OHIO AUDITOR OF STATE
KEITH FABER

UAN User Notes
January 24, 2019

OHIO TOWNSHIP ASSOCIATION (OTA) WINTER CONFERENCE

UAN will have a booth in the Exhibit Hall of the 2019 OTA Winter Conference's trade show. Our booth number is 120/122. Please stop by the booth to meet with our staff. We will be available for you to ask your specific UAN application questions.

UAN will also be conducting two presentations at the Conference. The presentations will both be on Thursday, January 31, 2019. As requested by OTA, one presentation will focus on topics for newer fiscal officers, and a second presentation will focus on topics for experienced fiscal officers. For additional information about the presentations, please refer to OTA's official agenda.

IRS FORM 1095-C

The 2019 Tax Tables Update has been revised to include an update to the IRS Form 1095-C. The majority of UAN clients may not be required by the IRS to complete Form 1095-C. Additional information about IRS Form 1095-C is located on page 75 of the 2018 UAN Year End Procedures. If your entity is required to provide IRS Form 1095-C, UAN Support requests that you please install the 2019 Tax Tables Update that was *revised on January 24, 2019* before printing your Forms 1095-C. To download and install the *revised* 2019 Tax Tables Update, please do the following:

> *Please Note*: If you have previously downloaded and installed the 2019 Tax Table Update before January 24, 2019, it will **NOT** harm the UAN application if you download and install the revised 2019 Tax Tables Update.

Step 1: Perform a UAN Backup in: General ➜ Maintenance ➜ Backups ➜ UAN Backup. Label the disc and/or name the backup file: 'Before 2019 Tax Tables 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 2019 Tax Tables Update (Revised January 24, 2019).

Step 6:   A Windows message will appear "What do you want to do with 2019 Tax Tables Update.exe?" Click [Save].

Step 7:   A Windows message will appear "2019 Tax Tables Update.exe finished downloading." Click [Run].

Step 8:   An '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 2019 Tax Tables 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: 2019 Tax Tables Update.*