UAN Year End Update

The Uniform Accounting Network (UAN) is pleased to invite you to the 2014 Year End Update. The Year End Update will again be offered at the Fawcett Center in Columbus, Ohio and also online. However the sessions will not be held simultaneously, please see below for the session dates:

- On **Thursday, December 11, 2014** the Year End Update will be in Columbus at the **Fawcett Center** (2400 Olentangy River Road, Columbus, Ohio 43210).
- On **Friday, December 12, 2014** the Year End Update will be broadcast live **online** via high speed internet.

The presentation and material for each day will be identical. The UAN Year End Update is free of charge and only available to current UAN clients. Clients must register online for their choice of presentation. Registration is being taken on a first-come, first-serve basis (400 attendees at the Fawcett Center and 525 attendees for online training). For those who cannot attend either day, a recording will be posted on the UAN website (UANLink) about one week after the presentation.

The purpose of the update will be to provide a review of the UAN Year End processes for the Accounting and Payroll UAN clients.

Tentative Agenda:	Session
7:00 a.m. - 8:00 a.m.	Registration
8:00 a.m. - 8:15 a.m.	Welcome and Introduction
8:15 a.m. - 9:45 a.m.	Pre-Year End Closeout/Housekeeping - Accounting
9:45 a.m. - 10:00 a.m.	Break
10:00 a.m. - 11:30 a.m.	Pre-Year End Closeout/Housekeeping - Payroll
11:30 p.m. - 12:30 p.m.	Lunch will be provided (December 11th at the Fawcett Center)
12:30 p.m. - 1:00 p.m.	Annual Financial Data Reporting System (AFDRS)
1:00 p.m. - 2:30 p.m.	Year End Review - Accounting
2:30 p.m. - 2:45 p.m.	Break
2:45 p.m. - 4:00 p.m.	Year End Review - Payroll
4:00 p.m. - 4:30 p.m.	Questions for UAN Staff

Please Note:

The first two topics of the day are the Pre-Year End Closeout/Housekeeping Accounting & Payroll presentations which were presented during the Lunch & Learn webinars on October 24th and October 31st. If you participated in these Lunch & Learn webinars and do not want to attend these sections during the Year End Update, you can elect to do the following:

- Fawcett Center attendees are welcomed to start their day off with having lunch with their fellow clerks/fiscal officers and UAN staff. Lunch is scheduled at 11:30 a.m.
- Online attendees can log on at the start of the AFDRS presentation (12:30 p.m.). You will use the link within the confirmation email to access the webinar. No special access link is required.

Additional Information For Fawcett Center Registrants:

Clients attending the Fawcett Center will be provided a continental breakfast as well as a plated lunch. An alternate lunch menu will be available for those individuals who are vegetarian. The seating format will be theater style.

On Monday, December 8, 2014 UAN Support will email you a parking pass for the Fawcett Center. The parking pass must be displayed on your dashboard while parked on the Fawcett Center's premises. If you don't have your parking pass, UAN will have extra parking passes available at the registration table.

Additional Information For Online/Webinar Registrants:

Clients attending the online presentation will be provided instructions after registration for viewing the live broadcast. Your training confirmation email will contain a link to access the online training, so please do not discard the email until the Year End Update has been completed. We will open the on-line presentation one hour prior to the beginning of the Year End Update (8:00 AM). The purpose of this is to allow any attendee that has not previously participated in an on-line training class to verify your system is working correctly. UAN Tech Support will be available if problems are encountered.

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. Then select the 'Login' button.

Step #4: Select the 'Year End Training Registration' link. You may receive a message asking if website 'www.auditor.state.oh.us' is a trusted site, select 'Yes'.

Step #5: Select 'Register'.

Step #6: Fill out the requested information. All fields are required. The registration cannot be completed if any of the required fields are left blank. Select 'Continue' to submit your registration for verification.

Step #7: After you have selected 'Continue', a verification page will appear. Select 'Back' and make any necessary corrections, or select 'Register' to complete your registration.

Step #8: If you have complete registering, select 'Back to Home'. If you need to register multiple individuals from your local government, select 'Register Another Person' and repeat steps 6 through 7.

Step #9: After you have completed registering, 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 UAN Support at 1-800-833-8261 or email support at UAN_Support@OhioAuditor.gov.