

Upgrading to Reckon Accounts Hosted 2015 (R2)

Version 2.1.0

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Locked bag 7522

McMahons Point NSW 2060

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The intention of this document is to guide you through upgrading your Reckon Accounts company file from 2015 Release 1 to 2015 Release 2 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 that can be access on the Reckon [website](#), and select Accounts Business Range 2015.

IMPORTANT!

- 1. Reckon Accounts Hosted 2015 Release 2 contains tax tables and other legislative changes for the 2015-16 Financial Year.**

You will need to complete your 2014-15 payroll processing on Accounts Hosted 2015 R1 before using upgrading to Accounts Hosted 2015 Release 2, as the tax tables available are for payroll processing after July 1st, 2015.

- 2. The Reckon Accounts Hosted 2015 Release 2 addresses the following:**

- PAYG Tax Tables for 2015/16 Financial Year;
- Superannuation Alternative File Format (SAFF);
- Price Level Update
- Improved Hosted Email Functionality
- Product Information window
- Verify & Rebuild log

More information of each changes can be found on the following page.

- 3. You must login 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 [here](#) for more info about Reckon Accounts Administrator password.

- 4. If you have already upgraded your company file to Accounts 2015 R2 using the desktop version, please ignore the instructions below and use the Accounts 2015 R2 icon.**

PAYG Tax Tables for 2015/16 Financial Year

Although the Federal Budget had no overall major PAYG changes, HELP and SFSS are indexed to CPI and so their thresholds have been adjusted. As a result, new PAYG tax tables apply to Reckon Accounts.

Upgrading to Account Hosted R2 will ensure that the correct taxation is apply to salaries and wages in the new financial year from 1st July 2015.

For more information on the new tax tables, visit the following ATO link:

<https://www.ato.gov.au/Rates/Tax-tables/>

Superannuation Alternative File Format (SAFF)

The Super Data Export feature introduced in the previous release of Reckon Accounts have been updated in this release to allow you to export your super data into two different formats:

1. Go to the **File** menu, select **Utilities** and then select **Export** → **Electronic Files** and then click **Super Data...** or
2. Go to the **Employee** menu and click **Super Data Export**.

Choose **Super Data Export**, Reckon Accounts exports the data into Super Pay file format, for example, to be used by NAB Super Pay service. Or

Choose **Export SAFF**, Reckon Accounts exports a .csv file in the Superannuation Alternative File Format (SAFF), which is the standard file format used for uploading super payments to SuperStream.

For more information on using SuperStream and SAFF file, visit

<https://www.ato.gov.au/Super/SuperStream/>

Price Level update

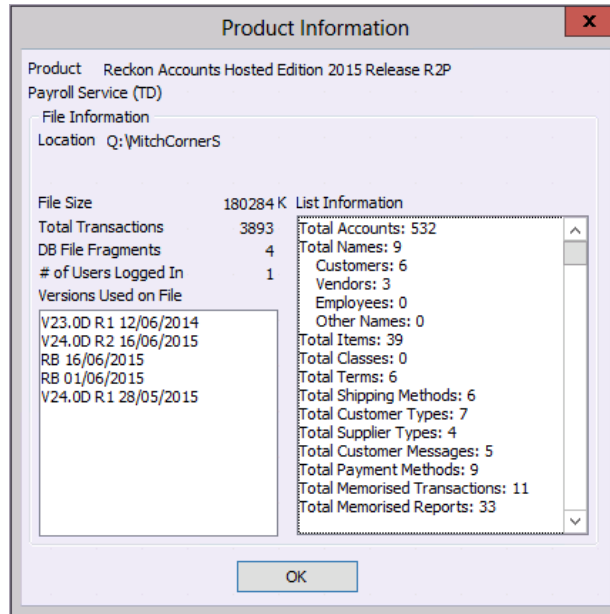
In Reckon Accounts, Price levels let you set custom pricing for different customers or jobs. Reckon Accounts Hosted 2015 R2 has resolved an issue where Accounts Hosted 2015 R1 was not picking up default price level from customer's record. After you upgrade to Hosted 2015 R2, Reckon Accounts will pull up the correct custom price for a customer or job.

Improved Hosted Email Functionality

We have improved the email delivery system and altered the email component to a more robust and traceable delivery system on Hosted 2015 R2. It introduced an email log on the My Live Q drive (Q:\Log). When an email is send from Hosted, the details are recorded on the Email log along with a unique Message ID. This Message ID will enable Reckon Accounts Hosted Development team to track and diagnose any missing mails.

Product Information window

We have introduced the Production Information window back into Hosted 2015 R2. You can now have an overview of the vital details of your company file. Similar to the Product Information window on Reckon Accounts desktop version, you can bring up the Product Information by holding **CTRL key down** then pressing **1** on your keyboard.



Verify & Rebuild log

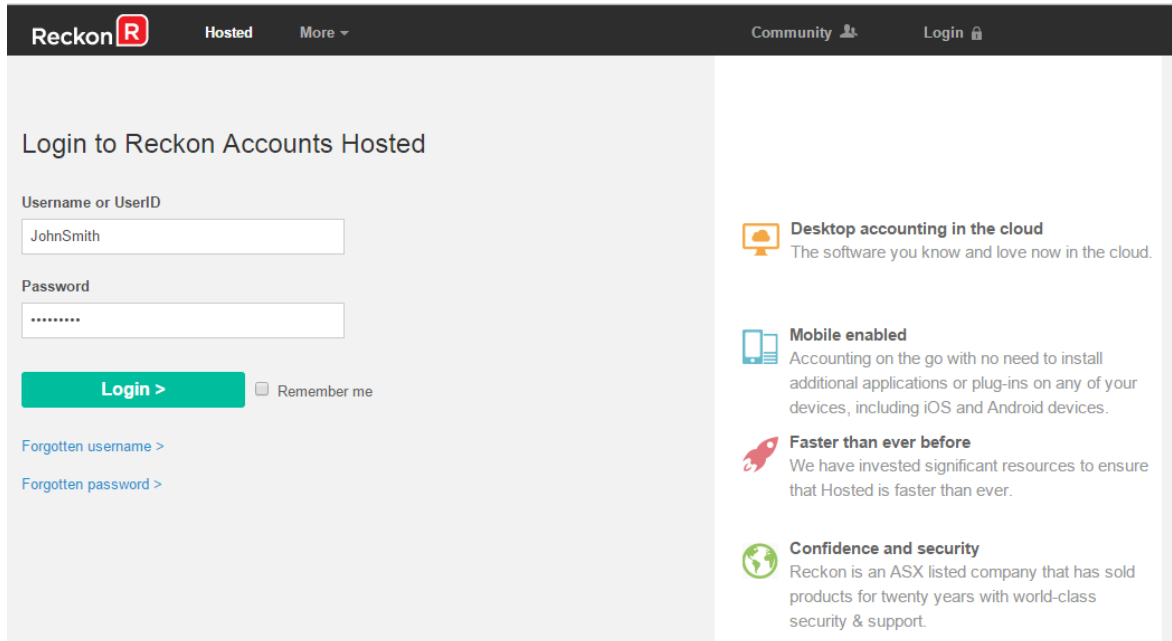
Accounts Hosted creates a log file when a user does a Verify or a Rebuild of their data file. The name of the log file is call 'Verify & Rebuild Log'. The log will record any transactions discrepancy or data corruptions on your data file.


How to perform a Verify or Rebuild & download the log file

1. Open your company file. Go to the **File** menu, select **Utilities** and then select **Verify Data** or **Rebuild Data**. Note: You will be prompt to create a backup if you select Rebuild Data.
2. **File** → **Exit** from Accounts Hosted R2 application after Verify or Rebuild is completed.
3. Launch Accounts Hosted 2015 R2 from Dashboard again.
4. Click on the Download icon and browse to My Live (Q drive) then **Log** folder.
5. Locate and download "verify_rebuild_data.log.old1".
6. Rename file name to "verify_rebuild_data.log".
7. Open "verify_rebuild_data.log" with a Note pad.

STEPS TO UPGRADE

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



Reckon  Hosted More ▾ Community Login





Login to Reckon Accounts Hosted

Username or UserID
JohnSmith

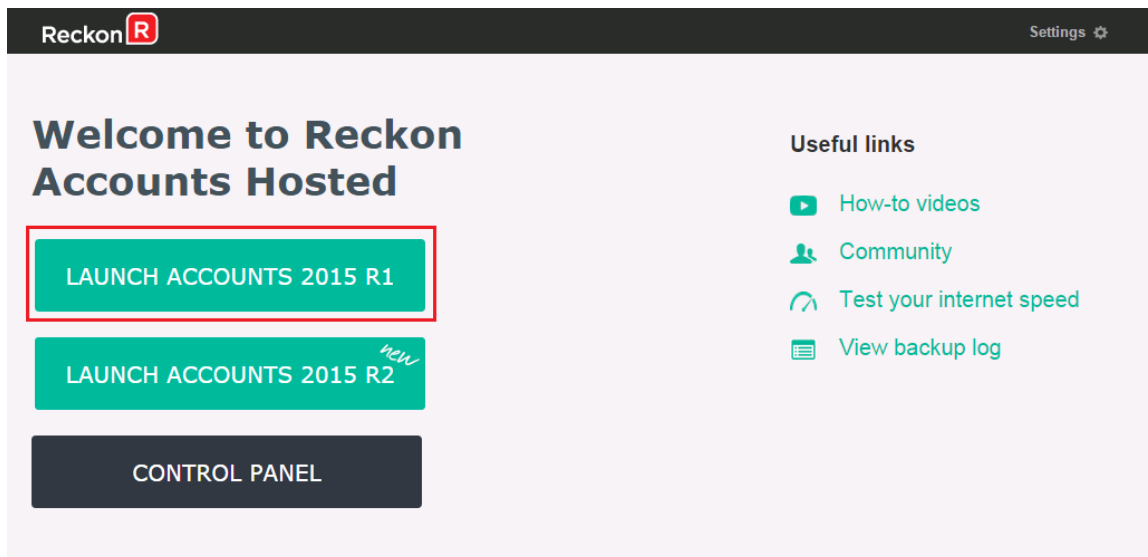
Password


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. To prep your data file for upgrade, Click on **Launch Accounts 2015 R1** button.



Reckon  Settings





Welcome to Reckon Accounts Hosted

LAUNCH ACCOUNTS 2015 R1

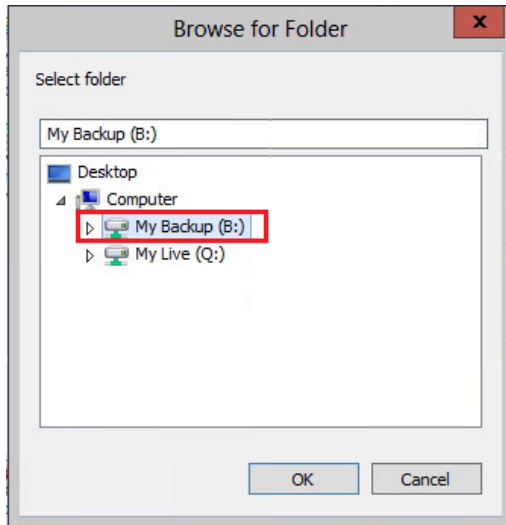
LAUNCH ACCOUNTS 2015 R2 new

CONTROL PANEL

Useful links

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

3. Open your company file. 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 2015 R1 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 2015 R1 after you have backed up your company file and wait for the browser tab to close.

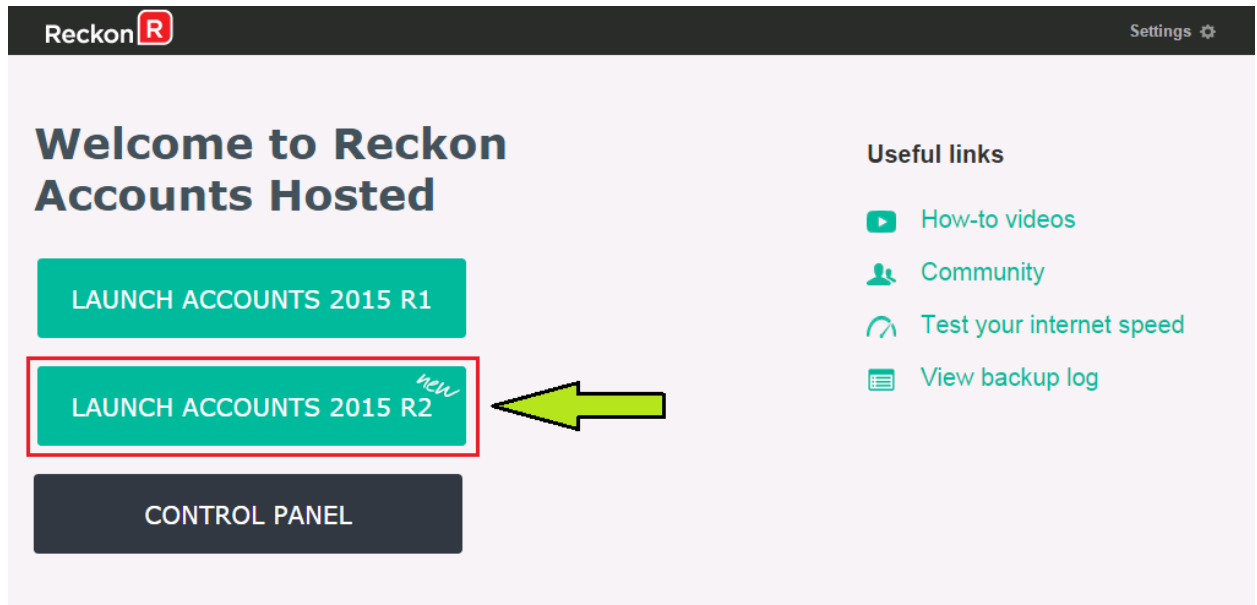
Important!

It is essential to perform the proper **File** → **Exit** function whenever you want to exit from Reckon Account Hosted.

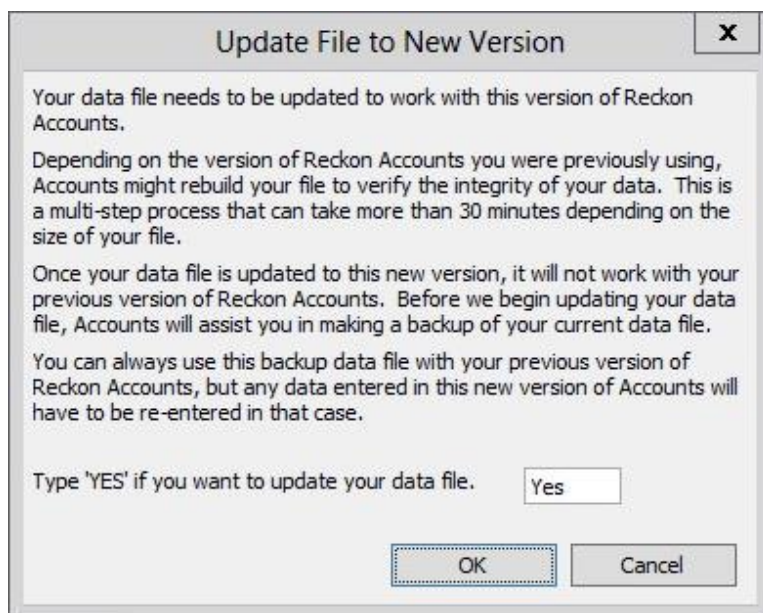
Please wait until the browser tab is closed automatically after performing a File Exit, the Hosted session is terminated successfully as a result. This will prevent later connection issues.

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.

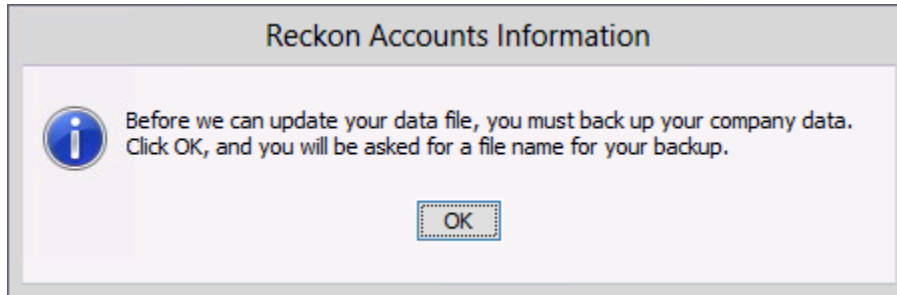
- Return to the Reckon Accounts Hosted dashboard page. If you have logged off from the webpage, return to [Reckon Accounts Hosted](#) login page. Enter your Username and Password then click on the Login button.
- Click on the **Launch Accounts 2015 R2** button when you and open your company file; **Note** You must login as the Reckon Accounts Administrator to upgrade your company file.



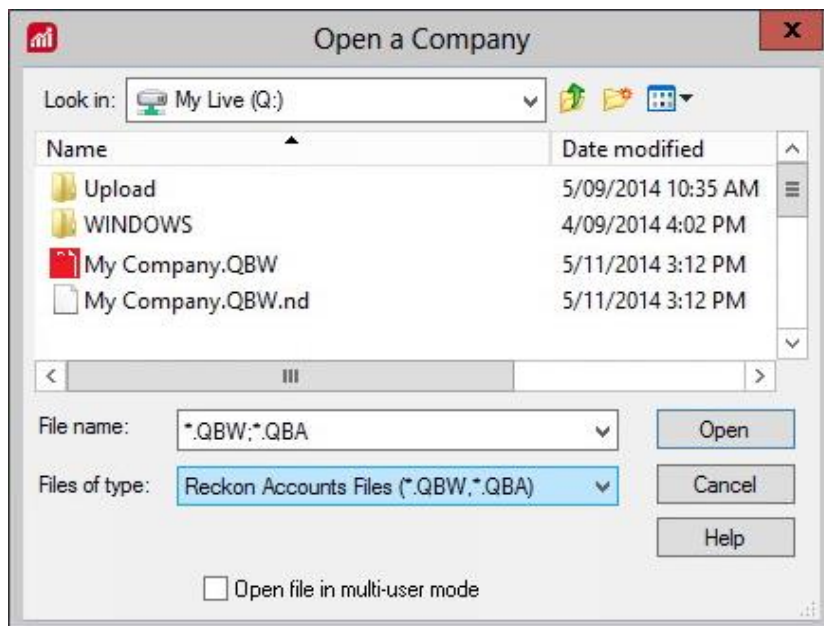
- Reckon Accounts will ask you whether you would like to update your file to the new version. Type 'YES' and click **OK**.



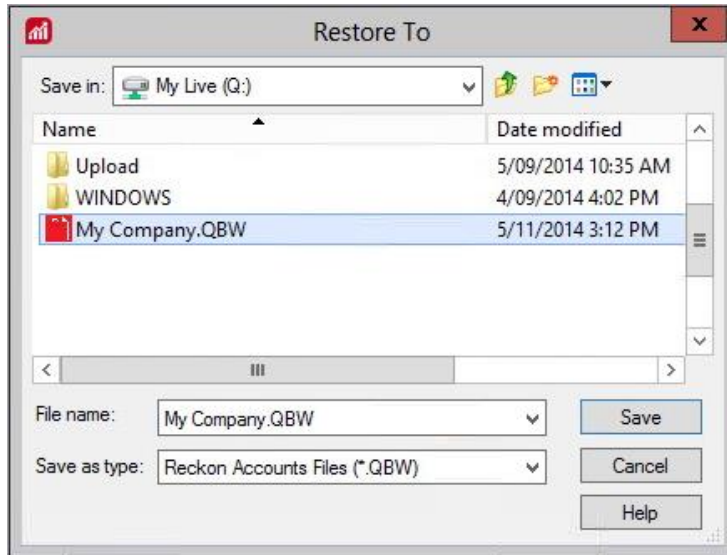
9. Reckon Accounts will prompt you to create Backup prior to the backup progress. Click **OK** to create the back up.



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**.

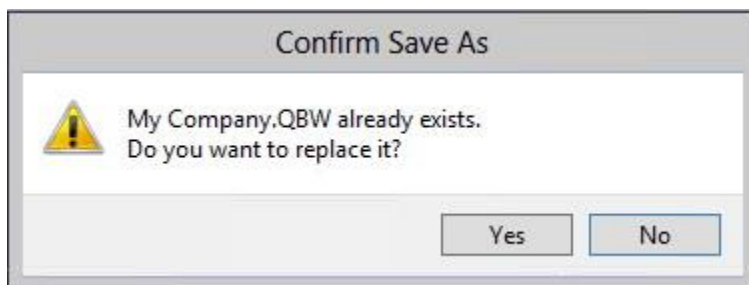


If you choose to restore the backup you created in the previous release, please ensure that you entered the exact file name in the **File name** field on the **Restore To** window.



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**.

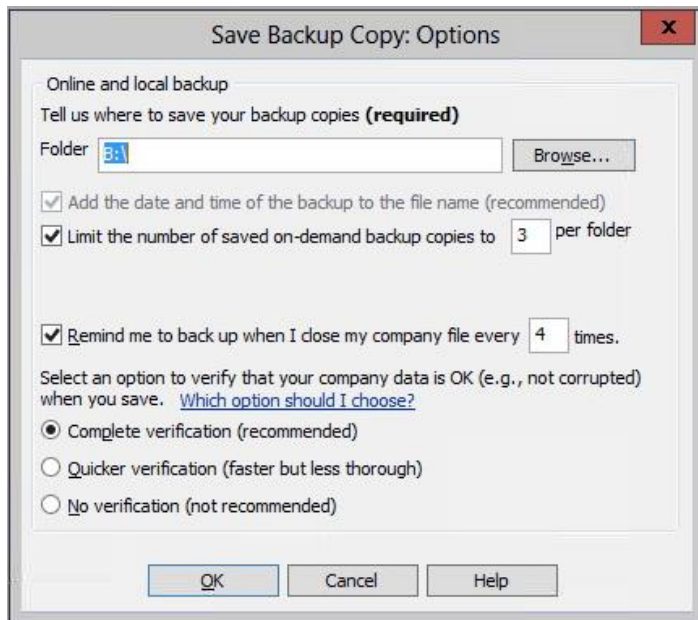


The upgrade time will depend on the size of your Reckon Accounts data file. **It is important that you do NOT exit or cancel out of Reckon Accounts during this time.**

10. 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.

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



12. Check financial reports such as your Trial Balance, Profit & Loss and Balance Sheet reports against the reports generated in Accounts 2015 R1 as per step 3;

13. Congratulations! Your Reckon Accounts Company file have been upgrade successfully!

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