Upgrading to Reckon Accounts Hosted 2014 (R4) and important SuperStream information

Version 1.0.1

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Contents

The intention of this document is to guide you through upgrading your Reckon Accounts company file from Reckon Accounts Hosted 2014 Release 3 to 2014 Accounts AU R4 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 website, and select Accounts Business Range 2014.

Reckon Accounts Hosted 2014 (R4) 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 Hosted

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

- 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.
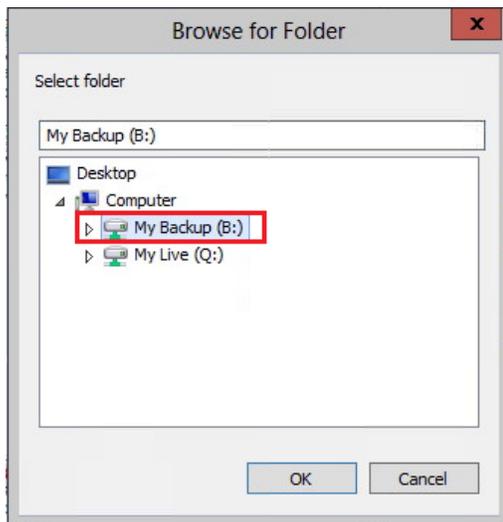
STEPS TO UPGRADE

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

2. Click on **Launch Accounts 2014 R3** button.

3. Take a copy and/or check financial reports such as your Trial Balance, Profit & Loss and Balance Sheet reports;

4. Create a backup of your Reckon Accounts Hosted 2014 R3 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 longer time to create than the standard backup.

For best practice for Hosted backup and File maintenance, please read this [article](link).

5. Exit from Accounts 2014 R3 after you have backed up your company file.

6. Return to the Reckon Accounts Hosted dashboard page. If you have logged off from the webpage, return to [Reckon Accounts Hosted](link) login page. Enter your Username and Password then click on the Login button.

7. Click on the **Launch Accounts 2014 R4** button and open your company file; **Note:** You must login as the Reckon Accounts Administrator to upgrade your company file.
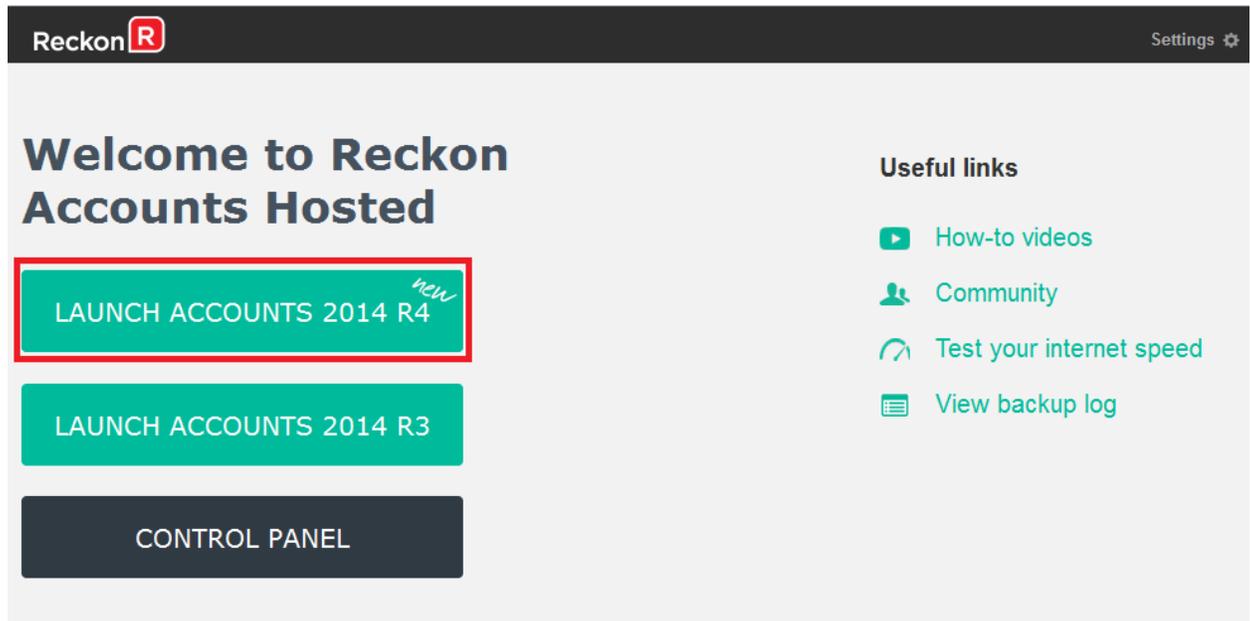

8. Reckon Accounts will ask you whether you would like to update your file to the new version. Type 'YES' and click **OK**.
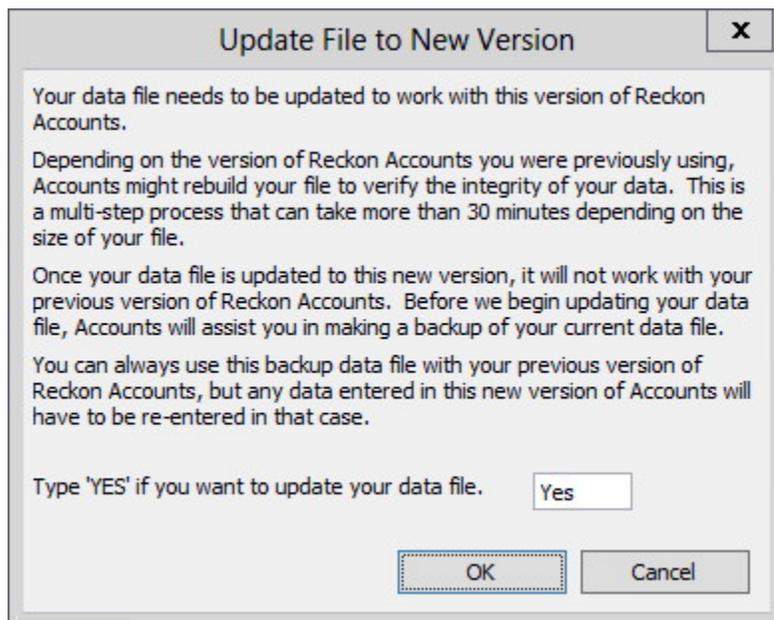
If you are not prompted to update your file to the new version upon starting Reckon Accounts, click **File** menu → **Open Or Restore Company** and select **Open company file (.QBW)** option and click **Next**. Choose the company file you wish to update then click **Open**.
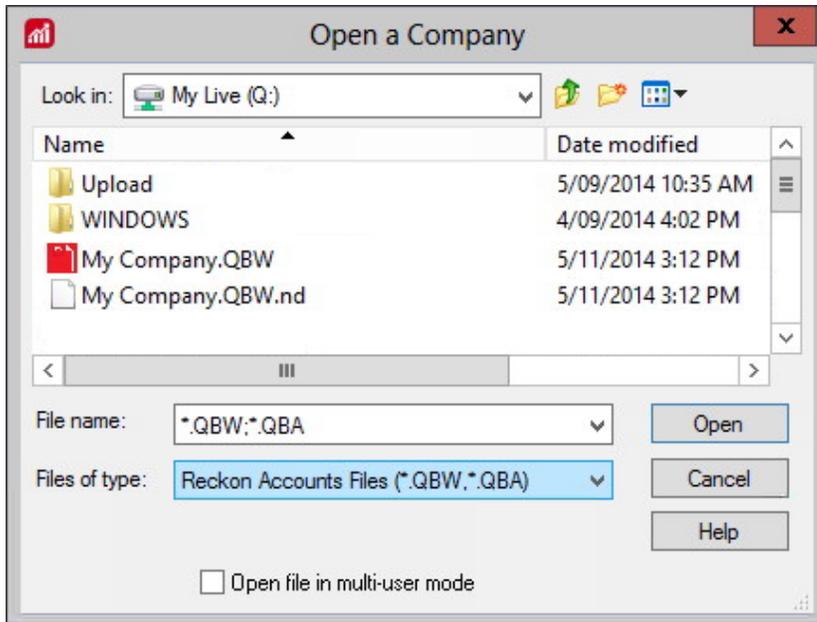

If you choose to restore the backup you created in the previous release, please ensure that you entered the exact file name in the **File name** field on the **Restore To** window.
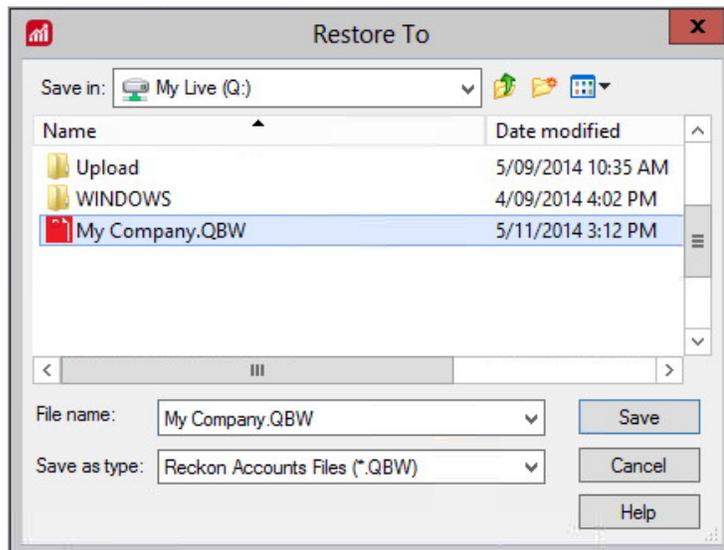
A message will appear asking if you wish to replace the company file. Click **Yes** to continue to upgrade process.

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 select the "**Open company file**" option rather than Restoring a backup.
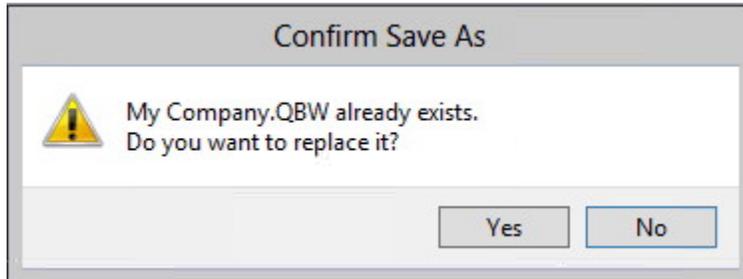
The upgrade time will depend on the size of your Reckon Accounts data file. **It is important that you do NOT exit or cancel out of Reckon Accounts during this time.**

8. 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.
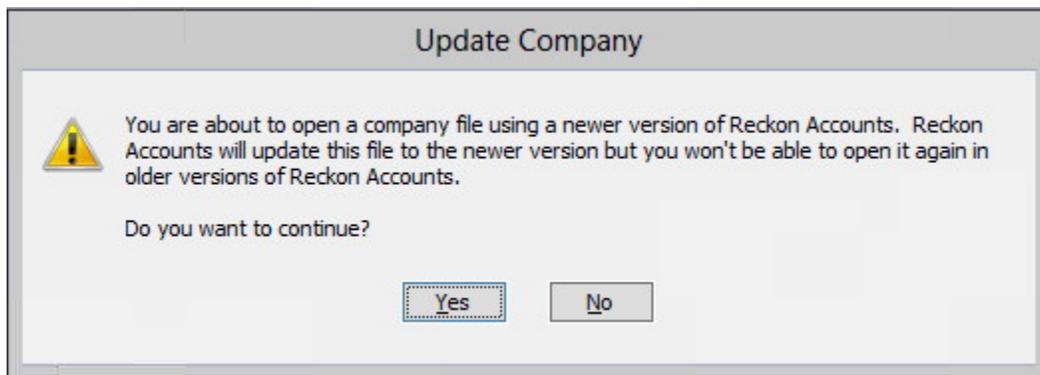

Click **OK** to save the backup onto the B drive.

![Reckon R Accounts logo]
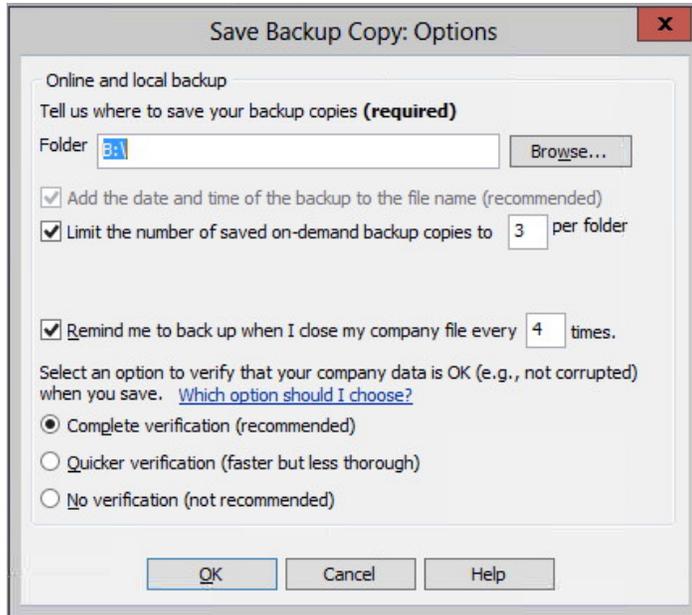
If you would like to save your back up file to an external drive or to your local computer, please watch this video for more detail.

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

10. Check financial reports such as your Trial Balance, Profit & Loss and Balance Sheet reports against the reports generated in Accounts 2014 R3 as per step 3;

11. Congratulations! Your Reckon Accounts file has been successfully updated.

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

Setting up Reckon Accounts Hosted

After you have upgraded to Reckon Accounts Hosted R4 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. Make sure the Super item type is setup correctly.
   a. Go to the **Lists** menu and then click **Payroll Item List**.
   b. Create a new Super payroll item or edit an existing one.
2. Go to the **Employee centre**.
3. Right-click the employee and select **Edit**.
4. From the **Change tabs** drop-down, select **Payroll and Compensation Info**.
5. Click the **Super Details** button.

6. Select the correct Super payroll item.

7. Enter the date the employee joined this super fund.

8. Enter the employee's superfund **member number**.

9. Enter the employee's superannuation **fund name**.

10. Select **APRA fund**.

11. 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.

12. Enter the **Fund Scheme**.

13. 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)

OK
Cancel
Delete
Help

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

Email Address

Fund Scheme

Employee Settings

☐ Salary Sacrifice items: Reduce Employer Contributions (SA _CA)
☐ Exempt from Reportable Employer Super Contributions

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**.

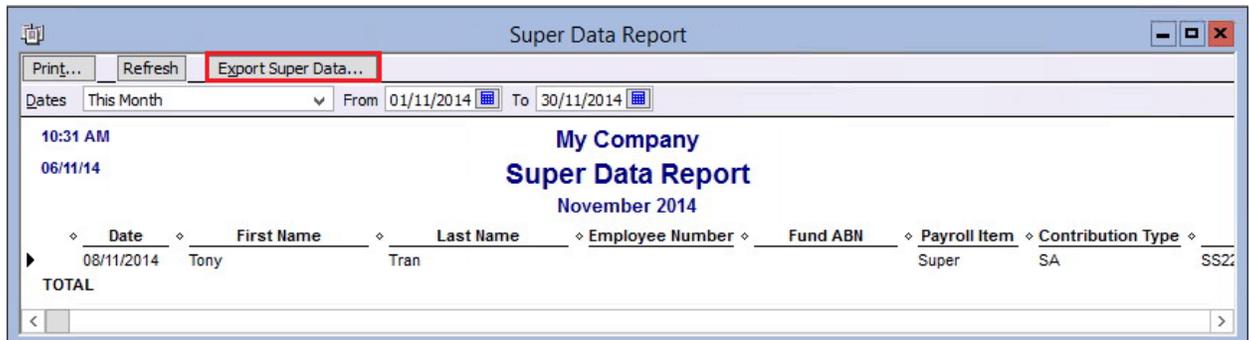21. In the **Email address** field enter the SMSF's email address.

22. Enter the **Fund Scheme**.

23. Click **OK**.
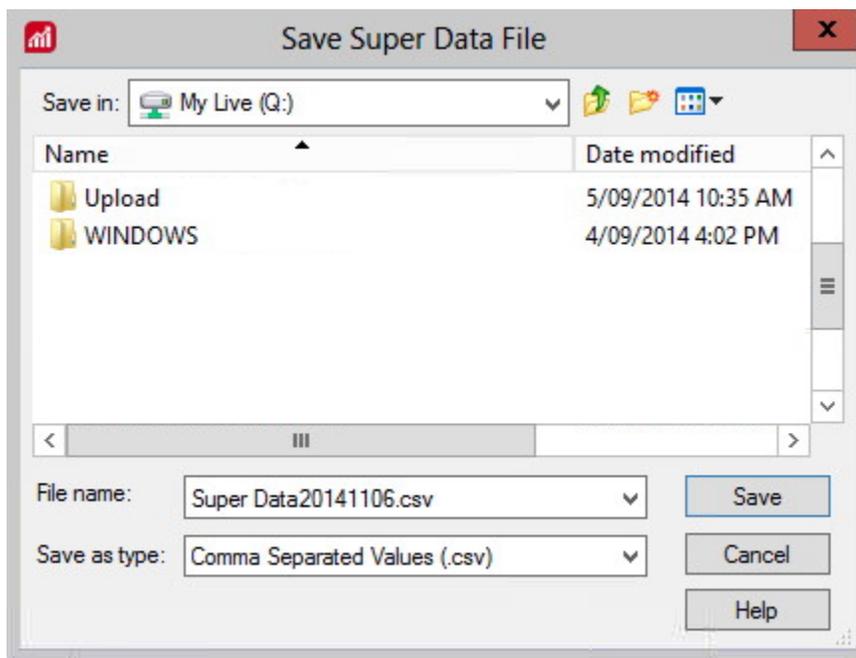
![Reckon Accounts logo]

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. Save the report on to My Live (Q:) drive and click **Save**.

5. Click on the Download icon ( ) and select the Super Data CSV report to download onto your local computer.