



November 14, 2024

This UAN User Note contains five topics:

- AOS and UAN Payment Address
- UAN Year **End** Update Invitation
- Pre-Year End Training Video
- Past Due UAN Fees
- UAN Release Delivery Options

AOS AND UAN PAYMENT ADDRESS

When making a payment to the Auditor of State for **audit services** or **your quarterly UAN fees**, use the address on the remittance stub of the invoice:

Keith Faber
Auditor of State
Accounts Receivable Office
PO Box 711825
Cincinnati, OH 45271-1825

Previously, some clients mailed payments directly to our physical address, which wasn't an issue. However, **our office moved about six months ago**. Payments sent to our old address are being returned to the sender and no longer being forwarded to us.

UAN YEAR END UPDATE INVITATION

The Uniform Accounting Network (UAN) invites you to the 2024 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 2024 and January 2025 postings and insights on critical tasks.

Attendees have three options:

In-Person: Quest Conference Center, Columbus, OH

Webinar: Live online broadcast (same content)

On-Demand: Recording available after the session.

In-Person — Event Details

Date: Thursday, December 5, 2024

Time: 8:00 AM – 4:00 PM

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

Registration: **Registration is required and limited to the first 150 registrants.** The deadline to register is Tuesday, November 26, 2024, by 12:00 PM (noon) to ensure accurate meal count.

Meals: A continental buffet breakfast will be offered.

For lunch a buffet will also be offered. — In addition to the lunch buffet; vegetarian and gluten-free options will be available.

Additional Details

Check-In begins at 7:30 AM, and parking is free at the Quest Conference Center. Training materials will also be provided at the event.

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

See the UANlink (<https://uanlink.ohioauditor.gov>) › Training › Training Centers for additional detail on the location.

In summary, you MUST register if you want to attend the Conference on Thursday, December 5, 2024. You must register no later than 12:00 PM (noon) on Tuesday, November 26, 2024. Space is limited to 150 attendees. Register early before maximum capacity is reached! If maximum capacity is reached, no one else will be able to register.

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 only need to register for one entity, not each entity**, because you only need one seat and one lunch.

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.

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, entity county, select your lunch option of either 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 print-screen the confirmation message if you want it for your records.

Webinar — Event Details

Date: Monday, December 9, 2024

Time: 8:00 AM to 4:00 PM

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

Registration: Registration is required for the webinar, but there is no specific deadline — you can 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, ensure you have the following:

Device Compatibility: You can view the webinar from any device (e.g., computer, tablet, smartphone, etc.)

Note: your computer does not necessarily have to be your UAN computer (but it can be if preferred).

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>) approximately on Friday, December 6, 2024.

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 (i.e., 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>), 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, 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 **around December 16, 2024.**

For the on-demand option, **registration is not required** to access the recording. Look for the UAN Year End Update video that'll be posted on the UANlink (<https://uanlink.ohioauditor.gov>) › Training › Year End.

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 can be accessed from the UANlink (<https://uanlink.ohioauditor.gov>) › Training › Year End

PAST DUE UAN FEES

The AOS fiscal office asked that we include a reminder to entities that may be transitioning Fiscal Officers at year end to remember to discuss AOS e-Services with the incoming Fiscal Officer. This may help in not becoming past due in AOS Audit and, more importantly, 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.

UAN RELEASE DELIVERY OPTIONS

1,900 of the 2,100 UAN entities are registered to download their UAN releases rather than waiting for the release to be duplicated and then mailed to them. Each entity has the ability to select to download the release as opposed to receiving it through the mail.

The benefit is that you will be able to 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 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 will continue to receive the release through the mail unless you select the option to download future releases 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.