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 <u>website</u>, 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 1st of July 2017.

For more information on the new tax tables, visit the following ATO link: <u>https://www.ato.gov.au/Rates/Tax-tables/</u>

Reportable Fringe Benefits (Tax Excempt)

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





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

ixes		
<u>F</u> ederal	State	ОК
	Code	Cancel
Ta <u>x</u>	8-No TaxC 💌	
Employee Ta Subject to HELP De SFSS	x Reference Number	
<u>E</u> xtra Tax	0.00	
Tax <u>R</u> ebate	0.00	
Tax %	0.00	
Exclude <u>W</u> orking	rom Payment Summary Holiday Maker	

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

Employee Co	ontact List				Т	ype a help que	estion Ask	W How Do I?	0	
Modify Report	Memorise	Prin <u>t</u>	Email 🔻	Export	Hide Header	Refresh	Sort By Defau	ult 💌		
2:51 PM 06/06/17				Employ	SampleCo /ee Conta	ct List				
۰	Employee	<u> </u>	Phone			Address		• Working Holid	lay Maker	\$
										~~
			2							

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 payme	nts Type
Gross payments	\$ A \$	
CDEP payments	\$ в \$	



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)

BAS Configuration		
GST Configuration PAYG Instalment	PAYG Withholding	BAS Lodgement
Document ID:		
BAS Reporting Period		Other Taxes
🔘 Annually 💿 Quarterly 🌔	Monthly	Include WET on this BAS
Quarter beginning: April	•	Include LCT on this BAS
Current year: 2017	•	☑ Include FBT on this BAS
Include GST on this BAS		Include FTC on this BAS
Simpler BAS		
	ОК	Cancel Help

NOTE: Simpler BAS will be enabled by default after upgrading



STEPS TO UPGRADE

1. Go to <u>Reckon Accounts Hosted</u> login page. Enter your Username and Password then click on the Login button.

Reckon R Hosted More -	Community 🌡 Login 🔒
Login to Reckon Accounts Hosted Username or UserID JohnSmith Password	Desktop accounting in the cloud The software you know and love now in the cloud. Mobile enabled Accounting on the go with no need to install additional applications or plug-ins on any of your
Forgotten usemame > Forgotten password >	 devices, including iOS and Android devices. Faster than ever before We have invested significant resources to ensure that Hosted is faster than ever. Confidence and security Reckon is an ASX listed company that has sold products for twenty years with world-class security & support.

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



- 3. Open your company file. Print a copy and/or check financial reports such as your Trial Balance, Profit & Loss and Balance Sheet reports;
- 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.

My F	ackun (B:)		
4	Desktop Gomputer ▷ 💬 My Back ▷ 💭 My Live	up (B:) (Q:)	

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 \rightarrow 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 <u>not</u> recommend users to close the web browser, browser tab or close the Account Hosted application by clicking the Close button (**Descent**) 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.

 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**.

Your data file needs to be updated to work with this version of F Accounts. Depending on the version of Reckon Accounts you were previou Accounts might rebuild your file to verify the integrity of your da a multi-step process that can take more than 30 minutes depend	leckon Isly <mark>usi</mark> ng,
Depending on the version of Reckon Accounts you were previou Accounts might rebuild your file to verify the integrity of your da a multi-step process that can take more than 30 minutes depend	isly using,
size of your file.	ita. This is ling on the
Once your data file is updated to this new version, it will not wo previous version of Reckon Accounts. Before we begin updating file, Accounts will assist you in making a backup of your current of	k with you your data data file.
You can always use this backup data file with your previous vers Reckon Accounts, but any data entered in this new version of A have to be re-entered in that case.	ion of ccounts wil
Type 'YES' if you want to update your data file. Yes	

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

	Reckon R	Account
	Reckon Accounts Information	
i	Before we can update your data file, you must back up your company data. Click OK, and you will be asked for a file name for your backup.	
	ОК	

If you are not prompted to update your file to the new version upon starting Reckon Accounts, click **File** menu \rightarrow **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**.

1	Open a Company			*
Look in: 🙀	∣ My Live (Q:) 🗸 🗸	1 🕫 🕻		
Name	*	Date mod	lified	~
Upload	WS	5/09/2014 10:35 AM 4/09/2014 4:02 PM		111
My Com	ipany.QBW ipany.QBW.nd	5/11/2014 5/11/2014	4 3:12 PM 4 3:12 PM	
<	Ш		>	
File name:	*.QBW;*.QBA	~	Open	
Files of type:	Reckon Accounts Files (*.QBW,*.QBA)	~	Cancel	
			Help	
	🗌 Open file in multi-user mode			

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.

11 1	Restore To			- 24
Save in: 🖵	My Live (Q:)	v 🗊 🕑 I		
Name	•	Date mo	dified	1
Upload WINDOV	vs	5/09/201 4/09/201	4 10:35 AM 4 4:02 PM	
C Income State		and the set of the second	5/11/2014 3:12 PM	
My Com	pany.QBW	5/11/201	4 3:12 PM	
My Com	pany.QBW	5/11/201	4 3:12 PM	
My Com	pany.QBW III My Company.QBW	\$/11/201	4 3:12 PM	1
< My Com <p>File name: Save as type:</p>	III My Company.QBW Reckon Accounts Files (*.QBW)	\$/11/201 v v	4 3:12 PM > Save Cancel	

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 \rightarrow **Open or Restore** option and choose select the "**Open company file**" option rather than Restoring a backup.

	Confirm	Save As	_
Â	My Company.QBW alre Do you want to replace	ady exists. it?	
		Ver	No

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.

	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.
\uparrow	O Qnline backup
	 Schedule automatic backups to a secure offsite location.
M	Learn more about Reckon Accounts Online Backup
	Options
Back	Next Einish Help Cancel



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

Unline and local backup		
Tell us where to save your backup copies (requ	uired)	
Folder 🛐		Browse
Add the date and time of the backup to the	file name (re	commended)
Limit the number of saved on-demand backut	ip copies to	3 per folde
Remind me to back up when I close my comp	oany file eve	ry 4 times.
Remind me to back up when I close my comp Select an option to verify that your company da when you save. Which option should I choose:	oany file eve ata is OK (e. 2	ry 4 times. g., not corrupte
 Remind me to back up when I close my comp Select an option to verify that your company da when you save. <u>Which option should I choose</u>: Complete verification (recommended) 	oany file eve ata is OK (e.) 2	ry 4 times. g., not corrupte
 Remind me to back up when I close my comp Select an option to verify that your company da when you save. <u>Which option should I choose</u> Complete verification (recommended) Quicker verification (faster but less thorough 	bany file eve ata is OK (e. 2	ry 4 times. g., not corrupte

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

	Update Company
<u>î</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
_	

- 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.