

OHIO AUDITOR OF STATE KEITH FABER



TO: UAN Clients
FROM: UAN Support
DATE: March 14, 2019
SUBJECT: UAN Training Schedule

Registration is now open for several UAN training classes. UAN training classes are optional and available to all UAN clients. Choose from either a traditional classroom setting or an online/webinar for the Accounting and Payroll course offerings. Whether classroom or webinar, the content and material are the same except that the attendees will complete the exercises in the classroom while in the webinar the presenter will demonstrate them.

UAN training courses qualify for Fiscal Integrity Act (House Bill 10 & Senate Bill 6) education credits. Course descriptions identify the number of education credits attending each class earns.

Classroom (Columbus) Training:

Location: UAN Training Room
Key Bank Building
88 East Broad Street, 9th Floor
Columbus, Ohio 43215

Hours: Accounting and Payroll Refresher classroom courses are **9:00 AM to 4:30 PM** with a 1-hour lunch break. UAN staff will be available for an additional half hour (from 4:30 PM - 5:00 PM) after the class concludes to address individual questions.

Please Note: The UAN Training room has space available for a maximum of 15 people and class registration is on a first contact basis. If you realize later that you cannot attend a class, you registered to attend, please contact UAN Support to cancel. Canceling will open a space for another clerk/fiscal officer.

Online/Webinar Training:

Location: The online training class is available for you to take anywhere you have a high-speed internet connection, and the computer you use does not

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Email: UAN_Support@ohioauditor.gov

necessarily have to be the UAN computer (but it can be). The computer must include or be connected to speakers or headphones for audio.

Hours: Accounting and Payroll Refresher online/webinar courses are **8:00 AM to 3:00 PM** with a half hour lunch break. UAN staff will be available for an additional half hour (from 3:00 PM – 3:30 PM) after the class concludes to address individual questions.

Budget course is from **11:30 AM to 1:00 PM**

We will open each online session a half hour prior to the beginning of the class. The purpose of this is to allow any attendee that has not previously participated in an online training class to verify their connection to the webinar is working properly.

Please Note: Unlike the traditional classroom training, there is **NO** pre-registration for the webinar – you simply sign in the on the session date. Do not be concerned about the classes filling up; UAN’s online training license has the capacity for 1,000 attendees.

COURSES

ACCOUNTING REFRESHER

This course is open to all UAN clients. The course focus is set-up and maintenance of accounts, budgets, investments, and completion of day-to-day transactions. There is a brief review of key report options, a bank reconciliation, and, as time permits, infrequent transactions and discussion of utilities for corrections. The design of the class is for inexperienced fiscal officers that would benefit from a slow-pace review of the software, starting with the basics. The UAN Accounting Refresher course qualifies for six education credits. Class dates are as follows:

- Classroom (Columbus): Tuesday, April 2, 2019, from 9:00 AM to 4:30 PM (one hour lunch)
- Online/Webinar: Saturday, April 13, 2019, from 8:00 AM to 3:00 PM (half hour lunch)

PAYROLL REFRESHER

This course is open to all UAN clients who are currently using UAN Payroll. A good portion of the course day is devoted to proper setup in the Maintenance area of the software to ensure accuracy when wages post. The later portion of the day includes demonstrations of wage and withholding payments, and as time permits, report processing and use of utilities for error correction. The design of the class is for inexperienced fiscal officers that would benefit from a slow-pace review of the software, starting with the basics. The UAN Payroll Refresher course qualifies for six education credits. Class dates are as follows:

- Classroom (Columbus): Wednesday, April 3, 2019, from 9:00 AM to 4:30 PM (one-hour lunch break)
- Online/Webinar: Saturday, April 27, 2019, from 8:00 AM to 3:00 PM (half hour lunch)

BUDGET

***Please Note:** The UAN Budget class is a one hour and thirty-minute course. The class time is from 11:30 AM to 1:00 PM.*

This course is open to all UAN clients who would like to review the UAN Budget software and gain a better understanding of the budgeting process. The UAN Budget course qualifies for 1.5 education credits. The following date has been set aside for the budget class:

- Online/Webinar: Wednesday, April 17, 2019, from 11:30 AM to 1:00 PM

STEPS TO REGISTER FOR THE CLASSROOM (COLUMBUS)

Registration is REQUIRED for the Classroom (Columbus) training courses.

Step 1: UAN is using an online registration service called RegOnline. To register using RegOnline please click the following link, or copy and paste the link/URL into your internet browser:

Accounting Refresher: <https://www.regonline.com/builder/site/?eventid=2559043>

Payroll Refresher: <https://www.regonline.com/builder/site/?eventid=2559044>

Step 2: On the registration website, you will see the seal of the Auditor of State, the UAN logo, and the UAN Year End Update name, date and time. Please fill in the required fields to complete the registration process.

Step 3: You will receive a confirmation message and reminders from the email address:

UAN Support<events@regonline.com>

STEPS TO LOGIN/ATTEND THE ONLINE/WEBINAR

There is **NO pre-registration/sign up** required for the webinar. The day of the webinar at approximately a half hour before the start time, the webinar will be open/available to access. After the webinar is open, please do the following:

Step 1: Please click the following link, or copy and paste the link into your internet browser: <https://www.gotomeeting.com/webinar/join-webinar>. An internet browser window will open the webpage to access the webinar.

Step 2: Enter the following nine digits within 'Enter the 9-digit Webinar ID' field:

Accounting Refresher: **438056747**

Payroll Refresher: **486333195**

Budget: **772872987**

Step 3: Enter your email address in the 'Business Email' field


Step 4: Select 'JOIN WEBINAR' button

Step 5: Enter your first name, last name and then select the 'Join Webinar in Progress' button

Please Note: If you receive a message, "Do you want to run or save GoToWebinar Opener.exe?" select Run, or if you receive a message, "Open GoTo Opener?" then select 'Open GoTo Opener'.

Step 6: After you log on to the webinar you will see our welcome slide, and you will hear music playing through your device's speaker(s).

Please Note: If you do not see our welcome slide within a minute of accessing the webinar, please verify that your internet browser's pop up blocker is deactivated.

- If you are using **Internet Explorer**, the pop-up blocker control is located within the Internet Options form. To access, click the Tools icon  in the top right corner of the browser and select 'Internet options' from the menu. In the Internet Options window, click the Privacy tab and, if necessary, remove the checkmark next to ' Turn on Pop-up Blocker'. Click Apply and then OK.
- If you are using **Google Chrome**, the pop-up blocker control is located under Settings. To access, click the vertical ellipsis icon (3 dots) located in the top right corner of the browser and select Settings from the menu. Scroll to the bottom center of the Settings screen and click Advanced ▼. Scroll down the 'Privacy and security' section to Content Settings and click ►. Then scroll to 'Pop-ups and redirects' and click ►. If the toggle button below is set to Blocked, click to change it to Allowed.