OHIO AUDITOR OF STATE
KEITH FABER

UAN
UNIFORM
ACCOUNTING
NETWORK

UAN User Note
April 28, 2022

UAN is offering the following training sessions. Each will be live and online. There will be time available to ask questions following each session. If you are unable to attend the live sessions you will be able to view a recording of it from the UANlink in about a week following the session.

- o   May 10 – How to Manage Your Current Year Operating Budget
- o   May 17 – Review of the UAN Budget Module
- o   May 24 – Review of the UAN Cemetery Module

UAN TRAINING SESSIONS

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.

Fiscal Integrity Act: This session qualifies for 2 education credits.

Date: Tuesday, May 10, 2022

Time: 11:00 AM – 1:00 PM

Registration Link: https://attendee.gotowebinar.com/register/719223963620985359

Course: Review of the UAN Budget Module

Course Description: The UAN Budget class is open to all UAN clients who would like to review the UAN Budget module and gain a better understanding of the budgeting process.

Fiscal Integrity Act: This session qualifies for two education credits.

Date: Tuesday, May 17, 2022

Time: 11:00 AM – 1:00 PM

Registration Link: https://attendee.gotowebinar.com/register/4705806835332189198

Course: Review of the UAN Cemetery Application

Course Description: This session showcases the functionality of the UAN Cemetery Program. It will cover many topics like adding a grave, selling deeds, and how to show burial detail for a grave. It will also demonstrate the process of transferring deeds and buying back plots. Administration aspects of the entity setup part of the application will be covered. And finally, how to set up new user accounts and reset their user passwords will be demonstrated.

Fiscal Integrity Act: This session qualifies for one education credits.

Date: Tuesday, May 24, 2022

Time: 11:00 AM – 12:00 PM

Registration Link: https://attendee.gotowebinar.com/register/8459649483722273038

HOW TO REGISTER

To register please perform the following steps:

Step 1: Click on the **Registration Link** found above that is associated with the session that you will be attending. An internet browser window should open a registration webpage for the course you selected.

Step 2: Enter your first name, last name, email address, organization (entity name), job title, 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 Webinar' button that is needed 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 Webinar' 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.