



This UAN User Note contains four topics:

- UAN Release Delivery Options
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UAN RELEASE DELIVERY OPTIONS

1,225 of the 2,100 UAN entities have chosen 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.

UAN YEAR END UPDATE

The Uniform Accounting Network (UAN) is pleased to invite you to the 2023 UAN Year End Update. The purpose of the UAN Year End Update is to provide a review of the end of the year and the beginning of the year processes. The instructors will emphasize the proper use of temporary mode to post work in December 2023 and January 2024 as well as providing guidance on critical tasks.

The UAN Year End Update is free of charge and is only available to current UAN clients. This is a one-day event with options to either attend the presentation in-person in Columbus (Quest Conference Center) or login online on a different date to attend via webinar. The content of in-person and webinar presentations will be identical.

Presentation dates are as follows:

- **Monday, December 4, 2023, broadcast live webinar/online.** Time: 8:00 AM to 4:00 PM. **Pre-registration for the webinar is required this year.** Attendance is open to the first 1,000 registrations.
 - Additional information for webinar registrants:
 - You can view the webinar from any device (computer, tablet, smartphone, etc.) that has a high-speed internet connection, and the computer does not necessarily have to be your UAN computer (but it can be). Make sure the device has either a speaker or audio output for connecting earbuds/headphones.
 - On **Thursday, November 30, 2023** the year end update training materials will be available for webinar registrants to download from the UAN home page at <https://uanlink.ohioauditor.gov>

- **Thursday, December 7, 2023, at the Quest Conference Center**/in-person in Columbus (9200 Worthington Road, Ste 400, Westerville, OH 43082). Time: 8:00 AM to 4:00 PM. Attendance is open to the first 228 pre-registrations. Since we need an accurate count for meal choices, the **deadline to register for Quest Conference Center is 12:00 PM (noon) on Monday, November 27, 2023.**
 - Additional information for Quest Conference Center registrants:
 - A continental buffet breakfast will be offered.
 - A buffet lunch will be offered. In addition to the buffet, vegetarian and gluten-free lunches will be available.
 - Check in at the Quest Conference Center begins at 7:30 AM.
 - Training material will be provided at the event.
 - There is no fee for parking at the Quest Conference Center.

The UAN Year End Update will take place at the:
Quest Conference Center
9200 Worthington Road, Ste 400, Westerville, OH 43082

Please see the UANlink > Training > Training Centers for additional detail on the location.

- **Video Recording** – For those who cannot attend either day, a video recording of the webinar will be available on the UAN website by approximately December 14, 2023. The UAN Year End Update video will be posted on the UANlink (<https://uanlink.ohioauditor.gov/>) > Training > Year End.

Steps to register – Registration is required for Webinar or Quest Conference Center.

- Using your internet browser go to the UAN website <https://uanlink.ohioauditor.gov>.

- Click Profile Login at the top-right corner of the UAN home page.
 - o The username is your 4-digit UAN Entity ID, and the password is your 5-character Auditor of State invoice customer number.
- Select the session you wish to attend.

WEBINAR, Monday, December 4, 2023: You **MUST** register to attend the Webinar this year. There is no deadline to register – you can register as late as the day of the webinar. We don't recommend waiting; register as soon as you know you want to attend.

If more than one person from your entity is attending, and you will be watching from the same location and computer, tablet, or smart TV, you do not need to register each person.

If more than one person from your entity is attending but you will be watching from different locations or devices, you should register each person, one at a time.

If you are the fiscal officer for more than one entity, you only need to register for one entity, not each entity.

- Select Webinar – UAN Year End Update.
- Enter details on the form: first name, last name, email address, UAN 4-digit ID, entity name, entity county, and click Submit.
- You will see a confirmation message and you will receive a confirmation email.
- The confirmation email will contain the link to the training to use the day of the training and will be from an ON24.com e-mail address.

Quest Conference Center, Thursday, December 7, 2023: You **MUST** register if you want to attend this session.

To allow for an accurate lunch count to be provided at the Quest Conference Center **you must register no later than 12:00 PM (noon) on Monday, November 27, 2023.**

Space is limited to 228 attendees. Register early before maximum capacity is reached! If maximum capacity is reached, no one else will be able 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.

- Select Quest Conference Center – UAN Year End Update.
- 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.
- 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.

Please Note: The Quest Conference Center has the capacity for 228 individuals. If you have to cancel your registration for the Year End Update at the Quest Conference Center, please contact UAN Support as soon as possible so that we can provide the space reserved for you to another clerk/fiscal officer who wishes to attend.

- Check your spam or junk email boxes – these confirmation emails are often re-routed by your internet or email security.

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.