



Dave Yost • Auditor of State

UAN Year End Update

The Uniform Accounting Network (UAN) is pleased to invite you to the 2016 Year End Update. The Year End Update will again be offered at the Fawcett Center in Columbus, Ohio and online (webinar). The sessions will not be held simultaneously, please see below for the session dates:

- On **Tuesday, December 6, 2016**, the Year End Update will be in Columbus at the **Fawcett Center** (2400 Olentangy River Road, Columbus, Ohio 43210).
- On **Friday, December 9, 2016**, the Year End Update will be broadcast live **online** via high-speed internet.

The presentation and material for each day will be identical. The UAN Year End Update is free of charge and only available to current UAN clients. Clients must register online for their choice of presentation. Registration is being taken on a first come, first served basis (400 attendees at the Fawcett Center and 525 attendees for online training). For those who cannot attend either day, a recording will be posted on the UAN website (UANLink) about one week after the presentation.

The purpose of the UAN Year End Update is to provide a review of the end of the year and the beginning of the year processes. This year we are placing a greater emphasis on the proper use of temporary mode to post work in December 2016 and January 2017 and to provide additional guidance on critical tasks that need to be accomplished.

Note: this year's presentations will not include 'Housekeeping' sections – which were included in 2015's Year End Update – so that more time can be devoted to demonstrating best practices for year end and the new year procedures. In its place, UAN hosted two Housekeeping training sessions (Accounting and Payroll) this past September. Those sessions were recorded and are available online for those who did not have the opportunity to attend or would like a refresher. To access, click the links that follow or type the address into a web browser:

Accounting Housekeeping: <https://uanlink.ohioauditor.gov/training/accounting/moduletraining/default.html>
(scroll to the Accounting Housekeeping section)

Payroll Housekeeping: <https://uanlink.ohioauditor.gov/training/payroll/moduletraining/default.html>
(scroll to the Payroll Housekeeping section)

Tentative Agenda:

Session

7:00 a.m. - 8:00 a.m.	Registration
8:00 a.m. - 8:15 a.m.	Welcome and Introduction
8:15 a.m. - 8:30 a.m.	Malware
8:30 a.m. - 8:45 a.m.	Version 2017.1 Overview
8:45 a.m. - 9:30 a.m.	Year End Best Practices
9:30 a.m. - 9:45 a.m.	Break
9:45 a.m. - 11:30 a.m.	Year End Best Practices
11:30 a.m. - 12:30 p.m.	Lunch

12:30 p.m. - 1:45 p.m.	Hinkle System Notes
1:45 p.m. - 2:00 p.m.	Break
2:00 p.m. - 4:00 p.m.	Year End Best Practices
4:00 p.m. - 4:30 p.m.	Questions for UAN Staff

Additional Information For Fawcett Center Registrants:

Clients attending the Fawcett Center will be provided a continental breakfast as well as a plated lunch. An alternate lunch menu will be available for those individuals who are vegetarian. The seating format will be theater style.

Thursday, December 1, 2016, UAN Support will email you a parking pass for the Fawcett Center. The parking pass must be displayed on your dashboard while parked on the Fawcett Center's premises. If you don't have your parking pass, UAN will have extra parking passes available at the registration table.

Additional Information For Online/Webinar Registrants:

Clients attending the online presentation will be provided instructions after registration for viewing the live broadcast. Your training confirmation email will contain a link to access the online training, so please do not discard the email until the Year End Update has been completed. We will open the on-line presentation one hour prior to the beginning of the Year End Update (8:00 AM). The purpose of this is to allow any attendee that has not previously participated in an on-line training class to verify your system is working correctly. UAN Tech Support will be available if problems are encountered.

***Please Note:** After accessing the webinar, you will see the UAN welcome slide and hear music playing through your device's speaker(s).*

How to Register:

To register on-line, please perform the following steps:

Step 1: Click the following link: <http://uanlink.auditor.state.oh.us/>.

Step 2: Select 'Profile Login'.

Step 3: Enter your username and password then click on 'Login'. Your username is your four digit UAN entity identification number. Your password is the five-digit Customer Number located on your Auditor of State invoice. Then select the 'Login' button.

Step 4: Select the 'View Available Trainings' link. You may receive a message asking if website 'www.auditor.state.oh.us' is a trusted site, select 'Yes'.

Step 5: Select 'Register'.

Step 6: Fill out the requested information. All fields are required. The registration cannot be completed if any of the required fields are left blank. Select 'Continue' to submit your registration for verification.

Step 7: After you have selected 'Continue', a verification page will appear. Select 'Back' and make any necessary corrections, or select 'Register' to complete your registration.

Step 8: If you have completed registering, select 'Back to Home'. If you need to register multiple individuals from your local government, select 'Register' and repeat steps 6 through 7.

Step 9: After you have completed registering, close the web page. Once you have successfully submitted your registration, a confirmation email will be delivered within 24 hours.

If you have any question(s), please contact UAN Support at 1-800-833-8261 or email support at UAN_Support@OhioAuditor.gov.