December 12, 2016

2017 US Tax Table Update:

The federal government has released the 2017 tax tables. A downloadable **2017.1 US Tax Table Update** underline 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 2016, and regardless of whether you use the Payroll application.

Important: Only wages created after installing this update and dated on or after January 1, 2017 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 2017 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 (https://uanlink.ohioauditor.gov). 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 *2017 US Tax Table Update.*

5) A *Windows* message box will appear asking, *"Do you want to run or save 2017USTaxTableUpdate.exe from secure.ohioauditor.gov?"* Click **[Run]**.

6) If you see a publisher could not be verified message, Click **[Run].**

7) If you see a message that states, *"2017USTaxTableUpdate.exe is not commonly downloaded and could harm your computer."* Click **[Actions]**. A *SmartScreen Filter* window will appear. Select **[More Options]**. Then click the option **[Run Anyway]**.

8) If you see a *Symantec Endpoint Protection* window, click the option **[Allow this file]**. A second *Symantec* window will appear, click **[OK]**.

9) A *Uniform Accounting Network* message box will appear asking, *"Install the 2017 US Tax Table Update?"* Click **[Yes]**. The installation process should take less than 1 minute.

10) A *Uniform Accounting Network* message box will appear stating, "*The 2017 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: 2017 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 7 from the computer with internet access:
1) Using **Internet Explorer**, click *Profile Login* on the top right of the UANLink website (https://uanlink.ohioauditor.gov). 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 *2017 US Tax Table Update.*

4) A *Windows* message box will appear asking, *"Do you want to run or save 2017USTaxTableUpdate.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 where the update file will be saved to and click **[Save]**.

6) If you see a publisher could not be verified message, choose the red **[X].**

7) A message will be displayed stating that the download has completed. Click on the **[X]** to close the message box.

Perform Steps 8 through 13 from the UAN computer:
8) Perform a UAN Backup in: General > Maintenance > Backups > UAN Backup. Label the disc and/or name the backup file: '**Before 2017 US Tax Table Update**'. **Note**: In multi-user environments, only one computer must perform the UAN Backup.

9) Insert the disc or flash drive that contains the downloaded '2017USTaxTableUpdate*'* file.

10) Using *Windows Explorer*, locate the downloaded '*2017USTaxTableUpdate'* file and double click on it.

11) If you receive an Open File – Security Warning, Click **[Run]**.

12) A *Uniform Accounting Network* message box will appear asking, *"Install the 2017 US Tax Table Update?"* Click **[Yes]**. The installation process should take less than 1 minute.

13) A *Uniform Accounting Network* message box will appear stating, "*The 2017 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: 2017 US Tax Table Update*.

Cyber Security Training:

With growing cyber threats such as ransomware, social engineering, viruses and more, it is everyone's responsibility to remain vigilant against increasingly sophisticated attacks attempting to steal government money. Vigilance begins with awareness, which is why Auditor Yost is offering free Security Awareness Training. The training which is available to all UAN clients is comprised of 8 modules and the total duration of the training is approximately 90 minutes. You can watch all eight modules at once or individually over a period of time.

To access the free Security Awareness Training, please perform the following steps:

1) Using **Internet Explorer**, click *Profile Login* on the top right of the UANLink website (https://uanlink.ohioauditor.gov). Your username is your 4-digit **UAN Entity ID**, and your password is your 5-character Auditor of State invoice **customer number**.

2) Select the 'Watch Now' button located under the Cyber Security Training area.

3) The KnowBe4 window will open. The password is: cap

Respectfully,

UAN Support