

TO: UAN ACCOUNTING - ONLY USERS

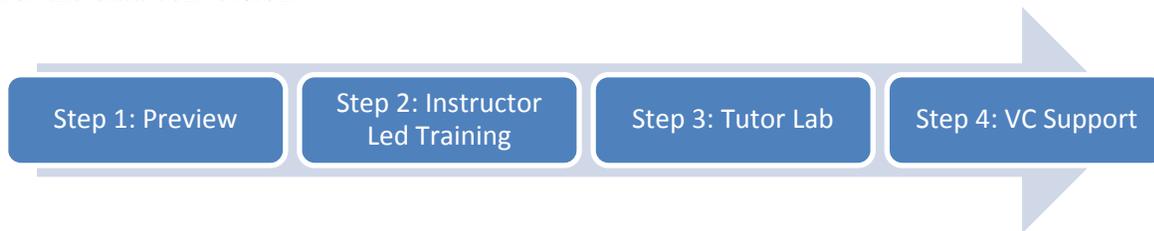
FROM: UAN STAFF

DATE: AUGUST 18, 2010

SUBJECT: TRAINING CLASSES FOR NEW UAN ACCOUNTING SOFTWARE

You are receiving this memo because we have deemed that you are an Accounting Only UAN user. If this is incorrect please contact UAN Support at 1-800-833-8261.

The new UAN Accounting software will go live on January 1, 2011 for Accounting-Only users. To aid you in the transition from the current UAN application to the new application UAN will be conducting a 4-Step Training Program that will guide you through the new functionality and features of the application as well as prepare you for the data conversion.



Note: Entities that are using both our Accounting and Payroll Software will be notified in the summer of 2011 of their training opportunities.

This memo provides a description of the 4-Step Training Program along with a calendar of the class dates and instructions for registering for the 4-Step Program.

UAN is offering Step 1 and Step 2 in two different presentation formats – Traditional classroom style and on-line training. The online training class is available for you to take anywhere you have a high speed internet connection, and the computer does not necessarily have to be your UAN computer (but it can be). If you register for the online class, a microphone will be shipped to your entity at no charge, as a microphone and speakers will be required. Instructions on how to connect to the online training will be provided once you are registered for class. The choice of the training format is yours and be assured that the content of the training will be identically independent of the presentation format selected.

On Friday, October 1st from 11:00 AM to 1:00 PM there will be a trial period for those that selected an online class. This should only take a few minutes of your time so we strongly encourage you to take advantage of the trial sign-up time, to prevent any technical delays during future online classes. We will be available during the entire 2-hour period and you can join us any time during the trial until you are confident that your system is ready to go. During this session, we will check microphones and verify the speakers are attached and working.

The following section provides a description of each of steps in the 4-Step Training Program.

Step 1: Preview

Step 1: Preview classes are scheduled throughout the state beginning in late September 2010. These classes will provide you the opportunity to become familiar with the changes from the current UAN application, as well as the software's new functionality and terminology. The format will be classroom style and will include demonstrations of how to process transaction from beginning to end, our new Help system, and an overview of the data conversion process. For those that are considering implementing a multi-user solution, you are invited to bring someone from your entity's IT department, as a representative from our IT department will be available to assist with any IT related questions.

This class will contain important concepts that will allow the Step 2: Instructor Led Training to be more effective. The Preview will be conducted as half day session from 9:00 AM to 12:00 PM, plus we will be available for an additional 1 hour after class to ensure that we address the individual questions that you may have.

The following dates and venues have been reserved for the New Application Preview class:

1 - Monday, September 20, 2010

Central Ohio: Columbus

Double Tree Hotel Worthington

175 Hutchinson Avenue

Columbus, Ohio 43235

(614)885-3334

http://doubletree1.hilton.com/en_US/dt/hotel/CMHWNDT-Doubletree-Hotel-Columbus-Worthington-Ohio/directions.do.

2 - Wednesday, September 22, 2010

Northwest Ohio: Perrysburg

Holiday Inn-French Quarter

10630 Freemont Pike

Perrysburg, Ohio 43551

(419)874-3111

<http://www.hifq.com/directions/default.asp>.

3 - Friday, September 24, 2010

Southeast Ohio: Athens

Ohio University Inn & Conference Center

331 Richland Avenue

Athens, Ohio 45701

(740)593-6661

<http://www.ouinn.com/contact-maps.php>.

4 -Tuesday, September 28, 2010

West Ohio: Dayton

Holiday Inn-Dayton Mall

31 Prestige Plaza Drive

Miamisburg, Ohio 45342

(937)434-8030

<http://www.holidayinn.com/hotels/us/en/miamisburg/dayma/hoteldetail#Directions>.

5 – Thursday, September 30, 2010

Northeast Ohio: Hudson

Clarion Inn & Conference Center

240 East Hines Hill Road

Hudson, Ohio 44236

(330)653-9191

http://www.clarionhotel.com/hotel-hudson-ohio-OH517/Hotel-Map?country=US&sid=1J0Ui.z_RxtghmH.5.

6 – Saturday, October 2, 2010

Statewide - Online

Unlike the traditional classes, a representative from our IT department **will not** be available to assist with IT related questions during the online class session. If you have any IT questions after the preview, we will make an appointment for a call back at a later date.

Step 2: Instructor Led Training

The **mandatory** Step 2: Instructor Led Training classes are scheduled from late October through early December. The classes will focus on providing a thorough understanding of the functionality of the new application and preparing for the data conversion.

The following dates have been reserved for the Step 2: Instructor Led Training:

Session	Date	Location	Time
1	Monday, October 18, 2010 Tuesday, October 19, 2010 Wednesday, October 20, 2010 Thursday, October 21, 2010 Friday, October 22, 2010	Online	9:00 AM – 11:00 AM
2	Monday, October 18, 2010 Tuesday, October 19, 2010 Wednesday, October 20, 2010 Thursday, October 21, 2010 Friday, October 22, 2010	Online	6:00 PM – 8:00 PM

3	Saturday, October 23, 2010	On-Line	9:00 AM – 5:00 PM
4	Monday, October 25, 2010 Monday, November 1, 2010 Monday, November 8, 2010 Monday, November 15, 2010 Monday, November 22, 2010	On-Line	9:00 AM – 11:00 AM
5	Monday, October 25, 2010 Monday, November 1, 2010 Monday, November 8, 2010 Monday, November 15, 2010 Monday, November 22, 2010	On-Line	6:00 PM – 8:00 PM
6	Tuesday, October 26, 2010	Columbus	9:00 AM – 5:00 PM
7	Wednesday, October 27, 2010	Columbus	9:00 AM – 5:00 PM
8	Thursday, October 28, 2010	Columbus	9:00 AM – 5:00 PM
9	Friday, October 29, 2010	Columbus	9:00 AM – 5:00 PM
10	Saturday, October 30, 2010	Columbus	9:00 AM – 5:00 PM
11	Tuesday, November 2, 2010	Columbus	9:00 AM – 5:00 PM
12	Wednesday, November 3, 2010	Columbus	9:00 AM – 5:00 PM
13	Thursday, November 4, 2010	Columbus	9:00 AM – 5:00 PM
14	Friday, November 5, 2010	Columbus	9:00 AM – 5:00 PM
15	Saturday, November 6, 2010	Columbus	9:00 AM – 5:00 PM
16	Saturday, November 13, 2010	On-Line	9:00 AM – 5:00 PM
17	Tuesday, November 16, 2010	Columbus	9:00 AM – 5:00 PM
18	Wednesday, November 17, 2010	Columbus	9:00 AM – 5:00 PM
19	Thursday, November 18, 2010	Columbus	9:00 AM – 5:00 PM
20	Saturday, November 20, 2010	Columbus	9:00 AM – 5:00 PM
21	Tuesday, November 23, 2010	Columbus	9:00 AM – 5:00 PM
22	Wednesday, November 24, 2010	Columbus	9:00 AM – 5:00 PM
23	Monday, November 29, 2010 Tuesday, November 30, 2010 Wednesday, December 1, 2010 Thursday, December 2, 2010 Friday, December 3, 2010	On-Line	9:00 AM – 11:00 AM
24	Monday, November 29, 2010 Tuesday, November 30, 2010 Wednesday, December 1, 2010 Thursday, December 2, 2010 Friday, December 3, 2010	On-Line	6:00 PM – 8:00 PM
25	Saturday, December 4, 2010	Columbus	9:00 AM – 5:00 PM

- The full day sessions will be from 9:00 AM to 5:00 PM with a 1 hour lunch break. We will be available for an additional 2 hours (from 5:00 – 7:00) after the class concludes to address individual questions.
- The Columbus classes will be held at the following location:
UAN Training Room
88 East Broad Street, 6th Floor
Columbus, Ohio 43215
(800)833-8261

[http://uanlink.auditor.state.oh.us/pdf/uan_win_software/Directi
onsUANTrainingCenterParkingHotelInformation.pdf](http://uanlink.auditor.state.oh.us/pdf/uan_win_software/Directi
onsUANTrainingCenterParkingHotelInformation.pdf).

- Session 1, 2, 23, and 24 will be held over a period of 5 consecutive days covering a different section of the material each day.
- Session 4 and 5 will be held over a period of 5 consecutive Mondays covering a different section of the material each day.

Step 3: Tutor Lab

Step 3: Tutor Lab will be open to those that would be interested in getting additional training. A lab environment will be established where clients will be able to bring their current data to begin to address conversion issues. UAN will not do the conversion for you, but we will assist you with the conversion preparation. Additional functional training will also be provided based on the needs of the entities present during that period. The Tutor Lab is not a traditional classroom setting. You will have the option to sign up for a morning session or an afternoon session. You can join the class and leave at any time during the set hours. This class is scheduled to run a morning session from 9:00 AM to 12:00 PM and an afternoon session from 1:00 PM to 4:00 PM.

The following dates have been reserved for the tutor lab:

1-December 6, 2010
2-December 7, 2010
3-December 8, 2010
4-December 9, 2010
5-December 10, 2010
6-December 11, 2010
7-December 13, 2010
8-December 14, 2010
9-December 15, 2010
10-December 16, 2010
11-December 17, 2010
12-December 18, 2010

Step 4: VC Support

If you require additional assistance, a Visiting Clerk may be available to assist you individually for up to 6 hours. To qualify for consideration you must have attended Step 1 through 3 (Preview, Instructor Led Training and the Tutor Lab). In addition UAN Application Support will assess the requests on a case by case basis to determine if traditional Application Support is sufficient to resolve the issue.

The following sections provide detail on **How to Register** for each of the 3 steps in the training program. Step 1 will be available to begin registering on August 23 with Step 2 and 3 to follow soon after.

How to Register:

To register on-line, 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: Check mark the box(es) to select the class(es) you would like to attend. The 'Attendance Look-Up' function will allow you to see who has already registered for a particular training class. When your cursor is on a title field, a description of the class will be displayed. Select 'Continue' to submit your registration for verification.

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

*Note: The UAN Training Center can accommodate sixteen individuals. If a class is full, the next five individuals will have the option to be placed on a waiting list. Should space become available, individuals on the waiting list will be contacted. Class(es) with a waiting list will be flagged '***Waiting List Only***'. After the waiting list becomes full, the class will no longer appear on the list of available training classes.*

Step #8: After you have selected 'Continue', a verification page will appear. Select 'Change' and make any necessary corrections then, 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 cannot 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 clerk/fiscal officer who wishes to attend that specific class.

Please contact the UAN Support Line at 1-800-833-8261 or email support at uan_support@auditor.state.oh.us if you have any questions regarding the UAN training classes.

Unfortunately, refreshments **will not** be provided for any of the training classes. Training venues have been selected that have a variety of vending options.

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 <i>Preview- Columbus 9AM-12PM</i>	21	22 <i>Preview- Perrysburg 9AM-12PM</i>	23	24 <i>Preview- Athens 9AM-12PM</i>	25
26	27	28 <i>Preview- Dayton 9AM-12PM</i>	29	30 <i>Preview- Hudson 9AM-12PM</i>		

October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>Trial Day- Online Sign-Up 11 AM-1PM</i>	2 <i>Preview- Online 9AM-12PM</i>
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 <i>AM-Session 1 PM-Session 2</i>	19 <i>AM-Session 1 PM-Session 2</i>	20 <i>AM-Session 1 PM-Session 2</i>	21 <i>AM-Session 1 PM-Session 2</i>	22 <i>AM-Session 1 PM-Session 2</i>	23 <i>Session 3</i>
24	25 <i>AM-Session 4 PM-Session 5</i>	26 <i>Session 6</i>	27 <i>Session 7</i>	28 <i>Session 8</i>	29 <i>Session 9</i>	30 <i>Session 10</i>
31						

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>AM-Session 4</i> <i>PM-Session 5</i>	2 <i>Session 11</i>	3 <i>Session 12</i>	4 <i>Session 13</i>	5 <i>Session 14</i>	6 <i>Session 15</i>
7	8 <i>AM-Session 4</i> <i>PM-Session 5</i>	9	10	11	12	13 <i>Session 16</i>
14	15 <i>AM-Session 4</i> <i>PM-Session 5</i>	16 <i>Session 17</i>	17 <i>Session 18</i>	18 <i>Session 19</i>	19	20 <i>Session 20</i>
21	22 <i>AM-Session 4</i> <i>PM-Session 5</i>	23 <i>Session 21</i>	24 <i>Session 22</i>	25 <i>Thanksgiving Day</i>	26	27
28	29 <i>AM-Session 4</i> <i>PM-Session 5</i>	30 <i>AM-Session 23</i> <i>PM-Session 24</i>				

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 <i>AM-Session 23</i>	2 <i>AM-Session 23</i>	3 <i>AM-Session 23</i>	4 <i>Session 25</i>
			<i>PM-Session 24</i>	<i>PM-Session 24</i>	<i>PM-Session 24</i>	
5	6 <i>UAN-Tutor</i> <i>Lab</i> 9-12 1-4	7 <i>UAN-Tutor</i> <i>Lab</i> 9-12 1-4	8 <i>UAN-Tutor</i> <i>Lab</i> 9-12 1-4	9 <i>UAN-Tutor</i> <i>Lab</i> 9-12 1-4	10 <i>UAN-Tutor</i> <i>Lab</i> 9-12 1-4	11 <i>UAN-Tutor</i> <i>Lab</i> 9-12 1-4
12	13 <i>UAN-Tutor</i> <i>Lab</i> 9-12 1-4	14 <i>UAN-Tutor</i> <i>Lab</i> 9-12 1-4	15 <i>UAN-Tutor</i> <i>Lab</i> 9-12 1-4	16 <i>UAN-Tutor</i> <i>Lab</i> 9-12 1-4	17 <i>UAN-Tutor</i> <i>Lab</i> 9-12 1-4	18 <i>UAN-Tutor</i> <i>Lab</i> 9-12 1-4
19	20	21	22	23	24	25
26	27	28	29	30	31	