

# OHIO AUDITOR OF STATE KEITH FABER



**From:** Auditor of State's Center for Audit Excellence

**To:** All IPAs

**Subject:** UAN Audit Workbench

**Date:** February 19, 2021

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The Uniform Accounting Network (UAN) Audit Workbench (AWB) software developed by the Auditor of State is available to the Independent Public Accountants that audit "small government" clients utilizing UAN software.

To obtain the updated UAN AWB Software, please follow these instructions:

1. Client data requests should be completed on the Client Information Spreadsheet (attached).
2. When completing the spreadsheet, please verify your client has filed the financial statements and that we have received and logged the statements into our system. This information can be found at the following link: <https://ohioauditor.gov/yearend/>

Note: Clients are listed by county, then by entity ID number. (Township are 001-1999; Villages are 2000-2999; Libraries are 3000-3999; and Special Districts are 4000-4999).

Please send client requests to Leah Alexander at [lcalexander@ohioauditor.gov](mailto:lcalexander@ohioauditor.gov). She will process the request and forward appropriate data discs to you. If you requested 2020 entities before today, please resend those requests. Once the disk is received, please follow the install instructions for Version 2021.1 (attached). Also, please be aware that they may be a two week lag time on your request due to COVID constraints.

Included below is a link to a very informative webinar: Audit Workbench (AWB) Updates for 2021. It contains recently added tools and functions.

<https://gateway.on24.com/wcc/eh/2872706/lp/3004895/audit-work-bench-awb-updates-version-20211>

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If you have any questions, please do not hesitate to contact Dawn Renner, Center for Audit Excellence, at [dmrenner@ohioauditor.gov](mailto:dmrenner@ohioauditor.gov) or Leah Alexander, Center for Audit Excellence, at the previously mentioned email. You may also refer to your 2020 AWB manual (sent last year) if you have any questions regarding the AWB program and software. If you have questions about the webinar or any of the new functions email: [awb@ohioauditor.gov](mailto:awb@ohioauditor.gov).

# OHIO AUDITOR OF STATE KEITH FABER



**TO: AWB AUDITORS**  
**FROM: UAN STAFF**  
**DATE: FEBRUARY 12, 2021**  
**SUBJECT: AWB 2021.1 INSTALL INSTRUCTIONS**

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2014-2020 annual financial report information is available for use with this AWB software. If you have a prior version of this AWB software installed (e.g. 2020.4) and are currently working with data that is loaded into the UAN software application, DO NOT install AWB 2021.1 until you have finished reviewing this data. The installation of AWB 2021.1 will automatically remove any data that has been loaded into the UAN software application.

AWB 2021.1 install requires a system that has Office 2007 with Service Pack 2 or newer installed.

If Audit Workbench and Teammate are installed on the same machine, do not use AWB and Teammate at the same time. It is important to close one of the applications before opening the other application to prevent issues with your machine. If you do run into error messages with Teammate and AWB, try rebooting the machine before trying the same action again.

## **Install Instructions:**

Log on to the computer with your username and password. It is important that no other applications are running. Close all software applications.

**If you are an Auditor of State employee, please follow the steps below to install AWB 2021.1:**

1. Click on the *Start* button and begin to type *Software Center* into the search field (*a tile for Software Center may already be available on your Start menu*).
2. Click on *Software Center*.
3. Click on *AWB 2021.1* from the list of available software.
4. Click the *Install* button on the *Software Center* window to begin the installation process. Please be patient. The installation of AWB 2021.1 could take approximately 40 minutes, including additional time for copying files *after* the progress bar appears to be full. When the installation is complete, please *Restart* the computer to complete the AWB 2021.1 install before using the software. Please note: If the status for AWB 2021.1 on the

Software Center screen says '*Past due – will be updated*', click on the ***Install*** button again and the status should update to say '*Installed*'.

**If you are an Independent Public Accountant, please follow the steps below to install AWB 2021.1:**

1. To begin the installation process, insert the ***AWB 2021.1 Install*** disc into the DVD tray.

**Important:** If your computer's operating system is Windows 10, a ***Drive*** message box may appear in the bottom right-hand corner of screen to select to choose what happens with this disc, click on the message box and then select to ***Run Setup.exe***. If this message box does not appear, manually open File Explorer, browse to the DVD drive, and then double click on the ***Setup*** file.

**Important:** If SQL Server 2019 has not been installed on your computer, a window will be displayed stating that the Uniform Accounting Network requires it to be installed. Please be patient. The installation of SQL Server 2019 could take approximately 20 minutes. After SQL Server 2019 is installed, you will also need to click on an ***Install*** button to install Microsoft VSTO 2010 Runtime (x64).

2. An ***InstallShield*** window will appear. To start the installation, click on the ***Next*** button to begin the AWB 2021.1 install.

3. The Setup Type defaults to ***Complete***. Click on the ***Next*** button to continue.

4. The installation is ready to begin. Click on the ***Install*** button. Please be patient. The installation could take approximately 40 minutes, including additional time for copying files after the progress bar appears to be full.

5. After the update has been completed, click on the ***Finish*** button.

6. You will be prompted to restart the computer. You must restart before the AWB 2021.1 install will be completed and the software ready to use.

7. Eject the ***AWB 2021.1 Install*** disc.

**Download Data Instructions:**

**If you are an Auditor of State employee, connect to the AOS network and download your data as normal.** Please note: If data has been downloaded prior to the entity filing for 2020, the data would need to be deleted and downloaded again so that annual financial report information for 2014-2020 will be available after the data is loaded.

**If you are an Independent Public Accountant, perform the following steps to download data:**

1. Insert the *Audit Workbench Data* disc into the DVD tray.

**Important:** If your computer's operating system is Windows 10, a *Drive* message box may appear in the bottom right-hand corner of screen to select to choose what happens with this disc, click on the message box and then select to **Run AWBDataCopy.vbs**. If this message box does not appear, manually open File Explorer, browse to the DVD drive, and then double click on the *AWBDataCopy* file.

2. A message will appear asking if you would like to download the AWB data. Click **Yes** to proceed with downloading the data.
3. A message will appear stating that the AWB data has been downloaded. Click **OK** to close the message.
4. Eject the *Audit Workbench Data* disc.

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## USER LOGIN – SECURITY LOCKOUT

To enhance security, a security lockout has been implemented in the application. The application will be disabled after 15 minutes of user inactivity i.e. if you log in to UAN and later spend 15 minutes without working in the application, it will require you to re-enter your password.

The Security Lockout will follow these rules:

- After 13 minutes of inactivity, a form will open with a 2-minute count down before locking the application.
- If you click OK before the countdown reaches zero, then you can continue to work in the application without this warning until there are another 13 minutes of inactivity.
- If you do not click OK, the application will hide all open UAN forms and a Login form will display.
- The User Name will display as 'read-only' and the Password field will be required.
  - Enter your **password** and click **OK**. Upon successful login, the previous open forms will reappear. Click **Quit** only if you are sure that you saved all activity and are ready to exit UAN.
- If you choose to **Quit or if your password attempts fail** (exceeding the normal limit without success), then UAN will close and any activity that you did not save prior to the Security Lockout will be lost.
- After an additional 5 hours of inactivity, a form will open with a 60-minute count down similar to the 2-minute one described above. If there is no UAN activity after 6 hours and 15 minutes in total, then UAN will close and any activity that you did not save prior to the Security Lockout will be lost.