

Read This Document First



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TO: UAN ACCOUNTING ONLY CLIENTS
FROM: UAN APPLICATION SUPPORT
DATE: DECEMBER 20, 2010
SUBJECT: UAN VERSION 2011.1

The purpose of this memo is to provide you with a roadmap through the process for accounting only users of UAN to migrate from UAN version 15.0 (the old application) to UAN version 2011.1 (the new application). 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 conversion and setup parts 1-8 below, you will be ready to begin 2011 Accounting. Part 9 provides references on beginning version 2011 accounting.

- Part 1: Install Version 15.0 Update.** If you have not already installed this update please do so immediately. See instructions included with the UAN 15.0 version disk mailed to you in November.
- Part 2: Complete the 2010 year end procedures.** Please see the *2010 Year End Procedures* included with the UAN 15.0 version update. You should complete up to Section VI, Part D, Step 1 (page 56) of the year end procedures before continuing.
- Part 3: Verify the Minimum Computer Requirements.** If you will be installing UAN 2011.1 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 UAN version 2011.1.** Please see the *UAN Version 2011.1 Accounting Conversion and Setup Instructions*, pages 2 – 3 included with this mailing.
- 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 *UAN Version 2011.1 Accounting Conversion and Setup Instructions* pages 4 – 6 included with this mailing.

- Part 7: Complete the Accounting Setup Wizard's 12 Steps.** Please see the *UAN Version 2011.1 Accounting Conversion and Setup Instructions* pages 7 – 46 included with this mailing.
- Part 8: Confirm 2010 Ending Balances Equal 2011 Beginning.** Before recording any transactions, compare the 1/1/2011 Fund Status Report to the 12/31/2010 Fund Status Report 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 *UAN Version 2011.1 Accounting Conversion and Setup Instructions* page 45 included with this mailing.

Congratulations!

This completes the Conversion and Setup for the new accounting application.

- Part 9: Begin 2011 Accounting.**

For your convenience, we have included additional information in the UAN Version 2011.1 Accounting Conversion and Setup Instructions packet included with this mailing.

- a. Appendix A: Begin 2011 Accounting Procedures – a brief guide to reviewing your maintenance information and preparing for the new years' transactions.
- b. Appendix B: Training Mode – learn how to use practice UAN software.
- c. Appendix C: Passwords for Prior year Reports and Other Old UAN Applications – information on password maintenance for old UAN applications.