

Install and Upgrade Guide for Reckon Accounts 2014 Super Data update

Version 1.0

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Reckon Accounts 2014 Super Data Introduction

WARNING!

This update removes the SuperLink functionality from Reckon Accounts.

If you are a SuperLink customer, please make sure that you have processed all of your SuperLink files before installing this update.

SuperStream is a new data standard for superannuation payments and contributions. It is part of the Government's ongoing SBR improvements to the way business interacts with their agencies. The ATO has provided more detail - <https://www.ato.gov.au/super/superstream/>.

SuperStream is designed to speed up the superannuation payment process saving business time. It will also allow the ATO to match lost super with individuals in the near future and make contributions to your fund much faster. Right now it could take up to a month before an employee will see a contribution made to their super fund, with SuperStream it could take only a few days.

You'll find a lot more detail about SuperStream via these links:

- The [Australian Treasury](#) outlines how SuperStream is part of a raft of reforms designed to improve the productivity of the superannuation system; and
- The [ATO website](#) provides recent information for employers.

Frequently asked questions about SuperStream

Does my business need to be SuperStream compliant now?

Although the ATO has been advising everyone to be SuperStream-ready from 1 July 2014, this only affects a small number of selected super funds and employers. If this includes you, you should know about it - it's likely you would have already been notified by the ATO or by a super fund.

Over the next 2 years the [ATO will roll-out SuperStream](#) in multiple stages. Current advice from the ATO is that:

- If you employ 20 or more employees, then you should plan to be ready to submit via the SuperStream method by 30 June 2015,
- If you employ 19 or less employees then you should plan to be ready to submit via the SuperStream method by 30 June 2016; and
- If you currently pay any contributions with a cheque, you will not be able to do this by 30 June 2015. You will need to make arrangements to pay all contributions electronically by then.

Where can I find more information about the SuperStream changes?

The ATO website has some information to help you understand SuperStream:

<https://www.ato.gov.au/Super/SuperStream/In-detail/What-you-need-to-know/>

Frequently asked questions about the Reckon Accounts Super Data export report

How can I validate an ABN?

You can use the super fund lookup tool, which is located at <http://superfundlookup.gov.au/>, to validate if the ABN is correct.

What is a Unique Superannuation Identifier (USI)?

The Unique Superannuation Identifier is a number that identifies a specific product that a superannuation fund offers. Previously this was the SPIN number. This identifier is used to determine where information regarding a superannuation contribution or rollover is sent. This is important because it assists internal communication between funds and allows you to successfully make a contribution to your employee's fund.

How do I find a fund's USI?

There are a number of fast and reliable ways to find an employee funds USI. When searching, please consider these avenues:

- Head online and [Google search](#) for the relevant USI's
- Check your employees chosen funds website
- Call the fund your employee has nominated and ask directly
- Search the ATO website (some funds have joined the induction process)

What is the contribution Start and End date?

This is the period for which the contribution is paid.

Can my file have blank lines?

The file cannot contain any blank lines. To identify blank lines, open the CSV file in Notepad or WordPad and ensure there are no gaps.

Can I open the export file in Excel?

No. When a CSV is opened in Excel, it is automatically formatted. This causes the date and number fields to distort. In order to retain the format, the CSV file should be opened in Notepad or Wordpad.

Do I need to provide bank details for APRA Superannuation funds?

No. When an APRA fund is selected, you are not required to provide account details for the fund, i.e. BSB, Account Number, Account Name, and Email Address. The details are not required as the ATO has a registry of APRA funds and their corresponding bank details.

Do I need to include the zero at the beginning of the BSB?

You need to ensure that all SMSF BSBs are exactly six (6) digits long. Therefore, if there is a leading zero (0), the zero must be included, e.g. 083556.

What is the SuperStream ESA Notification?

The Electronic Service Address (ESA) is used to identify where contribution messages for your SMSF are sent. This will be supported in the next release.

Important things to note in Reckon Accounts

The following is a list of important things for you to note in regard to this update in Reckon Accounts:

- This update only installs on Reckon Accounts 2014 R3.
- This update is not mandatory. This functionality will be included in the ReckonAccounts 2015 release in April 2015. Only install this update if you think you require it.
- The Super Data export file from Reckon Accounts only conforms to the NAB specifications.
- The report only picks up the first nine (9) digits of the employee's TFN.
- The report only picks up first 18 numeric digits of the phone number.
- The report only picks up the first 250 characters of the member's email address.
- All commas will be removed from the report on export.
- Make sure you have entered the correct ABN and USI and they match.
- Do not change the Super Item type before printing the current periods Super Data report.

Installation Guide

Reckon Accounts 2014 Super Data Update (R4) is an update for Reckon Accounts 2014 (R3) customers. It includes changes as detailed above in this document, as well as tax tables for the 2014/15 Financial Year.

Who needs to install this Update?

This update is for Reckon Accounts 2014 Plus, Pro, Premier and Enterprise.

Products Affected

The following Reckon Accounts products are affected:

1. Reckon Accounts Enterprise 2014
2. Reckon Accounts Premier 2014
3. Reckon Accounts Pro 2014
4. Reckon Accounts Plus 2014

Countries Applicable

Australia

Size / Name of download

13.9MB

Reckon Accounts 2014 Super Data Release.exe

Installing Reckon Accounts 2014 Super Data Update

WARNING!

This update removes the SuperLink functionality from Reckon Accounts.

If you are a SuperLink customer, please make sure that you have processed all of your SuperLink files before installing this update.

Before installing this patch:

1. Rebuild your Reckon Accounts 2014 company file(s);
2. Create a backup of your Reckon Accounts 2014 company file(s);
3. Exit from Reckon Accounts 2014;

Installing the Reckon Accounts 2014 Super Data Update

1. Download the **Reckon Accounts 2014 Super Data Update.exe** file and save it to a location on your hard drive (For example, C:\[temp] or the Desktop);
2. You must reboot your PC and ensure that Reckon Accounts remains closed during the update process;
3. After rebooting the PC you may need to stop the following Reckon Accounts services:
 - a) QBCFMonitorService or Reckon Accounts Database Manager Service &
 - b) Reckon Accounts DB23;

To do this:

- a) Click on **Start** then enter services.msc in the search programs... or **Run** box;
 - b) Find Reckon Accounts Database Server Manager or QBCF Monitor Service, right-click and select Properties;
 - c) Click on the **Stop** button.
4. Use Windows Explorer to locate the **Reckon Accounts 2014 Super Data Update.exe**, the file you just saved, and double-click it to run the setup program.
[Windows 7 and Windows Vista users only] Prior to installing the update ensure that you have UAC turned on and you are logged in as an Administrator;

Note: UAC is User Account Control. Go to the **Control Panel**, click User **Accounts**.

For all Windows Server installations, the installation must be started via the **Add/Remove feature** with the Control Panels **Add or Remove programs**.

5. Follow the on-screen instructions to install Reckon Accounts 2014 Super Data Update. After installing the update successfully, you can delete the **Reckon Accounts 2014 Super Data Update.exe** file. Alternatively, save it to a safe location in case you need to re-install Reckon Accounts and this update at a later date;
6. To check that Reckon Accounts 2014 Super Data Update has been installed correctly, press **Ctrl+1** on your keyboard. Your Reckon Accounts product information should be **Reckon Accounts 2014 Release R4P**.
7. **Note:** If you are using Reckon Accounts 2014 in a multi-user environment, you need to install this update on all workstations accessing your company file. You cannot use a company file in a multi-user environment unless all installations are updated to the same version. Please note that in network environments where you are using the Reckon Accounts Database Manager on a standalone server, the database manager **DOES NOT** require this upgrade.

Setting up Reckon Accounts

After you have installed the Reckon Accounts 2014 Super Data update you will notice some new and changed fields and menus.

Setting up an APRA fund for an employee

If your employee is using an APRA fund for their superannuation, then do the following;

1. Go to the **Supplier Centre**.
2. Click **New Supplier**.
3. Enter the Super Fund name as the **Supplier name**.
4. Enter all the details of the Super Fund in to the **Address Info** and **Additional Info** tab.
5. Click the **Additional Info** tab.
6. Enter the Super Fund's ABN in the **Tax Reg. ID** field
7. Click **OK**.
8. Make sure the Super payroll item you are going to use has the above Supplier selected as the **name of the agency to which liability is paid**. A separate Super Item is required for each Super Fund.
9. Go to the **Employee centre**.
10. Right-click the employee and select **Edit**.
11. From the **Change tabs** drop-down, select **Payroll and Compensation Info**.
12. Click the **Super Details** button.

Super Details for Samantha Stone

This window is used to capture additional employee information. The super fund details (eg. name, current %) are entered in the Superannuation Payroll Item.

Item Name	TYPE
Super	Super Guarantee Act (SA)

Rate: 9.5%

Limit:

Tick if the limit is per pay period Monthly Threshold

Super Details

Date joined super fund: 06/06/2024

Member Number:

Fund Name:

APRA Fund SMSF

Unique Super ID:

Fund Scheme:

Employee Settings

Salary Sacrifice items: Reduce Employer Contributions (SA_CA)

Exempt from Reportable Employer Super Contributions

Buttons: OK, Cancel, Help, Delete

13. Select the correct Super payroll item.
14. Enter the date the employee joined this super fund.
15. Enter the employee's superfund **member number**.
16. Enter the employee's superannuation **fund name**.
17. Select **APRA fund**.
18. Enter the **Unique Super ID** of the APRA superannuation fund.
The Unique Superannuation Identifier is a number that identifies a specific product that a superannuation fund offers. Make sure you enter the correct USI number of the employee's superannuation fund.
19. Enter the **Fund Scheme**.
20. Click **OK**.

Setting up an SMSF fund for an employee

If your employee is using an SMSF fund for their superannuation, then do the following;

1. Go to the **Supplier Centre**.
2. Click **New Supplier**.
3. Enter the SMSF name as the **Supplier name**.
4. Enter all the details of the SMSF in to the **Address Info** and **Additional Info** tab.
5. Click the **Bank Details** tab.
6. Enter the SMSF's **Account name**.
7. Enter the SMSF's **Account number**.
8. Enter the SMSF's **Bank Name**.
9. Enter the SMSF's **Branch Code**.
10. Click **OK**.
11. Make sure the Super payroll item you are going to use has the above Supplier selected as the **name of the agency to which liability is paid**.
12. Go to the **Employee centre**.
13. Right-click the employee and select **Edit**.
14. From the **Change tabs** drop-down, select **Payroll and Compensation Info**.

15. Click the **Super Details** button.

Super Details for Samantha Stone

This window is used to capture additional employee information. The super fund details (eg. name, current %) are entered in the Superannuation Payroll Item.

Item Name	TYPE
Super	Super Guarantee Act (SA)

Rate

Limit

Tick if the limit is per pay period Monthly Threshold

Super Details

Date joined super fund

Member Number

Fund Name

APRA Fund SMSF

Email Address

Fund Scheme

Employee Settings

Salary Sacrifice items: Reduce Employer Contributions (SA_CA)

Exempt from Reportable Employer Super Contributions

OK Cancel Help

16. Select the correct Super payroll item.
17. Enter the date the employee joined this super fund.
18. Enter the employee's superfund **member number**.
19. Enter the employee's superannuation **fund name**.
20. Select **SMSF fund**.
21. In the **Email address** field enter the SMSF's email address.
22. Enter the **Fund Scheme**.
23. Click **OK**.

Creating the Super Data report

To export the Super Data report, do the following:

1. Go to the **Employees** menu and click **Super Data Export**.
2. Enter the dates that you want to run the report for, e.g. this quarter's contributions.
3. Click **Export Super Data**.
4. Select a place to save the report. The default location is C:\Program Data\Reckon\Reckon Accounts 2014\Version\Export Files\SuperData.
5. Click **Save**.