

Clients who are currently using the accounting and payroll applications (those who are currently using UAN version 16.1) will go live on the new accounting and payroll applications when entering January 1, 2013 activity. Training will provide an understanding of the functionality of the new applications and will prepare you for the data conversion. The training will begin in mid-October 2012 and continue through December 2012. You will receive the training schedule and begin registering at the end of August 2012.

Please note: *If your entity is currently an Accounting Only user (those who are currently using UAN version 2012.2), you are already using the new accounting application and do not need to attend our fall training courses.*

The training will be available in three different formats. The content and materials for the three formats will be identical. The following is a brief description of each format:

1. Traditional classroom training will be conducted in the UAN Training Center in downtown Columbus. Attendee will individually operate a computer and work through the training exercises. The traditional classroom format will be offered as one day (eight hour) accounting course and a one day (eight hour) payroll course.
2. On-line training will be conducted over the internet. On-line training can be accessed from any computer with high speed internet service. The content and material will be identical to the traditional classroom training; however the method to perform exercises will be slightly different. The on-line sessions will be offered as a one day (eight hour) accounting course and one day (eight hour) payroll course. Additional scheduling flexibility will be offered through evening sessions that will be offered over the course of one week e.g. the courses will be segmented and taught over several days from 6:00 PM to 8:00 PM.
3. Independent study allows clients to learn the new software applications at their own pace and clients can set their own schedule. Those who participate in independent study will be provided a DVD containing the recorded training courses and the identical training booklet used in class. Independent study participants will be able to submit questions to UAN and receive responses through the UANLink. In addition, it will be a resource to review the questions and answers from other clients.

Please note: *The accounting and payroll courses (for the traditional classroom and on-line training) will not have to be taken on consecutive days; meaning that you will be*

able to, for example, participate in the accounting course in October and not take the payroll course until December if you choose.