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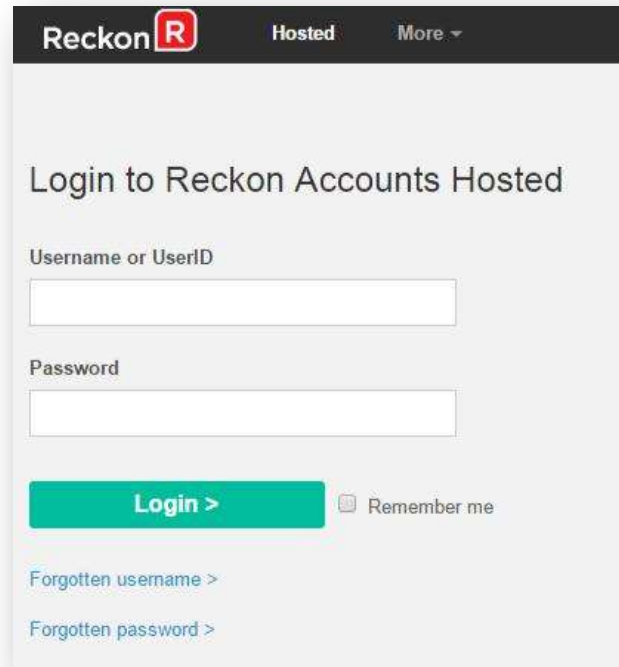
**3. You must log in as the Reckon Accounts Administrator to upgrade your company file.**

The RA Administrator password is for your company file. It is not your Reckon Accounts Hosted login. Go to https://community.reckon.com/reckon/topics/how-to-remove-or-reset-an-unknown-admin-user-password-in-reckon-accounts-desktop-hosted-company-data-file 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
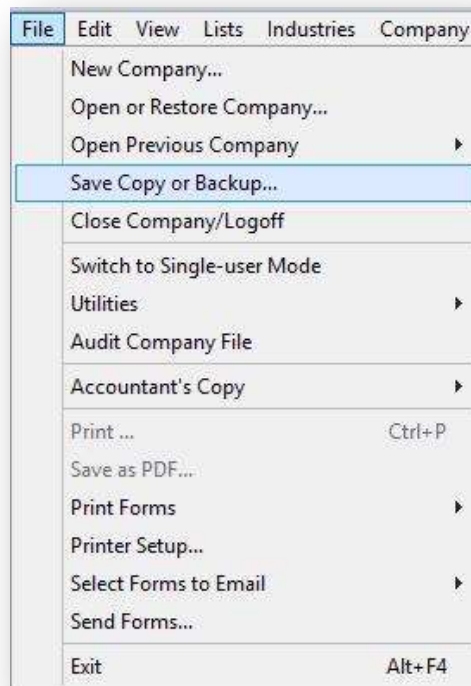
   Name or User ID and Password. Click **Login**.



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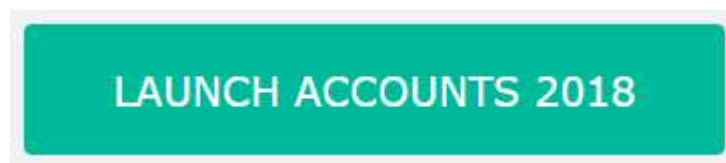


3. Once Reckon Accounts has opened, open your company file.

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).

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



6. Select **Backup Copy** and click **Next**.

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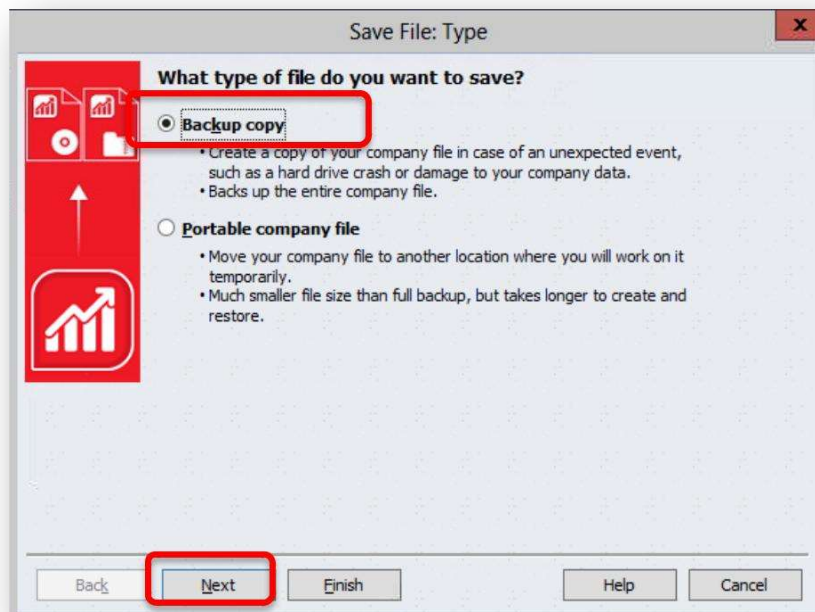
7. Select **Local Backup** then select **Finish**. Reckon Accounts Hosted will save the backup to the default **My Backup (B:\) drive.**
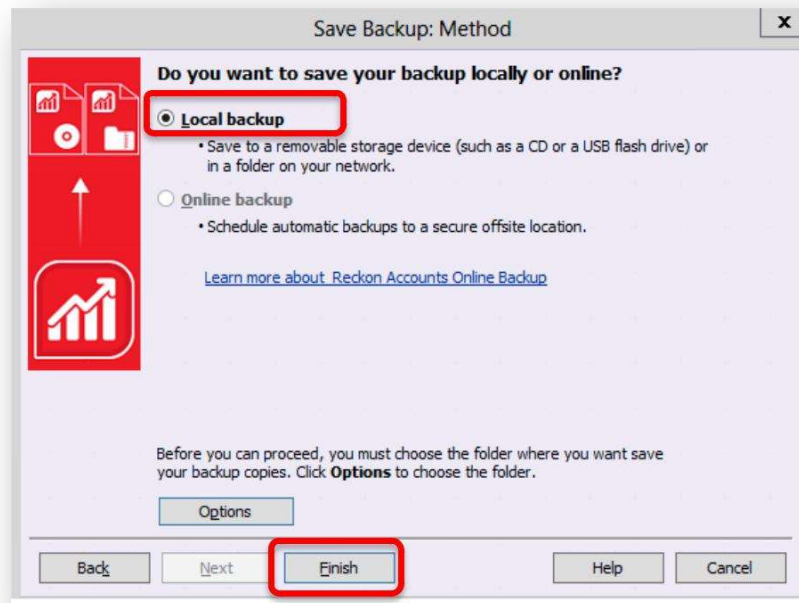


Once selected, click **OK**.
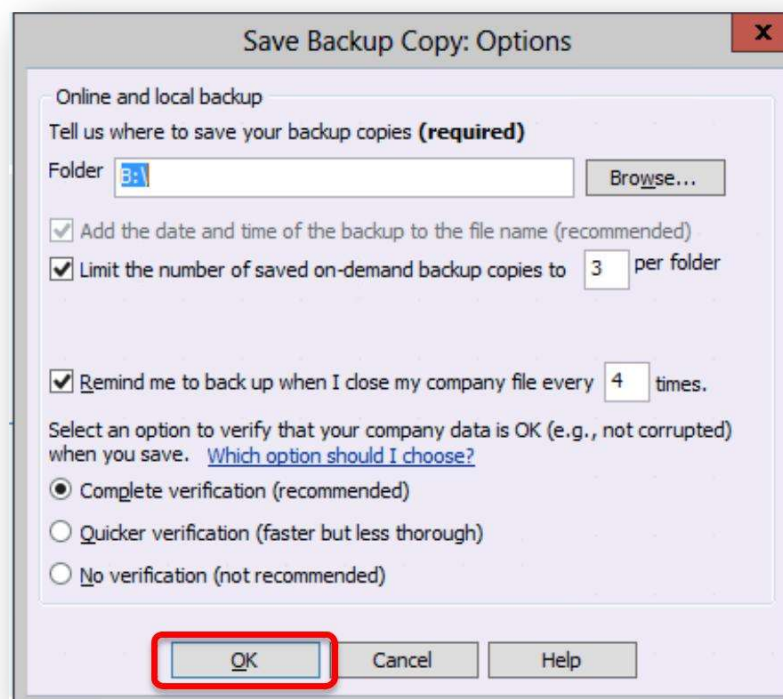


Note: You can select your verify option on **Save Backup Copy: Options** screen, we do recommend completing a verify while backing up. Once you have selected your verify option, click **OK**.

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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.

*Note:* *You can download your backup file to your local PC, please* click here *for instructions.*

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

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.**

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**Steps to take in Reckon Accounts Hosted 2019 R1:**

1. When **Reckon Accounts Hosted 2019** has opened, go to **File → Open or Restore Company.**

2. Select **Open a company file (.QBW)** and select **Next**.
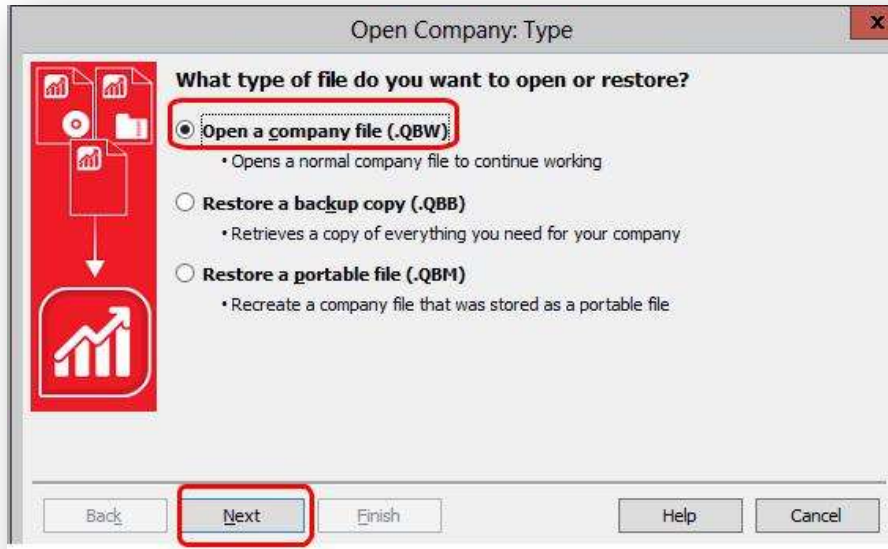


3. Navigate to your working company file (*.QBW) on Q:/ drive. Click the file, and it will open to start the upgrade process.
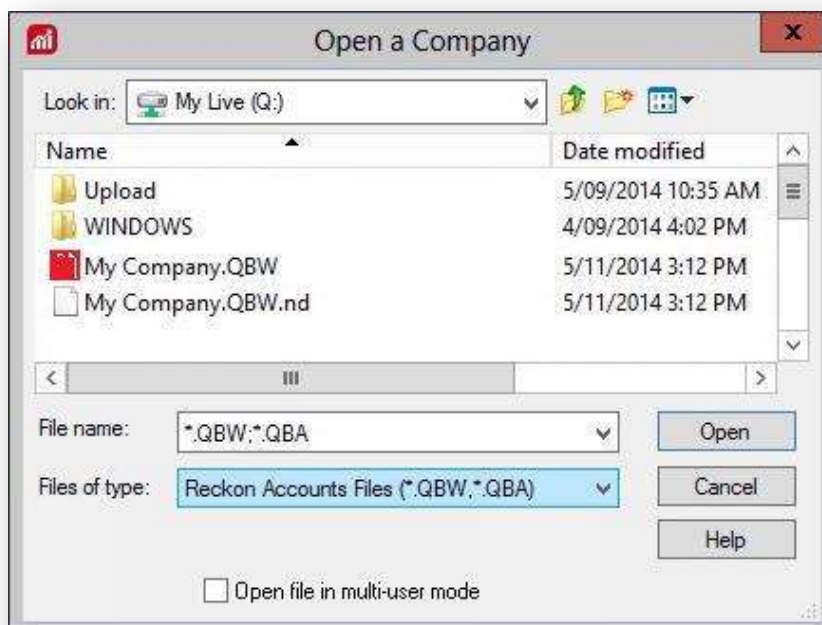
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4. At this point, Reckon Accounts will show a warning message.

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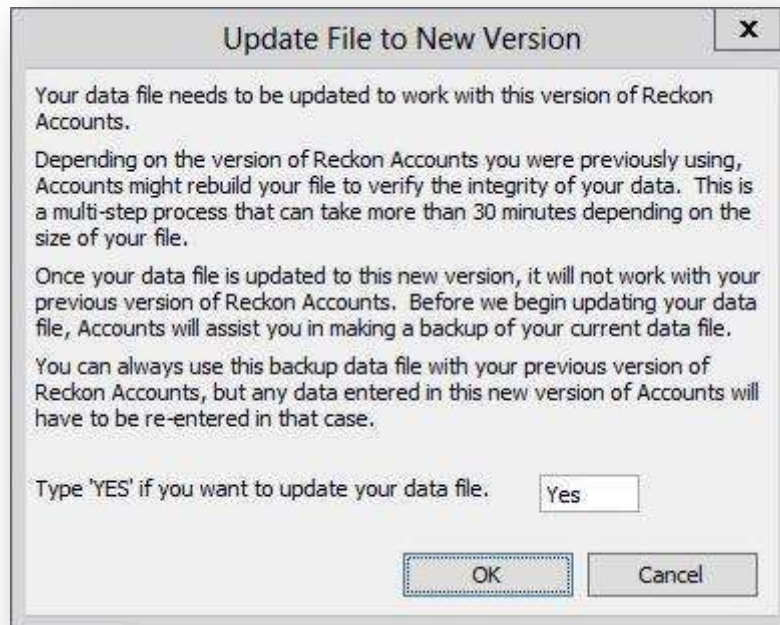


5. Reckon Accounts will then prompt you to take a backup of your company file. Select **OK**.

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



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



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

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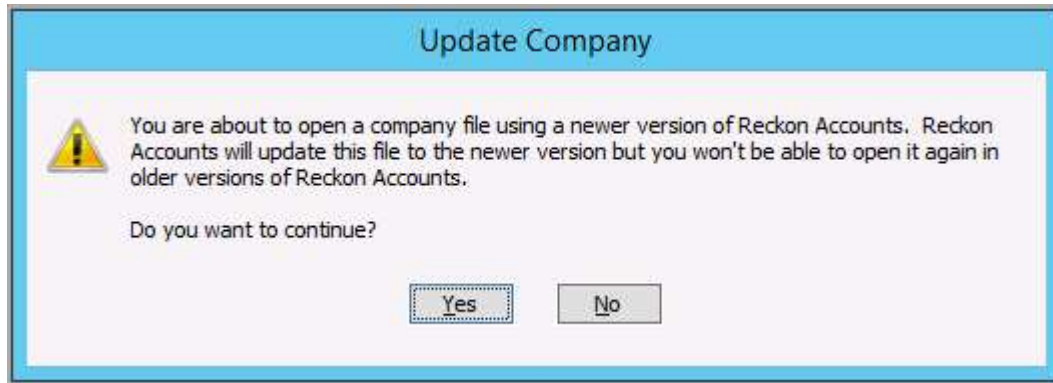


If your company file, have login credentials. You will be asked to log into your company file; please note, the Administrator login details are required to proceed with the upgrade.

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.*

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