

Upgrading from Reckon Accounts Hosted 2018 to Reckon Accounts Hosted 2019

This document intends to guide you through upgrading your Reckon Accounts company file from Reckon Accounts Hosted 2018 R1 to Reckon Accounts Hosted 2019 R1.

IMPORTANT!

1. Reckon Accounts Hosted 2019 Release contains tax tables and PayDay Filing for the 2019-20 Financial Year.

In the 2019 financial year, the New Zealand government has increased the ACC maximum threshold has changed from \$126,286 to \$128,470 for the 2019/20 financial year; the Student Loan Threshold has also increased to \$19,760. Reckon Accounts Hosted 2019 New Zealand release has been updated to include this change.

This release also includes PayDay Filing functionality which is the new government requirement for submitting employee payroll data.

For the IRD's information on PayDay Filing go to https://www.ird.govt.nz/payroll-employers/returns-

payments/payday-filing/payday-filing.html#01

For Help on setting up and processing PayDay Filing in Reckon Hosted, go to

https://help.reckon.com/ID2144629

You will need to complete your 2018-19 payroll processing on Accounts Hosted 2018 before upgrading to Accounts Hosted 2019 Release 1, as the tax tables available are for payroll processing after April 1st. 2019.

2. We've also added the following Enhancements for the 2019 Release

Overdue Stamp on Invoices Any overdue invoice will now include an Overdue stamp when Printed or Emailed. If you have any templates you don't wish to print the stamp on, edit your template and untick the 'Print Status Stamp' option

- Cleared Stamp on Credit Card transactions Any Credit Card transaction that has been reconciled will now display a Cleared stamp when you bring it up on screen
- Previous Button during Pay run While processing a pay run, you can now click Previous to return to the previous employee's pay
 Sort By Ref No. in Pay Bills

In the Pay Bills window we have added the Ref. No field to the Sort Bills by dropdown. We have also extended the field onscreen so it displays the whole reference no.

3. You must log in as the Reckon Accounts Administrator to upgrade your company file.

The RA Administrator password is for your company file. It is not your Reckon Accounts Hosted login. Go to <u>https://community.reckon.com/reckon/topics/how-to-remove-or-reset-an-unknown-admin-user-password-in-reckon-accounts-desktop-hosted-company-data-file</u> for more info about Reckon Accounts Administrator password.

4. If you have already upgraded your company file to Accounts 2019 R1 using the desktop version, please ignore the instructions below and use the Accounts 2019 icon on Hosted.

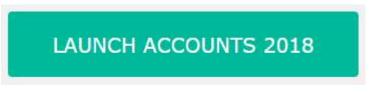
Steps to take in Reckon Accounts 2018 R1.

1. Go to the Hosted Login page, or

https://hostednz.reckon.com/RAHV2/ReckonAccountsLogon.aspx to login. Enter your User Name or User ID and Password. Click Login.

Reckon	Hosted	More -	
Login to Rec	kon Acco	ounts Hoste	d
Username or UserID			
Password			
Login >	0	Remember me	
Forgotten username >			
Forgotten password >			

2. Click on Launch Accounts 2018 button to launch the application.



- 3. Once Reckon Accounts has opened, open your company file.
- 4. Check and print your financial reports such as your Trial Balance, Profit & Loss and Balance Sheet reports (or these can be exported and saved to excel).

5. Create a backup copy of your company file. To do this, go to **File** \rightarrow **Save Copy or Backup**.

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6. Select Backup Copy and click Next.

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7. Select Local Backup then select Finish. Reckon Accounts Hosted will save the backup to the default My Backup (B:\) drive.



Once selected, click **OK**.

Online and local backup ell us where to save your backup copies (required) older Add the date and time of the backup to the file name (recommended) Limit the number of saved on-demand backup copies to per folde
Add the date and time of the backup to the file name (recommended)
Remind me to back up when I dose my company file every 4 times.
elect an option to verify that your company data is OK (e.g., not corrupte hen you save. <u>Which option should I choose?</u>
Complete verification (recommended)
Quicker verification (faster but less thorough)
No verification (not recommended)

<u>Note</u>: You can select your verify option on **Save Backup Copy: Options** screen, we do recommend completing a verify while backing up. Once you have selected your verify option, click **OK**.

Upgrading from Reckon Accounts Hosted NZ 2018 R1 to Reckon Accounts Hosted NZ 2019 R1 While we try to provide you with the solution you need, we can't promise that the above set out information is errored free or will necessarily resolve or be suitable to meet your specific circumstances.

8. You will be taken back to the backup screen, click **Finish** again. Reckon Accounts will now complete the backup of your company file. Please note, the time taken to backup will depend on the size of your data file. It is important that you do **NOT** exit or cancel out of Reckon Accounts during this time. Once Reckon Accounts has completed the backup you will receive a confirmation message:



- 9. If you have multiple company files, you will need to repeat this process for each file.
- 10. Once you have completed a backup on each company file, you can exit from Reckon Accounts Hosted 2018 R1 by going to **File** → **Exit**. Close the current tab on your Internet browser.

<u>Note:</u> You can download your backup file to your local PC, please <u>click here</u> for instructions.

11. Return to your Dashboard on another opened tab, or log in again to Reckon Accounts Hosted on the <u>https://hostednz.reckon.com/RAHV2/ReckonAccountsLogon.aspx</u>

Select Launch Accounts 2019 button to launch the application. You are now upgrading to the latest release. Please note that once your data file is opened in the new release, you will not be able to reopen it in the original Reckon Accounts Hosted 2018.



Steps to take in Reckon Accounts Hosted 2019 R1:

- 1. When **Reckon Accounts Hosted 2019** has opened, go to **File** \rightarrow **Open or Restore Company.**
- 2. Select **Open a company file (.QBW)** and select **Next**.

	Open Company: Type
สาริสา	What type of file do you want to open or restore?
0	Open a company file (.QBW)
	Opens a normal company file to continue working
	O Restore a backup copy (.QBB)
	Retrieves a copy of everything you need for your company
<u> </u>	○ Restore a <u>p</u> ortable file (.QBM)
	 Recreate a company file that was stored as a portable file
- 7	
Back	Next Finish Help Cancel

 Navigate to your working company file (*.QBW) on Q:/ drive. Click the file, and it will open to start the upgrade process.

Look in: 🔤	My Live (Q:)	001		
Name		Date mo	dified	^
Upload	NS		4 10:35 AM 4 4:02 PM	111
	ipany.QBW ipany.QBW.nd		4 3:12 PM 4 3:12 PM	
<	10		>	×
File name:	*.QBW;*QBA	~	Open	
Files of type:	Reckon Accounts Files (*QBW,*QBA)	~	Cancel	
			Help	

4. At this point, Reckon Accounts will show a warning message.

Please ensure you read this message carefully before continuing. To continue, type **YES** into the box provided and select **OK**.

Update	File to New Version	×
Your data file needs to be upo Accounts.	lated to work with this version	ofReckon
Accounts might rebuild your fil	Reckon Accounts you were pre le to verify the integrity of you take more than 30 minutes dep	ir data. This is
previous version of Reckon Ac	I to this new version, it will not counts. Before we begin upda making a backup of your curre	ating your data
	up data file with your previous ta entered in this new version case.	
Type 'YES' if you want to upda	ate your data file. Yes	
	OK	Cancel

5. Reckon Accounts will then prompt you to take a backup of your company file. Select OK.

Defensive con	and a termine whether files are an and the set.	
Click OK, and v	update your data file, you must back u ou will be asked for a file name for you	ip your company data. Ir backup.
N (1997)		

6. Click **Finish** and Reckon Accounts will automatically backup your file to Reckon Accounts Hosted Backup drive - My Backup (B:) drive.

	Save Backup: Method
-	Do you want to save your backup locally or online?
	 Local backup Save to a removable storage device (such as a CD or a USB flash drive) or in a folder on your network.
+	
	 Schedule automatic backups to a secure offsite location.
M	Learn more about Reckon Accounts Online Backup
	Options

Click **OK** to save the backup to the B drive.

	ptions
Online and local backup	
Tell us where to save your backup copies (require	d)
Folder 🔠	Browse
Add the date and time of the backup to the file.	name (recommended)
Limit the number of saved on-demand backup co	611
Demind me to back up when I does my company	fla avary 4 times
<u>Remind me to back up when I dose my company</u> Select an option to verify that your company data i	
✓ <u>R</u> emind me to back up when I close my company Select an option to verify that your company data i when you save. <u>Which option should I choose?</u>	
— — Select an option to verify that your company data i	
Select an option to verify that your company data is when you save. <u>Which option should I choose?</u>	

If you would like to save your back up your file to an external drive or your local computer, please watch this <u>video</u> for more detail.

7. Reckon Accounts will complete your backup and will give you a warning message before the upgrade is completed. Click **Yes** to continue.

	Update Company
<u>^</u>	You are about to open a company file using a newer version of Reckon Accounts. Reckon Accounts will update this file to the newer version but you won't be able to open it again in older versions of Reckon Accounts. Do you want to continue?
	<u>Y</u> es <u>N</u> o

If your company file, have login credentials. You will be asked to log into your company file; please note, the Administrator login details are required to proceed with the upgrade.

The upgrade time will depend on the size of your company file. It is important that you do NOT exit or cancel out of Reckon Accounts until the upgrade is complete.

It is advisable that you verify your reports that you printed in Reckon Accounts Hosted 2018 R1 before the upgrade to Reckon Accounts Hosted 2019 R1 to ensure that balances match post and pre-upgrade.