

UAN User Note
June 28, 2022

2022 FORM 941 UPDATE

The updated Form 941 has been released. A downloadable **2022 Form 941 Update** is required for ALL UAN users and is available on the UANLink. You must download the update regardless of whether you use the Payroll application as it includes the updated 941 Federal Quarterly, as well as functionality enhancements to the UAN application.

2022 FORM 941 UPDATE STEPS

Below are the steps to install the 2022 Form 941 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 2022 Form 941 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 2022 Form 941 Update.

Step 6: The 2022 Form 941 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.

- 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].
- 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].
- 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 2022 Form 941 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: 2022 Form 941 Update.*