

# Upgrading from Reckon Accounts Hosted 2017 to Reckon Accounts Hosted 2018

This document intends to guide you through upgrading your Reckon Accounts company file from Reckon Accounts Hosted 2017 R1 to Reckon Accounts Hosted 2018 R1.

# **IMPORTANT!**

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

In the 2018 financial year, the New Zealand government has increased the ACC maximum threshold has changed from \$124,053 to \$126,286 for the 2018/19 financial year; the Student Loan Threshold has also increased to \$19,448. Reckon Accounts Hosted 2018 New Zealand release has been updated to include this change.

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

#### 2. You must log in as the Reckon Accounts Administrator to upgrade your company file.

The RA Administrator password is for your company file. It is not your Reckon Accounts Hosted login. Click <u>here</u> for more info about Reckon Accounts Administrator password.

3. If you have already upgraded your company file to Accounts 2018 R1 using the desktop version, please ignore the instructions below and use the Accounts 2018 icon on Hosted.

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### Steps to take in Reckon Accounts 2017 R1.

1. Go to the Hosted Login page, or <u>click here</u> to login. Enter your User Name or User ID and Password. Click **Login**.

Reckon <table-cell></table-cell>	Hosted	More <del>▼</del>	1
Login to Reck	on Acco	ounts Hosted	
Username or UserID			
Password			
Login >		Remember me	
Forgotten username >			
Forgotten password >			

2. Click on Launch Accounts 2017 button to launch the application.



- 3. Once Reckon Accounts has opened, open your company file.
- 4. Check and print your financial reports such as your Trial Balance, Profit & Loss and Balance Sheet reports (or these can be exported and saved to excel).

5. Create a backup copy of your company file. To do this, go to **File**  $\rightarrow$  **Save Copy or Backup**.

File	Edit	View	Lists	Industries	Company
	New (	Compar	ny		
	Open	or Rest	ore Cor	mpany	
	Open	Previou	us Com	pany	•
	Save (	Copy or	Backu	p	
	Close	Compa	ny/Log	joff	
	Switc	h to Sin	gle-use	r Mode	
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	Print .				Ctrl+P
	Save a	as PDF	2		
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	Printe	er Setup			
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	Send	Forms			
	Exit				Alt+F4

6. Select Backup Copy and click Next.

	Wha	at type	of fil	e do	you v	vant	to sa	ve?						
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0		• Create	a copy	of you	ur comp	bany fil	e in ca	se of a	n unex	pected	event	t,		
+	1.1	Backs u	ip the	entire d	compan	y file.	aye to	yourc	ompan	y uata				
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	_			1.0	-	12.0		12.0		100	21	12.0	1.1	
Deads		Nevt		Einie	sh	1				Hel	2		Cancel	

 Select Local Backup then select Finish. Reckon Accounts Hosted will save the backup to the default My Backup (B:\) drive.



Once selected, click **OK**.

ell us where	to save your backup copies (required)
older B:	Browse
Add the d	ate and time of the backup to the file name (recommended)
Limit the	umber of saved on-demand backup copies to 3 per folder
Remind m	e to back up when I close my company file every 4 times
✓ <u>R</u> emind m	e to back up when I close my company file every 4 times.
✓ <u>R</u> emind m Select an opt when you sa	e to back up when I close my company file every 4 times. on to verify that your company data is OK (e.g., not corrupted)
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<u>Note</u>: You can select your verify option on **Save Backup Copy: Options** screen, we do recommend completing a verify while backing up. Once you have selected your verify option, click **OK**.

8. You will be taken back to the backup screen, click **Finish** again. Reckon Accounts will now complete the backup of your company file. Please note, the time taken to backup will depend on the size of your data file. It is important that you do **NOT** exit or cancel out of Reckon Accounts during this time. Once Reckon Accounts has completed the backup you will receive a confirmation message:



- 9. If you have multiple company files, you will need to repeat this process for each file.
- 10. Once you have completed a backup on each company file, you can exit from Reckon Accounts Hosted 2017 R1 by going to **File**  $\rightarrow$  **Exit**. Close the current tab on your Internet browser.

Note: You can download your backup file to your local PC, please <u>click here</u> for instructions.

11. Return to your Dashboard on another opened tab, or log in again to Reckon Accounts Hosted on the login website.

Select Launch Accounts 2018 button to launch the application. You are now upgrading to the latest release. Please note that once your data file is opened in the new release, you will not be able to reopen it in the original Reckon Accounts Hosted 2017.



## Steps to take in Reckon Accounts Hosted 2018 R1:

- 1. When Reckon Accounts Hosted 2018 has opened, go to File → Open or Restore Company.
- 2. Select **Open a company file (.QBW)** and select **Next**.

	Open Company: Type
	What type of file do you want to open or restore?   Open a company file (.QBW)    Opens a normal company file to continue working   Restore a backup copy (.QBB)   Retrieves a copy of everything you need for your company  Restore a portable file (.QBM)  Recreate a company file that was stored as a portable file
Bac <u>k</u>	Next Einish Help Cancel

3. Navigate to your working company file (\*.QBW) on Q:/ drive. Click

the file, and it will open to start the upgrade process.

Look in:	My Live (Q:)	v 🧊 📂 [		
Name	<b>A</b>	Date mod	dified	~
Upload	WS	5/09/2014 10:35 AM 4/09/2014 4:02 PM		
My Con	npany.QBW npany.QBW.nd	5/11/2014 5/11/2014	4 3:12 PM 4 3:12 PM	-212
<	III		>	~
File name:	*.QBW;*.QBA	~	Open	
Files of type:	Reckon Accounts Files (*.QBW,*.QBA) V		Cancel	
			Help	
	🗌 Open file in multi-user mode		Help	

4. At this point, Reckon Accounts will show a warning message.

Please ensure you read this message carefully before continuing. To continue, type **YES** into the box provided and select **OK**.

Update I	File to New Version	x
Your data file needs to be upda Accounts.	ated to work with this version	ofReckon
Depending on the version of Re Accounts might rebuild your file a multi-step process that can ta size of your file.	eckon Accounts you were pre to verify the integrity of you ake more than 30 minutes dep	viously using, ur data. This is pending on the
Once your data file is updated previous version of Reckon Acc file, Accounts will assist you in r	to this new version, it will not counts. Before we begin upda making a backup of your curre	: work with your ating your data ent data file.
You can always use this backup Reckon Accounts, but any data have to be re-entered in that c	data file with your previous a entered in this new version ase.	version of of Accounts will
Type 'YES' if you want to updat	te your data file. Yes	
		Canad

5. Reckon Accounts will then prompt you to take a backup of your company file. Select OK.

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

6. Click **Finish** and Reckon Accounts will automatically backup your file to Reckon Accounts Hosted Backup drive - My Backup (B:) drive.

_	
	Do you want to save your backup locally or online?
	Local backup
<b>0</b>	<ul> <li>Save to a removable storage device (such as a CD or a USB flash drive) or in a folder on your network.</li> </ul>
÷	O Online backup
	<ul> <li>Schedule automatic backups to a secure offsite location.</li> </ul>
~	
	Ogtions

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

Online a	nd local backup		
Fell us w	here to save your backup co	pies (required)	
older	3: <b>\</b>		Browse
Zi Add i	he date and time of the bac	kun to the file name	(recommended)
			ner folder
	the number of saved on-den	iand backup copies i	
Remi	nd me to back up when I clos	e my company file e	every 4 times.
Remine Select ar	nd me to back up when I dos noption to verify that your c u save. <u>Which option shoul</u>	se my company file e ompany data is OK ( <u>d I choose?</u>	every 4 times.
✓ <u>R</u> emini Select arr when yo ○ Comp	nd me to back up when I dos option to verify that your c u save. <u>Which option shoul</u> lete verification (recommend	se my company file e ompany data is OK ( <u>d I choose?</u> Jed)	every 4 times.
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If you would like to save your back up your file to an external drive or your local computer, please watch this <u>video</u> for more detail.

7. Reckon Accounts will complete your backup and will give you a warning message before the upgrade is completed. Click **Yes** to continue.

	Update Company
Â	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>Yes</u> No

If your company file, have login credentials. You will be asked to log into your company file; please note, the Administrator login details are required to proceed with the upgrade.

The upgrade time will depend on the size of your company file. It is important that you do NOT exit or cancel out of Reckon Accounts until the upgrade is complete.

It is advisable that you verify your reports that you printed in Reckon Accounts Hosted 2017 R1 before the upgrade to Reckon Accounts Hosted 2018 R1 to ensure that balances match post and pre-upgrade.