



Mary Taylor, CPA

Auditor of State

TO: UAN CLIENTS
FROM: UAN STAFF
DATE: OCTOBER 8, 2008
SUBJECT: UAN CONTINUING EDUCATION TRAINING SCHEDULE

UAN will be offering continuing training classes during the months of September, October, November and December. These continuing training classes are optional and available to all UAN clients. Hands-on classes will be held at the Auditor of State's training facility located at 88 East Broad Street (**Key Bank Building**), 6th Floor in Columbus. 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, and a listing of hotels and restaurants are available on our website at: http://uanlink.auditor.state.oh.us/training/training_center.htm.

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 clerks, 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 Accounting Manual is located on your system under (My Documents) and also on our website. This class is scheduled to run from **9:00 a.m. to 4:00 p.m.**

The following dates have been set aside for a UAN Accounting Refresher class:

- 3** - Thursday, October 16, 2008
- 4** - Saturday, October 18, 2008

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. This class is scheduled to run from **9:00 a.m. to 12:00 p.m.**

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

- 5** - Tuesday, October 14, 2008

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. This class is scheduled to run from **1:00 p.m. to 4:00 p.m.**

The following date has been set aside for a UAN Inventory ½ day class:
6 - Tuesday, October 14, 2008

UAN Payroll for New Users

This class is for UAN clients that do not currently use the payroll software or for new clerks and fiscal officers at an entity that currently uses the payroll software. The class 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 a.m. to 4:00 p.m.**

The following dates have been set aside for a UAN Payroll for New Users class:

- 9** - Wednesday, October 15, 2008
- 10** - Wednesday, November 12, 2008 (day before the UAN Year End Update)

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 clerks and 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 Manual is located on your system under (My Documents) and also on our website. This class is scheduled to run from **9:00 a.m. to 4:00 p.m.**

The following dates have been set aside for a UAN Payroll Refresher class:

- 12** - Monday, October 13, 2008
- 13** - Friday, October 17, 2008

Local Government Services (LGS) Village Clerk Training

Local Government Services (LGS) will be conducting the following statewide village clerk training sessions throughout the month of October:

- Columbus – Ramada Inn – October 8, 2008
- Hudson – Holiday Inn – October 15, 2008
- Mason – Kings Island Conference Center – October 20, 2008
- Athens – OU Inn – October 23, 2008
- Perrysburg - Holiday Inn French Quarter – October 27, 2008

Complete information on these training opportunities is forthcoming.

UAN Year End Update

We will be conducting the UAN Year End Update sessions on Thursday, November 13, 2008 and Friday, November 14, 2008. The sessions will be held at the Fawcett Center on the campus of The Ohio State University. The Day 1 session (Accounting) will be held from **8:00 a.m. to 4:00 p.m.** and the Day 2 session (Payroll) will be held from **8:00 a.m. to 2:45 p.m.** Registration for Day 1 will be from 7:00 a.m. to 8:00 a.m. and registration for Day 2 will be from 7:30 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 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. A tentative agenda for the update session has been included as well as directions to hotels near the Fawcett Center.

The purpose of the update will be to provide a review of the UAN Accounting and Payroll Year End processes and review of the GASB and Regulatory reports. A representative from Audit, Local Government Services (LGS), Ohio Police & Fire Pension Fund (OP&FPF), Ohio Public Employees Retirement System (OPERS), and the Internal Revenue Service (IRS) will make a presentation.

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

14 - Thursday, November 13, 2008 (Accounting Topics)

15 - Friday, November 14, 2008 (Payroll Topics)

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. The Footing portion of the training class 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. We have established the class dates by entity type so that we can instruct each class using the appropriate chart of accounts. This class is scheduled to run from **9:00 a.m. to 4:00 p.m.**

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

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

Townships and All Other Special Districts

16 - Monday, November 17, 2008

17 - Tuesday, November 18, 2008

- 18 - Wednesday, November 19, 2008
- 19 - Thursday, November 20, 2008
- 20 - Friday, November 21, 2008
- 21 - Saturday, November 22, 2008

Villages and Water and/or Sewer Districts

- 22 - Monday, December 1, 2008
- 23 - Tuesday, December 2, 2008
- 24 - Wednesday, December 3, 2008
- 25 - Thursday, December 4, 2008
- 26 - Friday, December 5, 2008
- 27 - Saturday, December 6, 2008

Libraries

- 28 - Tuesday, December 9, 2008
- 29 - Wednesday, December 10, 2008

Open Enrollment

The open enrollment classes are available to all entity types. The class will be taught using the Township Chart of Accounts.

- 30 - Thursday, December 11, 2008
- 31 - Friday, December 12, 2008

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 letter 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 clerk/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 the UAN training classes.



UAN Continuing Education Training 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 - 1 st Choice	Training Date - 2 nd Choice
Accounting Refresher:		
Cemetery:		
Inventory:		
Payroll for New Users:		
Payroll Refresher:		
UAN Hands On GASB, Year End Training & Footing:		

*(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.*

	Check box if attending	Check box for vegetarian lunch
UAN Year End Update November 13, 2008 (Accounting Topics):		
UAN Year End Update November 14, 2008 (Payroll Topics):		

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