

Install and Upgrade Guide for

Reckon Accounts 2018 Tax Update

Version 1.0



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Reckon Accounts 2018 Tax Update Introduction

The purpose of this document, **Install and Upgrade Guide for Reckon Accounts 2018 Tax Update**, is to provide you with information on all the relevant changes which will occur as a result of you installing this Service Pack. It is important that you read it before installing the Service Pack.

The Reckon Accounts 2018 Tax Update Service Pack addresses the following:

- □ PAYG Tax Tables for 2018/19 financial year
- □ Single Touch Payroll

PAYG Tax Tables for 2018/19 Financial Year

Reckon Accounts 2018 R2 includes the PAYG tax tables for the 2018/19 financial year.

Installing Service Pack 1 will ensure that the correct taxation is applied to salaries and wages in the new financial year from 1 July 2018.

For more information on the new tax tables, visit the following ATO

link: https://www.ato.gov.au/Rates/Tax-tables/



Single Touch Payroll

For employers with 20 or more employees, Single Touch Payroll reporting is mandatory from **1 July 2018.**

If you have 19 or less employees, Single Touch Payroll will be mandatory from 1st July 2019. For more information on Single Touch Payroll see <u>https://www.ato.gov.au/Business/Single-Touch-Payroll/</u>

You will have access to **Reckon GovConnect Single Touch Payroll** a Reckon developed gateway which has been built to allow you to submit your Single Touch Payroll information to the ATO as well as keeping track of responses from the ATO and having an audit of all data which has been submitted.

If you need to report Single Touch Payroll, to switch the feature on, after upgrading to Reckon Accounts 2018 R2, go to Edit > Preferences > Payroll & Employees > Company Preferences and select the below option.

Preferences				×
Accounting	My Preferences Company	Preference	25	ОК
🜌 Banking	Reckon Accounts Payroll Features	Pay Slip a	nd Voucher Printing	Cancel
🚱 Bills	Eull payroll	Printin	g Preferences	Help
계획의 Desktop View	○ <u>N</u> o payroll			Thep
🏀 Finance Charge		Enable S	Single Touch Payroll,	Default
💁 General	Cash Pays Rounding.			
Integrated Applications	Copy earnings details from pre <u>v</u> ious pay cheque.			Also See:
🍰 Items & Inventory	Recall guantity field on pay cheque	General		
∃obs & Estimates	Recall hour field on pay cheques.			
🚧 Online	Job Costing and Item tracking for p	aycheque e	xpenses,	
Payroll & Employees				
🥻 Reminders	Changing the employee name display pre			
Reports & Graphs	windows to close. Please finish paying yo Display Employee List by:		es before you do this. ave Names	
Sales & Customers	● Firs <u>t</u> Name ○ <u>L</u> ast Name	Other 1:	Other 1	
Send Forms	Mark new employees as sales reps	Other 2:	Other 2	
Spelling	I Mark new employees as sales reps			
🛒 Tax	Calculate RESC difference for SA a	nd/or CA na	vroll items	
Time Tracking	Super Payment Date on Payslip	najor en po	I service the	



Once enabled you will see the below Menu Entry under the Employees Menu

Employees	Banking	Reports	Window
Emplo	yee Centre		
Payrol	Centre		
Enter 1	ime		•
Pay En	nployees		
Add or	Edit Payro	II Schedule	es
Edit/V	oid Pay Che	eques	
Payrol	Taxes and	Liabilities	· · ·
Proces	s Payment	Summarie	s ▶
Proces	s Single To	uch Payrol	1
Proces	s CDEP Pay	ments	
Super	Data Export		
Set Up	YTD Amou	ints	
Emplo	yee Organis	ser	•
Tax Ta	ble Informa	tion	
Supera	nnuation Ir	nformation	1
Payrol	Setup		
Manag	e Payroll It	ems	•
Billing	Rate Level	List	

Clicking on this Menu Entry will launch the below Single Touch Payroll window.

Full File	e Replacement	Update Event	🕅 Fina	al Pay Event
	Employee	Emp. No.		
- 110 C	Dawson Frankston		Ô (Select <u>A</u> ll
N. Start	French ntha Stone			Select None
				Lodge
			τ.	

On this window, you can select the Pay that you are exporting to the ATO, as well as the Employees that you are exporting.

Please see the Single Touch Payroll Help portal for further info on the lodgement process at the below link

https://help.reckon.com/reckon-accounts/payroll/single-touch-payroll



Installation Guide

Reckon Accounts 2018 Tax Table Update is an update for Reckon Accounts 2018 customers. It includes tax tables for the 2018/19 Financial Year.

Who needs to install this Update?

This update is for ALL versions of Reckon Accounts 2018. If you currently use Reckon Accounts 2018 Plus, Premier and Enterprise Payroll Functionality, you **MUST** install this update to be compliant for the 2018/19 Financial Year.

Products Affected

The following Reckon Accounts products are affected:

- 1. Reckon Accounts Enterprise 2018
- 2. Reckon Accounts Premier 2018
- 3. Reckon Accounts Plus 2018
- 4. Reckon Accounts Accounting 2018

Countries Applicable

Australia

Name of Download

Reckon Accounts_2018_TaxUpdate.exe

Installing Reckon Accounts Tax Table Update

WARNING!

This product contains tax tables for 2018/19 Financial Year that take effect from 1st July 2018.

You must process employee pays for the 2017/18 Financial Year prior to installing this update. Otherwise your 2017/18 pay calculations will not be correct.

Payment Summaries and Empdupes for the 2017/18 Financial year can be exported in Reckon Accounts 2018 R1 or Reckon Accounts 2018 R2

Once you have installed this update, Reckon Accounts will use the 2018/19 tax tables to calculate pays.

Steps BEFORE Installing Tax Table Update

- 1. Process all pays for the 2017/18 financial year;
- 2. Rebuild your Reckon Accounts 2018 Company file(s);
- 3. Create a backup of your Reckon Accounts 2018 company file(s);
- 4. Exit from Reckon Accounts 2018;



Steps for Installing Tax Table Update

- Download the Reckon Accounts_2018_TaxTableUpdate.exe file and save it to a location on your hard drive (For example, C:\[temp] or the Desktop);
- 6. You must reboot your PC and ensure that Reckon Accounts remains closed during the update process;
- 7. After rebooting the PC you may need to stop the following Reckon Accounts services:
 - a) QBCFMonitorService or Database Manager Service &
 - b) QuickBook DB26;

To do this:

- a) Click on Start then enter services.msc in the search programs... or Run box;
- b) Find Database Server Manager or QBCF Monitor Service, right-click and select Properties;
- c) Click on the Stop button.
- Use Windows Explorer to locate the Reckon Accounts_2018_TaxTableUpdate.exe, the file you just saved, and double-click it to run the setup program.
 [Windows 7 and Windows Vista users only] Prior to installing the update ensure that you have UAC turned on and you are logged in as an Administrator;

Note: UAC is User Account Control. Go to the Control Panel, click User Accounts.

For all Windows Server installations, the installation must be started via the Add/Remove feature with the Control Panels Add or Remove programs.

- Follow the on-screen instructions to install Reckon Accounts 2018 Tax Table Update. After installing the update successfully, you can delete the **Reckon Accounts_2018_TaxTableUpdate.exe** file. Alternatively, save it to a safe location in case you need to re-install Reckon Accounts and this update at a later date;
- 10. To check that Reckon Accounts 2018 Tax Table Update has been installed correctly, press Ctrl+1 on your keyboard. Your Reckon Accounts product information should be **Reckon Accounts 2018 Release R2P**. Reckon Accounts 2018 Plus, Premier and Enterprise customers can also verify by checking the tax table version. To do this, go to the Employees Menu and select Tax Table Information. If your tax table version matches **1819272**, it indicates that you have installed the update successfully;
- **Note:** If you are using Reckon Accounts 2018 in a multi-user environment, you need to install this update on all workstations accessing your company file. You cannot use a company file in a multi-user environment unless all installations are updated to the same version. Please note that in network environments where you are using the Database Manager on a standalone server, the database manager DOES NOT require this upgrade.