OHIO AUDITOR OF STATE
KEITH FABER

From: Auditor of State's Center for Audit Excellence

To: All IPAs

Subject: 2021 AWB Download through OneDrive Cloud

Date: May 20, 2021

The Audit Workbench (AWB) 2021.2 is now available to download using the OneDrive Cloud.

Attached are the instructions for the download. Within instruction is the link for the download. ***Please note: The download link from OneDrive will expire on June 19, 2021.***

Requests for the link after June 19, 2021 can be directed to Leah Alexander at lcalexander@ohioauditor.gov.

Question regarding AWB can be directed to awb@ohioauditor.gov.

TO:	AWB AUDITORS
FROM:	UAN STAFF
DATE:	May 20, 2021
SUBJECT:	AWB 2021.2 INSTALL INSTRUCTIONS

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. 2021.1) and are currently working with data that is loaded into the UAN software application, <u>DO NOT install AWB 2021.2</u> until you have finished reviewing this data. The installation of AWB 2021.2 will automatically remove any data that has been loaded into the UAN software application.

The AWB 2021.2 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 Auditor of State employee</u>, please follow the steps below to install AWB 2021.2:

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

2. 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)*.

3. Click on *Software Center*.

4. Click on *AWB 2021.2* from the list of available software.

5. Click the *Install* button on the *Software Center* window to begin the installation process. Please be patient. The installation of AWB 2021.2 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*** <u>the computer to complete the AWB 2021.2 install before using the software</u>. <u>Please note</u>: If the status for AWB 2021.2 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'*.

Please note: If data has been downloaded through the AWB Data Utility 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, please follow the steps below to download and install AWB 2021.2:

AWB 2021.2 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 June 19, 2021.

Steps to download AWB 2021.2:

1. Copy the following link to your web browser:

   https://ohauditor.sharepoint.com/:u:/s/UANDownload/Eeiwz40TBL5JiX-pg4Odms0BKENQptzC7crYqbuKXVW7vw?e=cnSWnu

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 2021.2:

1. Double click on the Setup file (this is the file that downloaded in Step 5 of the *Steps to download AWB 2021.2* 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 2021.2 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, <u>including additional time for copying files *after* the progress bar appears to be full</u>.

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 2021.2 install will be completed and the software ready to use.