

Hello,

UAN has discovered a minor issue with UAN Version 2015.1 related to footing of the financial journals. A patch correcting the issue is already available to download and install from the UANLink website.

NOTE: All UAN users must install this patch as soon as possible after installing version 2015.1.

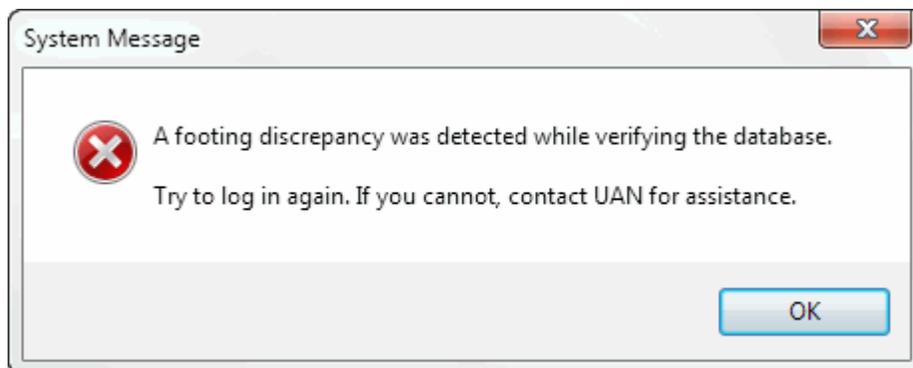
This memo addresses:

- A) When to install the patch**
- B) How to install the patch**
- C) How to verify the patch (optional)**

A) When to Install the Patch

NOTE: All timing considerations are explained below. Temporary Mode and fiscal year are irrelevant.

- 1)** If you have installed version 2015.1, skip to Section B and install the patch *now*. If you have already encountered the issue (*see the error message below*), this patch will also correct the error for you.



- 2)** If you have *not* installed version 2015.1 yet, install the patch immediately after doing so.

B) How to Install the Patch

NOTE: If your UAN computer does not have internet access, follow the steps below using any computer with internet access, but instead of choosing to [Run] the file, [Save] it to a flash drive or CD. Transfer the file to your UAN computer, open the file there, and resume following the steps below.

Instructions

NOTE: You do NOT have to create a UAN Backup before or after installing this patch.

If UAN is currently running, close it before following these steps.

- 1) Using **Internet Explorer**, open the UANLink website: <https://uanlink.ohioauditor.gov>
- 2) Under the bold heading "**Important**", click: **2015.1 Footing Patch**
- 3) On all *Internet Explorer prompt bars*, click **[Run]**.
- 4) If you see an *Open File – Security Warning* window, click **[Run]**.
- 5) If you see a *Symantec* window, choose to **[Allow this file]**, then click **[OK]**.
A window labeled DotNetZip Self-extractor will appear.
- 6) '*Install the 2015.1 Footing Patch?*' will appear. Click **[Yes]**.
Various windows will briefly appear during the installation process.
- 7) '*The 2015.1 Footing Patch has been completed successfully.*' will appear. Click **[OK]**.

NOTE: If instead a message appears stating "*The 2015.1 Footing Patch was unable to correct your footing error,*" contact UAN Support as soon as possible at 1-800-833-8261.

C) How to Verify the Patch (optional)

This patch **does not change the UAN software version number**. If you wish to double-check that the patch was installed, view the Transaction Log Report in the software in: General > Reports & Statements. This report is ordered from oldest transaction (*at the top*) to newest (*at the bottom*). You should find a transaction labeled **Software Update Complete – Name: 2015.1 Footing Patch** near the very bottom of the displayed or printed report.

Respectfully,

UAN Support