



UAN User Notes
January 23, 2018

FEDERAL INCOME TAX TABLES FOR 2018

The federal government has released the 2018 tax tables. A downloadable **2018 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 2017, and regardless of whether you use the Payroll application.

Important: Only wages created after installing this update dated on or after January 1, 2018 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.

Step 1: Perform a UAN Backup in: General → Maintenance → Backups → UAN Backup. Label the disc and/or name the backup file: 'Before 2018 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 11 must be completed on all UAN computers.

Step 2: Close the UAN application.

Step 3: Using Microsoft Edge, 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 2018 US Tax Table Update.

Step 6: A Windows message will appear "What do you want to do with 2018 US Tax Table Update.exe?" Click [Save].

- Step 7:** A Windows message will appear “2018 US Tax Table Update.exe finished downloading.” Click [Run].
- Step 8:** A ‘Open File - Security Warning’ message may appear “Do you want to run this file?” Click [Run].
- Step 9:** A User Account Control window will 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 10:** A Uniform Accounting Network message will appear “Install the 2018 US Tax Table Update?” Click [Yes]. The installation should take less than 1 minute.
- Step 11:** 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: 2018 US Tax Table Update.*