

2016 US Tax Tables Update:

The federal government has released the 2016 tax tables. A downloadable **2016.1 US Tax Table Update** 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 2015, and regardless of whether you use the Payroll application.

Important: Only wages created after installing this update and dated on or after January 1, 2016 will reflect the new withholding rates. If wages are already in batch (saved but not posted) during the update installation, those wages will **not** be changed. Any existing batch wages should be deleted and then added again after the update is installed.

Below are two sets of instructions for downloading and running the update. The first set is for clients that have access to the internet through their UAN computer. The second set is for clients that do not have internet access through their UAN computer but do have access through another computer (at home or work).

Instructions for clients that have access to the internet through their UAN computer:

Perform **all** Steps from the UAN computer:

- 1) Perform a UAN Backup in: General > Maintenance > Backups > UAN Backup. Label the disc and/or name the backup file: '**Before 2016 US Tax Table Update**'. **Note:** In multi-user environments, only one computer must perform the UAN Backup.
- 2) Using **Internet Explorer**, click *Profile Login* on the top right of the UANLink website (<http://uanlink.auditor.state.oh.us>). Your username is your 4-digit **UAN Entity ID**, and your password is your 5-character Auditor of State invoice **customer number**.
- 3) Click *Software Patches*.
- 4) Click *2016 US Tax Table Update*.
- 5) A *Windows* message box will appear asking, "Do you want to run or save 2016USTaxTableUpdate.exe from secure.ohioauditor.gov?" Click **[Run]**.
- 6) If you see a publisher could not be verified message, Click **[Run]**.
- 7) A *Uniform Accounting Network* message box will appear asking, "Install the 2016 US Tax Table Update?" Click **[Yes]**. The installation process should take less than 1 minute.
- 8) A *Uniform Accounting Network* message box will appear stating, "The 2016 US Tax Table Update has been completed 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 in General > Reports & Statements. You will find a transaction labeled *Software Update Complete - Name: 2016 US Tax Table Update*.

[Instructions for clients that do not have internet access through their UAN computer but do have access through another computer \(at home or work\):](#)

Perform Steps 1 through 6 from the computer with internet access:

- 1) Using **Internet Explorer**, click *Profile Login* on the top right of the UANLink website (<http://uanlink.auditor.state.oh.us>). Your username is your 4-digit **UAN Entity ID**, and your password is your 5-character Auditor of State invoice **customer number**.
- 2) Click *Software Patches*.
- 3) Click *2016 US Tax Table Update*.
- 4) A *Windows* message box will appear asking, "Do you want to run or save 2016USTaxTableUpdate.exe from secure.ohioauditor.gov?" Click on the down arrow beside the **[Save]** button to select **[Save as]**.
- 5) A *Save As* window will open. Select the location of the disc or flash drive that the update file will be saved and click **[Save]**.
- 6) If you see a publisher could not be verified message, choose the red **[X]**.

Perform Steps 7 through 12 from the UAN computer:

- 7) Perform a UAN Backup in: General > Maintenance > Backups > UAN Backup. Label the disc and/or name the backup file: '**Before 2016 US Tax Table Update**'. **Note:** In multi-user environments, only one computer must perform the UAN Backup.
- 8) Insert the disc or flash drive that contains the downloaded '2016USTaxTableUpdate' file.
- 9) Using *Windows Explorer*, locate the downloaded '2016USTaxTableUpdate' file and double click on it.
- 10) If you receive an Open File – Security Warning, Click **[Run]**.
- 11) A *Uniform Accounting Network* message box will appear asking, "Install the 2016 US Tax Table Update?" Click **[Yes]**. The installation process should take less than 1 minute.
- 12) A *Uniform Accounting Network* message box will appear stating, "The 2016 US Tax Table Update has been completed 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 in General > Reports & Statements. You will find a transaction labeled *Software Update Complete - Name: 2016 US Tax Table Update*.

Printer Selection:

If you have not made your replacement printer selection, please complete your selection by December 31, 2015. If no selection has been made by that date, the default printer will be the single function printer. For additional information, please review the letter that was mailed (through the USPS) to you. The letter should have arrived in your mailbox approximately Monday, December 14, 2015. A copy can also be found the UANLink.

Year End Support:

As we wrap up our 25th year in business, the staff of UAN would like to express our gratitude and appreciation to the 1,911 local governments that use our product. Beginning on January 4, 2016 we will have extended UAN Support hours from 7:00 am to 7:00 pm (Mon – Fri) and 8:00 am – 2:00 pm (Sat). The extended Support hours continue through February 12, 2016.

Respectfully,

UAN Support