



Mary Taylor, CPA

Auditor of State

TO: UAN CLIENTS
FROM: UAN STAFF
DATE: SEPTEMBER 21, 2007
SUBJECT: UAN CONTINUING EDUCATION TRAINING SCHEDULE

UAN will be offering continuing training classes during the months of October, November, and December. These continuing training classes are optional and available to all UAN clients. We have moved our training facility to the Auditor of State's central office. Hands On classes will be held at 88 East Broad Street (**Key Bank Building**), on the 6th floor located on the corner of **Third and Broad Streets** (Entrance on Third Street), across from the Statehouse. 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, a listing of hotels and restaurants have been enclosed for your convenience. The classes are as follows:

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 morning class will run from **9:00 AM to 12:00 Noon**.

The following date has been set aside for a UAN Cemetery ½ day class:

1 - Wednesday, October 17, 2007 (class from 9:00 AM to 12:00 Noon)

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 date has been set aside for a UAN Inventory ½ day class:

2 - Wednesday, October 17, 2007 (class from 1:00 PM to 4:00 PM)

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. The UAN Payroll and Accounting Manuals are located on your system under (My Documents) and also on our website. This class is scheduled to run from **9:00 AM to 4:30 PM.**

The following date has been set aside for a UAN Accounting Refresher class:

3 - Thursday, October 18, 2007

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. The UAN Payroll and Accounting Manuals are located on your system under (My Documents) and also on our website. This class is scheduled to run from **9:00 AM to 4:30 PM.**

The following date has been set aside for a UAN Payroll Refresher class:

4 - Friday, October 19, 2007

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 date has been set aside for a UAN Payroll for New Users class:

5 - Wednesday, October 24, 2007

We will be providing all UAN clients with several training opportunities at year end again this year. We will be conducting a Year End Update in November as well as Hands On GASB, Year End Training & Footing classes in the months of November and December.

UAN Year End Update

The following date has been set aside for the UAN Year End Update that will be held at the Fawcett Center for all users:

6- Friday, November 30, 2007

UAN Year End Update

We will be conducting a Year End Update session on Friday, November 30, 2007. The session will be held at the Fawcett Center on the campus of The Ohio State University from 8:00 a.m. to 3:15 p.m. Registration will be from 7:00 a.m. to 8:00 a.m. The seating format of the update will be theater style. A continental breakfast will be provided as well as a chicken plated lunch (an alternate lunch menu will be available for those individuals who are vegetarians or allergic to chicken). Due to the facility's limited capacity of only being able to accommodate 400 lunches, only 400 attendees can receive a lunch. Registrations received after the first 400 can attend the update (up to the seating capacity of 495); however, we will not be able to provide a lunch to those that register after the first 400.

The purpose of the update will be to provide a review of the UAN Accounting and Payroll Year End processes a review of the GASB and Regulatory report preparation process as well as updates on the latest enhancements in the software. A representative from the Ohio Public Employees Retirement System (OPERS) will also make a presentation. At the end of the update, there will be an opportunity to discuss specific issues as they relate to the software and a chance to have your individual questions answered one on one with a UAN staff member. A tentative agenda for the update session has been included as well as directions to the Fawcett Center.

UAN Hands On GASB, Year End Training & Footing

We will also be providing UAN Hands On GASB, Year End Training & Footing classes for UAN clients who wish to have more of a 'hands on' training for year end. The hands on classes will be one day classes that will cover GASB conversion and report preparation as well as a review of the accounting and payroll year end processes. We have established the class dates by entity type so that we can instruct each class using the appropriate chart of accounts. All of the hands on classes will be held at the Auditor of State's training facility located at 88 East Broad Street, 6th Floor in Columbus. The classes will be held from 9:00 AM to 4:30 PM with an hour set aside for lunch on your own. There are several restaurants in the immediate area within walking distance of the training center. We have added a new section to our UAN Hands On GASB, Year End Training class called Footing. This new addition will give you additional information of where the numbers are pulled from in the UAN system, and how these numbers affect numerous UAN reports. This will also assist you in understanding the dynamics of the reporting process in the UAN system, which in turn will give you a better understanding of the GASB reporting process.

Please note that the UAN Hands On GASB, Year End Training & Footing classes will be held at the UAN training center in downtown Columbus in the months of November and December.

UAN Hands On GASB, Year End Training & Footing

The following dates have been set for the UAN Hands On GASB, Year End Training & Footing:

Libraries

- 7- Tuesday, November 27, 2007
- 8- Wednesday, November 28, 2007

Villages and Water and/or Sewer Districts

- 9 - Friday, November 16, 2007
- 10 - Saturday, December 1, 2007
- 11 - Monday, December 3, 2007
- 12 - Tuesday, December 4, 2007
- 13 - Wednesday, December 5, 2007
- 14 - Thursday, December 6, 2007

Townships and All Other Special Districts

- 15- Wednesday, November 14, 2007
- 16- Thursday, November 15, 2007
- 17- Monday, December 10, 2007
- 18 -Tuesday, December 11, 2007
- 19 -Wednesday, December 12, 2007
- 20 -Thursday, December 13, 2007
- 21 - Friday, December 14, 2007

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., 5th Floor
Columbus, OH 43215
Fax: 1-877-727-0088
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 1-800-833-8261 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 Name:	
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Entity Id:	
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(Hint: the four digit number in your Entity Address)

Entity Name:	
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County:	
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Training Date

Payroll for New Users:	
Accounting Refresher:	
Payroll Refresher:	
Cemetery:	
Inventory:	
UAN Year End Update:	

	Training Date - 1st Choice	Training Date - 2nd Choice
UAN Hands On GASB:		

*(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.)*