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**UNIFORM ACCOUNTING NETWORK**

**UAN User Note**
**January 6, 2021**

This UAN User Note contains the following topics:
- 1099-NEC Electronic Filing Error
- UAN Tech Support e-mail address
- Annual Financial Report (AFR) Submissions By Mail
- 2021 US Tax Table Update

## 1099-NEC ELECTRONIC FILING ERROR

Clients who choose to upload 1099-NEC forms to the IRS for 2020, using the File functionality added to UAN in version 2021.1, **must** complete an essential extra step (below) before creating the electronic file. Clients who instead choose to print and mail 1099 and 1096 forms to the IRS, or who will not file any 1099-NEC forms, can ignore this Note section. For information about the 2020 1099-NEC form and the new File functionality, refer to the UAN Year End Procedures, "Appendix 2: Year End Reports", in the section titled "1099 Forms – 2020 Filing Year Changes".

Due to an error in the new File functionality for 1099-NEC forms, the "Total amount reported" incorrectly doubles all calculated "Nonemployee compensation" amounts from the selected forms when creating a 1099-NEC file. To rectify the issue, after you have added and edited 1099-NEC forms as necessary, follow the steps below:

**Step 1:** Select all forms in the 1099-NEC list grid.
**Step 2:** Click the Edit button below the grid.
**Step 3:** The "Edit 1099-NEC Form" popup will appear.
**Step 4:** Click the radio button labeled "⭘ Print Amounts : Override" above the grid.
**Step 5:** The amount in the "Calculated" column will be copied into the "Override" column.
**Step 6:** Click the Save button.
**Step 7:** The next 1099-NEC form (if any) will appear.
**Step 8:** Repeat Steps 4 through 7 for all remaining 1099-NEC forms.
**Step 9:** Click the Close button on the popup form.

To ensure that every 1099-NEC form will be reported correctly when the 1099-NEC file is created, simply verify that the "YTD Payments (Override)" column is not blank for any 1099-NEC form in the list grid. The File functionality will then correctly calculate the form totals.

Only the File functionality for 1099-NEC forms requires these steps. Printed forms and the 1099-Misc file all calculate correctly. For any questions not addressed in the "1099 Forms – 2020 Filing Year Changes" section of the Year End Procedures, contact UAN Support for further assistance.

## UAN TECH SUPPORT E-MAIL ADDRESS

UAN is introducing a new email address for clients who would like to directly email a UAN Computer Technician. You may also begin to receive emails from this address. Please use this new UAN Tech email address for questions or issues specifically related to computer/printer issues or networking. The new UAN Tech email address is UAN_Tech@OhioAuditor.gov. If you prefer to contact a UAN technician by telephone, please continue to call our main UAN Support phone number at 1-800-833-8261. The UAN Support email address is unchanged, and that email address is UAN_Suppport@OhioAuditor.gov.

## ANNUAL FINANCIAL REPORT (AFR) SUBMISSIONS BY MAIL

For those entities that submit their AFR to UAN by mail on a disc instead of submitting through the internet, please note that the processing will be delayed a couple extra days this year as it will be performed off site. The mailing address will not change from what is in the Year End Procedures. UAN will use the postmarked date as the submittal date for those entities that submit their AFR close to the 60-day deadline.

## 2021 US TAX TABLE UPDATE

The federal government has released the 2021 tax table. A downloadable **2021 US Tax Table Update** is required for **ALL** UAN users is available on the UANLink. You must download the update regardless of whether or not your application is in temporary mode, regardless of whether or not you have already closed 2020, and regardless of whether you use the Payroll application. This download contains the federal 2021 tax table.

## 2021 US TAX TABLE UPDATE STEPS

Below are the steps to install the 2021 US Tax Table Update. The steps are written with the assumption that your system has all of the latest Windows Updates installed. The steps may vary if the latest Windows Updates have not been installed. Also, please note that the steps may vary depending on your internet browser.

**Step 1:** Perform a UAN Backup in: General ➜ Maintenance ➜ Backups ➜ UAN Backup. Label the disc and/or name the backup file: 'Before 2021 US Tax Table Update'.
*Please Note:* If you have a multi-user network environment setup, only one computer on the network must complete the UAN Backup. However, Steps 2 through 10 must be completed on all UAN computers.

**Step 2:** Close the UAN application.

**Step 3:** Using your internet browser, click Profile Login at the top-right corner of the UAN home page (https://uanlink.ohioauditor.gov). The username is your 4-digit UAN Entity ID, and the password is your 5-character Auditor of State invoice customer number.

**Step 4:** Click Software Patches.

**Step 5:** Click 2021 US Tax Table Update.

**Step 6:** The 2021 US Tax Table Update file should automatically download, and the file will appear in the bottom left corner of your screen. Click on the file name to run the install.

- o If the update did not download and you get a warning message in the bottom left corner of your screen stating that it was blocked, click on [Keep].

- o You may then receive a Microsoft Defender SmartScreen warning message stating, "This app might harm your device." Verify the Publisher is "STATE AUDITOR, OHIO" and click on the option [Show more]. Then click on [Keep anyway].

- o Click on the file name link in the [All files] to run the install.

**Step 7:** A "Windows protected your PC" message may appear. Click [More info]. Verify the Publisher is "STATE AUDITOR, OHIO" and then click [Run anyway].

**Step 8:** A User Account Control window may appear "Do you want this app to make changes to your device?" Enter the password 'FiscalOfficer' (no quotes, capital F and O, and no space). Click [Yes].

**Step 9:** A Uniform Accounting Network message will appear "Install the 2021 US Tax Table Update?" Click [Yes]. The installation should take less than 1 minute.

**Step 10:** A Uniform Accounting Network message will appear "This update was installed successfully." Click [OK].

*__Please Note__: This update does not change the UAN software version number. If you wish to double-check that the update is installed, view the Transaction Log Report for today's date in the software General ➔ Reports & Statements. You will find a transaction labeled Software Update Complete – Name: US 2021 Tax Table Update.*

**Important:**  Only wages created after installing this update dated on or after January 1, 2021 will reflect the new tax table withholding rates. Any wages already in batch (saved but not posted) prior to the tax table update, will *not* be changed to reflect the new tax rates. Therefore, any existing batch wages should be deleted and then added again after this update.