



Mary Taylor, CPA
Ohio Auditor of State



UAN Update

Presented by: UAN Staff

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Welcome
to the
Auditor of State
Uniform Accounting Network Update



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Timothy P. Moloney
Director of UAN

- *Angela C. Muller*
Software Design/Technical Support Supervisor
- *Joseph E. Mills, Jr.*
Software Support Supervisor
- *Matthew D. Dean*
IT Analyst

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Survey

- Training options and alternatives
- Multi-user technical requirements option

- Distributed at OTA in February

- Return to UAN – Demo room, FAX, e-mail, mail
- Please get input from your entity!

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Public Records Requests

- Recent request to many entities – all entities will be contacted
 - Disbursements/Payroll/Budget
- UAN has produced a set of steps to follow
 - Caution when redacting
- **Your Legal Counsel** should review prior to releasing
 - Free-form text areas should be closely analyzed
- **AOS Website - Ohio Auditor of State's Certified Public Records Training**
 - Go to: Services – Training – House Bill 9

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Multi-User / Network Rewrite

- Why?
 - Visual FoxPro – No longer supported by Microsoft
 - Add multi-user functionality
- When?
 - Go Live January 2011

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Angela C. Muller

Software Design/Technical Support Supervisor

Multi-User/Network Rewrite Update

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Multi-User / Network Rewrite

- System Access Setup
- New Look
- Improved Grids
- New Shortcuts
- New Enhancements

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System Access Setup

- Users
 - Individual usernames and passwords
 - May be denied access to sensitive information (SSNs, EFT info)
 - Assigned to a role
- Roles
 - Define access rights by area and function (simpler Access Maintenance)
 - Makes adding new users quick and easy
 - Established by Administrator (fiscal officer)
- Administrator
 - Full system access
 - Only role granting access to Users and Roles setup
- Entity Setup
 - Turn on/off new functionality

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New Look

- Modern Color Scheme
- Combined Modules
- Simplified Menu
- Redesigned Screens
- System Utilities (Calculator, Calendar, Colors)
- Quit Button

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Improved Grids

- Shading
- Sorting
- Filters
- Search
- Move Columns
- Resize Columns
- Select All / Clear All Checkbox

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New Shortcuts

- Direct Data Entry Grids
 - Purchase / Payment / Receipt Line Items
 - Revenue / Appropriation Budgets
- Import Items
 - Payments (Purchase Line Items)
 - Employees (Similar Earnings / Withholdings)
- User Preferences
 - Default Ship To / Bill To Addresses
 - Default Report Paper Options
- FAQs / Related Screens

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New Enhancements

- Maintenance items have status (Active / Inactive)
- Posted items hit cash immediately
- Bank Reconciliation clears all cash items
- Temporary Mode includes accounting
- Year-End Wizard simplifies closeout process

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Joseph E. Mills, Jr.

Software Support Supervisor

- Hours of Operation
- 2010 Holiday Schedule
- Year End Stats
- Webinars
- Common Support Calls & Reminders

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Hours of Operation

- Monday – Thursday: 7:30 AM to 5:15 PM
- Friday: 7:30 AM to 4:45 PM
- Saturday: 8:00 AM to 12:00 PM

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2010 Holiday Schedule No Support

- Saturday, May 29, 2010
- Monday, May 31, 2010 (Memorial Day)
- Saturday, July 3, 2010
- Monday, July 5, 2010 (Independence Day observed)
- Saturday, September 4, 2010
- Monday, September 6, 2010
- Thursday, November 11, 2010 (Veterans' Day)
- Thursday, November 25, 2010 (Thanksgiving Day)
- Friday, November 26, 2010 (Day after Thanksgiving)
- Saturday, November 27, 2010
- Friday, December 24, 2010 (Christmas Day observed)
- Saturday, December 25, 2010 (Christmas Day)
- Friday, December 31, 2010 (New Year's Day observed)
- Saturday, January 1, 2011 (New Year's Day)

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Year End Stats Call & Email Volume

- Last week of December: 264
- First week of January: 800
- Second week of January: 651
- Third week of January: 374
- Fourth week of January: 346
- Total: 2,435

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Year End Stats Filing Statistics

- Townships: 1,137 out of 1,148 (99%)
- Villages: 403 out of 422 (95%)
- Libraries: 127 out of 128 (99%)
- Special Districts: 74 out of 77 (96%)

- Total: 1,741 out of 1,775 (98%)

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Webinars Overview

- Live training via the Internet
- Participants sits at his or her own computer and they are connected to other participants via the Internet
- Interactive participation between audience and presenter
 - Question & Answer sessions

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Webinars Benefits

- Optional
- Cost Savings
- Repeatable
- Same content as hands-on training - webinars may have individual exercises as compared to group exercises
- Design and content of the webinars and hands-on training have not been completed

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Common Support Calls & Reminders Void Prior Year Warrant

- Accounting -> Transactions -> Accounting Utilities -> Funds -> Prior Year Warrant Adjustment
 - Note:** Enter a positive (+) amount
 - Note:** Enter the correct warrant number (as it appears on the Payment Register report)
- Primary Bank Reconciliation's Warrant tab select 'Void'

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Common Support Calls & Reminders Audit Adjustments

- Accounting -> Transactions -> Accounting Utilities -> Funds -> Audit Adjustment

Note: To decrease the fund balance, enter a negative (-) amount

- Verification that the adjustments have been posted is obtained from the Fund Balance Adjustment report located at: Accounting -> Reports and Statements -> Information & Status -> Accounting Utilities

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Matthew D. Dean

IT Analyst

- Multi-User / Network Rewrite Technical Requirements
- Professional Usage
- My Documents Backup
- Microsoft Office 2007

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Multi-User / Network Rewrite Technical Requirements

- Single Standalone User (\$0)
 - No additional hardware or software required
 - No remote access
- Single User, Remote Access (\$\$)
 - 3rd party software with strong security
 - High speed internet access
 - Available now with existing application

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Multi-User / Network Rewrite Technical Requirements

- Small Workgroup, Internal Access(\$)
 - Up to 3 concurrent users
 - Additional PCs to install application
 - Router
 - Configuration of Windows
 - IT professional for setup

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Multi-User / Network Rewrite Technical Requirements

- Small Workgroup, External Access(\$\$\$)
 - Up to 3 concurrent users
 - External access means PCs in different physical locations accessing the UAN data
 - Need all items of internal access workgroup
 - Virtual Private Network (VPN) hardware/software
 - High speed internet access
 - IT professional for setup and maintenance

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Multi-User / Network Rewrite Technical Requirements

- Large Workgroup (\$\$\$\$\$)
 - More than 3 concurrent users
 - SQL Server 2005 or later
 - Additional PCs to install application
 - Network infrastructure
 - IT professionals on staff or on-going contract

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Professional Usage

- Professional and Proper Usage of the UAN System
 - Should only be used for official entity business
 - Equipment is property of the Auditor of State's office
 - Prior written authorization is required before installing any hardware or software to the UAN system

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My Documents Backup



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Microsoft Office 2007

- Installed During Version 14.0
- New User Interface
 - Ribbon
 - Galleries and Live Preview
 - Mini Toolbar
 - Quick Access Toolbar
 - Office Button
 - Status Bar
- For more information go to:
<http://office.microsoft.com>

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