



Mary Taylor, CPA

Auditor of State

TO: UAN CLIENTS
FROM: UAN STAFF
DATE: APRIL 2, 2007
SUBJECT: CONTINUING TRAINING CLASSES

UAN will be offering continuing training classes during the months of April, May, June and July. These continuing training classes are optional and available to all UAN clients. All classes will be held at the Auditor of State's training facility located at 35 North Fourth Street in Columbus. An hour for lunch will be set aside for each class (except for classes that are ½ day classes). There are several restaurants in the immediate area within walking distance of the training center. Travel directions, parking information and a listing of hotels are also enclosed. The classes are as follows:

UAN Payroll for New Users

This class, for UAN clients that do not currently use the payroll software or for new fiscal officers at an entity that currently uses the payroll software, is designed to take the user from the setup of the payroll system and employee information to writing employee payroll checks and withholding checks. Payroll conversion procedures will also be discussed. Participants must be current on the UAN accounting software. This class is scheduled to run from **9:00 AM to 4:30 PM.**

The following dates have been set aside for the UAN Payroll for New Users classes:

- 2 - Friday, June 8, 2007
- 3 - Wednesday, June 27, 2007

UAN Accounting Refresher

This class is open to all UAN clients that would like to review the accounting software and have an opportunity to discuss specific accounting issues. This class is particularly useful for new fiscal officers or users who feel they would benefit from a review of the accounting software. Participants are expected to review the UAN accounting manual prior to coming to class. This class is scheduled to run from **9:00 AM to 4:30 PM.**

The following dates have been set aside for the UAN Accounting Refresher classes:

- 4 - Thursday, April 26, 2007
- 5 - Tuesday, May 22, 2007
- 6 - Thursday, June 28, 2007
- 7 - Wednesday, July 18, 2007

The following date has been set aside for the UAN Accounting Refresher ½ day class:

- 8 - Tuesday, June 5, 2007 (*class from 9:00 AM to 12:00 PM*)
- 9 - Friday, July 20, 2007 (*class from 9:00 AM to 12:00 PM*)

UAN Payroll Refresher

This class is open to all current UAN payroll clients that would like to review the payroll software and have an opportunity to discuss specific payroll issues. This class will consist of a discussion of each payroll area in addition to hands-on exercises. This class is particularly useful for new fiscal officers or users who feel they would benefit from a review of the payroll system. Participants are expected to review the UAN payroll manual prior to coming to class. This class is scheduled to run from **9:00 AM to 4:30 PM**.

The following dates have been set aside for the UAN Payroll Refresher classes:

- 10 - Friday, April 27, 2007
- 11 - Wednesday, May 23, 2007
- 12 - Friday, June 29, 2007
- 13 - Thursday, July 19, 2007

The following dates have been set aside for the UAN Payroll Refresher ½ day classes:

- 14 – Tuesday, June 5, 2007 (*class from 1:00 PM to 4:00 PM*)
- 15 – Friday, July 20, 2007 (*class from 1:00 PM to 4:00 PM*)

UAN Budget/Minutes

This class is open to all UAN clients that would like to review the UAN budget application as well as the UAN minutes software. This class is particularly useful for new fiscal officers or users who feel they would benefit from a review of the budget and minutes systems. It is recommended to review the budget and minutes sections of the accounting manual (Part 4 and Appendices G & H) prior to attending the class. The morning class will run from **9:00 AM to 12:00 Noon**.

The following dates have been set aside for the UAN Budget/Minutes ½ day classes:

16 - Thursday, May 24, 2007 (*class from 9:00 AM to 12:00 PM*)

17 – Friday May 25, 2007 (*class from 9:00 AM to 12:00 PM*)

18 – Wednesday June 6, 2007 (*class from 9:00 AM to 12:00 PM*)

19 – Thursday June 7, 2006 (*class from 9:00 AM to 12:00 PM*)

UAN Cemetery

This class is open to all current UAN clients that would like to begin using the cemetery software to maintain and track their entity's cemetery records. This class will consist of a discussion of each cemetery area in addition to hands-on exercises. The afternoon class will run from **1:00 PM to 4:00 PM**.

The following dates have been set aside for the UAN Cemetery ½ day classes:

20 - Thursday, May 24, 2007 (*class from 1:00 PM to 4:00 PM*)

21 - Thursday, June 7, 2007 (*class from 1:00 PM to 4:00 PM*)

UAN Inventory

This class is open to all current UAN clients that would like to begin using the inventory software to maintain and track their entity's inventory records. This class will consist of a discussion of each inventory area in addition to hands-on exercises. The afternoon class will run from **1:00 PM to 4:00 PM**.

The following dates have been set aside for the UAN Inventory ½ day classes:

22 - Wednesday, June 6, 2007 (*class from 1:00 PM to 4:00 PM*)

Scheduling Classes

To register for classes, please mail, fax or email the attached registration form to:

Auditor of State
Uniform Accounting Network
88 East Broad St.
P.O. Box 1140
Columbus, OH 43216-1140
Fax: (877)727-0088
uan_support@auditor.state.oh.us

Class space is limited and classes will be scheduled on a first contact basis. We will contact you if the class you have selected is already full. A confirmation card with your class

registration will be sent a few days ahead of your scheduled class. ***If you can not attend a class that you signed up for and need to cancel, please call the UAN Support Line as soon as you know. The space reserved for you can then be given to another fiscal officer who wishes to attend that specific class.*** Please note that classes may be combined or added based on the number of interested participants. Also, if you would like to come to a class not listed in this offering, please contact us, and if the demand warrants that such a class be offered, we will try to accommodate you. Please contact the UAN Support Line at (800)833-8261 or email support at uan_support@auditor.state.oh.us if you have any questions regarding any of the UAN training classes.

UAN Training Class Registration Form

Clerk/Fiscal Officer Name:	
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Entity Id:	
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(Hint: the four digit number in your Qwest ROVA user name)

Entity Name:	
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County:	
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	1 st Choice	2 nd Choice
Payroll for New Users:		
Accounting Refresher:		
Payroll Refresher:		
Budget/Minutes:		
Cemetery:		
Inventory:		

*(Note: Please put the **number, date and time** of your class selections. Also, second choice lines have been provided in case your first class choice has been filled.)*

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