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Auditor of State

**TO: ACCOUNTING ONLY CLIENTS**  
**FROM: UAN APPLICATION SUPPORT**  
**DATE: DECEMBER 20, 2010**  
**SUBJECT: STAND ALONE INVENTORY**

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As part of the rewrite of the UAN software, the UAN Inventory software has been upgraded and as such support of the current UAN Inventory software will be phased out. The purpose of this letter is to communicate to you the options available regarding your UAN Inventory software. If your entity does not utilize the UAN Inventory software then please disregard this memo.

**Note:** The UAN Cemetery software is not being affected at this time. If you currently use the UAN Cemetery software, you can continue to use it exactly like you do today.

All entities that utilize the UAN Inventory software will fall into one of two possible situations. The two situations are described below along with the options available to you to moving forward.

**Situation 1:** The UAN Inventory software is on my current UAN PC and no other place.

Results: No action is required by you. The UAN Data Conversion Utility will convert your inventory data and once the installation and you will be able to use the new UAN Inventory software after the completion of the UAN version 2011.1 setup.

**Situation 2:** The UAN Inventory software is used on a separate standalone PC that is not the current UAN PC.

**Option 1:** You will bring the UAN Inventory data back to the current UAN PC prior to running the UAN Data Conversion Utility by following the instructions contained in the attachment to this memo. **This is the suggested approach and ensures that the UAN Inventory software remains supported.**

Results: The UAN Data Conversion Utility will convert your inventory data and you will be able to use the new UAN Inventory software once the installation and set-up of UAN 2011.1 is complete. Initially, the UAN Inventory module will only be available from the current UAN PC. To access the inventory data

from a separate PC the multi-user capabilities of the UAN application would be used via one of the multi-user options available.

**IMPORTANT:** Verify your version of the Inventory software is 13.0 from the main menu screen. To update versions earlier than Inventory version 13.0 please contact UAN Support.

**NOTE:** The UAN Cemetery-Inventory Data Import and Export Utilities will allow you to copy data to the UAN Dell computer from a standalone Inventory computer. Data that is imported will overwrite all existing inventory data! The Import Utility will NOT merge data from two computers. It only moves data back and forth. The Import Utility will try to determine if the data you are importing is newer than the data that exists on the computer and will show a warning if this determination is made. UAN will not be responsible for any data that is lost due to it being unintentionally overwritten while using this utility.

**Option 2:** You will leave the UAN Inventory software on the standalone PC and continue using it with no option to upgrade in the future. **This option is not recommended.** If you choose to not bring your data back to the current UAN PC it will be the entities responsibility to manually re-enter the data if you decide to begin using the new UAN Inventory software in the future.

**Results:** Failure to transfer your inventory data back to your current UAN PC before performing the UAN Data Conversion Utility will leave your existing inventory data stranded with no option to upgrade it or obtain support for it in the future. This option is not recommended.

## STAND ALONE INVENTORY CONVERSION PROCEDURES

The following steps provide instruction to export UAN inventory data from a standalone PC and to import the inventory data to the current UAN PC that contains the UAN Accounting and Payroll version 15.0.

**IMPORTANT:** Verify your version of the Inventory software is 13.0 from the main menu screen. To update versions earlier than Inventory version 13.0 please contact UAN Support.

### 1. To Export Data from the remote Inventory computer:

- 1.1. Enter into the UAN Inventory software and print out the Asset Listing report. This report will be used to verify the data was transferred accurately.
- 1.2. Double click on the **'Export Cemetery – Inventory Data'** icon located under the 'UAN' icon on the desktop.
- 1.3. A screen will display allowing you to indicate the data you wish to export and which drive/directory to use. Click on the drop down box and select one of the drives listed. You may use a CD, a USB drive, or a network drive. **If a CD is used, please be sure that it is blank.** Please choose to export the Inventory data by ensuring that there is a checkmark next to **'Export Inventory Data'** option. Click on the **'Export'** button to begin the export process.
- 1.4. The Transfer program will copy the necessary files to the drive/directory that you have chosen. **Please Note:** If you have chosen the CD drive, the CD tray will be ejected and a message will indicate to insert a blank CD. Click on the **'OK'** button to continue.
- 1.5. After all the files have been copied to the drive/directory, a message will be displayed indicating that the data has been exported successfully. Take the storage media to the UAN computer to import the data for conversion.

### 2. To Import Data to the UAN Computer:

- 2.1. Insert the storage media created by the 'Cemetery and Inventory Export Utility' into the appropriate drive. **Please Note:** You may only import data that contains the same entity information. You will NOT be able to import data from a different entity. If you have used a CD, the process will begin automatically. Otherwise, double click on the **'Import Cemetery – Inventory Data'** icon located under the 'UAN' icon on the desktop.
- 2.2. When the 'Cemetery and Inventory Import Utility' window appears, select the drive/directory to import the data from by clicking on the drop down box.
- 2.3. Choose to import the Inventory data by placing a checkmark in the box next to the **'Import Inventory Data'** options. Click on the **'Import'** button to continue.

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- 2.4. Once the process is complete, a message will be displayed that the data has been imported successfully.
- 2.5. Enter into the UAN Inventory software and print out the Asset Listing report. Compare this latest report with the report pulled at the beginning of this process and verify that it is accurate. If you receive an error message, contact UAN Technical Support at 800-833-8261.