UNIFORM ACCOUNTING NETWORK

Course: How to Manage Your Current Year Operating Budget

Course Description: This course will take you through managing the two components of your current year operating budget in the UAN software.

Component 1 Resources Available: We will begin with the initial certification of fund balances and revenue budgets and balancing your UAN software with the Amended Certificate. Also covered, when to request an Amended Certificate and how to add supplemental revenue budgets.

Component 2 Appropriations: Entering board-adopted appropriations in the UAN software, Temporary Appropriations and Permanent Appropriations. Also covered, how to enter board-adopted supplemental appropriations and reallocating appropriations inside and outside your legal level of control.

Course Format: Online/Webinar

Date: Wednesday, March 28, 2018

Time: 11:00 AM - 12:30 PM

Please Note: The course will be recorded and posted on our website approximately one week after the event. Those who are unable to attend the live broadcast do not need to register for the webinar. Anyone with sufficient high-speed internet can watch the recording from the link on our website. This webinar qualifies for 1.5 education credits.

HOW TO REGISTER

To register please perform the following steps:

Please Note: The online training license has a capacity limit. If you are the clerk/fiscal officer at more than one entity, please only register for one entity. Also, if you intend to participate in the webinar with more than one individual from your entity please only register once. Individuals who attend the online training including those that participate but do not directly register can earn education credits in accordance with the Fiscal Integrity Act.

Step 1: Click on the following link:
https://attendee.gototraining.com/r/3744838036821061633
An internet browser window should open a registration webpage for the course you selected.

Step 2: Enter your first name, last name, your email address, your job title, your organization (entity name), your county and your entity's four-digit UAN identification number.

Step 3: Click the Register button. A confirmation email will be sent to your email address. The confirmation email includes a 'Join' button that is required to access the webinar at the scheduled time. It is important to keep the confirmation email to use on the day of the training class – the 'Join' button in the email corresponds to the particular class.

Please Note: After accessing the webinar if you do not see our welcome slide within a minute, please verify that your internet browser's pop up blocker has been deactivated. If you are using Internet Explorer, the pop-up blocker deactivation is located under Tools (The Tools icon is located at the top right corner of the browser's window. The icon looks similar to mechanical gear, next select 'Internet options' and under the 'Privacy' tab uncheck the box for 'Turn on Pop-up Blocker'. The final steps are to select 'Apply' and then 'Ok'. After accessing the webinar, you will hear music playing.

Please Note: If you cannot attend a class that you signed up for and need to cancel, please call UAN Support as soon as you know. The space reserved for you can then be given to another clerk/fiscal officer who wishes to attend that specific class.