



Dave Yost • Auditor of State

UAN Year End Update

Thursday, December 6, 2012

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

Uniform Accounting Network (UAN) is offering the 2012 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. 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 1 hour prior to the beginning of the Year End Update. 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.

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 Internal Revenue Service, Audit, Local Governmental Service and Legal representatives.

The afternoon presentations (1 p.m. - 4 p.m.) will be split into two separate sessions, one for Accounting & Payroll (Version 16.1) users and the other for Accounting Only (Version 2012.2) users.

Tentative Agenda:

8:00 a.m. - 9:00 a.m.

9:00 a.m. - 9:15 a.m.

9:15 a.m. - 10:15 a.m.

10:15 a.m. - 10:30 a.m.

10:30 a.m. - 12:00 p.m.

12:00 p.m. - 1:00 p.m.

All Attendees

Registration

Welcome and Introduction

Internal Revenue Service (IRS) Update

Break

Audit, Local Government Services (LGS) and Legal Update

Lunch will be provided

Accounting & Payroll Group
(Version 16.1)

Accounting Group
(Version 2012.2)

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 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 ‘UAN Year End Update’ link. You may receive a message asking if web site ‘www.auditor.state.oh.us’ is a trusted site, select ‘Yes’.

Step #5: Fill out the requested information. All fields are required except for the ‘Title’ field. The registration cannot be completed if any of the required fields are left blank. Select ‘Continue’ to submit your registration for verification.

Step #6: After you have selected 'Continue', a verification page will appear. Select 'Change' and make any necessary corrections, or select 'Submit' to complete your registration.

Step #7: If you have complete registering, select 'Back to UAN Profile Manager'. If you need to register multiple individuals from your local government, select 'Add Another Attendee' and repeat steps 5 through 6.

Step #8: 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 the UAN Support Line at 1-800-833-8261 or email support at uan_support@auditor.state.oh.us .