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TO: UAN Accounting-Only Users
FROM: UAN Support
DATE: April 10, 2012
RE: UAN Version 2012.2 Overview

The UAN version 2012.2 update is for UAN users who are on UAN version 2012.1 and currently do not use the Payroll application. If you are currently using Payroll on the UAN system, please do not attempt this update.

THE UAN VERSION 2012.2 UPDATE CONTAINS THE FOLLOWING ENHANCEMENTS

Budget:

1. Budget module is now accessible.

Please see the UAN Link website for Budget module training materials and recordings:

The Budget Online Training Recordings are located on the web address below, under the Budget Refresher Courses section:

http://uanlink.auditor.state.oh.us/training/online_recordings/accountingonly.htm

Budget Exercise Handbook used with the online recordings is located on the web address below. Additionally, this handbook is useful as a reference manual for the software operations.

<http://uanlink.auditor.state.oh.us/training/materials/accountingonly.htm>

Please note:

The online recordings and exercise handbook reference UAN version 2011.2, but the instructions are applicable for UAN version 2012.2.

Accounting:

1. **2006 prior year reports will be removed during the installation process.**

A maximum of 5 years prior year reports are kept in the UAN Software. We recommend printing any 2006 reports needed **before installing** this update since this will not be possible after 2012.2 is installed. 2006 reports can be opened and viewed by following the steps below:

1.	 UAN Tools	Double-click on the UAN Tools icon on your computer's Desktop
2.	 Prior Year Reports	Double-click on the Prior Year Reports icon
3.	 2006	Double-click on the 2006 icon

Reminder: The password for the Prior Year Reports could be different from the current version of the software. You were required to change your password for old applications – including Prior Year Reports – only once after closing 2010. If you do not remember your password for prior year reports, you will need to send a written request (a signed fax on entity letterhead or an email from an account on file with UAN is acceptable) to have it reset to the default password. If needed, either fax: 1-877-727-0088 or email uan_support@auditor.state.oh.us