Dave Yost · Auditor of State

TO: UAN Users

FROM: UAN Support

DATE: May 12, 2017

SUBJECT: UAN User Note

HARDWARE DELIVERY SCHEDULING

As discussed in the UAN User Notes sent on May 5th, the scheduling of the deliveries of your new UAN computer is set to begin on May 15th.

YEAR 2011 AND YEAR 2012 PRIOR YEAR REPORTS

*Please Note***:** The following will not be relevant to your entity if.
- Your entity was not a member of UAN prior to January 1, 2013.
- Your entity was an Accounting Only user who converted to the new UAN application in January 2011.

Your prior year 2011 and 2012 reports from the old UAN application will not be accessible after transferring to the new UAN computer. If your entity does not have printed hardcopies or electronic copies of years 2011 and/or 2012 reports, please do the following before transferring to the new hardware:

1. UAN has made electronic copies of your year 2011 and year 2012 reports. The reports for your entity are available for you to download from the UANLink's Profile Login in page. Your Profile Login username is your 4-digit UAN Entity ID, and your password is your 5-character Auditor of State invoice customer number.

2. Please review the reports posted on the UANLink. If any of the reports were created with filters that do not meet your needs, please recreate and save the report(s).

    *Please Note***:** Your year 2011 reports will be available for download until January 2019 and the 2012 reports will be available to download until January 2020. After these dates the reports for the respective years will be permanently deleted as set forth in our office retention policy.

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UAN VERSION REQUIREMENT

The hardware transfer process from the current computer to the new computer that is scheduled to be delivered in early June requires UAN Version 2017.2 on the current UAN computer. UAN Version 2017.2 was sent to each entity on April 7, 2016. If you need a copy of that version, please contact UAN Support at UAN_Support@ohioauditor.gov or 1-800-833-8261.

CYBER SECURITY TRAINING

For those that attended LCOC 2017 in April you heard Auditor Yost speak at the luncheon on the importance of cyber security and of the impact to governments that were victims of cybercrimes. Since December 2016 the Auditor of State has offered UAN clients free training on cyber security. This training is still available to you at no cost. With growing cyber threats such as ransomware, social engineering, viruses and more, it is everyone's responsibility to remain vigilant against increasingly sophisticated attacks attempting to steal taxpayer money. Vigilance begins with awareness, which is why Auditor Yost is offering this free Security Awareness training. The training which is available to all UAN clients is comprised of 8 modules and the total duration of the training is approximately 90 minutes. You can watch all eight modules at once or individually over a period of time.

To access the free Cyber Security Training, please perform the following steps:

1. Using Internet Explorer, click *Profile Login* on the top right of the UANLink website (https://uanlink.ohioauditor.gov). Your username is your 4-digit UAN Entity ID, and your password is your 5-character Auditor of State invoice customer number.

2. Select the 'Watch Now' button located under the Cyber Security Training area.

3. The KnowBe4 window will open. The password is: cap