



UAN User Notes
January 10, 2018

FEDERAL INCOME TAX TABLES FOR 2018

As soon as the federal tax tables become available, UAN will develop and test a downloadable patch. UAN will notify clients by email when the Federal Income Tax Tables patch is available to download and install.

1099 - 1096 PRINT UPDATE PATCH

The UAN application's default printing setting for the 1099 and 1096 forms is 'use standard layout'. If you do not plan to 'use custom layout', you **do not** need to download or install the 1099 - 1096 Print Update patch. To verify your 1099 and 1096 printing layout selection, please access General → Maintenance → Entity Setup → Forms tab. The radio button will indicate your selection for 1099 & 1096 printing.

Clients who are printing their 1099 and 1096 forms with 'use custom layout' setting, please download and install the 1099 - 1096 Print Update patch before printing your 1099 and 1096 forms. The patch will allow the application to save your custom layout settings. The following steps detail how to download and install the 1099 - 1096 Print Update patch:

Step 1: Perform a UAN Backup in: General → Maintenance → Backups → UAN Backup. Label the disc and/or name the backup file: 'Before 1099 - 1096 Print 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 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 1099 - 1096 Print Update.
- Step 6:** A Windows message will appear “What do you want to do with 1099 - 1096 Print Update.exe?” Click [Save].
- Step 7:** A Windows message will appear “1099 - 1096 Print 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 Uniform Accounting Network message will appear “Install the 1099 - 1096 Print 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].

Important: If you added a custom layout prior to installing the 1099 - 1096 Print Update, you will need to resave your entity setup under General → Maintenance → Entity Setup after the update has been installed.

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: 1099 - 1096 Print Update.