

OHIO AUDITOR OF STATE

KEITH FABER



TO: UAN Users
FROM: UAN Support
DATE: August 12, 2026
SUBJECT: Version 2026.3 Download & Install Instructions

UAN version 2026.3 is now available to download using the OneDrive Cloud. The install is approximately 611 MB, the time required to download this large release is dependent on the download speed of your internet connection. As a reference, if your download speed is 50 Mbit/Sec then the download will take approximately 1.5 minutes.

Please note: The download link from OneDrive will expire on September 8, 2026

Download Instructions

☐ (01) Copy and paste the **full** link into your internet browser address bar and press enter:

https://ohauditor.sharepoint.com/:u:/s/UANDownload/IQCHj8_wJL0uTIFj5YLh3gDEAfM6MfETKGaMXYa8rcz_z4g?e=f921PO

☐ (02) A OneDrive window will appear in your web browser displaying the UAN Install folder requesting a password. The password is 'FiscalOfficer' (*no quotes, capital F and O, and no space*). Type in the password and select Verify.

☐ (03) An Office 365 window **may** appear in your web browser displaying the contents of the UAN install folder. Select the appropriate version to download by clicking on the link under the Name Column. If you do not see the window in this step, you can move on to Step (04).

☐ (04) The file to be downloaded will now be displayed, select the Download button.

Note: *If you only see an "Open" button (and there is no "Download" button), do the following:*

- *Click on the "X" next to 1 of 1 in the top right corner of the screen. This will bring you to a Download screen.*
- *Right click over the yellow file folder and select "Download". You will see the file downloading in the lower left corner or the upper right corner of your screen.*

☐ (05) The download will now begin and should be displayed in the top right corner of your

web browser. If you do not see the file being downloaded, select 'Ctrl-J' on your keyboard to open the download folder.

- ☐ (06) When the download is complete, select 'Open file'. A window will display containing a Setup file and an Install folder. (An Open File – Security Warning box *may* also appear. If so, select 'Open'.)

Install Instructions

This update must be installed after version 2026.2. Contact UAN Support if you require a copy of version 2026.2.

Single UAN computer use: If your entity operates UAN on **one computer only** (*majority of UAN clients*) skip to Step (01) below.

UAN Multi-User Network: When UAN is used on **two or more computers** in a network environment, the download and install process must be performed on all computers that use UAN. However, the installation on the first computer receiving the version update will force all other networked UAN users to be automatically logged out of the software until it is finished.

Note: *Please be patient – the update may occasionally stall or take longer than predicted below. Do not cancel the update unless instructed by UAN Support.*

- ☐ (01) Perform a UAN Backup in: General > Maintenance > Backups
Label the disc and/or name the backup file: '**Before 2026.3 Update**'.

Note: *In multi-user environments, only one computer must perform the UAN Backup.*

- ☐ (02) Close **all** open applications and return to the Desktop (Windows main screen).
It is important that no other applications are running.
- ☐ (03) Double click on the Setup file (this is file that downloaded in Step 6 of the Download Instructions).
- ☐ (04) A *User Account Control* message will be displayed. Enter your UANInstaller Account password **FiscalOfficer** (capital F and O, no spaces).
- ☐ (05) An InstallShield window will appear. To start the installation, click **[Next]**.
- ☐ (06) 'Complete' and 'Custom' options will appear. Choose '**Complete**' and click **[Next]**.
- ☐ (07) A window titled *Ready to Install the Program* will appear. Click **[Install]**.

Note: *If the update determines that an error exists, it will instruct you on how to proceed. After resolving any errors, restart the update.*

- ☐ (08) A window titled *Uniform Accounting Network – InstallShield Wizard* will appear with a progress bar. A window titled *Database Update* will also appear briefly.

Note: *In multi-user environments, only the first computer to install the update will display the Database Update window.*

- ☐ (09) **Please be patient – the update may occasionally stall** or take longer than predicted below. **Do not cancel the update** unless instructed by UAN Support. Allow *roughly* 15-30 minutes. The progress bar may appear to stall – this is **normal**.
- ☐ (10) *InstallShield Wizard Completed* will be displayed. Click **[Finish]**.
- ☐ (11) Open UAN to verify that **Version 2026.3** appears in the status bar at the bottom.

Note: *After Version 2026.3 has been installed, the Overview, Year End Procedures, and other documents related to the update and its contents will be accessible from your desktop in: **UAN Tools → Version Documentation → 2026.3.***