click Save.

You will then be presented with a confirmation page, and a confirmation e-mail will be sent to the email address on record with UAN.

Entities that choose this option will receive detailed download instructions at the time of the release.

Entities may change their selection at any time. We will determine who receives the release via mail or through a download at the point in time when each release is available.

Respectfully,

UAN Support

UAN
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