



**UAN User Notes**  
**January 4, 2019**

The federal and state governments have released the 2019 tax tables. A downloadable **2019 Tax Tables Update** 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 2018, and regardless of whether you use the Payroll application. This download:

- Contains the federal and state 2019 tax tables.
- Addresses a timeout issue some clients have encountered while submitting their AFR via the internet (see below).
- Addresses the Receipt Listing report issue discussed in the December 11, 2018 UAN User Notes.

**FEDERAL AND STATE INCOME TAX TABLES FOR 2019**

**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.

**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.

**Important:** Only wages created after installing this update dated on or after January 1, 2019 will reflect the new tax table withholding rates. Any wages already in batch (saved but not posted) prior to the tax table update, will **not** be changed to reflect the new tax rates. Therefore, any existing batch wages should be deleted and then added again after this update.

## YEAR END AFR SUBMISSION BY INTERNET

A small number of clients have experienced a timeout/third backup failing error message when submitting their AOS-EOY file by Internet. The 2019 Tax Tables Update contains a fix for the Internet submission issue. If you received the timeout/third backup failing error message and have not submitted your AOS-EOY file by disc/postal, this update addresses the issue. Perform the following additional steps to resubmit your year **2018** AOS-EOY file.

**Step 1:** Make sure the computer has an internet connection.

**Step 2:** Select General → Maintenance → Year End → AFR – Re-Create AOS Backup. Read the message carefully and click OK.

**Step 3:** Select ‘ Internet Submission – Active Connection Required’.

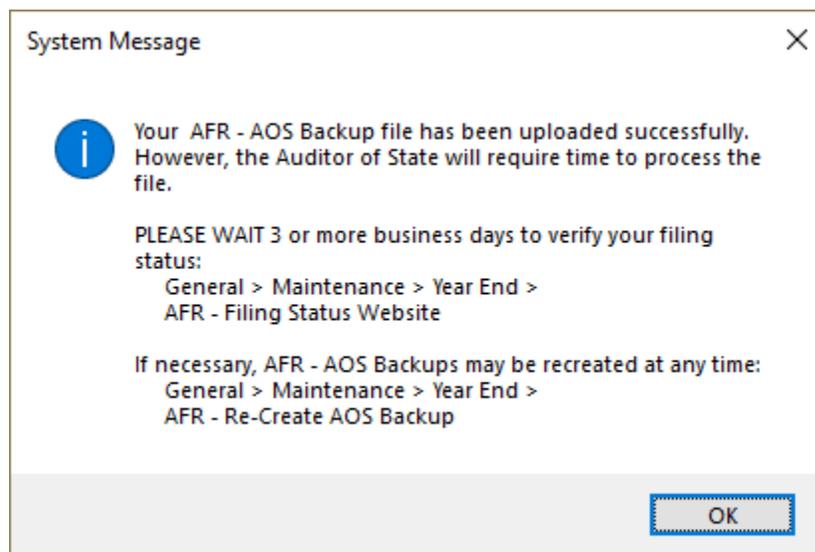
**Step 4:** Click Start. An AFR-Re-create AOS Backup Options form with open; it will list all the year(s) that your entity closed the fiscal year using UAN.

- Read all the information on the form carefully.
- Do not change the default Purpose: ‘ Re-submitting years selected below to Hinkle System’.
- Checkmark  the year **2018**.

- Checkmark  the acknowledgment statement when you are ready to certify the accuracy and completeness of the AFR submission and the entity's responsibilities. '  I affirm ... '
- Click Save. The options form will close and the backup form will begin the process. After it prepares the backup for upload, a file-submission progress message will open as follows:



When the upload is complete, the following message will open:



**Step 5:** Carefully read the message and click OK.

## CONFIRMING THE STATUS OF YOUR HINKLE SUBMISSION

Whether your submission was by internet or postal/mail, you should confirm the filing status on the Hinkle System through the Auditor of State's Customer eServices website. Please allow **5** business days with postal or **3** business days with internet for the Hinkle System to process the file. Connect to the internet and type the following into the web browser: <https://eservices.ohioauditor.gov>. The Customer Number that you need to enter is the same as the Auditor of State (AOS) account number located on any AOS invoice for your entity. It is five characters long and follows the format: two numbers, one letter, and two numbers. The Customer Email Address that you need to enter is the email address your entity has on file with AOS Fiscal Department. If you have trouble logging into your eServices account, please send an email to [eServices@OhioAuditor.gov](mailto:eServices@OhioAuditor.gov).

After logging into the eServices account, the following steps will allow you to view and confirm the annual financial statements and notes. **Reminder:** this is for viewing only; your entity does not complete any additional steps on the website to file with the Hinkle System.

**Step 1:** On the Eservices home screen, select 'Hinkle System'.

**Step 2:** On the Hinkle System page, there will be a table. Within the table are the year end filings that have submitted to the Hinkle System. To review the 2018 year end filing, select 12/31/2018 in the blue font. The Financial Data Viewer page will display.

**Step 3:** On the Financial Data Viewer page, select 'View All Details'. The Filing Details page will display.

**Step 4:** On the Filing Details page, select the PDF document icon  located to the right of 'Uploaded Document' to open it. Note: If the document does not open right away, look for a message on the screen asking if you want to Open, Save, or Cancel the document. Click Open to display the document.

**Step 5:** The PDF document will contain annual financial report statements listed first, followed by the notes to the financial statements at the end. Scroll to the end of the document to confirm that all of the notes pages that you prepared are included in the PDF.

**Important:** If the notes on the AOS eServices website are missing, incorrect or incomplete, then first confirm that you have the final version of the notes that you prepared on the UAN computer. Next, repeat any of the steps that may be necessary for 'AFR - Notes & Documents', starting on page 63 of the 2018 Year End Procedures. Then follow 'Appendix 8: Recreate AFR – AOS Backup If Needed' starting on page 121 to recreate and resubmit the AFR - AOS Backup within the AOS deadline, as listed on page 32.