

Upgrading to Reckon Accounts Hosted 2018 (R2)

Version 1.0.0

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This document intends to guide you through upgrading your Reckon Accounts company file from 2017 Release 2 to 2018 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 at <https://www.reckon.com/au/downloads-guides/> and select Accounts Business Range 2018.

IMPORTANT!

- 1. Reckon Accounts Hosted 2018 Release 2 contains tax tables and other legislative changes for the 2018-19 Financial Year.**

You will need to complete your 2017-18 payroll processing on Accounts Hosted 2017 R2 before upgrading to Accounts Hosted 2018 Release 2, as the tax tables available are for payroll processing after July 1st, 2018.

- 2. The Reckon Accounts Hosted 2018 Release 2 addresses the following:**

- PAYG Tax Tables for 2018/19 Financial Year;
- Single Touch Payroll

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

- 3. If you have already upgraded your company file to Accounts 2018 R2 using the desktop version, please ignore the instructions below and use the Accounts 2018 R2 icon.**

PAYG Tax Tables for 2018/19 Financial Year

The new PAYG tax tables for the 2018/19 financial year have been included in Hosted 2018 R2.

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 2018.

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

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

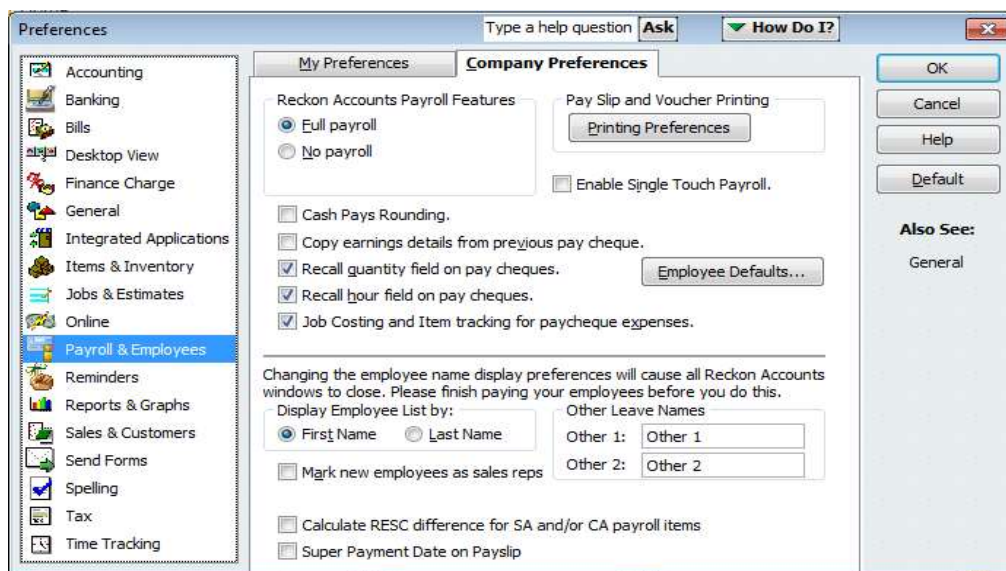
Single Touch Payroll

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**.

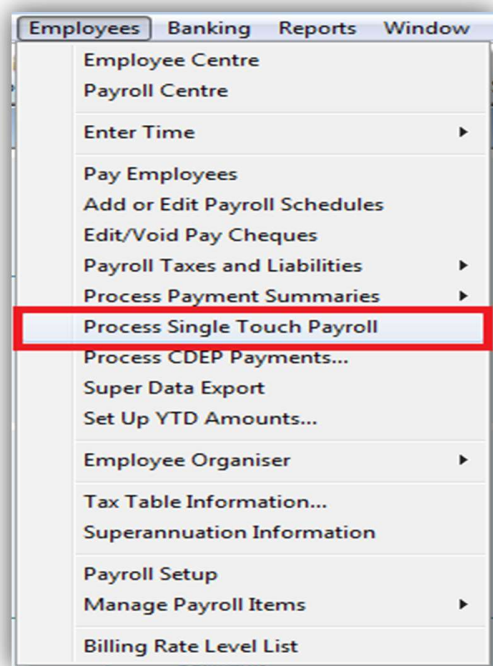
For more information on Single Touch Payroll see <https://www.ato.gov.au/Business/Single-Touch-Payroll/>

As part of your subscription to Hosted 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.

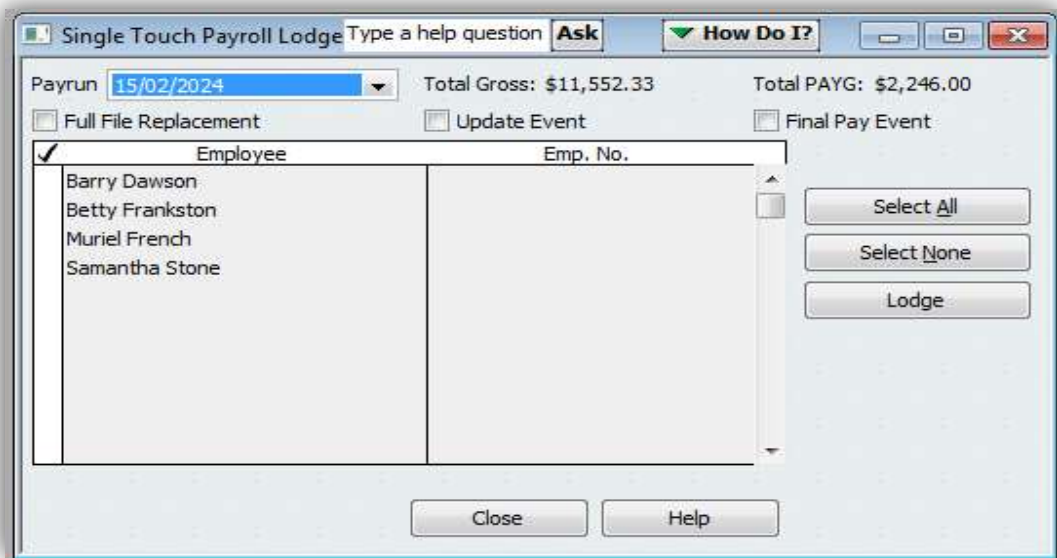


Once enabled you will see the below Menu Entry under the Employees Menu.



(Single Touch Payroll is also accessible via File Menu > Utilities > Export > Electronic Files > Single Touch Payroll.)

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



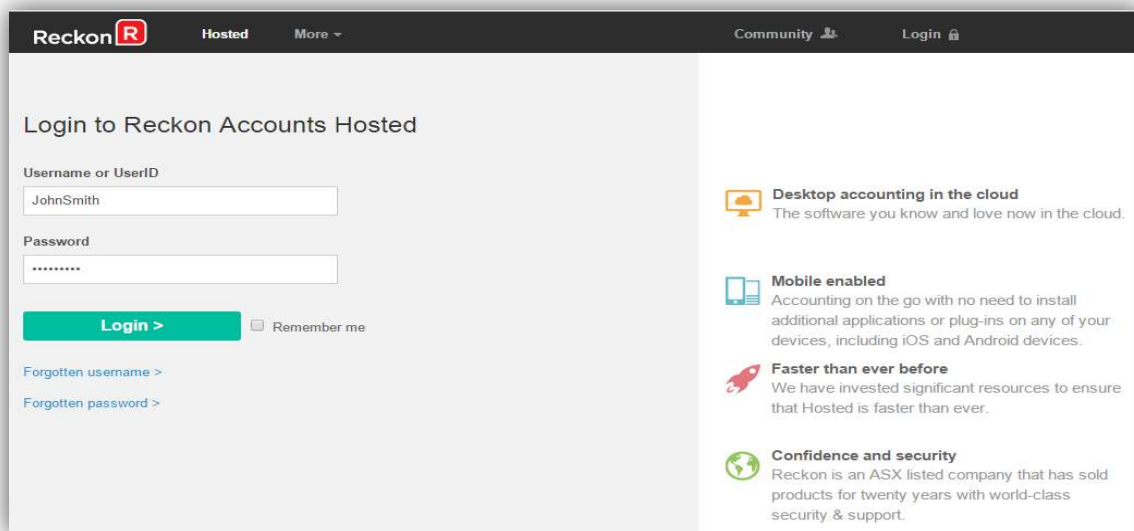
On this window, you can select the Pay that you are exporting to the ATO, as well as the Employees that you are exporting.


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>

STEPS TO UPGRADE

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



Reckon  Hosted More Community Login





Login to Reckon Accounts Hosted

Username or UserID
JohnSmith

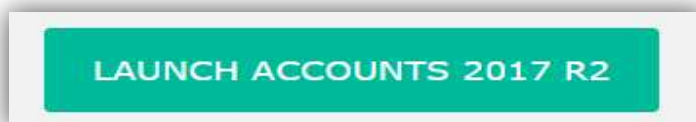
Password

Login > ☐ Remember me

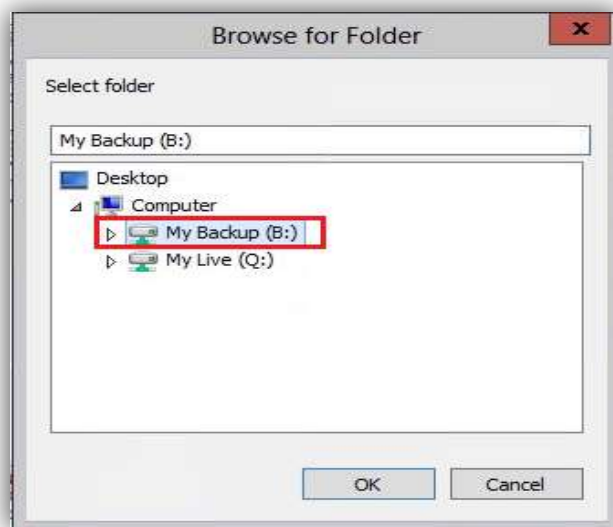
[Forgotten username >](#)
[Forgotten password >](#)

-  **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 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 an upgrade, Click on **Launch Accounts 2017 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;
4. Create a backup of your Accounts Hosted 2017 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 a 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 2017 R2 after you have backed up your company file and wait for the browser tab to close.

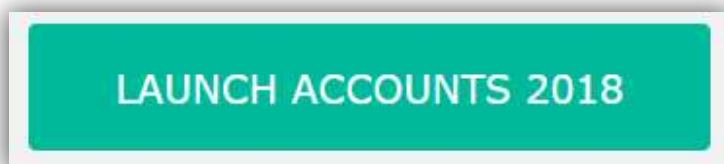
Important!

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

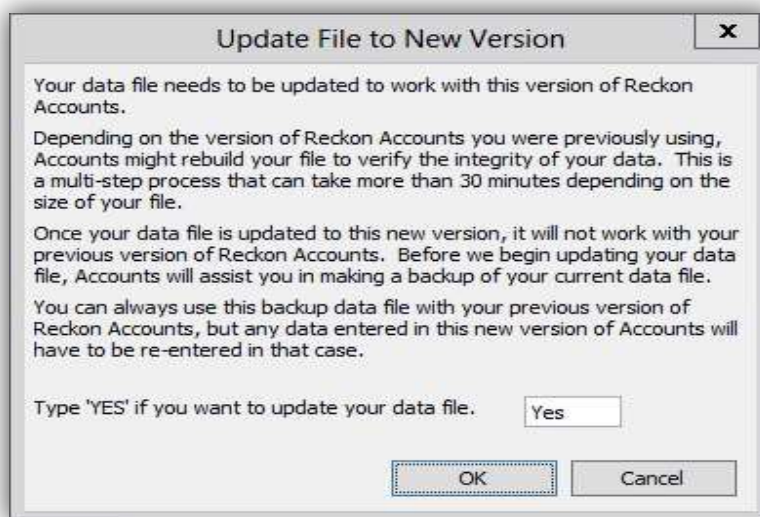
Please wait until the browser tab is closed automatically after performing a File Exit, the Hosted session is terminated successfully as a result. This will prevent later connection issues.

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.

6. Return to the Reckon Accounts Hosted dashboard page. If you have logged off from the webpage, return to [Reckon Accounts Hosted](#) login page. Enter your Username and Password then the Login button.
7. Click on the **Launch Accounts 2018 R2** button when you log in and open your company file;
Note: You must log in as the Reckon Accounts Administrator to upgrade your company file.



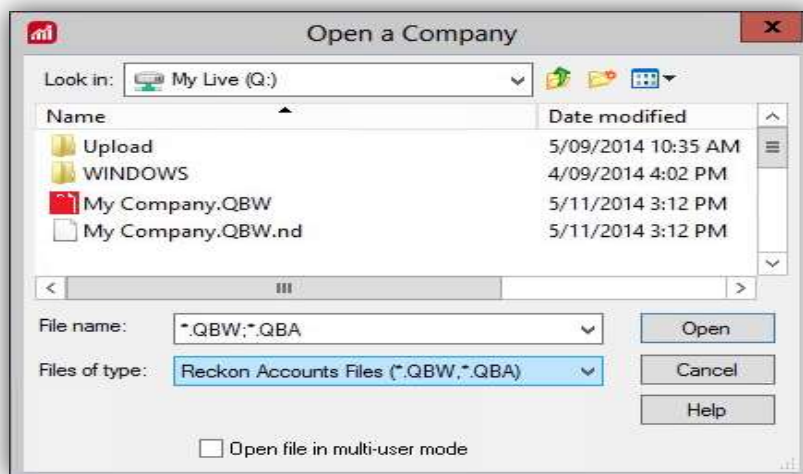
8. Reckon Accounts will ask you whether you would like to update your file to the new version. Type 'YES' and click **OK**.



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



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 to select the “**Open company file**” option rather than Restoring a backup.

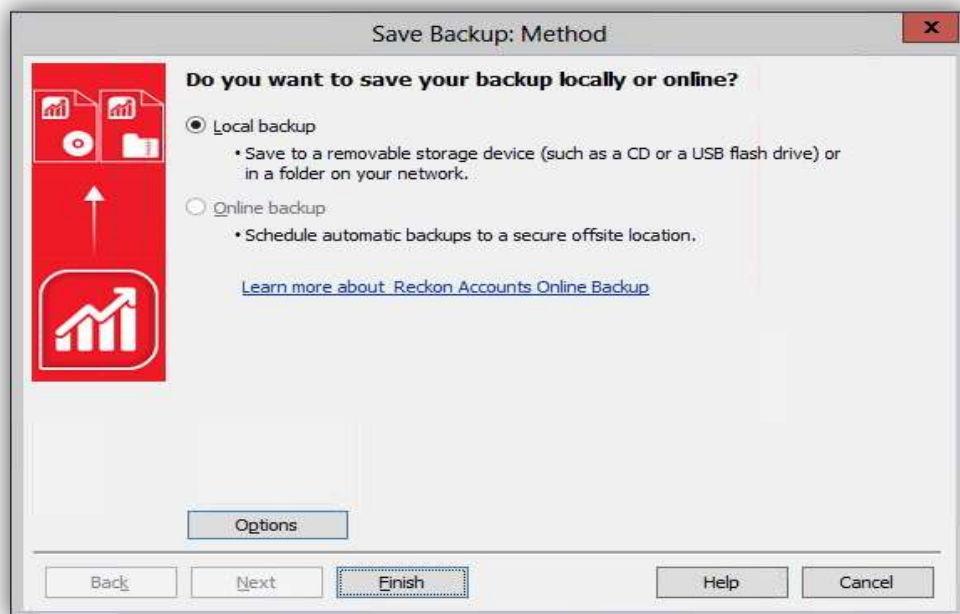


If the message below is shown, change the name of the company file then click **Save**.



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 2017 R2 as per step 3;

13. Congratulations! You have successfully upgraded your Reckon Accounts File.

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