

# Upgrading to Reckon Accounts Hosted 2017 (R2)

Version 1.0.0

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The intention of this document is to guide you through upgrading your Reckon Accounts company file from 2016 Release 2 to 2017 Release 2 on your Hosted account.

Before beginning this upgrade process, we strongly suggest that you read and familiarise yourself with the content below and the Accounts business range Installation and Upgrade Guide which can be accessed on the Reckon [website](#), and select Accounts Business Range 2017.

### **IMPORTANT!**

**1. Reckon Accounts Hosted 2017 Release 2 contains tax tables and other legislative changes for 2016-17 and 2017-18 Financial Year.**

You will need to complete your 2016-17 payroll processing on Accounts Hosted 2016 R2 before using upgrading to Accounts Hosted 2017 Release 2, as the tax tables available are for payroll processing after July 1st, 2017.

The Working Holiday Maker and FBT Exempt changes are required for your 2016/2017 EOFY lodgement and onwards.

**2. The Reckon Accounts Hosted 2017 Release 2 addresses the following:**

- PAYG Tax Tables for 2017/18 Financial Year;
- Payment Summary v5.3.0
- Empdupe File v12.0.1
- Working Holiday Maker option;
- Reportable Fringe Benefits (Tax Exempt) tax tracking type
- Victorian State Payroll Tax Threshold increase to \$625,000
- Simpler BAS

More information of each changes can be found on the following page.

**3. If you have already upgraded your company file to Accounts 2017 R2 using the desktop version, please ignore the instructions below and use the Accounts 2017 R2 icon.**

## PAYG Tax Tables for 2017/18 Financial Year

Although the Federal Budget had no overall major PAYG changes, HELP and SFSS are indexed to CPI and so their thresholds have been adjusted. As a result, new PAYG tax tables apply to Reckon Accounts.

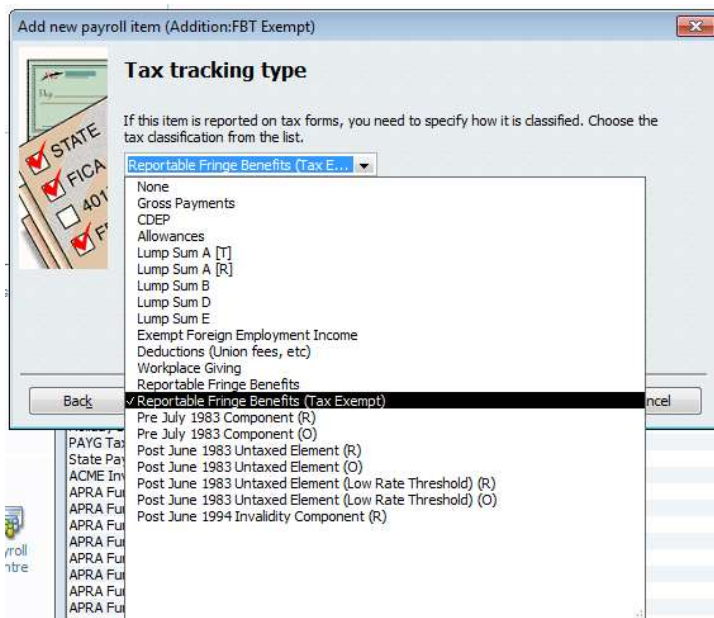
Upgrading to Account Hosted R2 will ensure that the correct taxation is applied to salaries and wages in the new financial year from 1<sup>st</sup> of July 2017.

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

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

## Reportable Fringe Benefits (Tax Exempt)

Some Employers are exempt from paying Fringe Benefits Tax (e.g. Hospitals, Ambulance Services), this is now reportable on the Payment Summaries. To allow users to enter this we have added a new Tax Tracking Type.



There is a new field on the Payment Summary (and EMPDUPE) – **is the Employer exempt from FBT under Section 57A of the FBTAA 1986?**, the new *Reportable Fringe Benefits (Tax Exempt)* tax tracking type will select the Yes field, the *Reportable Fringe Benefits* tax tracking will select the No field

Reportable employer superannuation contributions	\$	<input type="text"/>	
Reportable fringe benefits amount FBT year 1 April to 31 March	\$	<input type="text"/>	
Is the employer exempt from FBT under section 57A of the FBTAA 1986?		No <input type="checkbox"/> Yes <input type="checkbox"/>	
Total allowances	\$	<input type="text"/>	Total allowances This amount

Working Holiday Makers option

For the 2016/17 financial year onwards, Working Holiday Makers need to be identified on the Payment Summaries & EMPDUPE files.

We have added a new ‘Working Holiday Maker’ option within the Employee Taxes Window

The Working Holiday Maker column can be added to the Employee Contact report to show which employees have been selected as Working Holiday Makers

There is a new Gross Payments Type field on the Payment Summary (and within the EMPDUPE Format).

This field will display **H** for Working Holiday Makers and **S** for all other Employees.

		Type		Lump sum payments	Type
Gross payments	\$	<input type="text"/>		A \$	<input type="text"/>
CDEP payments	\$	<input type="text"/>		B \$	<input type="text"/>

## Simpler BAS

Simpler BAS is going to be the default reporting method for Businesses with an annual GST Turnover less than \$10 million.

There's a new Simpler BAS option in the BAS Config window. When selected, those additional fields that no longer need to be reported will be greyed out.

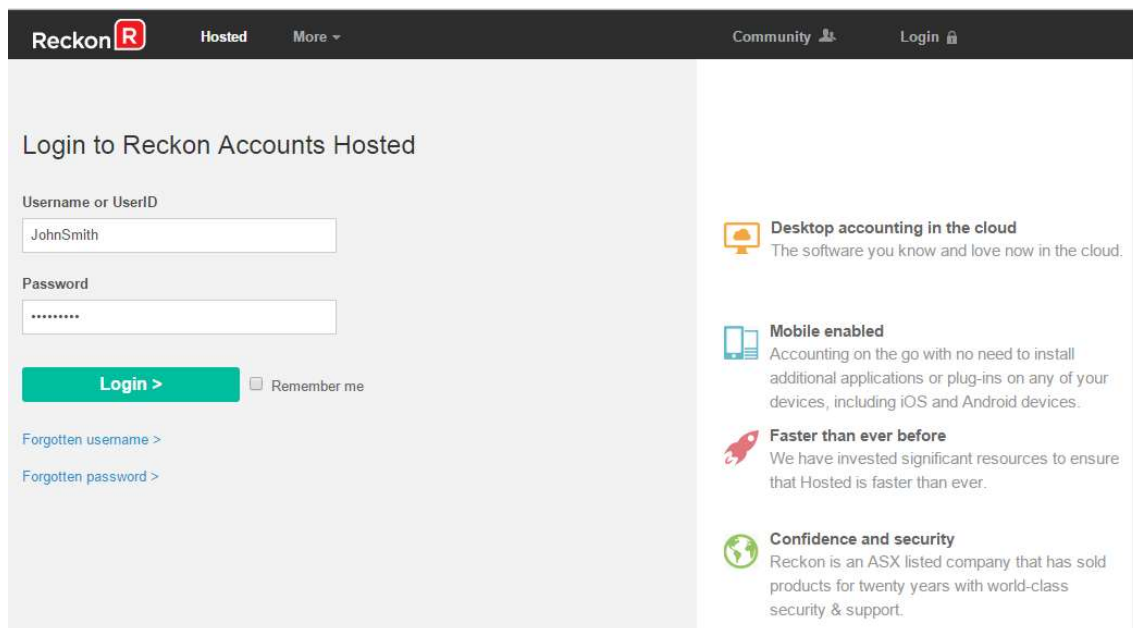
Larger businesses can deselect this option and report the BAS including the additional fields of G2 - G11. (The ATO now refers to this as the Full Reporting Method)

The screenshot shows the 'BAS Configuration' dialog box with the 'GST Configuration' tab selected. The 'Document ID' field is empty. Under 'BAS Reporting Period', 'Annually' and 'Monthly' are unselected, while 'Quarterly' is selected. The 'Quarter beginning' dropdown is set to 'April' and the 'Current year' dropdown is set to '2017'. The 'Include GST on this BAS' and 'Simpler BAS' checkboxes are both checked. The 'Other Taxes' section on the right has four checkboxes: 'Include WET on this BAS' (checked), 'Include LCT on this BAS' (checked), 'Include FBT on this BAS' (checked), and 'Include FTC on this BAS' (unchecked). At the bottom are 'OK', 'Cancel', and 'Help' buttons.

**NOTE: Simpler BAS will be enabled by default after upgrading**

## STEPS TO UPGRADE

1. Go to [Reckon Accounts Hosted](#) login page. Enter your Username and Password then click on the Login button.



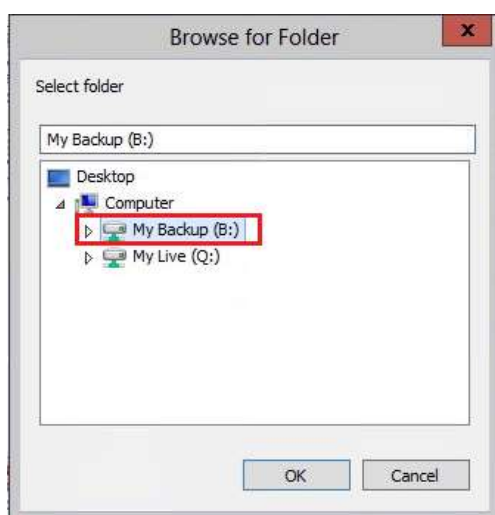
The screenshot shows the Reckon Accounts Hosted login interface. At the top, there's a navigation bar with the Reckon logo, 'Hosted', 'More', 'Community', and 'Login'. The main heading is 'Login to Reckon Accounts Hosted'. Below this, there are input fields for 'Username or UserID' (containing 'JohnSmith') and 'Password' (masked with dots). A green 'Login >' button is next to the password field, with a 'Remember me' checkbox. Links for 'Forgotten username >' and 'Forgotten password >' are below the login button. On the right side, there are four feature highlights: 'Desktop accounting in the cloud', 'Mobile enabled', 'Faster than ever before', and 'Confidence and security', each with an icon and a brief description.

2. To prep your data file for upgrade, Click on **Launch Accounts 2016 R2** button.



The screenshot shows the Reckon Accounts Hosted dashboard. At the top, there's a navigation bar with the Reckon logo and a 'Settings' gear icon. The main heading is 'Welcome to Reckon Accounts Hosted'. Below this, there are three large buttons: 'LAUNCH ACCOUNTS 2016 R2', 'LAUNCH ACCOUNTS 2017 R2' (with a 'new' tag), and 'CONTROL PANEL'. On the right side, there's a 'Useful links' section with four links: 'How-to videos', 'Community', 'Test your internet speed', and 'View backup log', each with an icon.

3. Open your company file. Print a copy and/or check financial reports such as your Trial Balance, Profit & Loss and Balance Sheet reports;
4. Create a backup of your Accounts Hosted 2016 R2 company file(s) by going to **File** → **Save Copy or Backup**. Save your backup file (.QBB) on to Reckon Accounts Hosted - My Backup (B:) drive.



Choose the option to take a “Portable Backup” if you intend to download the back up to your local hard drive. A portable backup is smaller in size than the standard backup and is more practical for downloading local hard drive backups. Portable Backup may take longer time to create & restore than the standard backup.


For best practice for Hosted backup and File maintenance, please read this [article](#).

5. Click on **File** menu then select **Exit** from Accounts 2016 R2 after you have backed up your company file and wait for the browser tab to close.

### Important!

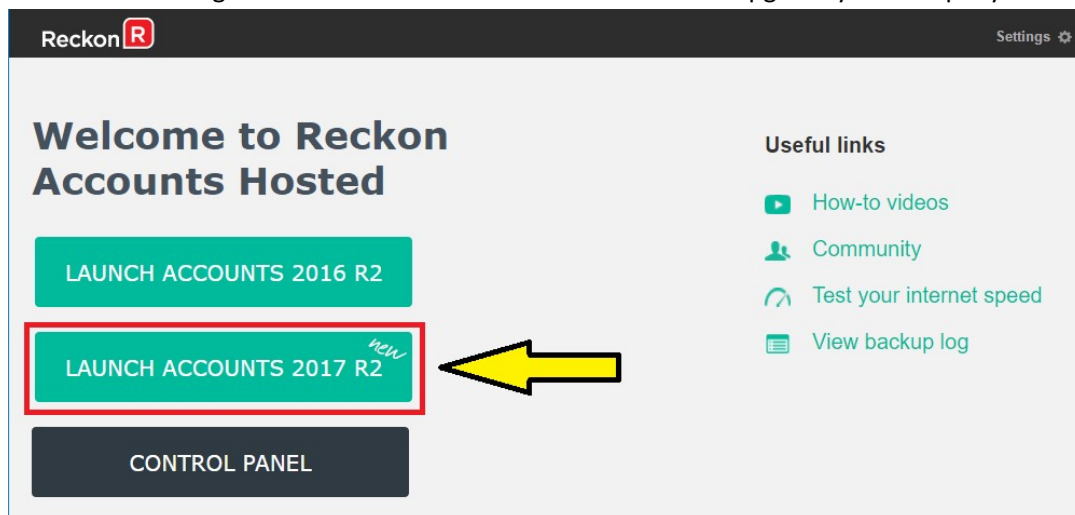
It is essential to perform the proper **File** → **Exit** function whenever you want to exit from Reckon Account Hosted.

Please wait until the browser tab is closed automatically after performing a File Exit, the Hosted session is terminated successfully as a result. This will prevent later connection issues.

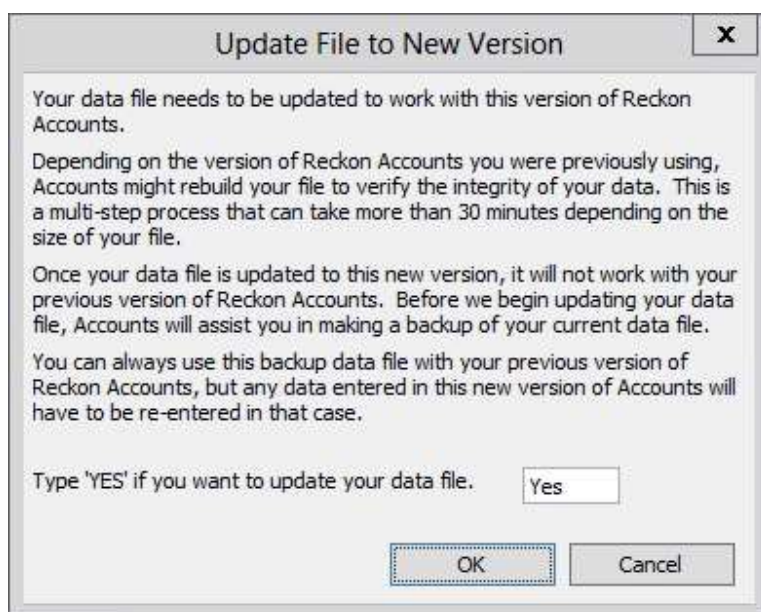
We do **not** recommend users to close the web browser, browser tab or close the Account Hosted application by clicking the Close button (  ) on the top right of the window while Hosted session is still active. This may cause issue when you try to launch a different Hosted version later.



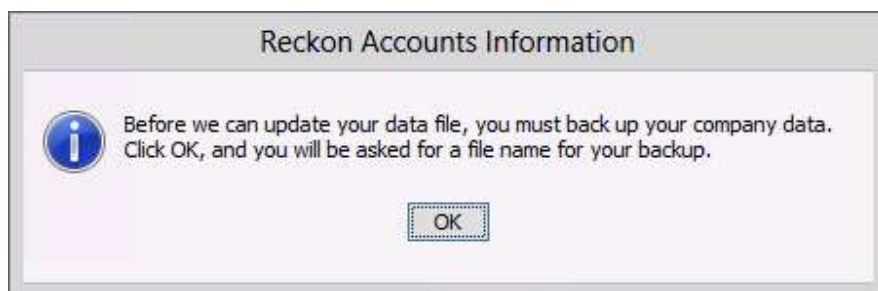
7. Click on the **Launch Accounts 2017 R2** button when you login and open your company file;  
**Note:** You must login as the Reckon Accounts Administrator to upgrade your company file.



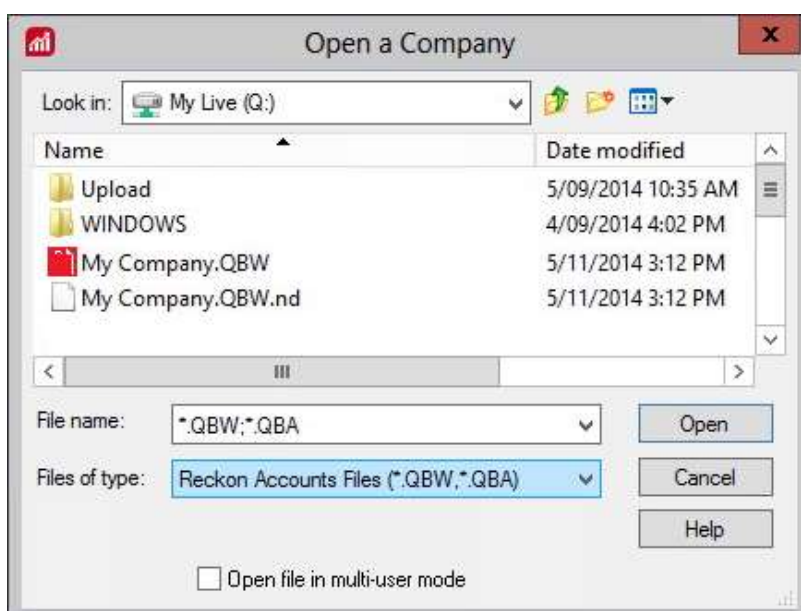
8. Reckon Accounts will ask you whether you would like to update your file to the new version. Type 'YES' and click **OK**.



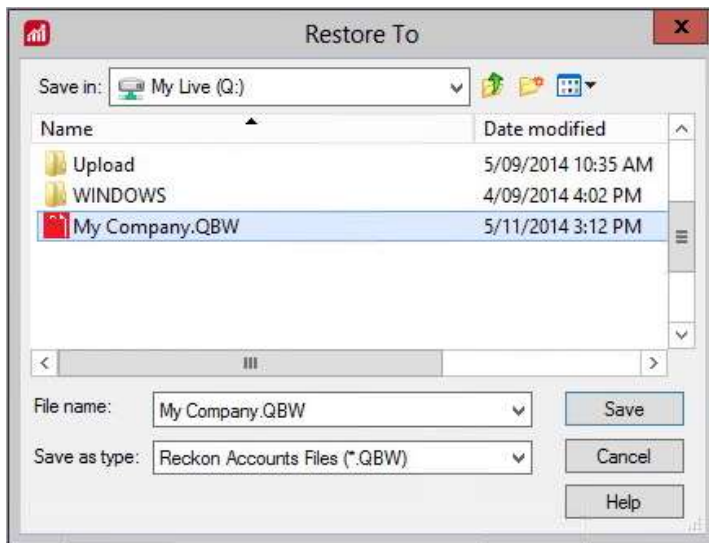
9. Reckon Accounts will prompt you to create a Backup before the upgrade progress. Click **OK** to create the back up.



If you are not prompted to update your file to the new version upon starting Reckon Accounts, click **File** menu → **Open Or Restore Company** and select **Open company file (.QBW)** option and click **Next**. Choose the company file you wish to update then click **Open**.



If you choose to restore the backup you created in the previous release, please ensure that you entered the exact file name in the **File name** field on the **Restore To** window.



A message will appear asking if you wish to replace the company file. Click **Yes** to continue to upgrade process.

**Warning** - Overwriting the file means deleting it completely from the server. Please make sure that you are overwriting an old file, otherwise return to the earlier step and choose, **File** menu → **Open or Restore** option and choose select the “**Open company file**” option rather than Restoring a backup.



If the message below is shown, change the name of the company file then click **Save**.

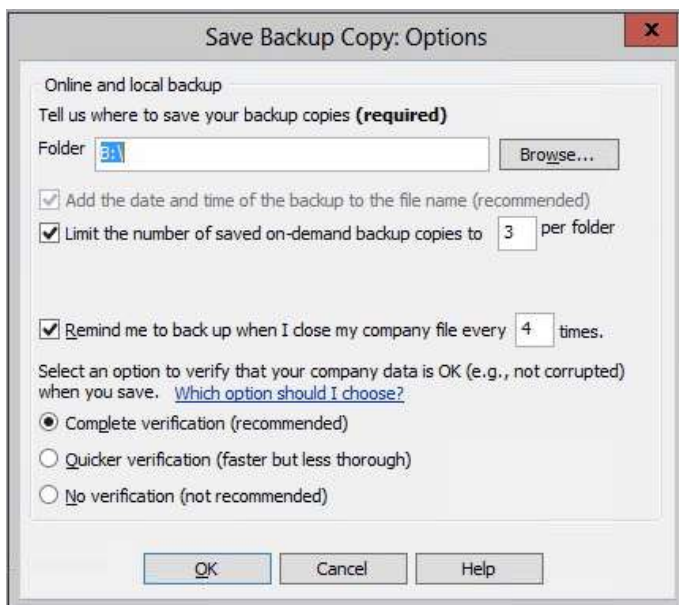


The upgrade time will depend on the size of your Reckon Accounts data file. **It is important that you do NOT exit or cancel out of Reckon Accounts during this time.**

10. Reckon Accounts will then prompt you to take a backup of your company file. 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 onto the B drive.



11. Reckon Accounts will now prompt you to Update Company. Click **Yes**;



12. Check financial reports such as your Trial Balance, Profit & Loss and Balance Sheet reports against the reports generated in Accounts 2016 R2 as per step 3;

13. Congratulations! Your Reckon Accounts file has been successfully updated.

14. If you have multiple Company Files, repeat this process with each of them.