

# OHIO AUDITOR OF STATE KEITH FABER



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

**To:** All IPA Firms

**Subject:** AWB 2022.3 Install Instructions

**Date:** April 15, 2022

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AWB 2022.3 is now available to download using the OneDrive Cloud. 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, DO NOT install AWB 2022.3 until you have finished reviewing this data. The installation of AWB 2022.3 will automatically remove any data that has been loaded into the UAN software application.

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 May 14, 2022.***

### **Steps to download AWB 2022.3:**

1. Copy the following link to your web browser:  
[https://ohauditor.sharepoint.com/:u:/s/UANDownload/EXkMnT\\_cLfNAtKOZ1S7gArkBWsWiNeC\\_xCDnlhsFt1QWtw?e=7KOaCG](https://ohauditor.sharepoint.com/:u:/s/UANDownload/EXkMnT_cLfNAtKOZ1S7gArkBWsWiNeC_xCDnlhsFt1QWtw?e=7KOaCG)
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 2022.3:**

1. Double click on the Setup file (this is the file that downloaded in Step 5 of the *Steps to download AWB 2022.3* 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 2022.3 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 2022.3 install will be completed and the software ready to use.

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