

Upgrading to Reckon Accounts Hosted 2015 (R1)

Version 1.1.0

Copyright

Copyright © 2015 Reckon Ltd.

All rights reserved

Reckon Software

Locked bag 7522

McMahons Point NSW 2060

Trademarks

Acrobat Reader is copyright Adobe Systems Incorporated and Adobe, the Adobe logo, and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. Macromedia, Shockwave, and Flash are trademarks of Macromedia, Inc.

Reckon, R logos, Reckon Accounts and Reckon logos are trademarks of Reckon Ltd. Microsoft and Windows are registered trademarks of Microsoft Corporation in the United States and/or other countries. Intel and Pentium are trademarks of Intel Corporation in the United States and other countries. Other products are trademarks of the respective manufacturers.

Software © 2015 Intuit Inc.

The intention of this document is to guide you through upgrading your Reckon Accounts company file from Reckon Accounts Hosted 2014 Release 4 to Accounts Hosted 2015 R1 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 2015.

IMPORTANT!

- 1. If you have already upgraded your company file to Reckon Accounts 2015 R1 on the desktop version please ignore the instructions below and use the Accounts 2015 R1 button.**
- 2. Accounts Hosted 2015 R1 does not contain tax tables for the 2015-16 Financial Year.**

You will need to complete your 2014-15 End-Of-Year processing using Accounts Hosted 2015 R1.

Tax Table update for the 2015-16 financial year will be provided with the **Accounts 2015 R2** which will be made available to you in late June 2015, with new tax tables being effective from **1st of July, 2015**.

Hence, after you have upgraded your file from Accounts 2014 R4 to Accounts 2015 R1 (and until such time that **Accounts 2015 R2** has been made available to you) you may still carry out your usual End-of-Year processing, including generating of your Empdupe and INB Payment Summaries for the 2014-15 financial year and processing all pays for the 2014-15 financial year.

STEPS TO UPGRADE

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

Reckon **R** 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. Click on **Launch Accounts 2014 R4** button.

Reckon **R** Settings ⚙️

Welcome to Reckon Accounts Hosted

LAUNCH ACCOUNTS 2014 R4 ←

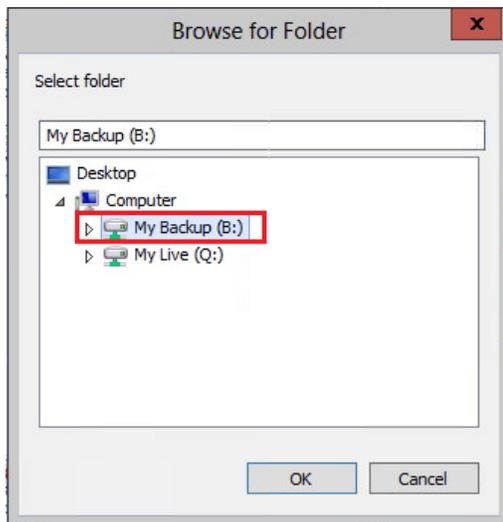
LAUNCH ACCOUNTS 2015 R1 NEW

CONTROL PANEL

Useful links

- [How-to videos](#)
- [Community](#)
- [Test your internet speed](#)
- [View backup log](#)

3. 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 2014 R4 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 & 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 2014 R4 after you have backed up your company file and wait for the browser tab to close.

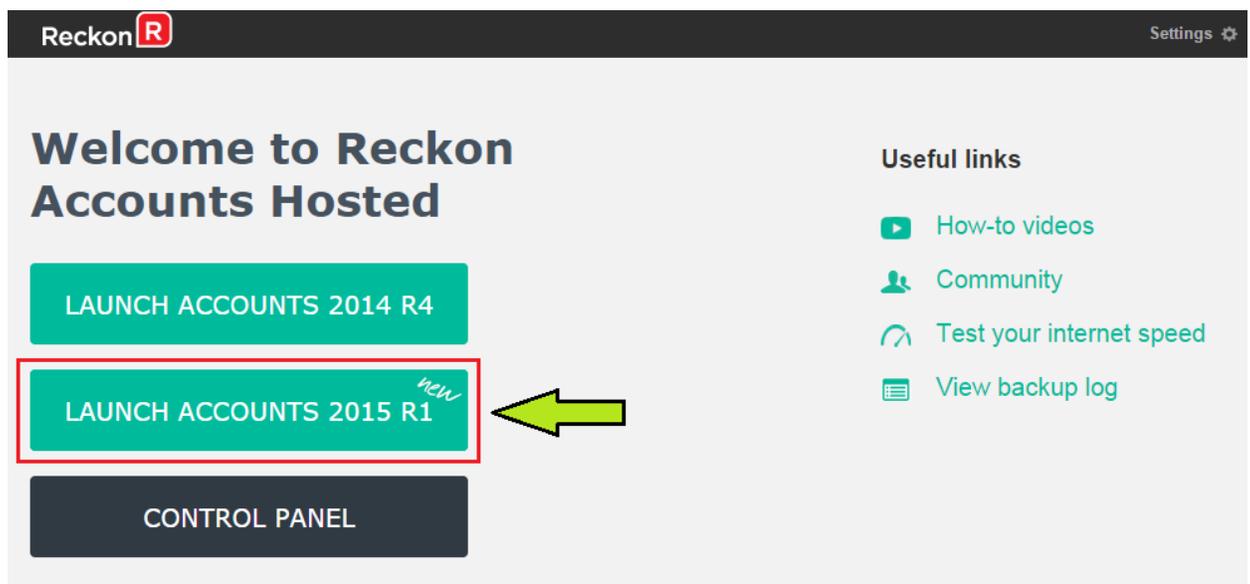
Important!

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.

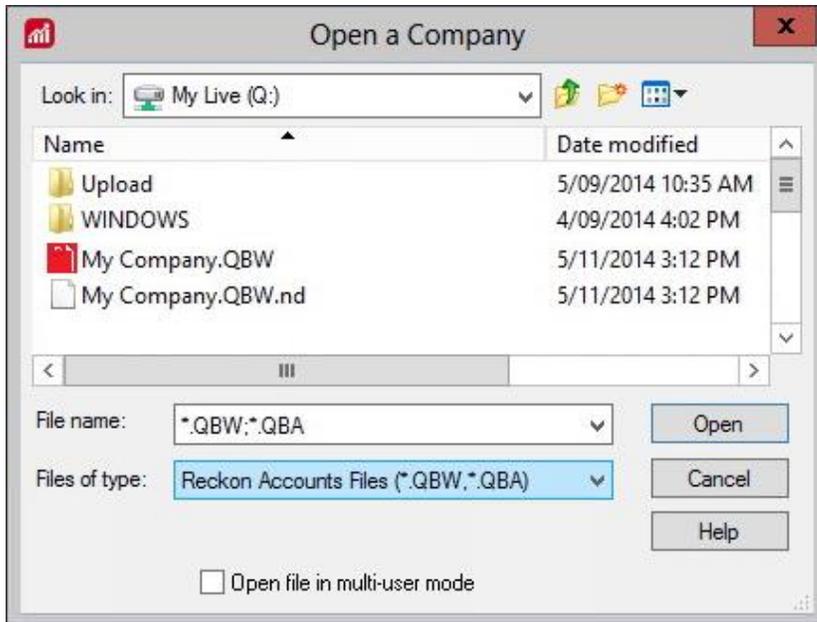
- Return to the Reckon Accounts Hosted dashboard page. If you have logged off from the webpage, return to [Reckon Accounts Hosted](#) login page. Enter your Username and Password then click on the Login button.
- Click on the **Launch Accounts 2015 R1** button and open your company file; **Note:** You must login as the Reckon Accounts Administrator to upgrade your company file.



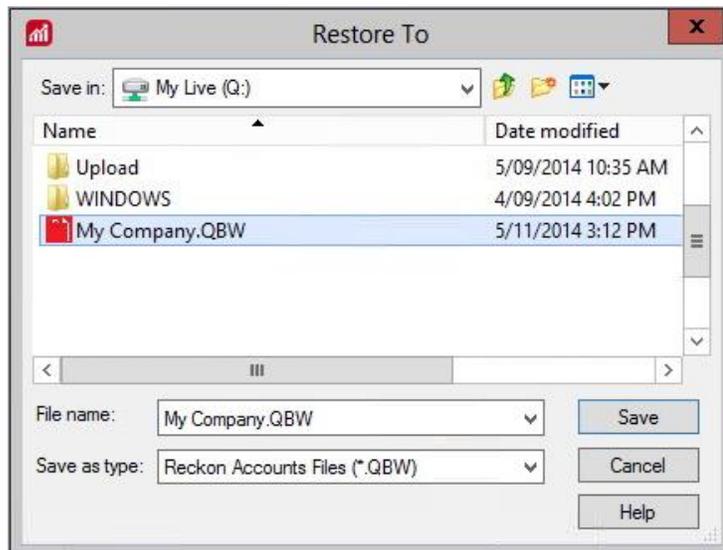
- Reckon Accounts will ask you whether you would like to update your file to the new version. Type 'YES' and click **OK**.



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.



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.**

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.

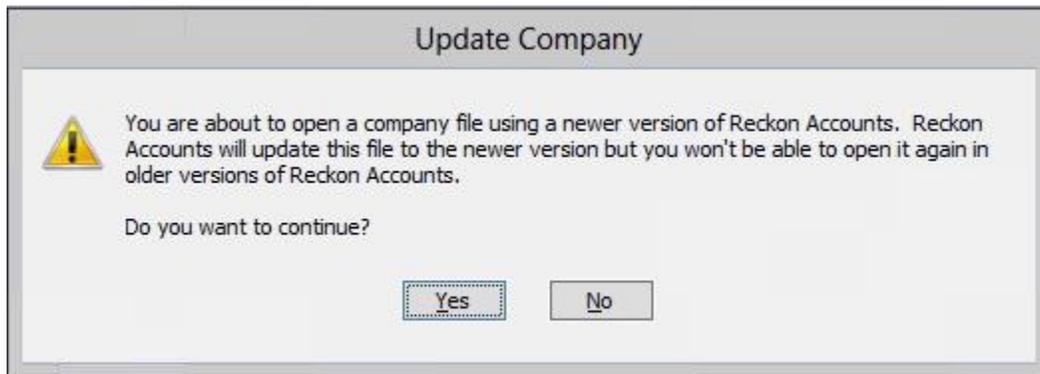


Click **OK** to save the backup onto the B drive.



If you would like to save your back up your 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 R4 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.