



This UAN User Note contains two topics:

- UAN Release Delivery Options
- UAN Year End Update Invitation

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## UAN RELEASE DELIVERY OPTIONS

To date about 775 entities have chosen to download their future UAN releases rather than receiving them by mail. Each entity has the ability to select to download the release as opposed to receiving it through the mail.

The benefit to you is that you will be able to receive the release as soon as it available and not wait for the duplication process and mailing which takes at least a week. 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 the release 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 that haven't chosen to download the release will continue to receive the release through the mail unless you select the option to download the release through these steps:

- Step 1:** From the UANlink (<https://uanlink.ohioauditor.gov>) click the Profile Login button in the upper right corner.
- Step 2:** Enter your username and password. Your Username is your 4-digit UAN ID. The password is the 5 character AOS ID that can be found on your AOS invoice.
- 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 currently on record with UAN.

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

Entities can 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.

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## UAN YEAR END UPDATE

The Uniform Accounting Network (UAN) is pleased to invite you to the 2021 UAN Year End Update. 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. The instructors emphasize the proper use of temporary mode to post work in December 2021 and January 2022 and to provide guidance on critical tasks.

The UAN Year End Update is free of charge and is only available to current UAN clients. This is a one-day event with options to either attend the presentations in-person in Columbus (Fawcett Center) or login

online on a different date to attend it via webinar. The content of in-person and webinar presentation days will be identical.

Presentation dates are as follows:

- **Wednesday, December 1, 2021 at the Fawcett Center**/in-person in Columbus (2400 Olentangy River Road, Columbus, Ohio 43210). Time: 8:00 AM to 4:00 PM. Attendance is open to the first 310 pre-registrations. Since we need an accurate count for meal choices, the **deadline to register for Fawcett Center is November 23, 2021.**
  - Additional information for Fawcett Center registrants:
    - Clients attending the Fawcett Center should be aware of the changes required due to the pandemic. Masks are required to be worn 100% of the time inside the OSU Fawcett Center regardless of your vaccination status.
    - A continental buffet breakfast **will not** be offered as we have done in the past, but coffee, tea, and water will be available in the morning.
    - The lunch will also be changed this year to a boxed lunch, we feel that this will provide you with some alternative dining locations compared to only eating in the dining hall. You will make your boxed lunch selection when you register. Boxed lunch choices are Club Wrap, Caribbean Chicken Wrap, Vegetarian Chef Choice, or Gluten Free Chef Choice. Boxed lunches will include Kettle Chips, fruit salad, freshly baked cookie and a bottle of water.
    - Check in at the Fawcett Center begins at 7:30 AM.
    - The auditorium seating format is theater style.
    - Training material will be provided at the event.
  - On **Wednesday, November 24, 2021**, UAN Support will email each registrant a parking pass. The Fawcett Center requires that you display the parking pass on your dashboard while parked on the Fawcett Center's premises. UAN will have extra parking passes available at the event for those who forget or misplace their parking pass.
- **Monday, December 6, 2021 broadcast live webinar/online** via high-speed internet. Time: 8:00 AM to 4:00 PM. **Pre-registration for the webinar is required this year.**
  - Additional information for webinar registrants:
    - You can view the webinar from any device (computer, tablet, smartphone, etc.) that has a high-speed internet connection, and the computer does not necessarily have to be your UAN computer (but it can be). Make sure the device has either a speaker or audio output for connecting earbuds/headphones.
    - On **Wednesday, November 24, 2021** the year end update training materials will be available for webinar registrants to download from the UAN home page at <https://uanlink.ohioauditor.gov>
- **Video Recording** For those who cannot attend either day, a video recording of the webinar will be available on the UAN website by December 13, 2021. You will be able to self-report your training time for watching the video. The UAN Year End Update video will be posted on the UAN training page at: <https://uanlink.ohioauditor.gov/training/yearend/default.html>

**Steps to register** Registration is required for Fawcett Center or Webinar.

- Using your internet browser go to the UAN website <https://uanlink.ohioauditor.gov>
- Click Profile Login at the top-right corner of the UAN home page.
  - o The username is your 4-digit UAN Entity ID, and the password is your 5-character Auditor of State invoice customer number.
- Select the session you wish to attend.

**FAWCETT CENTER December 1, 2021:** You **MUST** register if you want to attend the Fawcett Center live presentation.

To allow for an accurate lunch count and lunch selections to be provided at the Fawcett Center **you must register no later than 12:00 PM (noon) on Tuesday, November 23, 2021.**

Space is limited to 310 attendees. Register early before maximum capacity is reached! If maximum capacity is reached, no one else will be able to register for Fawcett Center.

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 only need to register for one entity, not each entity**, because you only need one seat and one lunch. You will be able to self-report the training time for each entity.

- Select Fawcett Center – UAN Year End Update
- Enter details on the form, first name, last name, email address, UAN 4-digit ID, entity name, entity county, select 1 box lunch option, and click Submit.
- You will see a confirmation message but you will **not** receive a confirmation email. Print or print-screen the confirmation message if you want it for your records.

**Please Note:** The Fawcett Center has the capacity for 310 individuals. If you have to cancel your registration for the Year End Update at the Fawcett Center, please contact UAN Support as soon as possible so that we can provide the space reserved for you to another clerk/fiscal officer who wishes to attend.

**WEBINAR December 6, 2021:** You **MUST** register to attend the Webinar this year. There is no deadline to register – you can register as late as the day of the webinar. We don't recommend waiting; register as soon as you know you want to attend.

If more than one person from your entity is attending, and you will be watching from the same location and computer, tablet or smart TV, you do not need to register each person.

If more than one person from your entity is attending but you will be watching from different locations or devices, you should register each person, one at a time.

If you are the fiscal officer for more than one entity, you only need to register for one entity, not each entity.

- Select Webinar – UAN Year End Update.
- Enter details on the form, first name, last name, email address, UAN 4-digit ID, entity name, entity county, and click Submit.
- You will see a confirmation message and you will receive a confirmation email.
- The confirmation email will contain the link to the training to use the day of the training.
  - o Check your spam or junk email boxes – these confirmation emails are often re-routed by your internet or email security.