OHIO AUDITOR OF STATE
KEITH FABER

From: Auditor of State's Center for Audit Excellence

To: All IPA Firms

Subject: UAN Audit Workbench

Date: February 9, 2022

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:

Attached are the instructions for the 2022.2 download. **Please read instructions carefully and download AWB *before* requesting data**. Within the instruction is the link for the download. We will no longer be sending out discs. ***Please note: The download link from OneDrive will expire on March 4, 2022.***

1.) Client data requests should be completed on the *new* Client Information Spreadsheet (attached).

2.) When completing the spreadsheet, please verify your client is a UAN client and 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: http://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. She will process the request and forward appropriate data links to you. If you requested 2021 entities before today, please resend those requests.

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

If you have any questions, please do not hesitate to contact Dawn Renner, Center for Audit Excellence, at 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.

TO:	**AWB AUDITORS**
FROM:	**UAN STAFF**
DATE:	**FEBRUARY 7, 2022**
SUBJECT:	**AWB 2022.2 INSTALL INSTRUCTIONS**

2015-2021 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. 2021.3) and are currently working with data that is loaded into the UAN software application, <u>DO NOT install AWB 2022.2</u> until you have finished reviewing this data. The installation of AWB 2022.2 will automatically remove any data that has been loaded into the UAN software application.

The AWB 2022.2 install requires a system with Windows 10 operating system and Office 2013 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.

<u>If you are an Independent Public Accountant</u>, please follow the steps below to download and install AWB 2022.2:

AWB 2022.2 is now available to download using the OneDrive Cloud. The install is approximately 633 MB, and the time required to download this release is dependent on the download speed of your internet connection. As a reference, if your download speed is 50Mbit/Sec then the download will take approximately 1 minute and 41 seconds.

Please note: The download link from OneDrive will expire on March 4, 2022.

<u>Steps to download AWB 2022.2:</u>

1. Copy the following link to your web browser:
   https://ohauditor.sharepoint.com/:u:/s/UANDownload/EYLoatF0pRpArXxrAWjfiKsBqpwaMDVE3Lx_Dt-Q2W47HQ?e=bSHBT6

2. A SharePoint window will appear in your web browser displaying the UAN Install folder requesting a password. The password is 'FiscalOfficer' *(no quotes, capital F and O, and*

no space). Type in the password and select Verify.

3. An Office 365 window *may* appear in your web browser displaying the contents of the UAN install folder. Select the appropriate version to download by clicking on the link under the Name Column.

4. The file to be downloaded will now display, with a note underneath stating "Hmm…. looks like this file doesn't have a preview that we can show you." Select the Download button.

5. The download will now begin, and should display in the bottom left corner of your web browser. When the download is complete, click on the 'Open file' option found in the bottom left corner of your web browser. A window will display containing a Setup file and an Install folder. *(If you do not see the file being downloaded, select 'Ctrl-J' on your keyboard to open the download folder. When the download is complete, you should be able to click on the file and select 'Open'. A window will display containing a Setup file and an Install folder.)*

Steps to install AWB 2022.2:

1. Double click on the Setup file (this is the file that downloaded in Step 5 of the *Steps to download AWB 2022.2* above).

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 2022.2 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 2022.2 install will be completed and the software ready to use.

    Please note: If data has been downloaded through the AWB Data Utility prior to the entity filing for 2021, the data would need to be deleted and downloaded again so that annual financial report information for 2015-2021 will be available after the data is loaded.