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UAN
UNIFORM
ACCOUNTING
NETWORK

UAN User Note
June 14, 2021

This UAN User Note contains the following topics:

- IRS Form 941
- Malwarebytes and Windows Defender
- UAN Cemetery version 4.1
- UAN Release Delivery Options
- UAN Accounting and Payroll Refresher Training Sessions

IRS 941

The IRS has released a new draft Form 941 for the second quarter (due in July 2021). UAN has begun to develop an application release based on the draft report. After the IRS releases the final version of the report and UAN completes the development and testing of the release we will inform you of when to anticipate arrival of UAN version 2021.3. **Note: Please do not add/create your second quarter 941 report until you receive and install UAN version 2021.3.** The due date for the second quarter 941 to the IRS is July 31, 2021.

MALWAREBYTES AND WINDOWS DEFENDER

As the features and options change to the security products on the HP laptop we will continue to evaluate the changes to determine if a safer configuration can be set.

WINDOWS UPDATE SETTINGS OPTION

In order for your computer to receive security updates for other Microsoft Office products when your system completes all other automatic Windows Updates, an option must be manually turned on under Windows Update settings. Follow the steps below to turn on this update option:

Step 1: Type "*Windows Update settings*" in the *Search field* on the task bar.

Step 2: Next, select *Advanced options*.

Step 3: Under *Update options*, click the toggle button under *Receive updates for other Microsoft products when you update Windows* to turn this update option *On*.

MICROSOFT DEFENDER ANTIVIRUS

On June 21, 2021, we will be updating a policy through Malwarebytes to automatically update Microsoft Defender Antivirus on your new HP computer. When this policy is updated, you will see the following Windows notification appear on your screen:

You may disregard this Windows notification. It is due to **both** Malwarebytes and Microsoft Defender Antivirus applications running on your computer to provide antivirus protection.

MICROSOFT DEFENDER SCHEDULER

As noted above, Microsoft Defender Antivirus is an antivirus application which comes preinstalled on the new UAN computer. It scans any files that you may open to work on, but it is not setup by Microsoft to automatically run a full system scan of your computer unless you manually initiate the process.

UAN Support recommends that you initiate a full system scan on a weekly basis at the minimum. To make this process easier, UAN has developed a custom task scheduler to use for Microsoft Defender Antivirus scans. The task scheduler is currently available as a download through the UANLink. To download and setup the Microsoft Defender Scheduler, please do the following:

Step 1: Open the UAN home page (https://uanlink.ohioauditor.gov), and click Profile Login at the top-right corner. The username is your 4-digit UAN Entity ID, and the password is your 5-character Auditor of State invoice customer number.

Step 2: Click *Software Patches*.

Step 3: Click *Microsoft Defender Scheduler*.

Step 4: A Windows message will appear *"Microsoft Defender Scheduler.exe."* Click *Open file*.

Step 5: A User Account Control window will appear about Microsoft Defender Scheduler *"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 6: The update will install and a Microsoft Defender Scheduler box will be displayed. Select the Day and Time for Microsoft Defender Scheduler to initiate a weekly scan. Click *Ok*.

Step 7: A Windows message will appear *"Microsoft Defender has been scheduled."* Click *OK*.

Step 8: <u>After the Day and Time for a scheduled scan has passed</u>, you may verify a scan was completed by clicking on the Windows icon in the lower left hand corner of the screen and typing "Virus & threat protection" in the Search field. Then, click on *Virus & threat protection.*

Step 9: The Virus & threat protection window will open. Under **Current threats**, you should see the date and time of the last **full** scan as well as the scan details.

If you wish to change the scheduled scan, you may repeat the steps listed above. This scheduler can only be used on the new UAN computer.

UAN CEMETERY VERSION 4.1

UAN has released UAN Cemetery version 4.1. For those entities that are using the UAN Cemetery module on the UAN computer and completed the transfer to the HP computer then you have completed the installation of version 4.1. If your entity is using the Cemetery module on a computer other than the UAN HP computer then please contact UAN Support at (800)833-8261 or e-mail to UAN_Support@OhioAuditor.gov and we will either mail you an installation disc or provide you with instructions to download the release.

UAN RELEASE DELIVERY OPTIONS

To date about 660 entities have chosen to download their future UAN releases rather than receiving them by mail. Each entity has the ability to select to download the release as opposed to receiving it through the mail.

The benefit to you is that you will be able to receive the release as soon as it available and not wait for the duplication process and mailing which takes at least a week. It also eliminates the risk of receiving a disc that has been damaged during delivery. However, this option is not a good choice for all entities. Entities without high speed internet should continue to receive the release through the mail. If you have metered internet service please review your data usages and note that each UAN release is 1 – 2 GB.

All entities that haven't chosen to download the release will continue to receive the release through the mail unless you select the option to download the release through these steps:

Step 1: From the UANlink (https://uanlink.ohioauditor.gov) click the Profile Login button in the upper right corner.

Step 2:   Enter your username and password. Your Username is your 4-digit UAN ID. The password is the 5 character AOS ID that can be found on your AOS invoice.

Step 3:   Click the UAN Release Delivery Option.

Step 4:   Click the radio button next to the "I will DOWNLOAD the UAN release" option.

Step 5:   Click "Save". You will then be presented with a confirmation page and a confirmation e-mail will be sent to the email address currently on record with UAN.

Entities that chose this option will receive detailed download instructions at the time of the release.

Entities can change their selection at any time, we will determine who receives the release via mail or through a download at the point in time when each release is available.

UAN ACCOUNTING AND PAYROLL REFRESHER TRAINING SESSIONS

UAN Training is offering two webinars on refreshers of the Accounting and Payroll modules. Below are details on both of these sessions.

Course: 2021 Accounting Refresher

Course Description: This course is open to all UAN clients. The course focus is set-up and maintenance of accounts, budgets, investments, and completion of day-to-day transactions. There is a brief review of key report options, a bank reconciliation, and, as time permits, infrequent transactions and discussion of utilities for corrections. The design of the class is for inexperienced fiscal officers that would benefit from a slow-pace review of the software, starting with the basics. The UAN Accounting Refresher webinar qualifies for six education credits.

Course Format: Online/Webinar

Date: Thursday, July 1, 2021

Time: 9:00 am – 4:00 pm (half hour lunch)

Training ID: 917-564-707

There will not be any training material to download prior to class.

Please Note: The course will be recorded and posted on our website approximately one week after the event. Anyone with sufficient high-speed internet can watch the recording from the link on our website. The recorded video qualifies for education credits.

Course: 2021 Payroll Refresher

Course Description: This course is open to all UAN clients who are currently using UAN Payroll. A good portion of the course day is devoted to proper setup in the Maintenance area of the software to ensure

accuracy when wages post. The later portion of the day includes demonstrations of wage and withholding payments, and as time permits, report processing and use of utilities for error correction. The design of the class is for inexperienced fiscal officers that would benefit from a slow-pace review of the software, starting with the basics. The UAN Payroll Refresher course qualifies for six education credits.

Course Format: Online/Webinar

Date: Thursday, August 5, 2021

Time: 9:00 am – 4:00 pm (half hour lunch)

Training ID: 310-670-003

There will not be any training material to download prior to class.

Please Note: The course will be recorded and posted on our website approximately one week after the event. Anyone with sufficient high-speed internet can watch the recording from the link on our website. The recorded video qualifies for education credits.

<u>**Steps to login/attend the online webinars**</u>

There is **NO pre-registration/sign up** required for the webinar. The day of the webinar at approximately a half hour before the start time, the webinar will be open/available to access. After the webinar is open, please do the following:

> **Step 1:** Please click the following link, or copy and paste the link into your internet browser: https://www.gotomeeting.com/webinar/join-webinar**.** An internet browser window will open the webpage to access the webinar.
>
> **Step 2:** Enter the training ID associated with the course in the 'Enter the 9-digit Webinar ID' field
>
> **Step 3:** Enter your email address in the 'Business Email' field.
>
> **Step 4:** Select 'JOIN WEBINAR' button.
>
> **Step 5:** Enter your first name, last name and then select the 'Join Webinar in Progress' button.
>
> **Please Note:** If you receive a message, "Do you want to run or save GoToWebinar Opener.exe?" select: Run, or if you receive a message, "Open GoTo Opener?" then select 'Open GoTo Opener'.
>
> **Step 6:** After you log on to the webinar, you will see our welcome slide and hear music playing through your device's speakers.

Please Note: If you do not see our welcome slide within a minute of accessing the webinar, please verify that your internet browser's pop-up blocker is deactivated.

- If you are using **Microsoft Edge**, the pop-up blocker control is located under Settings. To access, click the horizontal ellipsis icon (3 dots) located in the top right corner of the browser and select Settings from the menu. From the Settings menu, select 'Cookies and site permissions'. Under the 'All permissions' section, select 'Pop-ups and redirects'. If the toggle button below is set to Blocked, click to change it to Allowed.

- If you are using **Google Chrome**, the pop-up blocker control is located under Settings. To access, click the vertical ellipsis icon (3 dots) located in the top right corner of the browser and select Settings from the menu. From the Settings menu, select 'Privacy and security' and then click on 'Site Settings'. Under the 'Content' section, select 'Pop-ups and redirects'. If the toggle button below is set to Blocked, click to change it to Allowed.