



Dave Yost • Auditor of State

UAN Year End Update

Friday, December 9, 2011

9:00 a.m. to 4:00 p.m.

The Fawcett Center

(on the campus of The Ohio State University)

2400 Olentangy River Road

Columbus, Ohio 43210

UAN is offering the 2011 Year End Update in two presentation formats – in Columbus at the Fawcett Center and also broadcast live online via high speed internet. Clients must register online for their choice of presentation. Both options are free of charge and only available to current UAN clients.

Clients attending the Fawcett Center presentation will be provided a complimentary lunch. Your meal preference may be selected during the online registration process. Driving directions and hotel information will also be available online.

Clients attending the online presentation will be provided instructions after registration for viewing the live broadcast. A microphone will be shipped in advance to those who have not previously attended online UAN classes. For these clients, and anyone who wants to confirm their high speed internet connection, microphone and/or speakers are working properly, two trial runs are scheduled for Thursday, December 1st (9-10 a.m. and 5-6 p.m.). We strongly encourage those who have not attended a previous UAN online training class to sign up for one of these trial runs to avoid technical delays on presentation day.

During the Year End Update, clients at the Fawcett Center will have the opportunity to ask questions to the presenters. Clients viewing the online broadcast will be asked to hold any questions until the end of the respective topic within the session.

The morning presentations (9 a.m. –12 p.m.) will be beneficial to all UAN users. The material covered will include timely updates from audit staff, as well as the new **GASB 54** annual financial report requirements **mandatory for all local governments.**

The afternoon presentations (1 p.m. – 4 p.m.) will be split into two separate sessions, one for Accounting & Payroll (Version 15.1) users and the other for Accounting Only (Version 2011.3) users. The content of Accounting & Payroll (Version 15.1) training will be equivalent to previous years with additional information on GASB 54.

<u>Tentative Agenda</u>	<u>All Attendees</u>	
8:00 a.m. - 9:00 a.m.	Registration	
9:00 a.m. - 9:15 a.m.	Welcome and Introduction	
9:15 a.m. - 10:15 a.m.	Audit Update	
10:15 a.m. - 10:30 a.m.	Break	
10:30 a.m. - 12:00 p.m.	GASB 54	
12:00 a.m. - 1:00 p.m.	Lunch	
	<u>Accounting & Payroll Group (Version 15.1)</u>	<u>Accounting Only Group (Version 2011.3)</u>
1:00 p.m. - 2:30 p.m.	Year End Review-Accounting	Year End Review
2:30 p.m. - 2:45 p.m.	Break	Questions for UAN Staff
2:45 p.m. - 3:30 p.m.	Year End Review-Payroll	End of Day
3:30 p.m. - 4:00 p.m.	Questions for UAN Staff	
4:00 p.m.	End of Day	

How to Register:

To register online, please perform the following steps:

Step #1: Click the following link: <http://uanlink.auditor.state.oh.us/>.

Step #2: Select 'Profile Login'.

Step #3: Enter your user name and password then click on 'Ok'. Your user name is your four digit UAN entity identification number. Your password is the five-digit Customer Number located on your Auditor of State invoice.

Step #4: Select the training class link. You may receive a message asking if web site 'www.auditor.state.oh.us' is a trusted site, select 'Yes'.

Step #5: Select 'Sign Up'.

Step #6: Fill out the requested information. All fields are required except for the 'Suite, Floor, etc.' field. The registration cannot be completed if any of the required fields are left blank.

Step #7: Checkmark the box(es) to select the presentation you would like to attend. The 'Attendance Look-Up' function will allow you to see who has already registered. Select 'Continue' to submit your registration for verification.

Note: If multiple individuals from your local government are attending, each must register individually.

Step #8: A verification page will appear. Select 'Change' to make any necessary corrections, or select 'Submit' to complete your registration.

Step #9: Close the web page once you have successfully submitted your registration. A confirmation email will be delivered within 24 hours.

If you have any question(s), please contact the UAN Support Line at uan_support@auditor.state.oh.us or call (800) 833-8261.