

Install and Upgrade Guide for Reckon Accounts 2018 Tax Update

Version 1.0

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Reckon Accounts 2018 Tax Update Introduction

The purpose of this document, **Install and Upgrade Guide for Reckon Accounts 2018 Tax Update**, is to provide you with information on all the relevant changes which will occur as a result of you installing this Service Pack. It is important that you read it before installing the Service Pack.

The Reckon Accounts 2018 Tax Update Service Pack addresses the following:

- PAYG Tax Tables for 2018/19 financial year
- Single Touch Payroll

PAYG Tax Tables for 2018/19 Financial Year

Reckon Accounts 2018 R2 includes the PAYG tax tables for the 2018/19 financial year.

Installing Service Pack 1 will ensure that the correct taxation is applied to salaries and wages in the new financial year from 1 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**.

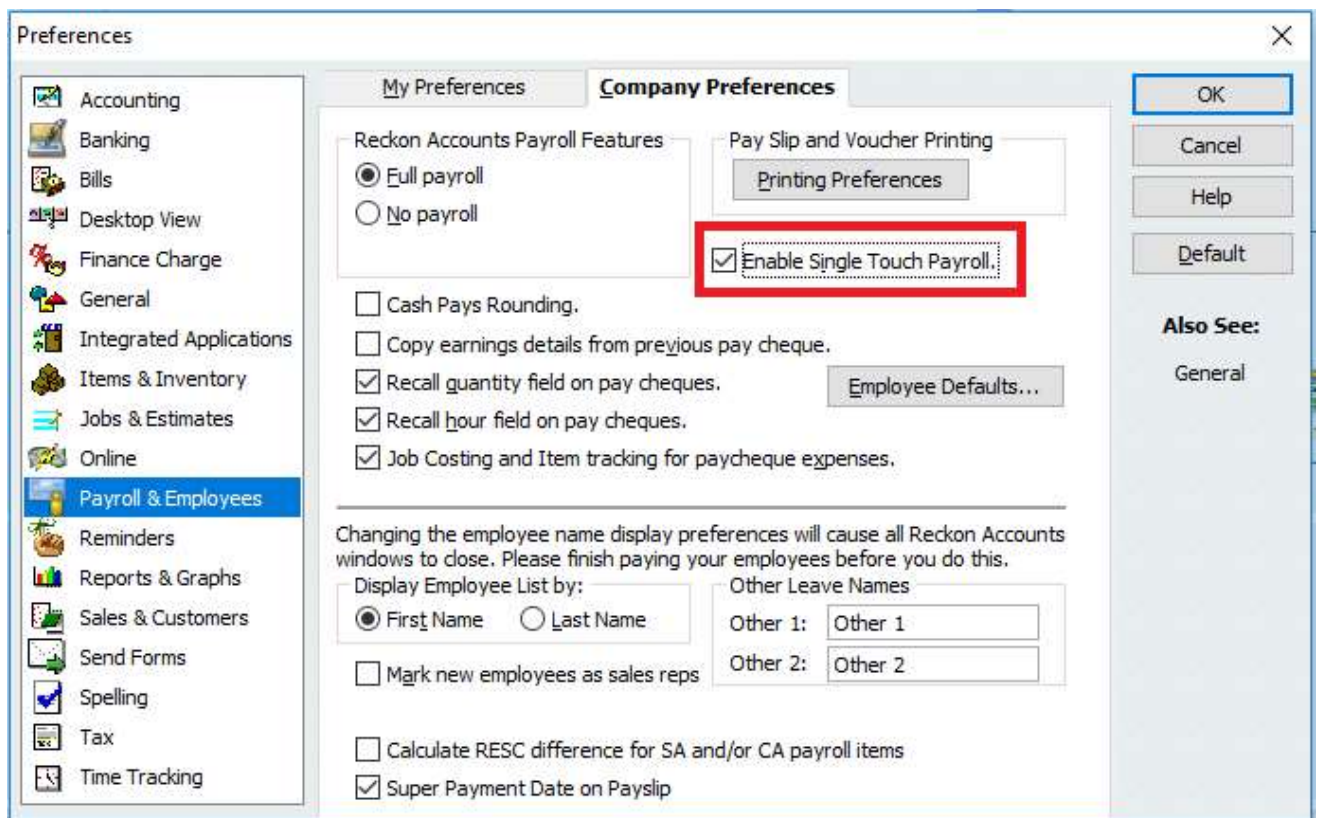
If you have 19 or less employees, Single Touch Payroll will be mandatory from **1st July 2019**.

For more information on Single Touch Payroll see

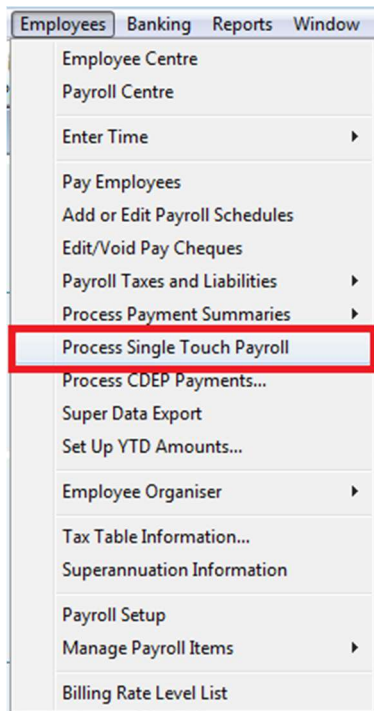
<https://www.ato.gov.au/Business/Single-Touch-Payroll/>

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.

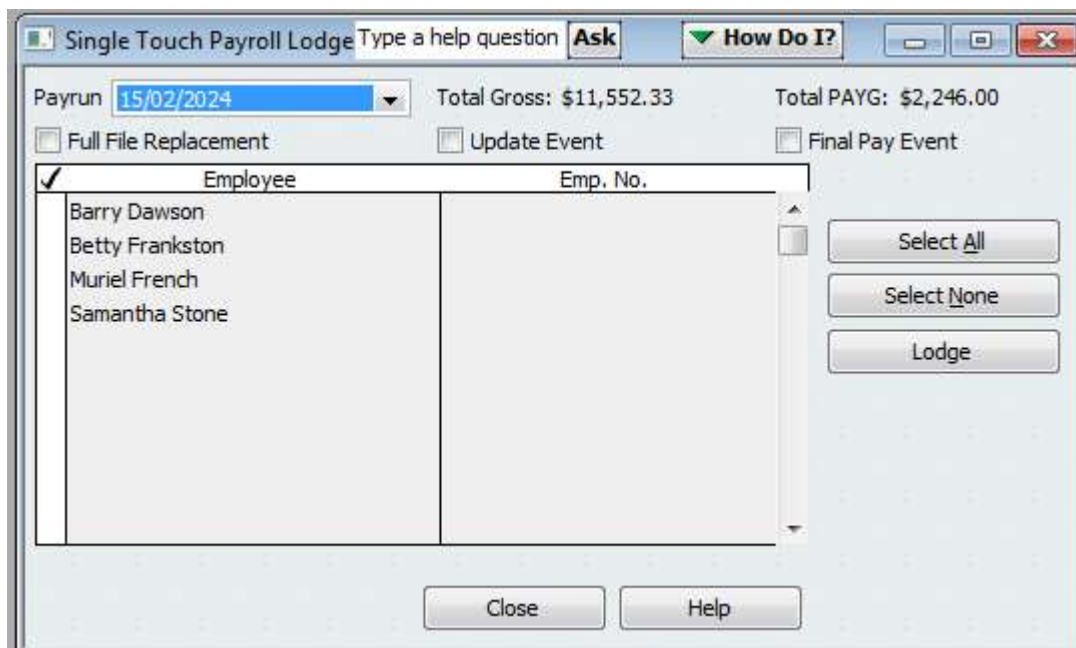
If you need to report Single Touch Payroll, to switch the feature on, after upgrading to Reckon Accounts 2018 R2, go to Edit > Preferences > Payroll & Employees > Company Preferences and select the below option.



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



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>

Installation Guide

Reckon Accounts 2018 Tax Table Update is an update for Reckon Accounts 2018 customers. It includes tax tables for the 2018/19 Financial Year.

Who needs to install this Update?

This update is for ALL versions of Reckon Accounts 2018. If you currently use Reckon Accounts 2018 Plus, Premier and Enterprise Payroll Functionality, you **MUST** install this update to be compliant for the 2018/19 Financial Year.

Products Affected

The following Reckon Accounts products are affected:

1. Reckon Accounts Enterprise 2018
2. Reckon Accounts Premier 2018
3. Reckon Accounts Plus 2018
4. Reckon Accounts Accounting 2018

Countries Applicable

Australia

Name of Download

Reckon Accounts_2018_TaxUpdate.exe

Installing Reckon Accounts Tax Table Update

WARNING!

This product contains tax tables for 2018/19 Financial Year that take effect from 1st July 2018.

You must process employee pays for the 2017/18 Financial Year prior to installing this update. Otherwise your 2017/18 pay calculations will not be correct.

Payment Summaries and Empdupes for the 2017/18 Financial year can be exported in Reckon Accounts 2018 R1 or Reckon Accounts 2018 R2

Once you have installed this update, Reckon Accounts will use the 2018/19 tax tables to calculate pays.

Steps BEFORE Installing Tax Table Update

1. Process all pays for the 2017/18 financial year;
2. Rebuild your Reckon Accounts 2018 Company file(s);
3. Create a backup of your Reckon Accounts 2018 company file(s);
4. Exit from Reckon Accounts 2018;

Steps for Installing Tax Table Update

5. Download the **Reckon Accounts_2018_TaxTableUpdate.exe** file and save it to a location on your hard drive (For example, C:\[temp] or the Desktop);
6. You must reboot your PC and ensure that Reckon Accounts remains closed during the update process;
7. After rebooting the PC you may need to stop the following Reckon Accounts services:
 - a) QBCFMonitorService or Database Manager Service &
 - b) QuickBook DB26;

To do this:

- a) Click on Start then enter services.msc in the search programs... or Run box;
 - b) Find Database Server Manager or QBCF Monitor Service, right-click and select Properties;
 - c) Click on the Stop button.
8. Use Windows Explorer to locate the **Reckon Accounts_2018_TaxTableUpdate.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.

9. Follow the on-screen instructions to install Reckon Accounts 2018 Tax Table Update. After installing the update successfully, you can delete the **Reckon Accounts_2018_TaxTableUpdate.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;
10. To check that Reckon Accounts 2018 Tax Table Update has been installed correctly, press Ctrl+1 on your keyboard. Your Reckon Accounts product information should be **Reckon Accounts 2018 Release R2P**. Reckon Accounts 2018 Plus, Premier and Enterprise customers can also verify by checking the tax table version. To do this, go to the Employees Menu and select Tax Table Information. If your tax table version matches **1819272**, it indicates that you have installed the update successfully;

Note: If you are using Reckon Accounts 2018 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 Database Manager on a standalone server, the database manager DOES NOT require this upgrade.