



Mary Taylor, CPA
Auditor of State

UAN Year End Update

Friday, November 19, 2010

9:00 a.m. to 3:30 p.m.

The Fawcett Center

(on the campus of The Ohio State University)

2400 Olentangy River Road

Columbus, Ohio 43210

The Auditor of State's Office, in an effort to become more efficient for our clients, has converted to on-line registration for all AOS conferences and trainings. UAN Year End Update is free of charge and is only available to current UAN clients. The material covered from 9 a.m. to 2 p.m. will be beneficial to the accounting only users who are converting to the new accounting software application, and it will be beneficial to accounting & payroll users who are staying on the current accounting & payroll software application. The demonstration of the new accounting software application is for the accounting & payroll users who are interested in previewing the functionality of new accounting software application. The demonstration from 2:00 p.m. to 3 p.m. is optional.

Tentative Agenda:

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|-------------------------|--|
| 8:00 a.m. - 9:00 a.m. | Registration |
| 9:00 a.m. - 9:05 a.m. | Welcome and Introduction |
| 9:05 a.m. - 10:15 a.m. | Year End Review: Payroll |
| 10:15 a.m. - 10:30 a.m. | Break |
| 10:30 a.m. - 12:00 p.m. | Year End Review: Accounting |
| 12:00 p.m. - 1:00 p.m. | Lunch will be provided |
| 1:00 p.m. - 2:00 p.m. | Audit Update |
| 2:00 p.m. - 3:00 p.m. | Demonstration of new accounting software application |
| 3:00 p.m. - 3:30 p.m. | UAN staff will be available for individual questions |

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 have any question(s), please contact the UAN Support Line at 1-800-833-8261 or email support at uan_support@auditor.state.oh.us .

