

# 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 18, 2025

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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:

Attached are the instructions for the 2025.1 download. **Please read instructions carefully and download AWB *before* requesting data.** Within the instructions is the link for the download. ***Please note: The download link from OneDrive will expire on March 14, 2025.***

- 1.) Client data requests should be completed on the 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](mailto:lcalexander@ohioauditor.gov). She will process the request and forward appropriated data links to you.

Questions can be directed to Dawn Renner, Center for Audit Excellence, at [dmrenner@ohioauditor.gov](mailto:dmrenner@ohioauditor.gov) or Leah Alexander, Center for Audit Excellence, at [lcalexander@ohioauditor.gov](mailto:lcalexander@ohioauditor.gov). You may also refer to your AWB manual (attached,) if you have any questions regarding the AWB program and software.