



# Dave Yost • Auditor of State

**TO:** UAN Accounting & Payroll Users  
**FROM:** UAN Support  
**DATE:** December 7, 2012  
**RE:** Software Migration Roadmap

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The purpose of this memo is to provide a roadmap through the process for accounting and payroll users to migrate from version 17.0 (the old application) to version 2013.1 (the new application).

**Please note: Version 2013.1 is not included with the version 17.0 mailing. It will be mailed to you before the end of December 2012.**

Each part in the process should be finished completely prior to moving to the next part. Each part briefly describes the required action and directs you to where detailed steps for each part can be found. After completing the conversion and setup parts 1 through 8 below, you will be ready to begin with 2013. Part 9 & 10 provides references on beginning of the year procedures.

- Part 1: Install version 17.0 update. If you have not already installed this update please do so immediately. See instructions included with the 17.0 version update disk.
- Part 2: Complete the 2012 Year End Procedures Version 17.0. Please see the *2012 Year End Procedures Version 17.0* included with the 17.0 version update. You will need to complete the year end procedures thoroughly before continuing.
- Part 3: Verify the Minimum Computer Requirements. If you will be installing version 2013.1 on computer(s) other than your current UAN computer, confirm each computer meets the minimum requirements. See the *Minimum Computer Requirements* memo included with this mailing.
- Part 4: Install version 2013.1.
- Part 5: IMPORTANT – Inventory. Clients using the inventory software on a computer other than the current UAN computer should read and understand the *Stand Alone Inventory* memo included with this mailing before proceeding to Part 6.
- Part 6: Complete the Data Conversion. Please see the *Version 2013.1 Conversion and Setup Instructions* pages 4 – 6 included with this mailing.

- Part 7: Complete the Accounting and Payroll Setup Wizard's 12 Steps. Please see the *Version 2013.1 Conversion and Setup Instructions* pages 7 - 45 included with this mailing.
- Part 8: Confirm 2012 Ending Balances Equal 2013 Beginning. Before recording any transactions, compare the 1/1/2013 Fund Status Report to the 12/31/2012 Fund Status Report (select all Funds and Year to Date for both reports) to be certain that the fund balances were carried forward correctly. There should be no differences in the fund balances on these two reports. Please see detailed instructions in the *Version 2013.1 Conversion and Setup Instructions* page 46 included with this mailing. If there is a difference, please contact us here at UAN Support.
- Part 9: Begin New Year 2013 Accounting. There is a brief guide to reviewing your accounting maintenance information and preparing for the 2013 new years' accounting transactions. Please see detailed instructions in the *Version 2013.1 Conversion and Setup Instructions* page 47 - 52 included with this mailing.
- Part 10: Begin New Year 2013 Payroll. Also included is a brief guide to reviewing your payroll maintenance information and preparing for the 2013 new years' payroll transactions. Please see detailed instructions in the *Version 2013.1 Conversion and Setup Instructions* page 53 - 57 included with this mailing.

## **Congratulations!**

**This completes the conversion and setup transition to the new accounting and payroll applications.**