

Personal Range 2018

User guide

Personal Plus, Home & Business



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Reckon Software

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INTRODUCTION TO Reckon Accounts



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Welcome to Reckon Accounts . This chapter provides a guide to getting started with Reckon Accounts, and explains how you can get the most from the documentation and support resources available.

Installing Reckon Accounts

Begin with the Reckon Accounts Installation and Upgrade Guide

Before you begin to work with Reckon Accounts , you'll want to install your software or upgrade from an earlier version.

The Reckon Accounts Installation and Upgrade Guide provides important information that you need to know **BEFORE** you install or upgrade your software. You'll save time, find answers to your questions, and avoid potential problems if you follow this step-by-step guide.

The Reckon Accounts Installation and Upgrade Guide is included with every purchase of Reckon Accounts . A copy of the guide is also included on your Reckon Accounts CD. In addition, you'll find the latest version of the Guide, including any last-minute changes or updates, on the Reckon web site (<http://www.reckon.com>).

About Reckon Accounts

Reckon Accounts is a software program that helps you manage your personal finances. It enables you to track many areas of your day-to-day finances, including pay slips, bills and general spending. You can categorise income and spending, and then generate reports that show where your money goes.

Reckon Accounts Personal Plus includes features for tracking tax and investments, and for developing long term financial plans.

Reckon Accounts Home & Business includes additional features designed to support a small cash-basis business. These features include recording customer payments, issuing funds and credits, recording mileage and more.

Features in Reckon Accounts are organised into centres, as shown in the table below. This table identifies which centres are included in each level of Reckon Accounts.

Centre	Personal Plus	Home & Business
Cash Flow	✓	✓
Property & Debt	✓	✓
Investing	✓	✓
Planning	✓	✓

Centre	Personal Plus	Home & Business
Tax	✓	✓
Business		✓
Financial Overview	✓	✓

Each level helps you to sharpen the way you handle your finances, so that you can be sure your money is being saved or spent productively.

Learning about Reckon Accounts

The best place to start learning about Reckon Accounts is the user guide you are now reading. It is designed to give you an overview of how Reckon Accounts works and how you can make it work best for you.

Detailed information about individual features is available in the in-product help.

How this guide applies to Personal Plus and Home & Business

This user guide applies to Reckon Accounts Personal Plus, and Reckon Accounts Home & Business.

As a way of explaining features and concepts, we will use screenshots taken from Personal Plus or Home & Business. This means you may see screenshots of windows that are similar to those in your version, but with a different feature set. This won't change the point of instruction, unless mentioned in the text.

Conventions used in this guide

This guide follows the conventions shown in the table below.

To indicate...	We use...
Reckon Accounts Personal Plus and Reckon Accounts Home & Business	Reckon Accounts
Reckon Accounts Personal Plus	Personal Plus or Reckon Accounts Personal Plus
Reckon Accounts Home & Business	Home & Business or Reckon Accounts Home & Business
A menu selection	“Go to the Help menu and click Product Help .” Note that we’ve added the word “menu” to indicate the main menu name, followed by one or more sub-menu items. The menu and sub-menu item names are in bold type.
A button that you click	The button name in bold type. For example, “click Activate after entering...”
A key that you press on your computer keyboard to activate a function	The key name in bold type. For example, “press F1 to access Reckon Accounts Help.”
The name of a window	The window name in bold type. For example, “The Preferences window opens.”

To indicate...	We use...
The name of a drop-down list	The drop-down list name in bold type. For example, "Select Tasmania from the State drop-down list."
Important information you should note	
A hint, tip or technique you might find useful	

Three steps to more Reckon Accounts help

If the answer you're after is not in this guide, take the three-step approach to getting help with your Reckon Accounts software.

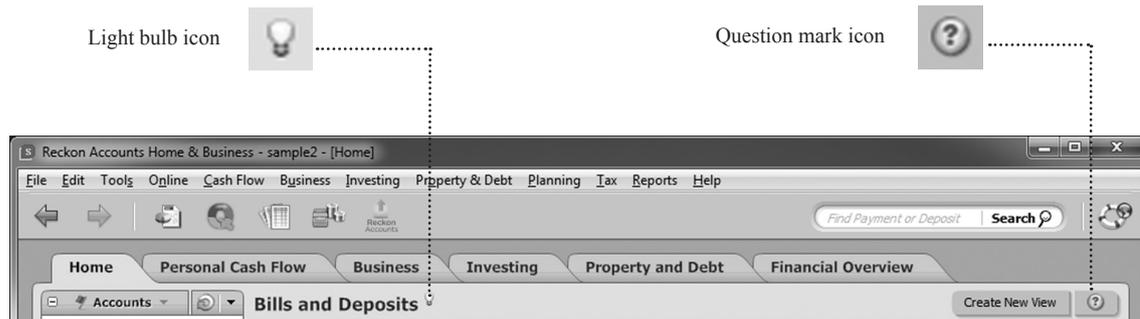
Step 1 - Check the Reckon Accounts in-product Help

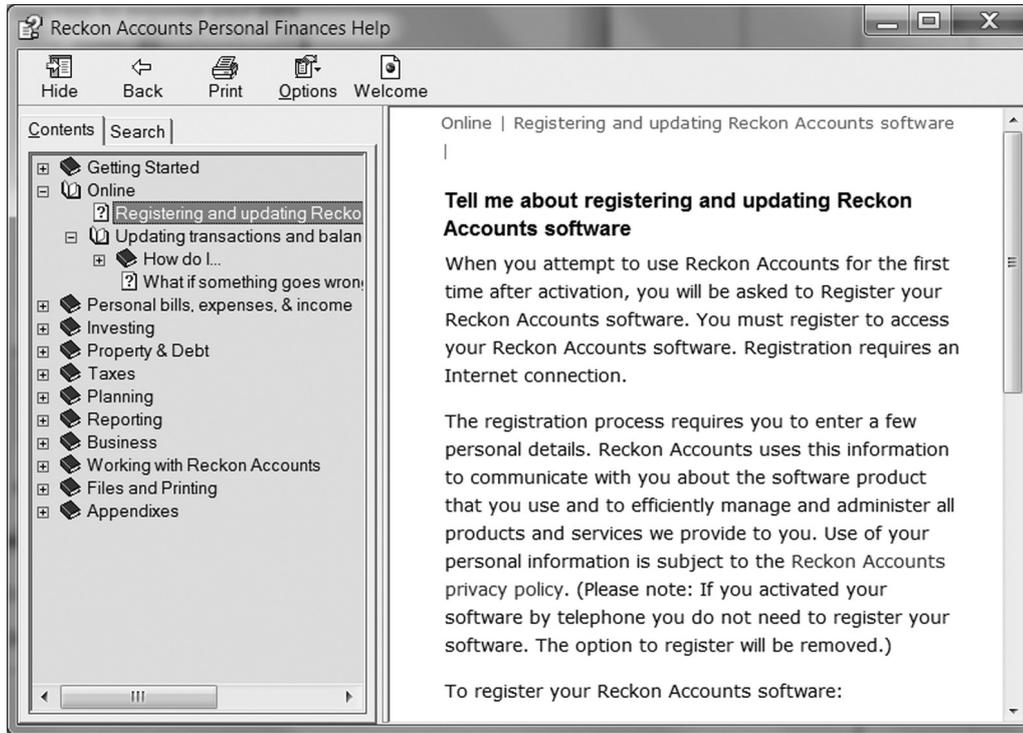
Your Reckon Accounts software comes with comprehensive in-product Help, extending the introductory material you'll find in this user guide.

Use Reckon Accounts Help for in-depth overviews and procedures. To get task-specific help right where you're working:

- Click the question mark or light bulb icons, or
- Press the **F1** key

If available, Reckon Accounts displays specific help for the window you're working in.





If the first topic you reach isn't what you want, click one of the tabs at the top left of the Help Topics window:

- Click the **Contents** tab, double-click one of the Help books on the left, then click a topic.

- When you click the **Contents** tab, you see the current topic highlighted in the Help Table of Contents.
 - The top level *book* icons link to Overview topics for feature areas. Top level *books* in Help usually correspond to Reckon Accounts menus (for example, features that you can access from Reckon Accounts's **Investing** menu are discussed in the Investing section of Help).
 - Second level *books* correspond to primary feature or task groups (for example, *Using a cash flow register* or *Reconciling cash flow accounts*).
 - Expand the *How do I...* book to view step-by-step procedures within each feature area.
- Click the **Search** tab, enter a phrase, and then click **Ask**.

To get the most accurate search results, type a 3- to 10-word question.

For example, instead of typing “category”, type “How do I create a category?” in the search field. Make your questions as specific as possible. They should be short and contain only one major topic. For example, “How do I add a chequing account?” will return better results than “How do I add a chequing and savings account?”

The **Search** field on the Reckon Accounts toolbar only searches Reckon Accounts transactions. It doesn't search Reckon Accounts Help.

Working with the Help window



- Within a topic,  and  shows and hides additional help content.
- Hide or show the **Contents** panel on the left by clicking the **Hide** (or **Show**) button at the top left corner of the window.
- Make the **Contents** panel bigger or smaller by clicking and dragging the divider bar.
- Make the **Help** window bigger or smaller by clicking and dragging its bottom left or right corner.
- Print a topic by selecting it and clicking **Print this topic** (at the bottom of the topic window). To print all the topics in a book, select the book in the Help Table of Contents and then click **Print**.

Step 2 - Check the Knowledge Browser

The Knowledge Browser in the Support area of the Reckon web site is an online technical support database that is available to all Reckon customers 24 hours a day, 7 days a week. Search for support articles which contain step-by-step instructions to get you through any known Reckon Accounts product issues.

Alternatively, simply view the frequently asked questions on the Reckon support page. In many cases, you will find the solutions to your problem there.

Step 3 - Contact Reckon Technical Support

If you require technical support and prefer to speak to a Reckon representative, the Reckon Technical Support team is just a phone call away. Reckon's trained technical support staff are available to help you during business hours, Monday through Friday.

For more information about technical support, including hours of operation and charges for your country, see "Contacting Reckon" on page 202 .

GETTING THE MOST FROM Reckon Accounts

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Each Reckon Accounts user has different financial goals, sources of income, and money management priorities. The beauty of Reckon Accounts is that it is powerful and flexible enough to help most people manage their finances better.

Use this chapter to learn how Reckon Accounts works and to decide how much detail you want from Reckon Accounts.

Deciding how much detail you want to track

Like others using this program, you will have unique requirements for the financial areas you wish to track. On a personal level, you may only want to record general cash flow (income and expenses) but not investments. Or perhaps you only need to track investment information, without the cash flow. If running Home & Business you may wish to track personal and business finances, but not investments. Your personal needs will determine the Reckon Accounts features that you will use.

You then need to decide how much detail to track within each feature you decide to use. Do you wish to record each time you spent cash in a month or just the total of cash spent within certain categories for a month? It's something you need to decide up front before regularly using the program. It's important to be consistent with the level of detail you record in the program, as this information will affect reports and planning.

Remember, the more detail you track, the better picture Reckon Accounts can give you of your financial situation.

Let's take a quick look at some of the financial areas you can track:

- **Cash flow.** This covers basic banking where you receive money (mostly through a pay slip or investment dividend) and you spend money. It allows you to set up accounts that match your real-life accounts and record detailed transactions. You can even download bank statements to make sure your records are current. The Cash flow area also allows you to record bills and schedule repeating transactions like rent, gym membership, recurring insurance and utility payments.
- **Investing.** This covers all your investments - individual shares, managed funds and retirement funds. It allows you to set up an account for the shares you own and download the latest share prices. It also allows you to set up accounts to keep an eye on your managed funds or retirement funds.
- **Property and debt.** This enables you to record information about the property you own. Set up asset accounts to cover the cost of a house, car or business equipment. Set up liability accounts to track the state of your loans. Take advantage of the brand new Reckon Home Inventory Manager to keep an organised record of all your

household items, receipts, and photos to help insurance claims go smoothly. It simplifies estate planning by recording items, and noting the beneficiary associated with each item.

- **Business.** This covers all areas of the cash-basis accounting system you use for your business. It includes accounts to record your income and expenses, and the tools to set up customer and supplier records. As a bonus, Home & Business allows you to create an estimate or invoice even though the program has been developed as a cash-basis accounting system. (Available in Home & Business only.)

The way you track these details affects the following Reckon Accounts features:

- **Planning.** Reckon Accounts can use current data in your system to make future projections about your financial situation for home, business or both (depending on the level you are running). The more detail Reckon Accounts has to work from, the better forecast it can provide. This area includes a Debt Reduction Calculator. You can also use additional financial calculators to create scenarios for superannuation, loans, savings, refinancing or University savings for your kids.
- **Reports.** You can get reports on your day-to-day spending, investment transactions, business profit and loss and much more. Again, the more information you track on a day-to-day basis, the better the detail in your reports and subsequently the better picture you'll get of your finances.
- **Tax records.** The Tax Planner can tell you how much tax you owe for general income tax or you can get Home & Business to generate the actual figures to include in your next BAS. Home & Business generates this information from the data you enter into the program each day. (The BAS report is available in Home & Business only.)

The following table shows you where to find specific information about details you may wish to track.

If you want to...	Refer to...
Work out how much detail to track, open the program, learn about the basic elements of Reckon Accounts, and learn to back up your Reckon Accounts file.	Chapter 2
Decide whether to include personal and business information in the same Reckon Accounts file, set up personal accounts and categories, set up business accounts, categories, tags, invoice items, customers and suppliers.	Chapter 3
Carry out regular record keeping for your personal finances such as updating accounts, reconciling accounts with your online accounts, and assigning categories to transactions.	Chapter 4
Set up accounts to track your investments, update your investment accounts, buy shares as an enterprise and track you portfolio's performance.	Chapter 5
Set up Reckon Accounts to track your work income and tax deductible income so you're ready at tax time to maximise your tax benefits quickly.	Chapter 6
Track ABN withholding amounts, track GST received and paid, create estimates and invoices with GST amounts.	Chapter 7
Create estimates or invoices, record payments from customers or issue refunds, pay suppliers or receive refunds and track mileage.	Chapter 8
Determine the health of your personal and business finances, including tracking home value and the associated loan, vehicle value and the associated loan, analysing personal net worth, understanding business cash flow and your BAS liabilities	Chapter 9
Use existing data and different scenarios to plan your personal and business finances into the future.	Chapter 10

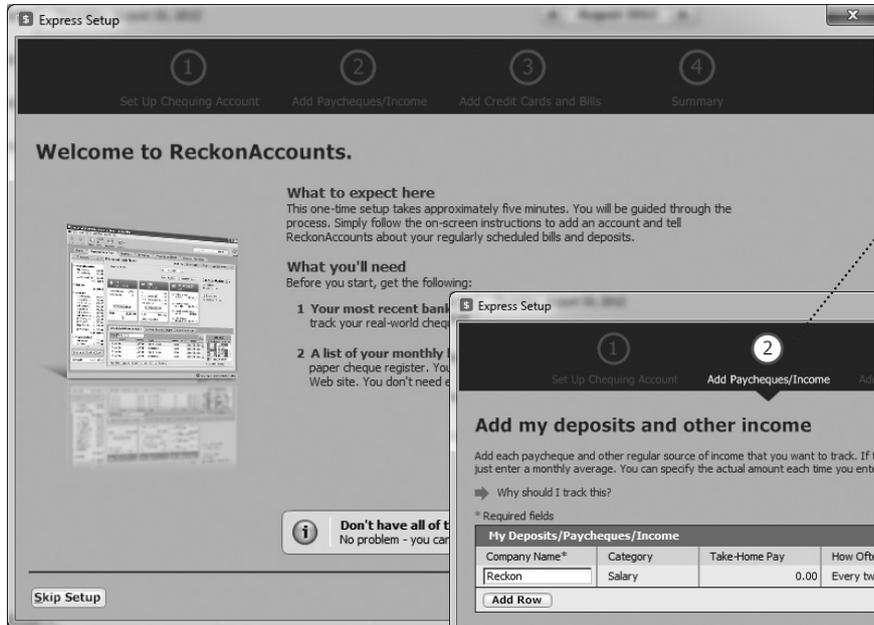
Opening Reckon Accounts for the first time

To use the features in Reckon Accounts you need to have a Reckon Accounts file open. This is a file that stores information about the features you use and the day-to-day data you will later record (see “Reckon Accounts data file” on page 17 for more information). If you don’t already have a personalised Reckon Accounts data file, you will have several options the first time you open Reckon Accounts.

One option is to open the sample data file, which you can use to see how a typical user might set up the program. Another option is to use the Reckon Accounts Express Setup to help you set up your own data file.

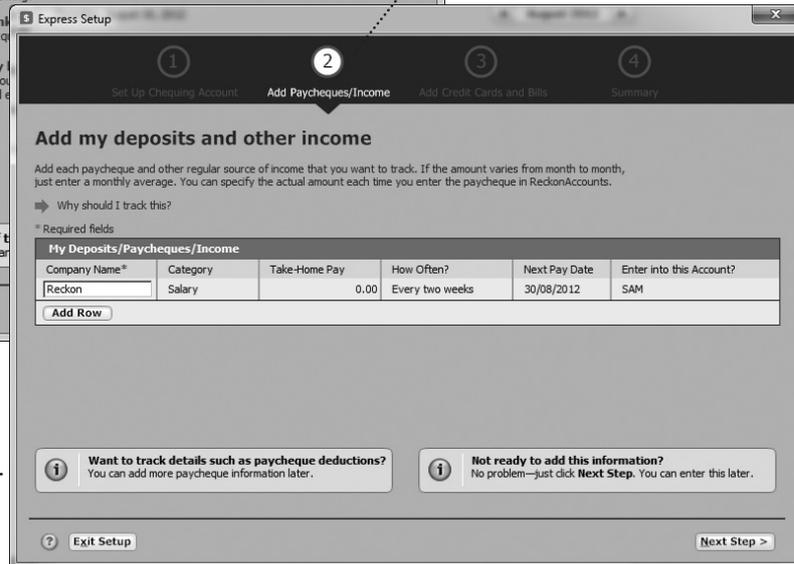
When you go to the **File** menu and click **New**, the Reckon Accounts Express Setup wizard opens. The Express Setup wizard will ask you a series of questions about yourself so that Reckon Accounts can create a data file that adequately supports your situation. You can exit this wizard at any time during setup, or make changes later to the details you enter now. The purpose of the wizard is to make setting up your data file fast and easy for you.

You’ll find the Reckon Accounts Express Setup an easy process. There is plenty of in-product Help to guide you comfortably through the setup process.



You can follow your progress through the Express Setup from the menu here.

These are two sample pages you'll see as part of the ReckonAccounts Express Setup.

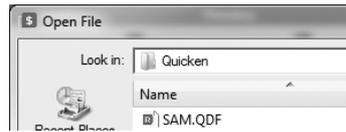


Learning Reckon Accounts essentials

Take a few minutes right now to familiarise yourself with some essential Reckon Accounts terms and concepts. You'll see these terms throughout this guide and while you're using Reckon Accounts.

Reckon Accounts data file

Reckon Accounts saves your financial information in a data file on your computer. As with other types of files, such as word-processing or spreadsheet files, you store this file in a folder on your hard disk. Unlike most other programs, however, Reckon Accounts immediately saves your information as you work; you don't need to save the file manually. As with all important data, you should still back up your Reckon Accounts file frequently. You'll learn how to back up your file later in this chapter.



Accounts

Within a single Reckon Accounts file, you can add many accounts to organise your financial information. You can add several accounts (such as chequing, savings, brokerage, and so on), or you can start with a single account (such as a chequing account). You can also add Accounts to track other aspects of your financial life, such as a home mortgage or a vehicle loan. You can even set up an account to track superannuation, a brokerage investment account or a managed fund.

You should set up all your Accounts within a single Reckon Accounts file. That way, you can use Reckon Accounts to create reports that reflect your complete financial picture.

Initially, you may want to add only a chequing or investment account. Later, you can add additional accounts to track more of your financial activities. The types of accounts you can add are shown in the following illustration (from Home & Business).

Account	Online Services	Status	Trans	Description	Current Balance	Ending Balance
Business Accounts						
Business Tax Accounts						
Tax Control			7	GST to pay/receive	AU\$82.83	AU\$82.83
Spending Accounts						
Business Chequing			8		AU\$4,483.90	AU\$4,483.90
				Total	AU\$4,566.73	AU\$4,566.73
Cash Flow Accounts						
Spending Accounts						
Chequing			140	Everyday Transactio...	AU\$15,485.16	AU\$15,485.16
Savings Accounts						
Internet Saving Account			3		AU\$4,000.00	AU\$4,000.00
Credit Accounts						
Credit Card			64	Low Interest Credit ...	-AU\$907.34	-AU\$907.34
				Total	AU\$18,577.82	AU\$18,577.82
Property & Debt Accounts						
Asset Accounts						
Trust Fund			4		£1,348.00	£1,348.00
Vehicle			2		AU\$22,000.00	AU\$22,000.00
				Subtotal	AU\$25,388.88	AU\$25,388.88
Liability Accounts						
Vehicle Loan			14		-AU\$5,640.81	-AU\$5,640.81
				Balance Total:	AU\$42,883.62	AU\$42,883.62

Each account contains a register or *Transaction List* to store account details.

Centres

When you add a new account, Reckon Accounts groups it with all other accounts of the same type in a relevant account centre. You can view your data with pertinent tools and reports from these account centres. One of these account centres, the Financial Overview Centre, displays every group of accounts together.

Let's take a look at the account centres for cash flow, investing, property and debt, planning, tax and financial overview.

Cash Flow Centre

You'll find accounts for chequing, savings, credits cards, and cash in the Cash Flow Centre. Use these accounts to better understand your day-to-day income and expenses. These accounts are discussed in more detail in Chapter 4, "Performing everyday personal tasks".

Investing Centre

You'll find accounts for investments in the Investing Centre. Use these accounts to track the ongoing performance of your stocks and bonds, retirement funds, and other types of investments. These accounts are discussed in more detail in Chapter 5, "Managing your investments".

Property & Debt Centre

You'll find accounts for assets (what you own) and liabilities (what you owe) in the Property & Debt Centre. Use these accounts to track financial activities that affect your net worth. For example, using a House account lets you track the equity you're building and the loan you're paying down as you make your mortgage payments. These accounts are discussed in more detail in Chapter 9, "Determining your net worth".

Planning Centre

Use the Planning Centre to make realistic financial plans and see how they are progressing. From this centre, you'll see overviews of your plans for savings, expenses and budgeting. You'll also have access to budget tools and the financial calculators. The Planning Centre is discussed in more detail in Chapter 9, "Determining your net worth".

Tax Centre

You'll find information about projected tax and important tax dates in the Tax Centre. You'll also get access to features like the Tax Planner, Capital Gains Estimator and Paycheque Setup wizard. You can also set up your own tax alerts from this centre. The Tax Centre is discussed in more detail in Chapter 7, "Planning for business tax time".

Business Centre (Home & Business only)

You'll find all your business accounts displayed on the **My Data** tab. This includes any accounts you have set up from the **Business** menu. You'll also see the *Tax Control* Account, which Home & Business created to track your tax liability automatically as soon as you use GST in the transaction of an account. You can use this to monitor the key accounts that show how your business is going. The Business Centre is discussed in more detail in Chapter 8, "Performing everyday business tasks".

Financial Overview Centre

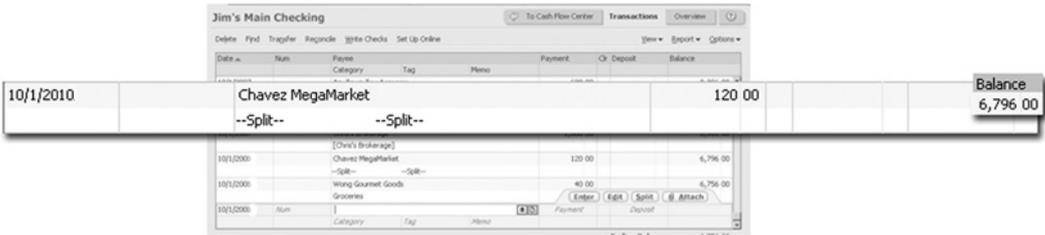
You'll find all your accounts displayed together on the Net Worth page of the Financial Overview Centre. Use this page to monitor the change in value of your finances over time, and to see the current allocation of your finances by account type. Net worth is discussed in more detail in Chapter 9, "Determine your net worth".

Registers and the Transaction List

Reckon Accounts displays transactions in the way that makes the most sense for each type of account.

Registers

Each non-investment account in Reckon Accounts has a *register*. The register looks like a paper cheque book register, where you record cheques you've written and deposits you've made. The Reckon Accounts register even calculates your current balance for you.



Transaction List

Each investment account in Reckon Accounts has a *Transaction List*. The *Transaction List* resembles a brokerage statement and is specifically designed to manage both the investing transactions and cash transactions for an account in the same place.



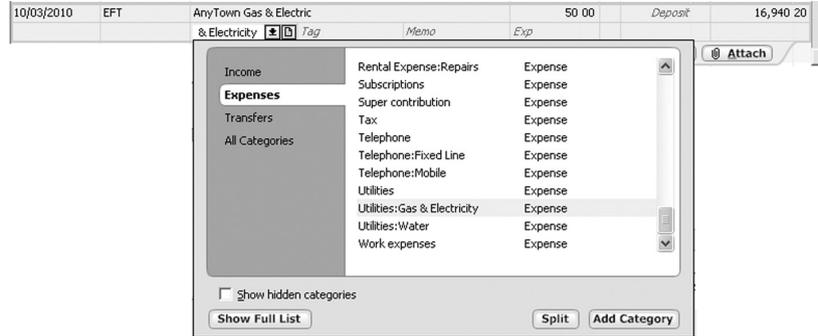
Transactions

You enter individual transactions within the register of each Account that corresponds to your real-world income and expenses. For example, you could enter cheque number 313 for \$39.96 to McCarthy Fruit & Veg as a *payment transaction* in your chequing account. Similarly, you would enter your pay slip as a *deposit transaction* in the same account.

Date ▲	Num	Payee	Tag	Memo	Payment	Clr	Deposit	Balance
		Category			Exp			
6/06/2009	Sched	Commercial Vehicle Loans			197 96			15,485 16 ▲
		--Split--	--Split--	Car Repayments				
10/01/2010	DEP	Jimmy's Paycheque					1,545 00	17,030 16
10/02/2010	313	McCarthy Produce Groceries			39 96			16,990 20
10/03/2010	EFT	AnyTown Gas & Electric			50 00			16,940 20
		Utilities:Gas & Electric						
					<input type="button" value="Enter"/> <input type="button" value="Edit"/> <input type="button" value="Split"/> <input type="button" value="Attach"/>			
20/07/2010	<input type="text" value="Num"/>	<input type="text" value="Payee"/>			<input type="text" value="Payment"/>		<input type="text" value="Deposit"/>	
		<input type="text" value="Category"/>	<input type="text" value="Tag"/>	<input type="text" value="Memo"/>	<input type="text" value="Exp"/>			

Categories

To get the most out of Reckon Accounts, you should assign one or more *categories* to each transaction. Categories track the source of a deposit (such as salary), the reason for an expenditure (such as a utilities payment), or the name of the account to which you're transferring funds (such as savings).



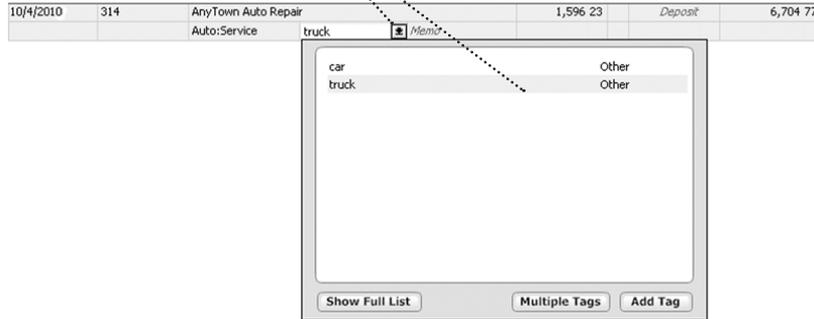
If you're interested in managing your money in any detail (and getting the most from Reckon Accounts reports), you should use categories. You'll learn more in Chapter 3.

Tags

Tags make it possible for you to track a group of similar items with a single category, which makes it unnecessary to clutter up your Category List with a lot of additional categories. For example, say you want to track how much you spend each year for vehicle repairs. If you have a car and a truck, you can add a tag named "car" and another one named "truck" and use them both with the Auto:Service category. This keeps your Category List a lot more manageable than it would be if you added a service category for the truck and another one for the car.

Enter tags in the Tag field.

Click the arrow to the right of the Tag field to display the list of existing tags.



For more information about tags, go to the **Help** menu and click **Product Help**. Click the **Search** tab, enter *using tags*, and then click **Ask**.

Backing up your Reckon Accounts data file

Reckon Accounts saves your data file on your hard disk each time you enter a new transaction. However, you should back up your Reckon Accounts data regularly so you always have a copy in case of a hardware failure or computer virus.

When you manually back up your Reckon Accounts data file with the following procedure, if you have attached

images such as receipts or statements to your Reckon Accounts transactions or accounts, Reckon Accounts backs up these attachments with your data file only if there is enough room for all of them. If there isn't enough room for all of your attachments, none of them are included in the backup.

You can back up your Reckon Accounts data file to removable drives, CDs, DVDs, USB memory stick, Flash Drive and External Hard Drive.

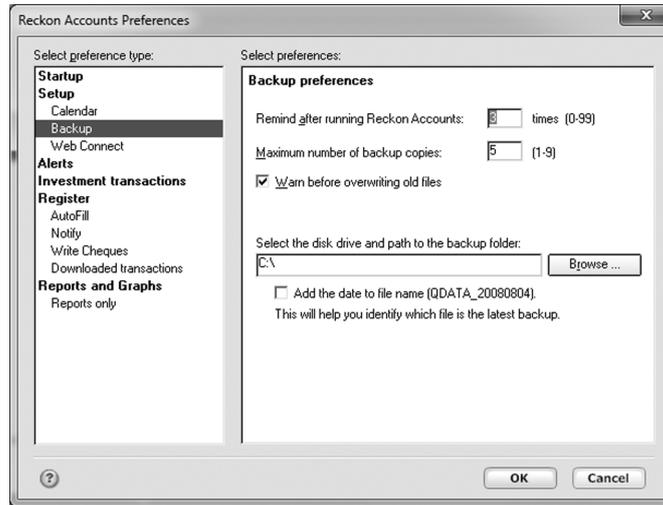
Another way to safeguard your valuable Reckon Accounts data is to back it up every day to a remote location with the Reckon Backup service (service fees apply; service subject to change).

Setting Backup Preferences

Before backing up your Reckon Accounts data file, make sure you have set your Backup preferences.

To set backup preferences:

1. Go to the **Edit** menu, click **Preferences**, and then click **Program**.
The **Reckon Accounts Preferences** window opens.
2. In the **Select preference type** area on the left side of the window, click **Backup**.
The **Backup preferences** dialog is displayed.



Backup preferences you can set include:

- **Remind after running Reckon Accounts (0 - 99) times**

In other words, instruct Reckon Accounts to pop up a message reminding you to back up your Reckon Accounts data file after running Reckon Accounts the number of times you indicate.

The default number of times is 3. If you do not wish to be reminded to back up your file, enter "0".

- **Maximum number of backup copies: 1 - 9**

In other words, after creating and storing this number of copies (1 - 9) , do not create and store an additional file; instead, overwrite the oldest existing backup file. Setting this preference to a lower number can be particularly

useful if you need to conserve disk space and your Reckon Accounts data file is very large.

The default maximum number of backup copies is 5.

- **Warn before overwriting old files.**

In other words, instruct Reckon Accounts to pop up a message warning that an old backup copy will be overwritten.

This preference is selected by default. If you do not wish to see this warning, click to deselect.

- **Select the disk drive and path to the backup folder**

Enter or browse to select a default location where you prefer your backup files to be stored.

The default location is C:\.

- **Add the date to the file name (e.g., QDATA_20160804).**

This will help you identify which file is the latest backup.

Adding the date to the file name is good practice, as it can help you avoid overwriting valuable files and allows you to quickly identify when backup files were created. If you use a different file naming scheme, you may wish to click to deselect this preference. However, Reckon recommends maintaining the default setting.

This preference is selected by default.

When you have set your backup preferences as you want them, click **OK**.

To back up your Reckon Accounts data file:

1. If it isn't already open, open the Reckon Accounts data file you want to back up.
2. Go to the **File** menu and click **Backup**

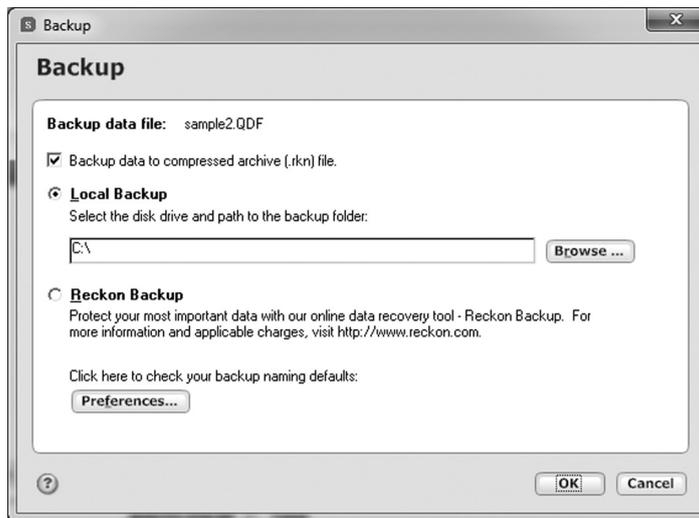
The **Backup** window opens.

3. Select the appropriate option:
 - (By default) Check **Backup data to compressed archive (.rkn) file** if you want to create a compressed backup file.
 - Click **Local Backup** to back up to an external source (such as a removable drive, CD, DVD, and so on). Enter or browse to the backup location if necessary, and then click **OK**.

Reckon Accounts backs up the file, then displays a message telling you that the backup was successful.

- If you have already subscribed to Reckon Backup and installed the Reckon Backup desktop application, click **Reckon Backup**, and then click **OK**. After you log in with your user name and password, Reckon Backup encrypts your data and sends it to be safely stored.

If you haven't yet subscribed to Reckon Backup, visit the Reckon website for more information and to subscribe (<http://www.reckon.com>).



To restore your Reckon Accounts data file:

1. Go to the **File** menu and select **Restore Backup File** then click **Restore Backup...**

The **Restore** window opens.

2. Select the appropriate option:

- Click **Local Backup** to restore from an external source (such as a removable drive, CD, DVD, and so on). Enter or browse to the backup location if necessary, and then click **OK**.

Select the backup file (.RKN or.QDF) to restore, and then click **OK**.

Select the path where you want to restore the file to, if different to the default location, and then click **OK**.

Reckon Accounts restores the file, then displays a message telling you that the restoration was successful.

- If you have already subscribed to Reckon Backup and installed the Reckon Backup desktop application, click **Reckon Backup**, and then click **OK**. After you log in with your user name and password, Reckon Backup encrypts your data and sends it to be safely restored.

If you haven't yet subscribed to Reckon Backup, visit the Reckon website for more information and to subscribe (<http://www.reckon.com>).

3. To open the restored file, click the **File** menu then click **Open**. The window file explorer will open, open the file that you just restored or navigate to where the file has been restored to.

Getting the most from this book

As you read this book, use your own financial data to learn basic but powerful Reckon Accounts features. After you complete the tasks in a chapter, you'll be able to use Reckon Accounts immediately to help achieve your personal financial goals.

Each chapter builds on the chapters that come before. Before you begin working through a chapter, make sure you've performed all the tasks and gathered all the recommended materials listed in "Before you start" and "What you'll need" at the beginning of the chapter.

GETTING STARTED WITH Reckon Accounts

3

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Each Reckon Accounts user has different financial goals, sources of income, and money management priorities. The beauty of Reckon Accounts is that it is powerful and flexible enough to help most people manage their finances better.

In this chapter, we'll look at setting up a way for you to track your finances. The scope of this, for you, will depend on the level of Reckon Accounts you are using: Personal Plus or Home & Business.

This chapter begins with information that applies to your personal finances, then covers your business finances if you are running Home & Business.

Before you start

Think about the accounts you want to track in Reckon Accounts. This chapter begins with a discussion of chequing and savings accounts, as well as cash and credit cards. Then, the focus turns to business accounts and other business features for the Home & Business user.

What you'll need

In order to set up your accounts, you'll need your most recent statements for the chequing, savings, and credit card accounts you plan to track with Reckon Accounts.

Getting started with the personal side of Reckon Accounts

The first area in Reckon Accounts to get familiar with is how to track personal finances.

Learning how categories help manage your finances

Before you begin managing your income and expenses in Reckon Accounts, you should understand how Reckon Accounts tracks financial information. As described in “Opening Reckon Accounts for the first time” on page 15, the key to money management in Reckon Accounts is categories.

Categories are labels that track how much you're spending on particular types of items, such as rent, groceries, or dining. For example, you might use the “Clothing” category with the following transactions:

- a cheque for \$229.13 for a new jacket

- a credit card purchase of \$100.00 for some mail-order boots
- a few cash purchases for new school clothes for the kids, totalling \$210.00

Because these transactions use the same category, it's easy to produce a mini-report for the Clothing category like the one shown below. And if you want to see how much you've spent on clothing in greater detail, just click the **Show Report** button at the bottom of the mini-report.

Date	Num	Payee	Category	Tag	Memo	Payment	Clr	Deposit	Balance
21/08/2008			Opening Balance		[Mary's Main Chequing]		R	11,576.00	11,576.00
25/08/2008	Print	Internet Shoes	Clothing	Conference Trip		100.00			11,476.00
25/08/2008	Print	Any Town Department Store	Clothing	Conference Trip		229.13			11,246.87
25/08/2008	Print	Any Town Mall	Clothing	Conference Trip		210.50	Deposit		11,036.37
11/09/2008			Clothing	School Supplies	Memo	Exp			

Date	Amount
25/08/2008	-210.50
25/08/2008	-229.13
25/08/2008	-100.00
Total:	-539.63
Monthly Average:	-\$14.98

When you assign categories to your transactions, this report can show where your money goes.

Click the mini-report button next to the Category field to run this report

Click the arrow to display the transactions for another time period

Click **Show Report** at the bottom of the mini-report to display an expanded report for the category.

Make it a habit to use categories with all your transactions. The first time you enter a transaction and payee, you may need to change or assign a category. But after you do, Reckon Accounts remembers this information and automatically fills it in for you the next time you enter a transaction for that payee. And if you want to change the category for some reason, it's easy to do. For more information, refer to Chapter 4, "Performing everyday personal tasks".

Deciding which accounts to track

If you want to track your overall income, spending, and saving habits, you need to add more than one Account. Use the following guidelines to help you decide which cash flow accounts to add. (Remember, you should add all these accounts in a single Reckon Accounts data file.)

- **Chequing**

This is the most commonly used account. Start with the account that you deposit your pay cheque into and from which you pay most of your bills and make tax-related expenditures (such as charitable donations and mortgage interest).

- **Savings**

Use this account type for standard savings accounts, such as those available at most banks or credit unions.

- **Credit card**

Many people track one or more credit cards in Reckon Accounts. Start with the one you use most often.



Adding accounts to Reckon Accounts to track your credit cards enables you to download and categorise your transactions, which can give you great insight into how you're spending your money.

If you aren't interested in tracking this level of detail and simply want to track how much you pay toward your credit cards each month, you can track your credit cards as bills instead.

How you'll review the information for each option is discussed in more detail in "Reviewing your cash flow activity" on page 37. For more information about deciding how to track credit cards in Reckon Accounts, go to the **Help** menu and click **Product Help**. Click the **Search** tab, enter *decide about credit cards*, and then click **Ask**.

- Cash

If you want to know where all your money goes, including the cash you carry with you, you can add a separate account to track cash.

A simpler way is just to create a category called "Cash," and then assign it to ATM transactions and other cash withdrawals in your chequing account register. If you do set up a separate account for cash transactions, save yourself some time and track only to the nearest dollar.

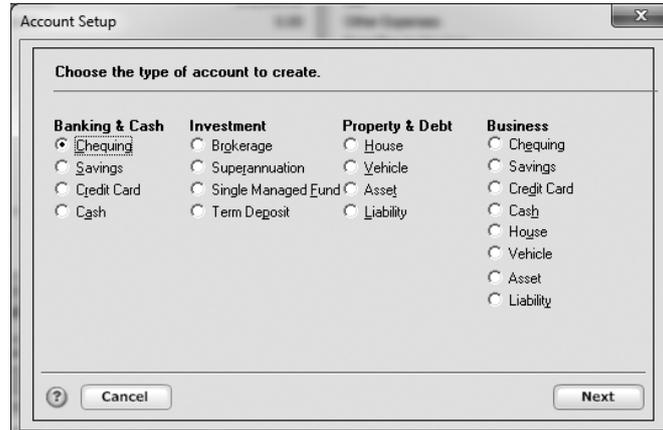
Adding your cash flow accounts

To add a Cash Flow account:

1. Go to the **Cash Flow** menu and click **Go to Cash Flow Centre**.
2. In the upper right corner, click the **My Data** tab.

3. In the Spending & Savings Accounts snapshot, click **Add Account**.

The **Account Setup** window opens.



4. In the **Choose the type of banking account to create** area, select **Chequing**, then click **Next**.

5. In the **What is the financial institution for this account?** area, type the name of your financial institution.

If your financial institution is in the list that Reckon Accounts displays, select it.

If you entered a name for a financial institution not on the list, Reckon Accounts will display an additional dialog box when you click **Next**. It indicates that your name does not match any of the names in the list. In this case, click the **None of these. Use the following name:** radio button. Then make sure that your chosen name populates the associated field.

6. Click **Next**.

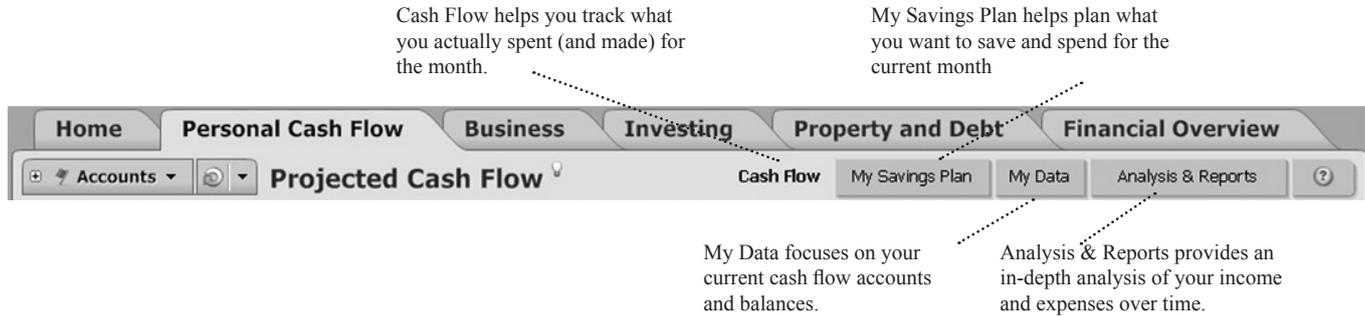
7. In the **Name this account** field, type the name by which you want to refer to this account in Reckon Accounts. Then click **Next**.
8. If you are using Home & Business, select whether you want to track tax in this account. Then click **Next**.
If you choose to track tax in this account, the account will use your home currency by default.
9. If you did not choose to track tax in this account during the previous step, choose the currency you wish to use for this account from the **Currency** drop-down list. Then click **Next**.
10. Enter the ending date from your bank statement in the **Statement Date** field.
11. Enter the balance from your bank statement in the **Ending Balance** field.
12. Click **Done**.

Reckon Accounts displays the register for the account so you can enter your transactions. See “Updating your cash flow accounts” on page 62 to learn how.

Reviewing your cash flow activity

Reckon Accounts makes it easy to track the activity of your cash flow in a way that emphasises what’s important to you. The Cash Flow Centre provides a number of ways to view your income and expenses along with many useful tools to help you analyse and manage them.

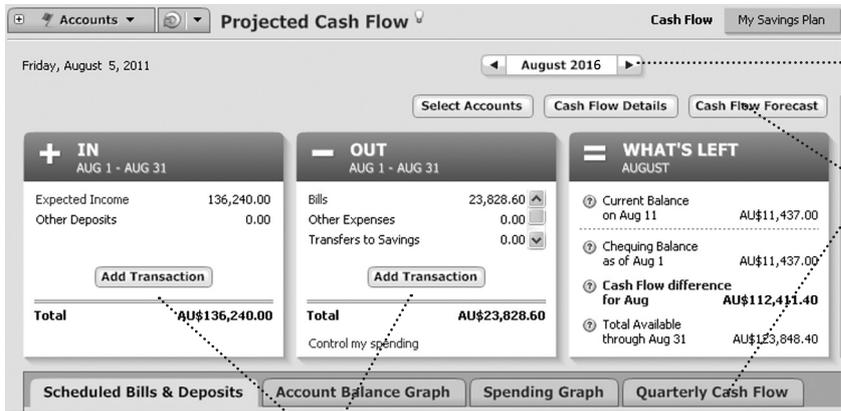
You’ll find a different focus on each page of the Cash Flow Centre. Go to the **Cash Flow** menu click **Go to Cash Flow Centre**, and then click the button that has the information you want.



Tracking your monthly income and expenses

The Cash Flow page includes the In/Out/What's Left snapshot as well as reports that provide insight into the data consolidated in the snapshot.

The In/Out/What's Left snapshot displays your income and expenses for the current month, but you can see projections of future months or information for past months by clicking the arrows on either side of the month above the snapshot. You can also forecast your cash flow balances in the future months by clicking the **Cash Flow Forecast** button or the **Quarterly Cash flow** tab.



Click the arrows to see information for another month.

Click the button/tab to forecast your cash flow balances in the future.

Click the Add Transaction button to add more income sources or expenses.

The values and estimates in the In/Out/What's Left snapshot consist of the bills, deposits, and transfers you schedule and record each month. **Scheduled bills and deposits** are reminders of expected income and expenses that you have told Reckon Accounts about. For example, if you used Express Setup to set up your current Reckon Accounts data file, then the In area of the snapshot displays the pay cheques and other deposits that you told Reckon Accounts about, while the Out area of the snapshot displays the bills and credit card payments that you told Reckon Accounts about. When you enter a transaction into Reckon Accounts, it becomes a recorded bill or deposit.

Keeping your monthly income and expense data current

The more complete your income and expense information is in Reckon Accounts, the more accurate and helpful the In/Out/What's Left snapshot will be in helping you to project your cash flow from month to month.

Adding a new income transaction

When you have a new source of income to track in Reckon Accounts, it's simple to add a new scheduled transaction to track the deposit.

In this section, you'll learn how to enter a scheduled transaction for a basic deposit. You'll learn the specifics for adding scheduled transactions for pay cheques in Chapter 6, "Planning for personal tax time".

1. Go to the **Cash Flow** menu and click **Go to Cash Flow Centre**.
2. In the upper-right corner, click **Cash Flow**.
3. In the In/Out/What's Left snapshot, in the In area, click **Add Transaction**.

The **Add Transaction** window opens.

4. Select **Yes I would like to schedule this transaction**.
5. In the **Payee Information** section, click the **Payee** drop-down arrow to select the payee from whom you receive the payment. If the payee you want is not listed, enter the payee name in the **Payee** field.
6. Click the **Category** drop-down arrow to select a category for this transaction.
7. In the **Tag** field, enter the appropriate tag. (Optional)
8. In the **Memo** field, enter a memo. (Optional)
9. In the **Payment Information** section, click the **Account to use** drop-down arrow and select the account into which this payment will be deposited.
10. Click the **Method** drop-down arrow and select **Deposit**.
11. In the **Amount** field, enter the amount of the deposit.

12. In the Scheduling area, enter the first day this deposit should occur, whether you want to be reminded to enter the deposit into Reckon Accounts yourself or have Reckon Accounts enter it for you automatically (without prompting), the frequency of the deposit, and if and when the scheduled deposit should end. Click the **Help** icon for more information.
13. Click **OK**.

Reckon Accounts adds the deposit amount to the Expected Income section of the In area of the In/Out/What's Left snapshot. Click **Expected Income** to see all the income Reckon Accounts is tracking for a particular month.

Adding a new payment transaction

When you have a new bill to track in Reckon Accounts, such as the payment amount for a new credit card, it's just as easy to add a new scheduled transaction to track the payment.

In this section, you'll learn how to enter a scheduled transaction for a basic payment.

1. Go to the **Cash Flow** menu and click **Go to Cash Flow Centre**.
2. In the upper-right corner, click **Cash Flow**.
3. In the In/Out/What's Left snapshot, in the Out area, click **Add Transaction**.
4. Click **Yes. I would like to schedule this transaction**.
5. In the **Payee** list, enter who you make the payment to.
6. In the **Category** field, select **Credit Card Payment**.

If you added a credit card payment to Reckon Accounts during Express Setup, Reckon Accounts will have added the Credit Card Payment category for you. If this category isn't already in the Category List, Reckon Accounts will prompt you to add it at the end of this procedure.

7. In the **Tag** list, enter the appropriate tag. (Optional)
8. In the **Account to use** field, select the account that this payment will be made from.
9. In the **Method** field, select **Payment**.
10. In the **Amount** field, enter the amount you expect to pay toward this credit card each month. You can change this amount when you enter the transaction in Reckon Accounts, so just enter an estimate if you're not sure.
11. In the Scheduling area of the dialog, enter the day this payment should start, whether you want to be reminded to enter the payment into Reckon Accounts yourself or have Reckon Accounts enter it for you without prompting, the frequency of the payment, and if and when the payment should end.
12. Click **OK**.

Reckon Accounts adds the deposit amount to the Bills section of the Out area of the In/Out/What's Left snapshot. Click **Bills and Other Expenses** to see all the expenses Reckon Accounts is tracking for the month in question.

13. If Reckon Accounts prompts you to add a Credit Card Payment category, click **Yes**, select **Expense** in the Type area, and then click **OK**.

That's it! You've added new scheduled transactions for both income and expenses.

Planning your monthly spending

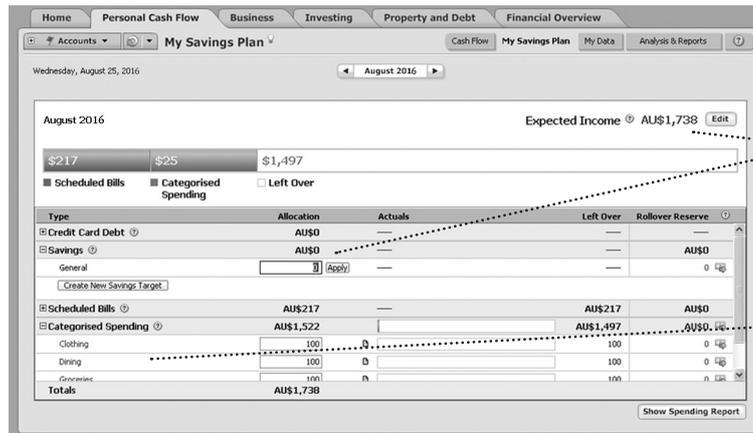
The Savings Plan helps you set, track, and control your personal spending so you'll have more money available to save. This differs from the In/Out/What's Left snapshot, which helps you track your actual spending (and inflow) for the current month.

You can use the Savings Plan to manage regular monthly expenses, such as your mortgage and groceries, as well as expenses that occur less frequently, such as car insurance and property taxes.

Reckon Accounts uses your existing data (such as your pay cheque, scheduled bills, and categorised transactions) to prefill the graph and worksheet with default values. However, you can customise the Savings Plan to track the things that are most important to you.

1. Go to the **Cash Flow** menu and click **Go to Cash Flow Centre**.
2. In the upper-right corner, click **My Savings Plan**.

Reckon Accounts displays the Savings Plan page, which contains the status graph at the top and the worksheet beneath it.



Reckon Accounts uses your existing data to prefill the graph and worksheet.

You can customise the Savings Plan to track the things that are most important to you.

3. To adjust your expected income for the month, click **Edit**, enter the new amount, and then click **OK**.

Reckon Accounts starts with the value of your regular pay cheque, but you should adjust this amount to account for bonuses, transfers from savings, months where you expect to place a lot of expenses on credit cards, and

other fluctuations in the total monthly resources available to the plan.

4. Use the Savings Plan worksheet (below the horizontal bar status graph) to set up your plan. As you enter or change amounts, click **Apply** (to the right of the field you're editing) to save your changes. For more information about each of the sections in the worksheet, click the **Help** icon to the right of the section title.

Getting answers with Reckon Accounts reports and graphs

Reckon Accounts reports and graphs can show you how you're spending your money for a wide number of time periods. When you assign categories to your transactions, Reckon Accounts can show your spending based on what you spend your money on. When you assign payees to your transactions, Reckon Accounts can show your spending based on where you spend your money.

On page 33, you learned how to create a mini-report for a single category from the register . You can also create mini-reports for single payees from the register. However, when you want to look at data for several categories or payees at one time, use the Reports & Graphs Centre.

1. Go to the **Reports** menu and click **Reports & Graphs Centre**.

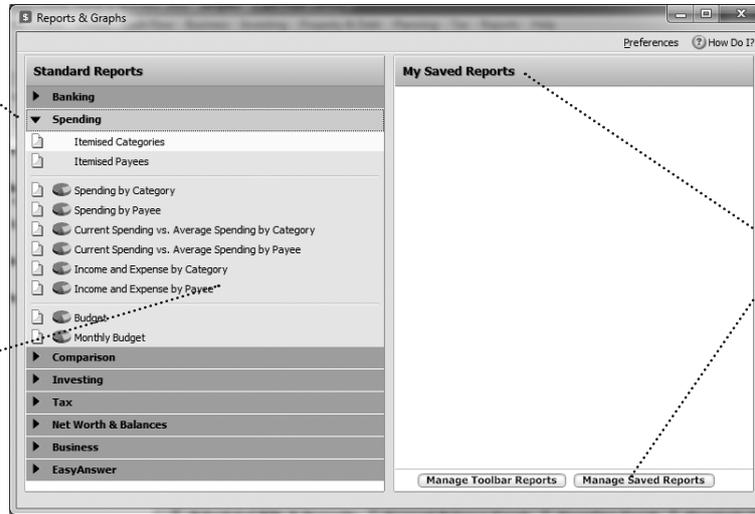
The **Reports & Graphs** window opens.

2. In the Reckon Accounts Standard Reports list on the left, click **Spending**.

Reckon Accounts displays the list of available spending reports and, when applicable, corresponding graphs.

Click Spending to display a list of available spending reports and graphs, and then click the one you want.

When you're ready to run the report, click Show Report or Show Graph



Reckon Accounts stores the reports you save in the My Saved Reports list.

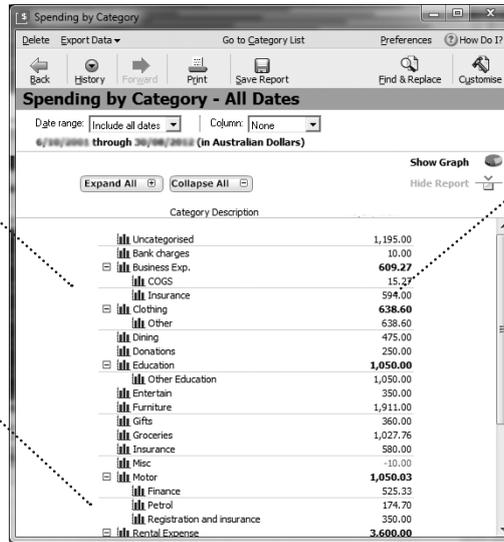
You can create folders to organise your saved reports. Click Manage Saved Reports to get started.

3. Click **Spending by Category** to see what you're spending your money on, or click **Spending by Payee** to see where you're spending your money.
4. Select the date or dates you want the report or graph to include. (Optional)
5. Click **Show Report** or **Show Graph**.

Reckon Accounts displays a report or graph that reflects your expenses, based on the categories or payees you assigned when you entered transactions.

Click the PLUS (+) or MINUS sign (-) to the left of a category to display or hide the corresponding subcategories.

Some reports include a trend graph icon to the left of the category. Click the icon to display your average monthly spending for an expense category or payee over the past year.



If you move your pointer over report totals with details available, the pointer turns into a magnifying glass. Double-click to zoom in on the details.

- To print the report to paper or to a PDF, click the Print icon. To export the report to another program, such as Excel or to the Clipboard, click **Export Data**. Click the **Help** icon if you need more information. (Optional)
- Click **Save Report**, type a unique name for the report, select or create the folder or area where you want to save the report, and click **OK**. (Optional)

The next time you want to open the saved report, you can do so from the **My Saved Reports** list on the right side of the **Reports & Graphs** window. To add a link for the report to the Reckon Accounts toolbar so that you

can access the report again with a single click, right-click the **Customise** toolbar.

Spend some time experimenting with reports to get an idea of the different kinds of financial information that Reckon Accounts can provide. Try customising a report to change how it is laid out or the scope of information it includes (saved reports retain their customised settings). Notice that when you run another report, the original report is minimised in the taskbar at the bottom of the screen so you can easily return to it at any time during your Reckon Accounts session.

Setting up to support your business finance tracking



Business features are available in Home & Business only.

This section does not apply to Personal Plus.

Setting up business accounts

Accounts and categories in Reckon Accounts are equivalent to the traditional chart of accounts used for tracking income, expenses, assets, and liabilities. You should set up a account for each real-world account that your business uses, such as a business chequing or business credit card account.

You can create the following type of business accounts from the Business Centre:

- **Business spending and savings accounts.** This includes chequing, savings, credit card and cash accounts. You should create accounts in Reckon Accounts to mirror your real world business accounts. Generally you need to choose one of these to act as the account for which you receive money from your customers for goods and services along with goods and services you purchase from suppliers. If tracking GST, it's important to enable the

account for tax tracking as part of the setup.

- **Business Property & Debt Accounts.** This includes house or vehicle accounts (with or without a loan), asset (for business items) or liability accounts (for business loans).
- ***Tax Control*.** This covers your tax liability but is an account you don't set up. Home & Business does this automatically when you enable an account for tax tracking. This account shows increases and decreases to your tax liability. Every time you record a deposit with tax in a spending or savings account enabled for tax, your tax liability will increase. Each time you record payment, your tax liability will decrease by the amount set by the tax code applying to the transaction.

Deciding whether to include business and personal accounts in one Reckon Accounts file

Should you include business and personal accounts in the same Reckon Accounts file?

It's prudent to clearly separate business from personal finances so that you can better report your tax when it comes to tax time. Clearer records will make it easier if there's a time when the tax office wishes to audit you.

There are three ways that you can keep business and personal records separate in Reckon Accounts:

- Add personal and business accounts in one Reckon Accounts file and track them both in the same file. Be sure that your business chequing, credit card and other accounts are used solely for your business. This lets you track all your finances in one place and do tax planning for both employment and self employment income. Use the preset business categories to track business-related transactions.
- Set up separate Reckon Accounts files for your home and for your business. The drawback is that you can't see a combined picture of your home and business finances. Only a picture of your home finances and a separate picture of your business finances.
- Mix business with personal data in the same chequing account. Use both categories and classes to distinguish

between personal and business transactions. (This is not recommended, for tax reasons.)

Working with business categories

Earlier we covered how to use categories in the section “Learning how categories help manage your finances” on page 32. The examples fitted a personal finance context, but the same principles apply to business.

For example, you might wish to track business expenses like bad debts, cost of goods sold or insurance payments. When entering transactions for any of these, you can apply the appropriate category so that you can see a better picture of where your expenses are going through reports when reviewing what you spend.

You can set up unique business categories to suit your own requirements in the same way that you would create a normal category.

Setting up business tags

A business tag is a specialised tag that Reckon Accounts uses to group the transactions for a business.

After you add the business tag and apply the business tag to the appropriate transactions, Reckon Accounts displays the data for your business in a number of ways.

Adding a business tag to Reckon Accounts

When you add a business to Reckon Accounts, you tell Reckon Accounts the name of your business and the tag you want to use for the transactions for that business.

Using a business tag with a transaction

When you enter a transaction in Reckon Accounts, you have the option to include a tag. When one of the tags you

include is a business tag, Reckon Accounts can associate the transaction with the appropriate business.

- When you have only one business, you don't need to include a business tag with every transaction.

When you add a business to Reckon Accounts, you have the option to select a check box called **Business transactions without a tag belong to this business**. When you do, any business transaction without a tag or with a tag that doesn't belong to a business will automatically belong to the business that you've selected this check box for.

- When you have a transaction that applies to more than one business, you should split the transaction and assign the correct business tag in the Split Transaction dialog.

If you have more than one business, there are times when you might make a single purchase that you want the businesses to share, such as a box of copy paper. In this case, you should enter the transaction with the same payee and category, but you should split the transaction to ensure that Reckon Accounts tracks the correct amount for each business. As you split the transaction, assign the correct tag to the appropriate amount in the Split Transaction dialogue.

- Avoid adding more than one business tag to a transaction.

When a transaction includes more than one business tag, Reckon Accounts can't tell how much of the transaction belongs to each business. For this reason, Reckon Accounts doesn't display the transaction for any of the businesses you can select in the Show column above the Profit & Loss snapshot, but instead displays the transaction as an Unknown Business.

- Business tags can be added to transactions that are not in a business account.

One of the advantages of business tags is that they let Reckon Accounts know that the transactions that include them belong to a business, even if the transaction is recorded in a personal account instead of a business account.

Reviewing your business data

After you add the business tag and apply the business tag to the appropriate transactions, Reckon Accounts displays the data for your business in a number of ways.

- **Reckon Accounts business reports** display information about your business in a clear, easy-to-read format. Available reports include tax reports, profit and loss statements, balance sheets, and reports that track expenses and income by project.
- The **Business Cash Flow page** helps you track and manage the short-term income and expenses for your business.
- The **Profit/Loss page** shows your income, expenses, and net profit or loss for each business you track in Reckon Accounts.
- Reckon Accounts includes the balances of your business accounts along with the balances of your personal accounts to determine your net worth, which you can review in the **Financial Overview Centre** or as a **report**.

Setting up items to include on invoices

About invoices in Home & Business

Home & Business is a cash-basis accounting system only . It does not support an accrual basis accounting system. (Consider using Reckon Accounts Plus for your business if you need to support an accrual-based system.)

However, some businesses may still need to create estimates and invoices for clients, despite operating their business on a cash basis. For example, a professional musician will often need to provide a tax invoice to their client before payment, despite operating their business on a cash basis.

Home & Business allows you to create estimates and invoices, although you will have to enter payments as you

receive them into the relevant account manually.

Setting up items to include on invoices

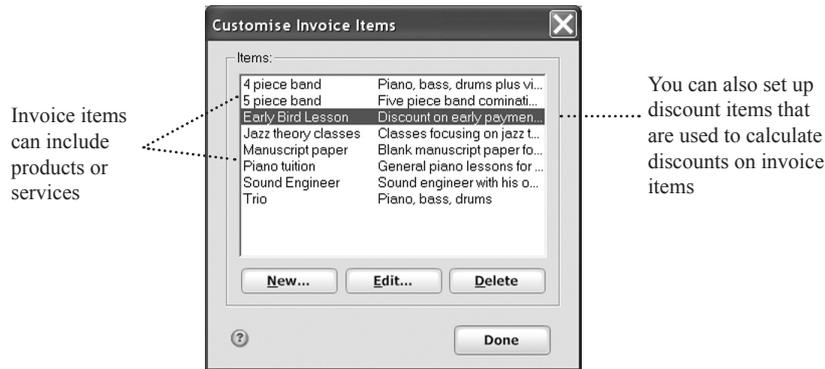
To make working with invoices easy, you can set up invoice items to include on an invoice you create for a client. This reduces data entry when creating an estimate or invoice. You can create a invoice item for:

- Products you sell
- Hourly rate for services you provide (set up an item for each service, such as consulting, writing or research)
- Discount rates and special charges, such as surcharges
- Subtotals

To set up a new item:

Go to the **Business** menu, click **Invoices and Estimates**, then click **Invoice Items**.

Home & Business displays the following window.



An invoice represents any product you sell. You can use invoice items for tangible goods or services that you sell at a per item or hourly rate. You can also use invoice items for one time charges. For example, a consultant might have a Consulting Fee item for his/her hourly billing rate, plus a Marketing Manual item for a product he/she sells. An auto body shop might have a Labour item for its hourly billing rate, plus several items for auto parts or other products it sells.

When you set up a new item, enter a name, description, and the amount you charge. For services, enter your hourly billing rate as a Per Item Rate. (For example, if the item is an hour of Design Consulting, you could enter a Per Item Rate of \$45.00) And, if the item is taxable, select the **Taxable** check box.

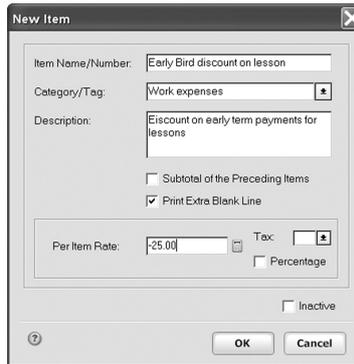
When you're ready to create an estimate or invoice, much of the work is already done. Just choose items from your item list and enter the quantity – Home & Business calculates the totals for you.

If you sell dozens of products or parts, just set up a few major items types, and then edit the item price when you enter it on the invoice. (If you need to track an extensive inventory, consider using Reckon Accounts Plus.)

Discounts, special charges and subtotals

A discount or special charge is an invoice item that adds a positive or negative percentage to the item that immediately precedes it on the invoice.

You can create a discount item from the **New Item** dialog as you would a normal invoice item. However, you need to specify a percentage to apply against the discounted item. The value of the item then becomes the value of the previous item multiplied by the percentage you just specified. A negative percentage makes it a negative value (discount) and a positive percentage makes it a positive value (special/additional charge).



Applying a discount to one item

To apply a discount on an invoice, enter the item for discount as usual in the Invoice form, then add the Discount item in the line that immediately follows the item for discount. Home & Business calculates the discount.



Entering a negative percentage makes the item a discount item. Entering a positive percentage makes the item an additional charge item.

Applying a discount to several items

We've just learned that a discount or special charge item applies its percentage to the value of the previous item on the invoice list. What if you wish it to apply to a series of items?

You will need to use a subtotal item, which is an item that takes on the value of all items that precede it on the invoice list. Add the discount or additional charge item after the subtotal so that it works with the subtotal of all items.

You can create a subtotal item from the New Item dialog as you would a normal invoice. However, call it subtotal and select the Subtotal of the Preceding Items check box.

Name the item
subtotal.

Select the **Subtotal
of the Preceding
Items** check box.

The image shows a 'New Item' dialog box with the following fields and options:

- Item Name/Number: [Text Input]
- Category/Tag: [Dropdown Menu]
- Description: [Text Area]
- Subtotal of the Preceding Items
- Print Extra Blank Line
- Per Item Rate: [Text Input] [Unit Selector]
- Tax: [Dropdown Menu]
- Percentage
- Inactive

Annotations with dotted lines point from the text on the left to the 'Item Name/Number' field and the 'Subtotal of the Preceding Items' checkbox.

To apply a discount or special charge to several items, enter the subtotal item after the items you wish to subtotal, and then add your discount or special charge on the invoice.

To learn more about creating new items or the Item List, go to the **Help** menu and click **Product Help**. Click the **Search** tab, enter "invoice item", and select items on an invoice.

Setting up customers

You can record information about customers so that Home & Business can populate relevant information in the Bill To and Ship To fields of an estimate or invoice. Apart from making your data entry faster, this feature also enables you to store additional information about a customer that might help you improve your service.

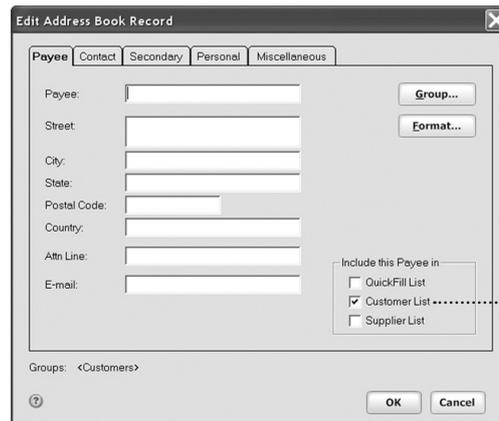
Customer information is stored in your address book, which is also where you can store information about suppliers, family, friends and other contacts.

To add a new customer to your records:

1. Go to the **Business** menu, click **Customers** and then click **Add Customer**.

The **Edit Address Book Record** window opens.

This is where you enter information about your customer.



This check box will be selected when you open this window. It enables Home & Business to categorise information you enter as relating to a customer.

2. Enter information in the fields as you consider relevant to your situation.

Take time to explore the type of information you can enter for the customer. It depends on your business needs as to whether you wish to record contact, secondary, personal or miscellaneous information. Although some of this information may not be relevant to completing an invoice, it could be used for business promotions or increased service.

3. Click **OK**.

When you enter the name of a customer in an estimate or invoice, it will automatically enter details stored for that customer in the Address book.

Setting up suppliers

You can record information about suppliers so that Home & Business can populate fields in an estimate or invoice with relevant supplier information. Apart from making your data entry faster, it also enables you to store additional information about a supplier that might help you in your dealings with that supplier.

Supplier information is stored in your address book, which is also where you can store information about customers, family, friends and other contacts.

1. Go to the **Business** menu, click **Bills and Suppliers** and then click **Add Supplier**.

The **Edit Address Book Record** window opens.

This is where you enter information about your supplier

Payee: _____

Street: _____

City: _____

State: _____

Postal Code: _____

Country: _____

Attn Line: _____

E-mail: _____

Group...
Format...

Include this Payee in

QuickFill List

Customer List

Supplier List

Groups: <Suppliers>

OK Cancel

This check box will be selected when you open this window. It enables Home & Business to categorise information you enter as relating to a supplier.

2. Enter information in the fields as you consider relevant to your situation.

Take time to explore the type of information you can enter for the supplier. It depends on your business needs as to whether you wish to record contact, secondary, personal or miscellaneous information. Although some of this information may not be relevant to completing an estimate or invoice, it could be used for business promotions or increased service.

3. Click **OK**.

When you enter the name of a supplier in an estimate or invoice, it will automatically enter details stored for that supplier in the Address book.

PERFORMING EVERYDAY PERSONAL TASKS

4

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It's important to keep good records of your personal accounts so that you can improve your finances and identify areas that need strengthening.

This chapter looks at how to record your everyday personal financial transactions. It includes how to record financial activities in your cash flow accounts, use categories, reconcile transactions, and more.

Before you start

Think about the everyday transactions recorded in your standard accounts. This chapter discusses the kind of tasks you'll perform in Reckon Accounts using these accounts.

For this chapter, you will need your most recent statements for the chequing, savings, and credit card accounts you plan to track with Reckon Accounts.

Everyday personal tasks in Reckon Accounts

Managing your personal finances is an everyday task; it never stops. Money is always exchanging hands - from receiving your pay cheque and paying off your loans to purchasing new home appliances, weekly tickets for public transport or buying a coffee before work. Where does it come from? Where does it go?

You might not be in a position to record your money movements each day in Reckon Accounts, but it's a good idea to track your everyday money movement regularly in the program so that you can see how effective your financial management is.

This chapter looks at the basics of recording those everyday financial activities in Reckon Accounts. We'll look at how you can enter transactions and categories to help you understand what you spend your money on.

Updating your cash flow accounts

You should manually enter all new transactions as they occur. That is, each time you write a cheque, make a deposit, or transfer funds, enter that information in Reckon Accounts. Use the following guidelines to help you decide which transactions to enter when you first begin using Reckon Accounts.

If you reconciled your last bank statement (that is, if you balanced your cheque book), then enter all your outstanding transactions. This should include those that weren't cleared on the statement and those that have taken place since you reconciled.

If you didn't reconcile your last bank statement, enter only transactions that took place after the statement date that you used when you added the account. (If you enter any transactions that took place before you added the account, some of them might be accounted for twice—once in the amount you entered for the Opening Balance when you added the account, and once when you enter them again.)

Open the register

1. Go to the **Cash Flow** menu and click **Go to Cash Flow Centre** if your register isn't displayed.
2. In the upper-right corner, click **My Data**.
3. In the **Spending & Savings Accounts** snapshot, click the account you want to open.

Open the accounts you add from the snapshot in the centre or the Account Bar list

Click the MINUS sign (-) to minimise the Account Bar list and the PLUS sign (+) to expand it.

You can also click to expand and minimise the list of accounts.

Reckon Accounts opens the register and selects an empty transaction.

Click this field to begin entering a transaction

Click this field to assign a category to the transaction

Click this button to save the transaction

Enter a payment transaction

1. Select an empty transaction at the bottom of the register.
2. Enter a date, a cheque number, a payee such as “Any Town Water”, and a payment amount. (You can use the mouse or the **TAB** key to move from one field of the transaction to the next.)
3. In the **Category** field, select a category.
4. In the **Tag** field, select a tag. (Optional)
5. In the **Memo** field, type a memo or note. (Optional)
6. Click **Enter** to save the transaction.

That’s it! You’ve entered a payment transaction. Keep going to learn about entering other kinds of transactions.

Transfer funds to another account

After you have set up multiple accounts within the same data file, you can transfer funds between them. For example, if an annual bonus is deposited into your chequing account, you can transfer some percentage of the bonus to your savings account.

If you haven’t set up multiple accounts in Reckon Accounts, skip to the next section, “Enter a deposit.”

1. Open the register for the account that you want to transfer money from.
2. On the toolbar, click **Transfer**.
3. Reckon Accounts displays the **Record a Transfer between Accounts** dialog with the current account selected in the **Transfer Money From** field.
4. In the **To Account** field, select the account you’re transferring money to.

5. In the **Memo** field, type a memo or description. (Optional)
6. In the **Date** field, enter the date of the transfer.
7. In the **Amount** field, enter the payment amount.
8. Click **OK**.

Reckon Accounts enters the transfer transaction in the register. The account you have made the transfer to appears in the **Category** field in [square brackets].

Enter a deposit

1. In the **Date** field, enter a date.
2. In the **Num** list, select **Deposit**.
3. In the **Paid by** field, enter from whom the money came (for example, Income Tax Refund).
4. In the **Deposit** field, enter the deposit amount.
5. In the **Category** field, select a category, or click **Split** to split the deposit among multiple categories.
6. In the **Tag** field, select a tag. (Optional)
7. In the **Memo** field, type a memo or note. (Optional)
8. Click **Enter** to save the transaction.

On an ongoing basis

Continue to enter all new transactions as they occur. Also, reconcile your account each time you receive a new bank statement (see the next section, “Reconcile your cash flow accounts”). Reconciling ensures that your account

accurately reflects all your banking activities. Reconciling is a great way to catch transactions that you forgot to enter or entered twice.

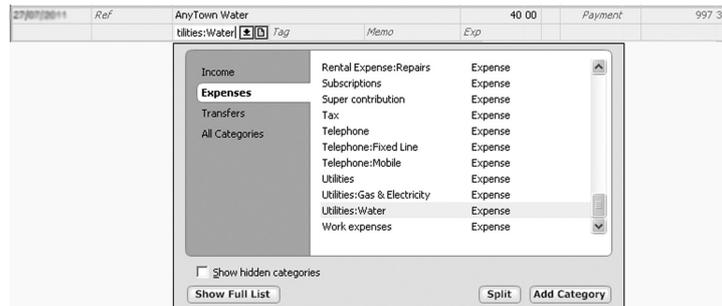
Assigning transactions to categories

Make sure all your transactions are assigned to the correct category. For more information about categories, see “Learning how categories help manage your finances” on page 32. You can assign a transaction to one or more categories.

Assign a transaction to a single category

1. In most cases, you’ll want to assign the full amount of a transaction to a single category.
2. Select the transaction you want to assign a to a category, or change a category for.

In the **Category** field, select a category, such as **Utilities:Water** or, if Reckon Accounts has assigned a category for you, confirm that the category is appropriate for the transaction. (If you don’t see the **Category** list, click the **Category** arrow.)





If you don't see a category that reflects the purpose of the transaction, you can create one. At the bottom of the category list, click **Add Category**, and enter the information that Reckon Accounts requests. You can use the category for any transactions you add from now on.

3. Click **Enter** to save the transaction.

When you click **Enter** to save a transaction, Reckon Accounts updates your data file on your computer's hard disk. That means that you don't have to save the file yourself. However, it's a good idea to back up the file to another location on a regular basis; for more information, see "Back up your data file" on page 24.

Assign a transaction to multiple categories

Sometimes you need to assign a transaction to two or more categories. This is called a split transaction.

1. Select the transaction you want to assign to two or more categories.
2. In the lower-right corner of the transaction, click **Split**.

The **Split Transaction** window opens.

22/06/2011		MobileExpress	25 00	907.34
		Telephone:Mobile	Enter	Edit
			Split	Attach
27/07/2011	Ref	Fitness Gym	50 00	Payment
		D Tag	Memo	Exp

Income	Education:Self-education	Expense
Expenses	Entertain	Expense
Transfers	Film investment	Expense
All Categories	Furniture	Expense
	Gifts	Expense
	Groceries	Expense
	Insurance	Expense
	Interest Paid	Expense
	Misc	Expense
	Motor	Expense
	Motor:Finance	Expense

Show hidden categories

Show Full List **Split** **Add Category**

Click the Split button to assign a transaction to multiple categories

\$ Split Transaction X

Enter multiple categories to itemize this transaction; use the Memo field to record more details.

#	Category	Tag	Memo	Exp Amount	T	Tax
1.	Health		HCF	25 00		0 00
2.	Household			25 00		0 00
3.			Next			
4			Edit			

This transaction is assigned to three categories. The [Petty Cash] line is a transfer to your cash account.

3. On each line, select a category, enter a tag (optional), enter a memo (optional), and enter the amount to be assigned to the category. Repeat until you have split the transaction among all the appropriate categories and the sum of their amounts equals the transaction total.
4. Click **OK** to save the split information.
5. Click **Enter** to save the transaction



Split transactions are useful for breaking single transactions into several categories (for example, when you purchase both food and medicine at the supermarket). However, split transactions aren't the ideal way to enter all the monthly transactions for a credit card. The best way to track credit card purchases is to create an account for the credit card and then enter each purchase as a separate transaction.

That's it! Now you're ready to review your accounts.

Reconciling your cash flow accounts

When you finish updating and accepting transactions into an account, or you receive a statement for an account that you're tracking in Reckon Accounts, reconcile your Reckon Accounts data.

Reconciling ensures that your Reckon Accounts data is correct and can also help you discover any errors. You can reconcile almost any type of cash flow account, including chequing, savings, and credit cards.

Reconciling an account to a statement

When you receive a statement for an account that you're tracking in Reckon Accounts, you should reconcile the

statement with your Reckon Accounts data. If you're updating transactions for the account, you must take care to account for transactions that occur after the ending statement date.

1. Open the account register.
2. On the toolbar, click **Reconcile**.

The **Statement Summary** dialog opens.

3. Use your bank statement to enter the requested information (i.e., Ending Balance).

Reckon Accounts calculates the opening balance for you. Click the **Help** icon if you need more information. When you're finished reconciling, you can have Reckon Accounts make any needed adjustments in your register.

4. Click **OK**.

Reckon Accounts displays the **Statement Summary** window without any transactions selected. Select each transaction that appears on your statement to mark it as cleared in Reckon Accounts.

It's a good idea to tick off each transaction on the paper statement as you go along, too. When you finish reconciling, cleared transactions will have an "R" in the Reckon Accounts register's **Clr** column.

5. (Optional) Add transactions that are on your statement but which aren't listed in the **Statement Summary** window.
 - Click **New** on the toolbar to add transactions to the register.
 - Click **Return to Reconcile** in the register to return to the **Statement Summary** window.
6. Click **Finished** when the difference shown in the lower-right corner of the **Statement Summary** window is 0.00.

If the difference shown in the lower-right corner of the window is not 0.00, decide how you want to resolve the discrepancy. You may have forgotten to enter a transaction, or accidentally entered one twice.

For example, perhaps your financial institution has recorded a service charge or dividend that you haven't entered into Reckon Accounts yet. Go to the **Help** menu and click on **Product Help**. Click the **Search** tab, then enter "reconciling" to get information about resolving reconciliation discrepancies.

If the difference still is not 0.00, your best bet is to click **Finished** and let Reckon Accounts add an Adjust Balance transaction for you.

7. (Optional) Click **Yes** to print a reconciliation report.

MANAGING YOUR INVESTMENTS

5

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Adding a superannuation account	93
Tracking your investment properties	95

Reckon Accounts helps you to track your personal investments. This chapter explores how you can track different types of investments, such as shares, managed funds, superannuation and investment properties.

Before you start

Think about the types of investment accounts you want to track in Reckon Accounts, including brokerage accounts, superannuation, and so on.

What you'll need

You'll need the last statement you received for each investment and retirement account that you plan to track in Reckon Accounts.

When you're ready to capture cost basis and capital gains information for an account, you'll need all past and current statements for the account.

Deciding which accounts to track

In this chapter you'll learn how to set up brokerage and superannuation accounts in Reckon Accounts.

For information about adding other types of investment accounts, go to the **Help** menu and click **Product Help**. Click the **Search** tab, enter "add investment accounts", and then click **Ask**.

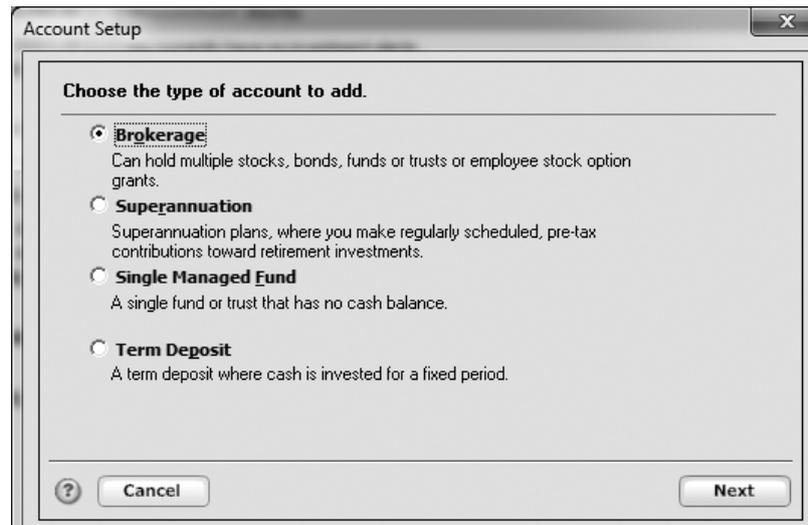
The following table can help you decide which account types best suit your financial situation.

To track this real-world account	Add this Account type
Investments such as stocks, including stock options and employee stock purchase shares, bonds, and funds. (If you write cheques or use a debit card against this type of investment account, you can also track those transactions.	Brokerage
Superannuation accounts	Superannuation
<p>Managed or trust funds that meet the following requirements:</p> <ul style="list-style-type: none"> • you purchase them directly from the managed or trust fund provider; • they are tracked in accounts by themselves; and • the managed or trust fund company reinvests earnings and dividends in the same security so the account does not carry a cash balance. 	Single Managed Fund
<p>Term Deposit</p> <p>You invest a lump sum of money where the interest rate is guaranteed not to change for the nominated term. Normally the money can only be withdrawn after the term has ended.</p>	Term Deposit
<p>(New Zealand version only) KiwiSaver</p> <p>You build up your savings through regular contributions from your pay. Your KiwiSaver savings are made up of contributions to your account, plus or minus investment returns, minus any withdrawals, fees and taxes.</p>	<p>KiwiSaver</p> <p>(New Zealand version only)</p>

Adding your investment accounts

1. Go to the **Investing** menu and click **Go to Investing Centre**.
2. In the upper-right corner, click **Today's Data**.
3. In the **Investment & Retirement Accounts** snapshot, click **Add Account**.

The **Account Setup** dialog opens.

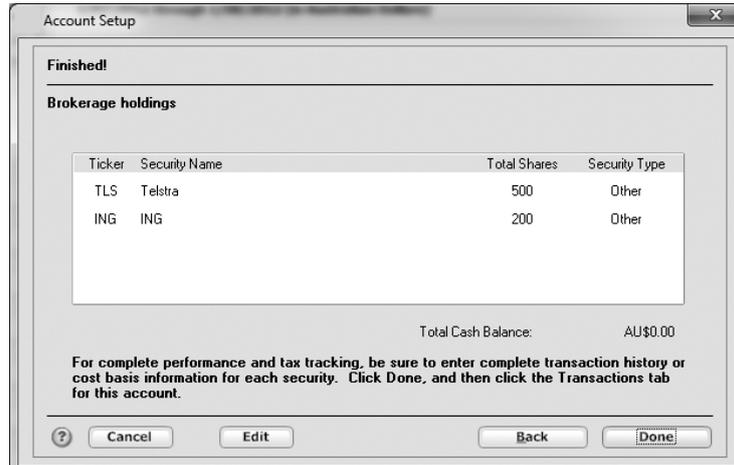


4. Select **Brokerage**, then click **Next**.

5. In the **This account is held at the following institution** field, enter the name of the financial institution that holds this investment account, then click **Next**.

If your financial institution is in the list that Reckon Accounts displays, select it. If it's not in the list, type its name. Be sure to correctly identify your financial institution. Reckon Accounts needs the official company name—not an abbreviation—to determine which services are offered by that institution.
6. In the **Name this account** field, type the name by which you want to refer to this account in Reckon Accounts, then click **Next**.
7. Choose the currency for this account from the **Currency** drop-down list, then click **Next**.
8. If this is a tax-deferred account, choose **Yes**, otherwise choose **No**, then click **Next**.
9. In the **Statement Date** field, enter the date you're using to set up holdings in this account, then click **Next**.
 - If you're entering this information from a brokerage statement, use the statement ending date.
 - If you're entering this information from your brokerage's Web site, use the date that your information was posted (probably the date you accessed the site or the day before).
10. In the **Cash Balance** field, enter the cash balance for the account in the way your financial institution displays it, then click **Next**. You may need to use both fields, or just one or the other.
11. Identify the securities in the account, then click **Next**.
 - If you don't have Internet access, in the **Security Name** field, type the name of each security you want to add to the account.
 - If you have Internet access, you can search for your security's ticker symbol by clicking **Stock Symbol Lookup**.
 - Click **Next** to enter information about your holdings.

12. Type the total number of shares, and identify the security type for each security.
13. Click **Next** to see a summary of the information you have entered for your accounts.



14. Click **Done**.

If you used a currency other than your default currency, Reckon Accounts asks you to enter the exchange rate in terms of your default currency per the currency chosen for this account. Enter the exchange rate, then click OK.

Now you're ready to add your holdings to the account. For information about how to add your holdings, see "Keeping your investment data current" on page 92. Then you'll be ready to see how your investments are performing as described in the next section, "Tracking your portfolio's performance."

Tracking your portfolio's performance

Reckon Accounts makes it easy to track the performance of your investments in a way that emphasises what's important to you. The Investing Centre provides a number of ways to view your investing and retirement accounts along with many useful tools to help you analyse and manage them.

You'll find a different focus on each page of the Investing Centre. Go to the **Investing** menu, click **Go to Investing Centre**, and then click the button that has the information you want.

Today's Data focuses on information that changes frequently and helps you see how market changes affect the securities you own or watch.

Performance provides an in-depth review of your investments over time, so you can measure the performance of your investments against key benchmarks.



Analysis focuses on how your current investments are divided among asset classes and how your mutual funds are doing compared to others.

Portfolio focuses on an in-depth review of your portfolio as a whole.

In this section, you'll learn how to use some of the performance and analysis tools in the Reckon Accounts Investing Centre. For example, you'll learn how to:

- Set up a watch list to track the securities you want to follow.
- Keep track of the average annual return for your investments.

- Determine the right asset allocation for you.
- Use the Portfolio to answer your top investment questions.
- Create reports that summarise your investment-related data.

Track the securities you want to follow

1. Go to the **Investing** menu and click **Go to Investing Centre**.
2. In the upper-right corner, click **Today's Data**.
3. In the **Watch List** snapshot, click **Add a security**.

Watch List				Options ▼
Name	Day Change	Day Change (%)	Quote/Price	
Chang Scholes Machinery			est.	20
Pretell	↑ + 2.52	+8.76		31.28
Mena-McCarthy Index			est.	39.75

Online quotes by Comstock, delayed at least 20 minutes. Updated 10/3/2009 at 8:15 am local time. Historical quotes by Iverson.

Click Download Quotes to keep the information in your Watch List current.

4. Follow the on-screen instructions; click **Next** to move through the pages. Click the **Help** icon if you need more information.



To track market indexes in the **Watch List**, click **Edit Watch List**, and select the **Watch** check box for each market index you want to display. If the market index you want to follow isn't in the **Security List**, click **Choose Market Indexes** at the top of the **Security List** to add it.

Track your average annual return

Your average annual return, often called the internal rate of return (IRR), is the cumulative total return on your accounts expressed as an annualised figure. It includes dividends, interest, and other payments you receive, plus increases and decreases in the market value of your securities. Generally, if the average annual return on an investment is 10 percent, that investment is performing as well as a bank account that pays 10 percent interest in the same time period.

For information about how Reckon Accounts calculates this and other investment performance measures, go to the **Help** menu and click **Product Help**, then click the **Search** tab, enter "average annual return", and click **Ask**.

You can view the average annual return for an individual account, all accounts, only investment accounts, or only superannuation accounts.

1. Go to the **Investing** menu and click **Go to Investing Centre**.
2. In the upper-right corner, click **Performance**.
3. On the Performance toolbar, select whether you want to view the average annual return for all accounts, investment accounts only, superannuation accounts only, or for a customised group of accounts.
4. In the **Average Annual Return** snapshot, view the average annual return for your accounts.

Reckon Accounts displays annualised figures for 1 year, 3 years, and 5 years.

Home Personal Cash Flow Business Investing Property and Debt Financial Overview

Accounts Performance Today's Data Performance Analysis Portfolio ?

Show Accounts: All Investment Super Multiple Accounts... Choose Securities... ? How Do I?

Average Annual Return			Options ▼
Account	1 Year	3 Year	5 Year
Chris's Brokerage	6.89%	-0.58%	-0.60%
Jimmy's Emp. Stock Options	-75.64%	-33.22%	9.43%
Jimmy's ESPP	-34.23%	-9.20%	-0.44%
All Listed Accounts	-15.22%	-5.40%	0.34%
Dow Jones Industrials ^o	4.61%	6.29%	1.60%
NASDAQ Composite ^o	-4.60%	5.85%	1.96%
S&P 500 Index	4.80%	10.56%	3.32%
^o These calculations do not include reinvested dividend income. What is Average Annual Return?			
Show security performance		Show security performance comparison	

In the **Average Annual Return** window:

- Click **Show security performance** to see how each security is contributing to the total return for an account.
- Click **Show security performance comparison** to see how the total return for each security compares with the change in the stock's industry over the same period.

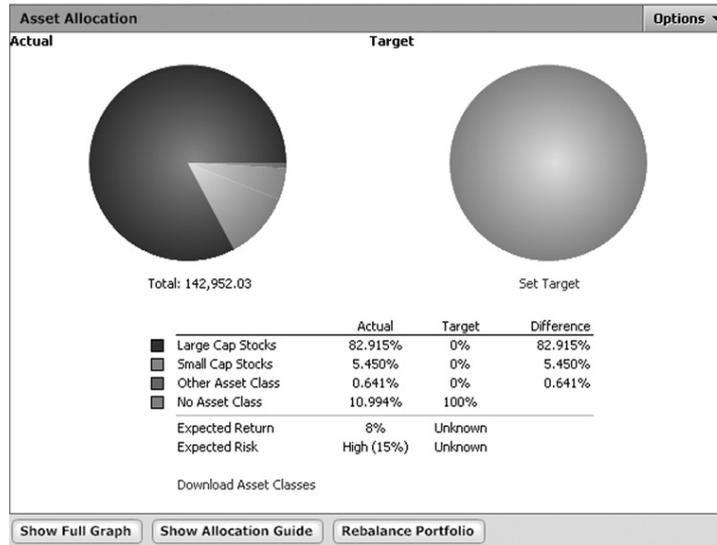
Set a target asset allocation

Your current *asset allocation* shows how your current investments are divided among asset classes. You can view the

asset allocation for an individual account, all accounts, only investment accounts, or only superannuation accounts.

In this section, you'll learn how Reckon Accounts can help you set up a target asset allocation. After you do, Reckon Accounts can help you determine if your current asset allocation is where it should be, and show you how to change it. For more information about asset allocation, go to the **Help** menu and click **Product Help**, then click the **Search** tab, enter "asset allocation", and click **Ask**.

1. Go to the **Investing** menu and click **Go to Investing Centre**.
2. In the upper-right corner, click **Analysis**.
3. On the **Analysis** toolbar, select whether you want to view asset allocation for all accounts, investment account only, superannuation accounts only, or for a customised group of accounts.
4. In the **Asset Allocation** snapshot, click **Show Allocation Guide**.



Use the Allocation Guide to set your asset allocation target and learn about rebalancing your portfolio.

5. Read the onscreen instructions.
6. Click **How should I allocate my investments?** on the right side of the **Analysis** window for detailed information on asset allocation.

Use the Portfolio

The Portfolio provides multiple views that answer your top investment questions. You can analyse the holdings,

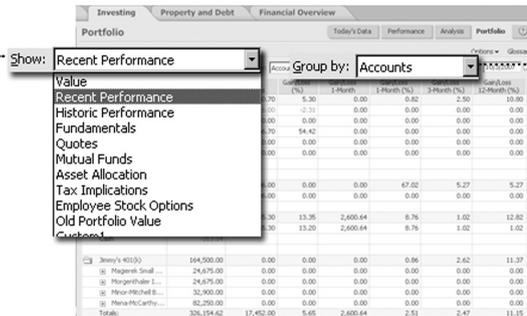
performance, and price information for every security you own, across multiple investment accounts.

In this section, you'll learn how to select a portfolio view. For more information about the Portfolio, go to the **Help** menu and click **Product Help**. Click the **Search** tab, enter "monitor portfolio performance", and click **Ask**.

1. Go to the **Investing** menu and click **Go to Investing Centre**.
2. In the upper-right corner, click **Portfolio**.

The **Portfolio** window opens, displaying a list of portfolio views from which to select.

Select a default view, or click **Customise View** on the toolbar to create one of your own.



Reckon Accounts can group your investments for display by account, security, asset class, and so on.

In the **Show** list, select the view you want Reckon Accounts to display. For example, for an in-depth look at the short-term performance of your securities, select **Recent Performance**. For an in-depth look at the long-term performance of your securities, select **Historic Performance**.

Reckon Accounts displays information pertinent to the view you selected. (Move your pointer over a column heading for an explanation.) If you want to see account information that isn't displayed in the default views, click **Customise View** to modify an existing view.



You can see some of the information in the portfolio views broken into smaller, graphical pieces in the Investing Centre. (Go to the **Investing** menu, click **Go to Investing Centre**, and then click **Performance**). For example, the **Average Annual Return** snapshot on the **Performance** tab and the **Historic Performance** view in the **Portfolio** both include information about average annual return.

3. In the **Group by** list, select how you want your investments grouped. (Optional)
4. In the **As of** field, enter another date. (Optional)

If the Portfolio displays asterisks indicating that data is missing, and you want to correct the issue, see “Improving the accuracy of your investment data” on page 88. For more information about missing data, go to the **Help** menu and click **Product Help**. Click the **Search Reckon Accounts Help** tab, enter “placeholders”, and click **Ask**.

Run investment-related reports and graphs

1. Go to the **Reports** menu and click **Reports & Graphs Centre**.

The **Reports & Graphs** window opens.

2. In the Reckon Accounts Standard Reports list on the left, click **Investing**.

3. Select the report you want to run.

4. In the **Date range** field, change the date or date range for the report. (Optional)

5. Click **Show Report**. If the report has a corresponding graph, you can click **Show Graph** instead.

If the report displays asterisks indicating that data is missing, the bottom of the report includes a blue link called Placeholder Entries, followed by a blue link called Show me. Click **Placeholder Entries** to learn how to resolve placeholder entries. Click **Show me** to go to the place in Reckon Accounts where you can correct the issue. For information about when and why missing data is important, see "Improving the accuracy of your investment data" in the next section.

6. Click **Customise** to change the way the report is laid out or the scope of information it includes. Click the **Help** icon if you need more information. (Optional)

7. You can either close the report or choose one of the following options:

- Click the **Print** icon to print the report to paper or to a PDF.
- Click **Save Report** to save the report.
- Click **Export Data** to export the report to another program or to the Clipboard.

Click the **Help** icon if you need more information.

Updating your investment accounts

Now that you've seen the valuable performance and analysis tools in Reckon Accounts, you might be asking yourself what you can do to make your investment data more accurate and how can you can keep it current.

Improving the accuracy of your investment data

As you used some of the performance tools in Reckon Accounts, you may have noticed that some of the performance measures that you want to track include asterisks or/and other notations such as **N/A** indicating that placeholder entries for missing transactions are used in the calculations.

Average Annual Return			Options ▼
Account	1 Year	3 Year	5 Year
Chris's Brokerage	2.54%	2.19%	-2.05%
Jimmy's Brokerage	*%	*%	*%

An asterisk indicates that Reckon Accounts does not have enough information to correctly calculate a particular value.

You can use placeholder entries to track holdings-only information in Reckon Accounts. They include the number of shares (along with the security name) that must be added to or subtracted from your Account to make it agree with the number of shares and the account balance at your brokerage.

If the current value of your holdings is all you want to track in Reckon Accounts, you can leave the placeholder entries as they are and skip the rest of this section. However, if you want to take advantage of the detailed performance analysis and tax tools in Reckon Accounts, such as those described in "Tracking your portfolio's performance" on page 79, continue reading.

The way to resolve all placeholder entries is to enter the date you bought the shares and cost basis information, which is the total amount you invest in a security you purchase. Cost basis includes commissions, fees, mutual fund

loads, and all purchases (even reinvestments of dividends and capital gains distributions), minus the cost of any shares you have sold or given away.

For each security that is missing transactions, Reckon Accounts adds an

- **Enter Cost** link to the **Transactions** tab
- **Enter** link to the **Overview** tab of the account where you hold that security.

You can click either link to get started.

As you enter the missing transactions that Reckon Accounts needs to calculate your cost basis, Reckon Accounts subtracts shares from the placeholder entry until it equals zero. Until you finish entering the complete transaction history, Reckon Accounts will identify those calculations and performance measures in the Portfolio, reports, and snapshots that are based on incomplete transaction information.



To enter cost basis information, click the **Enter Cost** link in the **Transaction** tab or the **Enter** link in the **Summary** tab.



Reckon Accounts gives you two options for entering missing transactions, each with its own requirements.

1. **Enter Missing Transactions** lets you add all the missing transactions needed to compare the historical performance of your securities over time, prepare accurate tax reports for both past and current holdings, and make informed tax decisions about your investments.

(For example, you're in the ability to track *lots*, or securities grouped by common purchase prices and dates,

which are important for calculating the tax rate that applies to your capital gains; tracking this information can save you a lot of time and effort when you file your taxes.)

This option is the only way to take full advantage of the tax and investment tools in Reckon Accounts. You'll need the date you first purchased each security, the price you paid for it, and all transactions that have occurred since the purchase date.

2. Estimate Average Cost lets you improve the performance data for your current holdings.

If you have held the account for many years or have a lot of transactions, this is a fast and easy way to get started until you can enter all your historical transactions. For each security, you'll need the total cost of the entire holding or the average price you paid per share.

To enter missing information:

1. Go to the **Investing** menu and click **Go to Investing Centre**.
2. In the upper-right corner, click **Today's Data**.
3. In the **Investment & Retirement Accounts** snapshot, click your investment account.
4. In the upper-right corner, click **Transactions**.
5. In the **Transactions** list, select the placeholder entry you want to resolve.
6. In the **Inv Amt** field, click **Enter Cost**.

The **Enter Missing Transactions** dialog opens.

7. Identify the amount of information you want to enter:
 - Click **Enter Missing Transaction** to enter historical transactions.

Use the **Enter Transaction** field to select each transaction you want to enter, and then enter the information

that Reckon Accounts requests.

- Click **Estimate Average Cost** to estimate the average price per share.
- Enter your estimate in the **Cost** or **Price/Share** field.

Keeping your investment data current

Reckon Accounts includes forms to help you enter each type of investment transaction, and the forms are a good way to quickly become familiar with the kind of information each type of investment transaction requires. After you're familiar with this information, you can enter investment transactions directly in the transaction list instead.

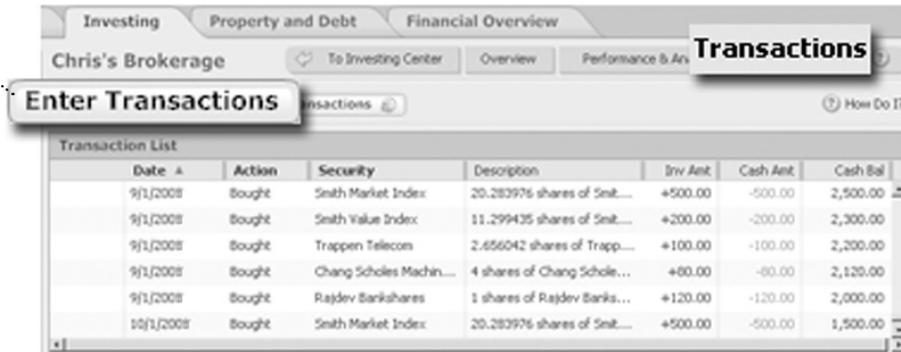
Regardless of how you enter investment transactions into Reckon Accounts, Reckon Accounts assigns the appropriate investment categories to the transactions and tracks the tax consequences for you. For this reason, you don't want to change the investment categories in the **Category List** (go to the **Tools** menu and click **Category List**) that begin with an underscore (for example, `_DivInc`).

To enter investment transactions with investment forms:

1. Go to the **Investing** menu and click **Go to Investing Centre**.
2. In the upper-right corner, click **Today's Data**.
3. In the **Investment & Retirement Accounts** snapshot, click your investment account.
4. In the upper-right corner, click **Transactions**.
5. In the upper-left corner, click **Enter Transactions**.
6. In the **Enter transaction** list, select the action you want to perform.

Investment transactions are at the top of the list, and cash transactions are at the bottom of the list.

Click **Enter Transactions** to open a dialog and select the action you want to perform.



7. Enter the information Reckon Accounts requests.

If you're adding a bond, include the maturity date in the security name. This will help you distinguish it from other bonds in your portfolio and make it easy to match the information you download with the information in Reckon Accounts.

8. Click **Enter/New** to record additional transactions, and repeat steps 5 through 7. (Optional)

9. Click **Enter/Done**.

Adding a superannuation account

If you want the most comprehensive picture of your net worth, or if you want help planning for your retirement, be sure to track your superannuation accounts. In this section, you'll learn how to add a superannuation account.

1. Get the superannuation statements that you want to enter into Reckon Accounts.

If you're not concerned with historical information, you could start with your most recent statement and enter just your current holdings during setup.

If you want to include historical information for net worth purposes, choose the appropriate option:

- If your financial institution *does not* provide share balance information and transaction history, then you must decide on a starting date before you add the account. (Typically, you would get all your statements and enter holdings information in chronological order, starting with the oldest statement.) After you've added the account, you can't enter statement information that occurred before the date of the earliest statement you use to set up the account.
- If your financial institution *does* provide share balance information and transaction history, then you can set up the account with just your most recent statement and enter your historical information at a later point, as described in "Improve the accuracy of your investment data" on page 88.

2. Go to the **Investing** menu and click **Go to Investing Centre**.

3. In the upper-right corner, click **Today's Data**.

4. In the **Investment & Retirement Accounts** snapshot, click **Add Account**.

5. Choose the **Superannuation** radio button and then click **Next**.

6. In the **This account is held at the following institution** field, enter the name of the financial institution that holds this investment account, then click **Next**.

If your financial institution is in the list that Reckon Accounts displays, select it. If it's not in the list, type its name. Be sure to correctly identify your financial institution.

7. Follow the on-screen instructions; click **Next** to move through the pages. Click the **Help** icon if you need more information. When you finish adding the account, Reckon Accounts displays the **Overview** page for the account.

8. Click the **Transactions** tab to add cost basis information, as described in “Improving the accuracy of your investment data” on page 88. (Optional)

For more information about resolving placeholder transactions for superannuation accounts, go to the **Help** menu and click **Product Help**. Click the **Search** tab, enter “placeholders”, and click **Ask**.

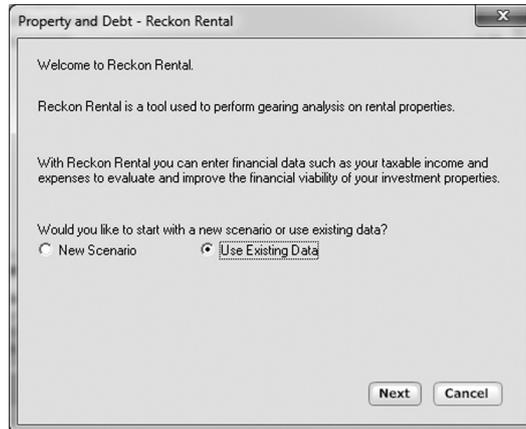
Tracking your investment properties (optional)

Reckon Accounts makes it easy for you to track your investment properties by introducing a special edition of Reckon Rental program. The Reckon Rental is an excellent analytical tool performing gearing analysis on your property purchases.

Reckon Accounts allows you to perform “what-if” scenarios on your currently existing property data. You’ll know immediately if the investment makes financial sense and whether there is significant tax benefits available and hence identify various ways of improving the financial viability of a property investment. In this section, you’ll learn how to track your investment properties.

1. Go to the **Tools** menu and select **Reckon Rental**.

The **Property and Debt - Reckon Rental** window opens.



2. In this window, select **Use Existing Data** and click **Next**.

Note that you may only be able to select the **New Scenario** option if you have purchased the full version of the Reckon Rental Professional. This option will create a blank scenario using new data in the Reckon Rental Professional product.

3. In the **Accounts** window, click the drop-down lists to select the accounts associated with the property you wish to analyse. These selections determine data transfer between Reckon Accounts and Reckon Rental.

If you select "None" to the Liability or Asset account, it means the data for those accounts will not be included in the transaction history search.

Property and Debt - Reckon Rental: Accounts

You must indicate the accounts that you wish to perform an analysis on. These are the accounts associated with the property you wish to analyse.

Liability Account

Asset Account

Please specify the Class or Tag (if any) that you use to identify the property.

Class/Tag

Please select the financial year you wish to use as a basis for the analysis.

Financial Year

4. In the **Categories** window, click the drop-down lists to select the categories you used to track investment property.

The amount which will be transferred from Reckon Accounts to the Reckon Rental is the last amount entered against that category in the accounts that you selected in the **Accounts** window.

Property and Debt - Reckon Rental: Categories

You must specify the categories that you use for investment property related transactions. Please select the relevant matching categories from the drop-down boxes below.

Accounting	Financial Income	⌵
Agent Commission	Other Expenses	⌵
Advertising	Other Expenses	⌵
Body Corporate	Misc	⌵
Cleaning	Misc	⌵
Council Rates	Other Expenses	⌵
Insurance	Misc	⌵

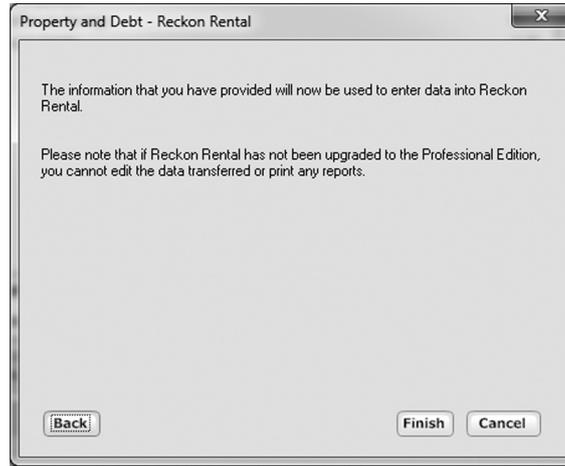
5. Continue on to assign categories in the following **Categories** window then click **Next**.

Property and Debt - Reckon Rental: Categories

You must specify the categories that you use for investment property related transactions. Please select the relevant matching categories from the drop-down boxes below.

Legal Fees	Misc	⌵
Maintenance	Household	⌵
Water Charges	Household	⌵
Other Expenses	Other Expenses	⌵
Rental Income	Rental Income	⌵

6. In the final window, review the on-screen information and click **Finish**.



Click **Back** to move through the pages if you need to modify the information that you perviously entered.

7. The Reckon Rental program launches.

For more information about how to use Reckon Rental for your investment properties, click the **Help** button in the Reckon Rental program.



You will not be able to edit the data which is transferred from Reckon Accounts or print any reports in the Reckon Rental if it has not been upgraded into the Professional edition. In order to use the full Reckon Rental Professional product you will need to purchase a licence. Call Reckon customer service on 1300 784 253 for more information.

PLANNING FOR PERSONAL TAX TIME

6

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Tax time can be a good time of the year for the possible tax refunds you might get from your local tax office. It can also be a headache if you haven't kept your records properly. Reckon Accounts makes record keeping easy so you can comfortably enter tax time prepared for the best result. In this chapter, we'll see how to track your paycheque and tax-deductible expenses, and how to use the Tax Planner.

Before you start

As a minimum, you should complete Chapter 3, being sure to add the account into which you deposit your paycheque.

What you'll need

You will need a recent payslip.

Learning how Reckon Accounts helps you plan for tax time

Reckon Accounts includes several tools to help you track your tax-related income and expenses. The Tax Centre provides the most commonly used tools along with a summary of your tax-related data and reminders about upcoming tax-related dates.

Tracking tax-related information in Reckon Accounts can be useful throughout the year, long before the start of the new financial year. For example, Reckon Accounts can use your data to help you determine if you're having too much or too little deducted from your paycheque. You can also review your deductible expenses on an ongoing basis.

The more tax-related information you track in Reckon Accounts, the easier your life can be when tax time does roll around. You can also use Reckon Accounts to print reports that consolidate a year's worth of information into a few pages; copy the figures onto your tax forms, and your work is practically complete.

In this chapter, you'll learn how to use some of the tax tools in the Reckon Accounts Tax Centre. In particular, you'll learn how to:

- Add a paycheque transaction that tracks your gross income and all the deductions taken out of each paycheque.
- Keep track of tax-deductible expenses.
- Use the Tax Planner to estimate your tax liability and investigate difference “What if” scenarios.
- Create reports that summarise your tax-related data.

Tracking your paycheque

While you could choose to enter the net amount of your paycheque as a deposit in your register, if you do so you lose all the details about the paycheque, such as amounts added to your superannuation or deducted for your income tax. Therefore, Reckon Accounts provides a special paycheque feature that tracks gross amounts, deductions, and net amounts for each paycheque. This simplifies a great deal of your tax planning in Reckon Accounts.

Even if you initially added only the net amount of your paycheque in Reckon Accounts (as would be the case for any paycheques added during Express Setup), you can still use the paycheque feature to add deduction information now.

The paycheque feature also works if your paycheque varies from one pay period to the next. Just adjust the details as necessary when you enter the paycheque transaction.

Adding a paycheque

When you use a recent payslip to add the financial details from your paycheque, Reckon Accounts remembers these details each time you enter a paycheque into the register.

You receive the maximum benefit from the tax tools in Reckon Accounts (such as the Tax Planner) by setting up your paycheque at the beginning of the tax year. If you're not setting up your paycheque at the beginning of the tax year,

Reckon Accounts helps you to adjust your year-to-date (YTD) totals.

Use this procedure to add a new paycheque to Reckon Accounts. If you simply want to add deduction information to a paycheque added to Reckon Accounts (for example, during Express Setup), then skip to the next section, “Adjusting a paycheque.”

1. Go to the **Tax** menu and click **Go to Tax Centre**.
2. In the **Taxable Income YTD** snapshot, click **Add Paycheque**.



In Reckon Accounts New Zealand, go to the **Cash Flow menu** and click **Set Up Paycheque**.

Reckon Accounts displays the **Paycheque Setup** wizard. (If Reckon Accounts displays the **Manage Paycheques** dialog instead, click **New** to open the **Paycheque Setup** wizard.)

3. In the **Paycheque Setup** wizard, click **Next**.
4. Follow the on-screen instructions; click **Next** to move through the pages. Click the **Help** icon if you need more information.

You will enter most of the information on the following page.

Set Up Paycheque

Company name: Account:

Memo (optional):

<< **Scheduling**

Start on: Remind Me days in advance

Frequency:

Repeat every two weeks on Thursday

<< **Track Net Only** Select this option if you only want to track net deposits from this paycheque.

Earnings

Name	Category	Amount	
Salary	Employment:Salary & Wages	0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Pre-Tax Deductions and Superannuation

What are your pre-tax deductions?
Click the Add Pre-Tax Deduction button below to enter your pre-tax deductions.

Taxes

Name	Category	Amount	
Income Tax Deducted		0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

After-Tax Deductions

What are your after-tax deductions?
Click the Add After-Tax Deduction button below to enter your after-tax deductions.

Deposit Accounts

Account	Memo	Amount
Business Chequing	Primary Account	0.00

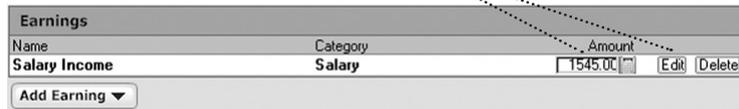
Net Pay

Gross Employment Income

Use the following guidelines as you add the information about your paycheque:

- Select the account into which you want to deposit the paycheque.
- Enter the date of the first deposit, when Reckon Accounts should remind you to enter your paycheques into the account register, and how often you're paid. Click the double arrows (>>) to the left of **Scheduling** to display the required fields if necessary.
- Click **Edit** on the right side of the appropriate area to enter the figures for gross pay and deductions from your recent payslip in the **Setup Paycheque** dialog, or to change the name, category, or amount of a paycheque item.

You can edit the amount of a paycheque item directly, or you can click the **Edit** button to change the name, category, and amount of a paycheque item all at one time.



Earnings		
Name	Category	Amount
Salary Income	Salary	1545.00 [Edit] [Delete]

Add Earning ▼

- Click the **Add** button in the lower-left corner of the appropriate area to add a paycheque item to the **Setup Paycheque** dialog. For example, to add items for bonuses, profit sharing, or vacation, holiday, or sick pay, click **Add Earning**; to add items for superannuation plans, or flexible spending accounts, click **Add Pre-Tax Deduction**; to add items for employee stock purchase plan deductions or loan repayments, click **Add After-Tax Deduction**.
- To adjust the year-to-date (YTD) totals so you can use the tax tools in Reckon Accounts, specify that you want to enter this information in the **Enter Year-to-Date Information** dialog that Reckon Accounts displays after you click the **Done** button in the **Setup Paycheque** dialog. (This is the only chance you'll have to enter this information in the **Paycheque Setup** wizard.) Otherwise, tell Reckon Accounts to skip this step, and then

enter this information in the Tax Planner as you go along. For more information about entering year-to-date information, go to the **Help** menu and click **Product Help**. Click the **Search** tab, enter “paycheques year-to-date information”, then click **Ask**.

5. In the **Manage Paycheques** dialog, click **Done** when you have finished adding your paycheque and YTD totals.

Adjusting a paycheque transaction

If you get a raise or change jobs, or if other activities permanently affect your paycheque, future paycheques should reflect this new information.

If you used Express Setup to add your paycheque to Reckon Accounts, you can also use this procedure to add deduction information.

1. Go to the **Tax** menu and click **Go to Tax Centre**.
2. In the **Taxable Income YTD** snapshot, click **Edit Paycheque**.
3. In the **Manage Paycheques** dialog, select your paycheque.
4. Click **Edit**, make any necessary changes, and click **Done**.
 - If you want to change when Reckon Accounts reminds you to enter your paycheque into the account register or how often you're paid, click the double arrows (>>) to the left of **Scheduling**.
 - If this paycheque was added to Reckon Accounts as a net deposit (as would be the case if you added the paycheque during Express Setup), you may need to click **Track Deductions** to display the fields where you enter your deductions.

Click the **Help** icon if you need more information.

5. In the **Manage Paycheques** dialog, click **Done** when you have finished adjusting your paycheque.

Entering or editing a scheduled paycheque transaction

If you told Reckon Accounts to remind you to enter your paycheque into the register when it's due, Reckon Accounts places a reminder about the paycheque on the **Scheduled Bills & Deposits** tab at the bottom of the appropriate register. It is then up to you to enter the transaction in Reckon Accounts based on the reminder.

Reckon Accounts also places a reminder for all scheduled transactions on the **Cash Flow** page in the **Cash Flow Centre**, and on the Reckon Accounts **Home** page. Here you can see any scheduled transaction you have set up as a reminder ready to enter into the relevant Reckon Accounts register.

Let's use the reminders in the **Cash Flow Centre** to first edit your paycheque, and then enter it as a transaction into Reckon Accounts.

1. Get your most recent payslip.
2. Go to the **Cash Flow** menu and click **Go to Cash Flow Centre**.
3. Locate the paycheque transaction in the **Deposits and Other Scheduled Transactions** in the **Scheduled Bills & Deposits** area



Scheduled Bills & Deposits						Options ▾
Show	All - by Bills and Deposits ▾	<input checked="" type="checkbox"/> Show graph	<input checked="" type="checkbox"/> Show calendar			
Status	Due Date	Payee	Amount	Web	Action	
Bills						
! Overdue!	19/06/2009	Rent Board	-100.00		Enter Edit Skip	
! Overdue!	6/07/2009	Commercial Vehicle Loans	-197.96		Enter Edit Skip	
Deposits and Other Scheduled Transactions						
Due Today	17/09/2016	My Company	0.00		Enter Edit Skip	

There is a paycheque transaction in this example.

See if you can find the paycheque you just set up in your list.

4. (Optional) Click **Edit** against the paycheque transaction in the Deposits and Other Scheduled Transactions

snapshot to edit any individual elements of the paycheque for future reference.

The **Edit Future Paycheques** window opens.

Edit Future Paycheques (series)

Company name: Account: Done

Memo (optional): Cancel

<< Scheduling Help

Earnings

Name	Category	Amount		
Salary	Employment:Salary & Wages	900.00	Edit	Delete

Add Earning ▾

Pre-Tax Deductions and Superannuation

Name	Category/Account	Amount		
Other Pre-Tax Deduction	Super contribution	50.00	Edit	Delete

Add Pre-Tax Deduction ▾

Taxes

Name	Category	Amount		
Income Tax Deducted	Tax	200.00	Edit	Delete

Add Tax Item ▾

After-Tax Deductions

What are your after-tax deductions?
Click the Add After-Tax Deduction button below to enter your after-tax deductions.

Add After-Tax Deduction ▾

Deposit Accounts

Account	Memo	Amount
Chequing	Primary Account	650.00

Add Deposit Account

Net Pay 650.00

Gross Employment Income 850.00

5. Do any of the following:
 - Change the company name if you're now in a new job
 - Change the account to deposit funds if you wish to track them in another Account
 - Change the amount if your amount has changed, perhaps due to a pay rise
 - Add a memo if necessary to all future paycheques
 - Re-organise the schedule by clicking the "<<" (**Scheduling**) button
6. Once you have finished, click **Done**.
7. Click **Enter** at the right side of the window under **Action**.
The **Enter Paycheque into Register** window opens.

Enter Paycheque into Register

Company name:

Memo (optional):

Date:

Account:

Enter
Cancel
Help

Earnings

Name	Category	Amount	
Salary	Employment: Salary & Wages	900.00	Edit Delete

Add Earning ▼

Pre-Tax Deductions and Superannuation

Name	Category/Account	Amount	
Other Pre-Tax Deduction	Super contribution	50.00	Edit Delete

Add Pre-Tax Deduction ▼

Taxes

Name	Category	Amount	
Income Tax Deducted	Tax	200.00	Edit Delete

Add Tax Item ▼

After-Tax Deductions

What are your after-tax deductions?
Click the Add After-Tax Deduction button below to enter your after-tax deductions.

Add After-Tax Deduction ▼

Deposit Accounts

Account	Memo	Amount
Chequing	Primary Account	650.00

Add Deposit Account

Net Pay 650.00

Gross Employment Income 850.00

This is where you enter your paycheque amount into the register. The amount defaults to what you set up in the Paycheque wizard. However, you can change the amount if your pay changes.

8. Click **Help** for more information.
9. Click **Enter** to add the paycheque transaction to your register.



You can also add scheduled transactions to Reckon Accounts for other transactions that occur at regular intervals, such as bill payments, deposits and account transfers.

Tracking your tax-deductible expenses

Reckon Accounts can link categories to specific lines on a tax form. (Categories are discussed in detail in “Assigning transactions to categories” on page 67.) Linking categories to tax forms automates the process of tracking income and tax-related expenses.

Using standard tax-related categories

Reckon Accounts links the most common tax-deductible categories and subcategories to tax forms. If you added a paycheque to Reckon Accounts in the previous section, you may have noticed that your income was assigned to the Salary category and that deductions were assigned to categories and subcategories.

To see a full list of standard tax-related categories in Reckon Accounts, open the **Category List**:

1. Go to the **Tax** menu and click **Go to the Tax Centre**.
2. In the **Tax-Related Expenses YTD** snapshot, click **Assign Tax Categories**.

The **Tax Line Item** column indicates the tax form and line item associated with the category. If a category doesn't have the appropriate tax form line item associated with it, you can edit the category. Click the **Help** icon for more information.

Click the Show drop-down arrow to select only tax-related categories

Click the tab for the type of category you want to see



The 'Category List' window displays a table with the following columns: Name, Hide, Type, Tax Line Item, and Action. The 'Show:' dropdown is set to 'All categories'. The table lists various categories such as Business Inc., Other, Payments, Capital Gain, Employment, Benefit, Foreign Employment, Lump Sum A, Lump Sum B, Other Allowance, Other Salary, Pensions, Salary & Wages, Super Pension, Termination Pmt, Interest Income, Investment, Bonuses, Distributions, Dividends, and Franked. The 'Tax Line Item' column contains 'Income' for all items, with some having checkboxes. An 'Edit' button is visible next to the 'Salary & Wages' category.

The 'Edit Category' dialog box is open, showing the following fields:

- Name: Salary & Wages
- Description: Salary & wages
- Group: Personal Income
- Type:
 - Income
 - Expense Spending is not discretionary
 - Subcategory of: Employment
- Tax:
 - Tax-related
 - Form: Questions 1 & Question 3: Salary & Wages
 - Usual Tax Code (optional):

 The dialog has 'OK' and 'Cancel' buttons at the bottom.

Change the tax line item for a category in the **Edit Category** dialog. To open it, select the category you want to change and click the Edit button.

Reviewing tax-related categories

If you have added your own tax-related categories or changed a standard category's tax line item, Reckon Accounts can help you make sure that you have assigned the correct tax line item.

1. Go to the **Tax** menu and click **Tax Category Audit**.

Reckon Accounts checks all your categories and lists the categories that meet the following criteria:

- **Standard Categories** aren't linked to their original tax line items, or are linked to incorrect tax line items.
 - **User-defined Categories** may need to be linked to different tax line items.
2. Select the appropriate action for each category Reckon Accounts displays.
 - Click **Change** to edit a category, make the necessary changes, and click **OK**. Click the **Help** icon for more information.
 - Click **Ignore** to leave the category unchanged.

Using the Tax Planner



This feature applies to the Australian version only.

Use the Tax Planner to prepare for the inevitable. After you add a paycheque to Reckon Accounts and assign tax categories to a few tax-related expenses, you already have a wealth of tax-related data at your fingertips. The Tax Planner can use your Reckon Accounts data to help you anticipate the current year's tax liability. You can then adjust your payroll withholding if necessary. You can also evaluate the tax implications of various tax-related financial

actions, such as buying a home or selling stock.



To work effectively, the Tax Planner needs year-to-date information for your gross pay and deductions. If you did not add your paycheque at the beginning of the tax year and did not add year-to-date information when you added your paycheque to Reckon Accounts, add this information as you go along.

If you need assistance, click the question mark in the upper-right corner of the **Tax Planner** window. You can also go to the **Help** menu and click **Product Help**, then click the **Search** tab, enter “year-to-date information”, and click **Ask**.

To use the Tax Planner:

1. Go to the **Tax** menu and click **Go to the Tax Centre**.
2. In the **Tools** area at the upper-right side, click **Tax Planner**.
3. On the left side of the **Tax Planner** window, click **How can Reckon Accounts help with Tax planning?**
4. Read the on-screen instructions, and then click **Let's get started** on the right side of the **Tax Planner** window.

Click **Tax Planner Summary** to see an overview of your tax situation.

Then click a tax item to see more detail.

Tax Planner Summary

Income

Dividends

Deductions
Tax Payable
Adjustments
Estimated Tax Payments

Tax Planner

< Back Forward > Print

Options
Scenario: Projected
Year: 2016/2017
Refund Due: 3,365.00
Change: -11,000.00

[Import Data](#) [View Summary](#) [Compare Scenarios](#) [View Tax Rates](#) [How Do I?](#)

Tax Summary Projected ?

Income and Deductions		Tax Calculation	
<u>Income:</u>	46,250.00	Federal Tax:	7,635.00
<u>Income Supplemental:</u>	0.00	Marginal Tax Rate:	30.00%
<u>Net Income:</u>	46,250.00	Average Tax Rate:	16.61%
<u>Adjustments from Total:</u>	300.00	Tax Due	
<u>able Income:</u>	45,950.00	<u>Tax Payable Adjustments:</u>	11,000.00
		<u>Estimated Tax Payments:</u>	0.00
		Refund Due:	3,365.00

[Next](#) ▶

At any time, you can click a schedule or worksheet on the left side of the window for more detail about a specific area.

You can use your actual Reckon Accounts data, enter new values manually, or have Reckon Accounts base the calculations on scheduled transactions. If you need assistance, click the question mark in the upper-right corner of the **Tax Planner** window.



Any data that you enter manually will override any data you import from Reckon Accounts.

Running tax-related reports

You don't have to wait until tax time to review your tax information. In fact, you probably won't want to. Use the included tax reports to help you keep an eye on your tax information throughout the year.

1. Go to the **Reports** menu and click **Reports & Graphs Centre**.

The **Reports & Graphs** window opens.

2. In the **Reckon Accounts Standard Reports** list on the left, click **Tax**.

Reckon Accounts displays the list of available tax reports:

- **Capital Gains** displays short-term and long-term sales that are subject to capital gains tax.

If the report displays asterisks indicating that data is missing, the bottom of the report includes a blue link called **Placeholder Entries**, followed by a blue link called **Show me**. Click **Placeholder Entries** to learn how to resolve placeholder entries. Click **Show me** to go to the place in Reckon Accounts where you can correct the issue. For information about when and why missing data is important, see "Improve the accuracy of your investment data" on page 88.

- **Tax Schedule** displays tax-related transactions subtotalled by tax form line item. If you plan to export tax information to tax software, this is the report to use.
 - **Income Tax Summary** displays tax-related transactions subtotalled by category.
3. Click the report you want to run.
 4. In the date fields, change the date or date range for the report. (Optional)
 5. Click **Show Report**.
 6. Click **Customise** to change the way the report is laid out or the scope of information it includes. Click the **Help** icon if you need more information. (Optional)
 7. You can either close the report or chose one of the following options:
 - Click the **Print** icon to print the report to paper or to a PDF.
 - Click **Save Report** to save the report.
 - Click **Export Data** to export the report to another program or to the Clipboard.Click the **Help** icon if you need more information.

Learning about the Capital Gains Estimator

Reckon Accounts also includes a Capital Gains Estimator, which helps you plan security sales so that you can maximise after-tax yields. Go to the **Tax** menu and click **Capital Gains Estimator** to open this feature, then follow the detailed onscreen instructions.

For more information about the Capital Gains Estimator, click the **Help** icon.

PLANNING FOR BUSINESS TAX TIME



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Setting up	121
Everyday tax transactions	136

Reckon Accounts Home & Business is designed to make tracking GST received and paid by your business easier to manage and report.

In this chapter we'll look at how you can set up Home & Business to track GST before exploring the types of everyday activities you might perform that include GST.

Before you start

You'll want to have read and understood the previous chapters in this guide. This chapter will elaborate on the GST-related aspects of information covered earlier in the guide.

Home & Business and the GST

Reckon Accounts Home & Business supports tax tracking for your business. This includes tracking GST amounts in transactions, estimates and invoices and generating the figures for your BAS.

These features are only available in Reckon Accounts Home & Business, not Reckon Accounts Plus.

This chapter covers what you need to know about tracking tax in Home & Business, building on concepts and procedures covered earlier in this user guide. We've also included details of features designed to make the tax elements easier to use.

Information is organised into the three stages of using Home & Business for business:

- Setting up
- Everyday transactions
- Reporting and paying tax

Setting up

When setting up Home & Business for tax, you need to configure the following areas according to your needs:

- Accounts
- Categories
- (Optional) Items
- (Optional) ABN Withholding account

Accounts. Home & Business tracks tax from transactions in accounts enabled to track tax. You therefore need to activate tax tracking within each business account. This enables Home & Business to record the tax code assigned to each transaction and calculate the tax amount for each transaction.

Once an account is enabled to track tax, you can use categories to help automate the application of the relevant tax rates when recording a transaction.

Categories. Categories specify the source of a deposit, the reason for an expenditure or the name of an account to which you might be transferring funds (see Chapter 4). You can also apply a specific tax code to a transaction.

When you apply a category to a transaction, the category information, including the tax code you set up, will apply to that transaction. This saves you having to enter tax code information manually. You can apply categories to deposits, purchases or invoices.

Invoice Items. An Invoice Item is something you create to represent a service or product you sell in your business. For example, a farmer that sells wheat might create an item called “wheat”. A music teacher who provides music tuition might create an Invoice Item called “music tuition”.

When setting up your item, you can associate it with a tax code. Home & Business then applies the associated tax code to the invoice line when you select that item on an invoice.

It is therefore helpful to set up items to include a tax code.

ABN Withholding. If you pay for services from a contractor who doesn't have an ABN, you may need to withhold a percentage of the amount payable. To track this in Home & Business, you need to create an ABN Withholding account.

Activating tax tracking for individual accounts

You can activate tax tracking for an existing account or activate it whilst creating a new account.

Turning on tax tracking for an existing account

1. Go to the **Tools** menu and click **Account List**, then double-click the account for which you wish to activate tax tracking.

Home & Business displays account details in **Transactions** view or **Overview** view. You can find the tabs at the top of the page.

2. Click the **Overview** tab if Home & Business displays the **Transactions** view.

Home & Business displays **No** against **Tax enabled** in the **Account Attributes** if Tax Tracking isn't activated for this account.

Home Personal Cash Flow Business Investing Property and Debt More

Accounts Chequing (AU\$) To Cash Flow Centre Transactions Overview

Delete Account Reconcile Account Reports

Account Attributes		Options	Account Status		Options
Account Name	Chequing		Current Balance	AU\$18,479.30	
Tax-Deferred	No		Ending Balance	AU\$19,129.30	
Description	Everyday Transaction Chequing Account		Last Transaction	28/02/2016	
Financial Institution	HSBC		Last Reconcile	14/03/2016	
Account Number	31432165		Cheques to Print	Yes	
Currency	Australian Dollar				
Tax enabled	No				
Transaction Download	Not Available				
Web Page(s):					

Edit Account Details Change Online Services

Account Balance: 1/01/2016 - 31/03/2016 Options

AU\$ in thousands

The Tax enabled attribute is set to No.

3. Click **Edit Account Details** at the base of the **Account Attributes** snapshot. Home & Business displays the **Account Details** window.

You can enable tax tracking for this account by setting the **Tax-tracking enabled** option to **Yes**.

Account Details

General Information | **Online Services**

Account Name: Business Chequing

Description: [Empty]

Account Type: Bank

Account Currency: Australian Dollar

Tax-tracking enabled: Yes No

Tax-Deferred: Yes No

Interest Rate: [Empty] %

Set Up Alerts

Max. Balance: 5,000.00

Min. Balance: [Empty]

Account Location: Business : Spending

Financial Institution: Commonwealth Bank

Account Number: [Empty]

Contact Name: [Empty]

Phone: [Empty]

Home page: Bank Web page **Go**

Activity page: Activity Web page **Go**

Other page: Other Web page **Go**

Comments: [Empty]

Delete Account **Tax Schedule Info** **OK** **Cancel**

- 4. In the **Tax-tracking enabled** option, click the **Yes** radio button and then click **OK**.
Home & Business will return you to the **Account Overview** window with the **Tax enabled** attribute set to **Yes**.

You should now see that the Tax enabled attribute is set to Yes.

Account Attributes		Options
Account Name	Chequing	
Tax-Deferred	No	
Description	Everyday Transaction Chequing Account	
Financial Institution	HSBC	
Account Number	31432165	
Currency	Australian Dollar	
Tax enabled	Yes	
Transaction Download	Not Available	
Web Page(s):		

Account Status		Options
Current Balance	AU\$18,479.30	
Ending Balance	AU\$19,129.30	
Last Transaction	28/02/2016	
Last Reconcile	14/03/2016	
Cheques to Print	Yes	

Account Balance: 1/01/2016 - 31/03/2016

AU\$ in thousands

Month	Balance (AU\$ in thousands)
101	20
102	20
103	20
104	20
105	20
106	20
107	20
108	20
109	20
110	20
111	20
112	20
113	20
114	20
115	20
116	20
117	20
118	20
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189	20
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192	20
193	20
194	20
195	20
196	20
197	20
198	20
199	20
200	20

Turning on tax tracking when creating a new account

1. Go to the **File** menu and click **New**.
2. Click the **New Account** radio button and then click **OK**.
3. Select a business account type and then click **Next**.
4. Follow the onscreen instructions until you reach the window with the dialog: **“Do you want to track Tax in this account?”**



5. Select the **Yes** radio button and click **Next**.
6. Continue to follow the onscreen instructions until you have completed the **Account Setup** wizard.

Assigning a default tax code to a category

You can assign a tax code to an existing category or assign it whilst creating a new category.

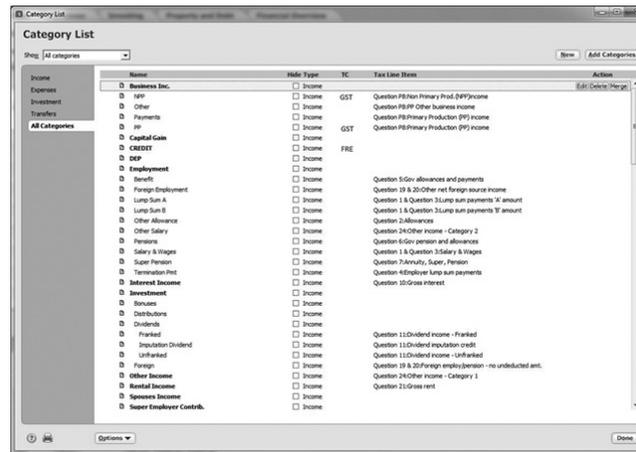


To see the list of tax codes available, go to the **Business** menu, click **Business Lists**, and then click **Tax Code List**. Refer to the **How Do I** menus from the **Tax Code List** for information about editing or creating new tax codes.

Assigning a tax code to an existing category

1. Go to the **Tools** menu and click **Category List**.

The **Category List** window opens.



- 2. Select a category and click **Edit** at the right side of the **Category List**.
The **Edit Category** window opens.
- 3. Select a tax code from the **Usual Tax Code (optional)** drop-down list.

The screenshot shows the 'Edit Category' dialog box with the following details:

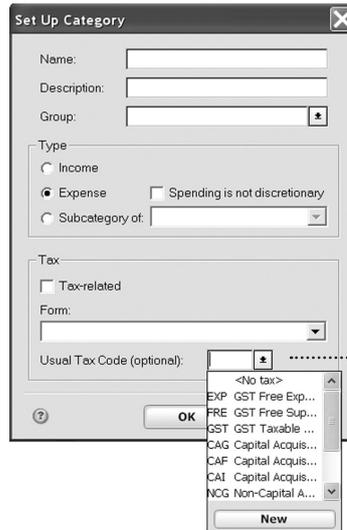
- Name:** Capital Gain
- Description:** Net Capital Gain
- Group:** Income
- Type:** Income (selected), Expense, Subcategory of: (dropdown)
- Tax:** Tax-related (checked), Form: Question 18: Capital Gains
- Usual Tax Code (optional):** A dropdown menu is open, showing a list of tax codes: '<No tax>', 'EXP GST Free Exp...', 'FRE GST Free Sup...', 'GST GST Taxable...', 'CAG Capital Acquis...', 'CAF Capital Acquis...', 'CAI Capital Acquis...', and 'NCG Non-Capital A...'. A 'New' button is located at the bottom of this list.
- Buttons:** A '?' help button, an 'OK' button, and a 'New' button are visible at the bottom of the dialog.

Click the drop-down arrow to choose from a list of tax codes to apply.

- 4. Click **OK**.

Assigning a tax code when creating a new category

1. Go to the **Tools** menu and click **Category List**.
The **Category List** window opens.
2. Click **New** at the top right of the **Category List**.
The **Set Up Category** window opens.
3. Complete the **Name**, **Description** and **Type** fields.
4. Select a tax code from the **Usual Tax Code (optional)** drop-down list.



The screenshot shows the 'Set Up Category' dialog box. It has fields for 'Name', 'Description', and 'Group'. Below these are radio buttons for 'Type': 'Income', 'Expense' (selected), and 'Subcategory of:'. There is also a checkbox for 'Spending is not discretionary'. Under the 'Tax' section, there is a checkbox for 'Tax-related' and a 'Form:' dropdown. The 'Usual Tax Code (optional):' dropdown is open, showing a list of tax codes: '<No tax>', 'EXP GST Free Exp...', 'FRE GST Free Sup...', 'GST GST Taxable ...', 'CAG Capital Acquis...', 'CAF Capital Acquis...', 'CAI Capital Acquis...', and 'NCG Non-Capital A...'. A 'New' button is at the bottom of the dropdown list.

Click the drop-down arrow to choose from a list of tax codes to apply.

5. Click **OK**.

Setting up an item to handle GST

You can assign a tax code to an existing invoice item or assign it whilst creating an invoice item.

Assigning a tax code to an existing invoice item

1. Go to the **Business** menu, click **Invoices and Estimates**, and then click **Invoice Items**.

The **Customise Invoice Items** window opens.



2. Select an invoice item and click **Edit**.

This is where you can select a tax code to apply.

3. Select a tax code from the **Tax** drop-down list.

Your selection will override any tax code included as part of a category, if selected from the **Category/Tag** drop-down list.



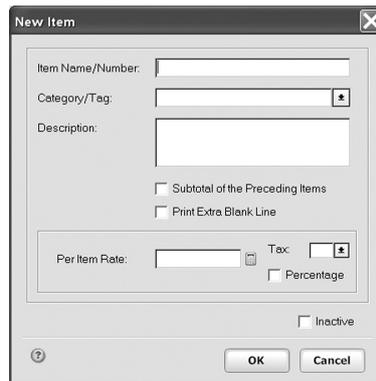
When you select a tax code for an item, the rate you enter in the **Rate** field must exclude tax. When you create an invoice, Home & Business will calculate the required tax based on the item rate. For example, if your item rate is \$50 and your tax code is GST, Home & Business will add \$5 to the invoice as the corresponding tax amount.

Assigning a tax code when creating an invoice item

1. Go to the **Business** menu, click **Invoice and Estimates** and then click **Invoice Items**.
The **Customise Invoice Items** window opens.



2. Click **New**.
3. Enter a name or number for your item in the **Item/Name Number** field.



4. Select a category from the **Category/Tag** drop-down list (Optional).

If the category includes a tax code, that tax code will apply to the item unless you select a different tax code from the **Tax** drop-down list on this window.

5. Enter a description for your item in the **Description** field (Optional).
6. Enter the rate you wish to charge for your item in the **Per Item/Rate** field.

For a service, it's best to enter the rate per hour or day, according to how you charge for your services. You will specify the quantity when completing the invoice.

7. Select a tax code from the **Tax** drop-down list.

Your selection will override any tax code included as part of a category.



When you set up an item, you can associate a category with that item. This enables the invoice item to inherit the category's properties. However, the category may include a "usual tax code" as part of its properties whilst the invoice item has a conflicting tax code associated. In this case the tax code associated with the invoice item will override the tax code inherited from the category.

Setting up an ABN Withholding account

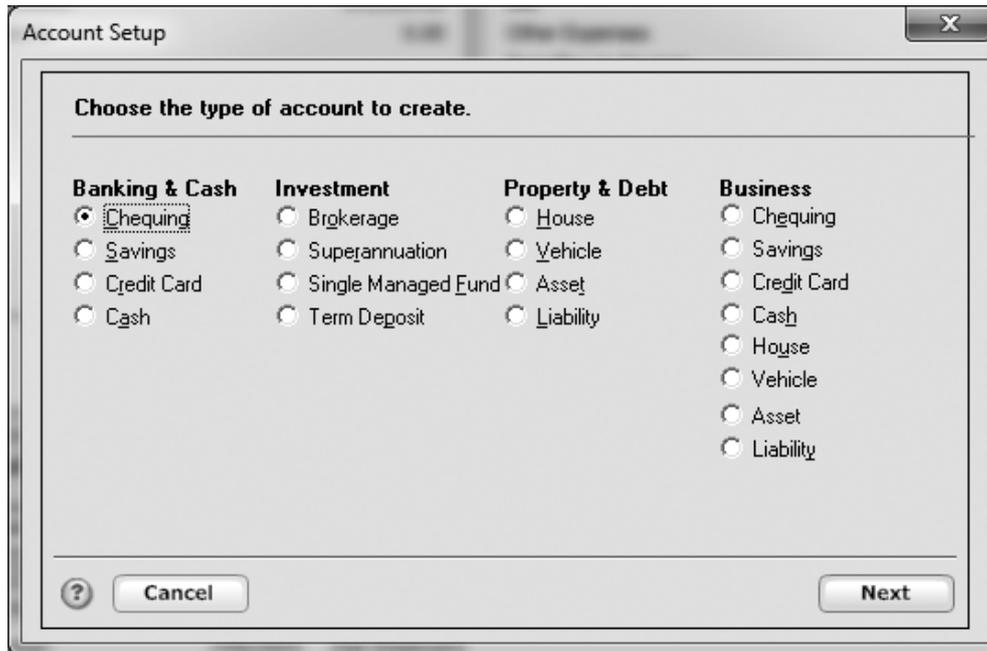
In Australia, if a supplier that you deal with does not have an ABN, you may be required to withhold a percentage of the total payment on the supplies for later submission to your local tax office.

You can set up an ABN Withholding account to store the percentage withheld. This account is set up as a liability account because it is considered money that you owe to the Australian Tax Office.

Create an ABN Withholding account using the following steps.

1. Go to the **Tools** menu and click **Account List**.
2. Click **Add Account**.

The **Account Setup** window opens.



3. Select the **Liability** radio button and click **Next**.

Home & Business displays a window asking you to enter a name for this account.

4. Enter "ABN Withholding" in the **Name this Account** field. Click **Next**.

Home & Business displays a dialog box that asks you to choose the currency of this account.

5. Follow the onscreen instructions and complete the setup wizard until you reach the window that asks you to: **Enter the ending date and balance from your statement, if you have it.**

Account Setup

Enter the ending date and balance from your statement, if you have it.

▶ Enter the date you want to start with.

As of Date:

▶ Enter how much you owe as of this date.

Balance Due:

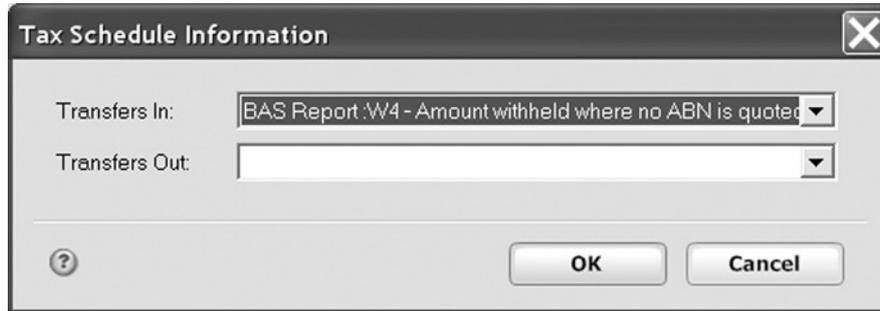
This becomes the opening balance of your account.

Don't worry if you don't have your last statement - you can make changes to your account later.

▶ Enter Optional Tax Information:

Cancel Back Done

- Click **Tax**, and choose the **BAS Report: W4** tax line from the **Transfers In** drop-down list.



The image shows a dialog box titled "Tax Schedule Information". It contains two dropdown menus: "Transfers In" and "Transfers Out". The "Transfers In" dropdown is currently open, displaying the text "BAS Report :W4 - Amount withheld where no ABN is quoted". The "Transfers Out" dropdown is empty. At the bottom of the dialog, there are three buttons: a help icon (a question mark in a circle), an "OK" button, and a "Cancel" button.

- Click **OK**.
- Click **Done**.
- Click **No** if Home & Business offers the option of setting up and associating an amortised loan with this newly created account.

Everyday tax transactions

By now you should have:

- Activated tax tracking in the business accounts that you will be using to record transactions with a tax amount
- Applied tax codes to selected categories and items
- Created an ABN Withholding account

Home & Business is now ready to track the GST liability on your everyday transactions such as purchasing goods for

your business, selling items to customers and receiving payments.

Whilst most of these tasks are covered in earlier chapters, there are extra steps you need to follow so that Home & Business can track tax. These extra steps are part of the following procedures:

- Using the **Split Transaction** window
- Entering purchases
- Recording amounts for ABN withholding
- Using categories with tax codes assigned
- Recording payments to or from your local tax office

Using the Split Transaction window

Remember in Chapter 4 how we learnt that you can assign multiple categories to a payment transaction? Home & Business enables you to do this with the **Split Transaction** window. It's a great way to see a single transaction in more detail. It's also the way to track the GST component of a transaction, as you may remember from entering a purchase.

You can get Home & Business to open the **Split Transaction** window automatically after entering a name and amount when you click the **Category** field of a transaction whilst in an account set up for tax tracking. Go to the **Edit** menu, click **Preferences**, then click **Program**. Click **Register** and select the **Automatically enter split data** check box. Then Click **OK**.

In addition to the features described in Chapter 4, there are a number of tax-related options you need to know about in the **Split Transaction** window:

- **Amts include tax** check box

- **Clear Amts** button
- **Adjust** button

Split Transaction X

Enter multiple categories to itemize this transaction; use the Memo field to record more details.

	Category	Tag	Memo	Exp Amount	T	Tax
1.					50.00	
2.			Next			
3.			Edit			
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						

Amounts include tax

 Split Total: 50.00
 Remainder: 0.00
 Transaction Total: 50.00

Amts include tax check box

Clear Amts button

Adjust button

Amts include tax check box

The **Amts include tax** check box enables you to specify whether the amount you enter on the transaction line is inclusive of the tax amount or exclusive of the tax amount.

1. Select the check box for Home & Business to treat the entered amount as a gross amount that includes the tax.

For example, if you enter \$50 and apply the GST tax code, Home & Business will change the **Amount** to \$45.45 and enter \$4.55 in the **Tax** column. The **Split Total** for that transaction line will remain at \$50.

2. Clear the check box for Home & Business to treat the entered amount as a net amount and the basis to calculate and add the amount to the transaction line.

For example, if you enter \$50 and apply the GST tax code, Home & Business adds \$5 to the **Tax** column so that the split total for the transaction line is \$55.

Clear Amt button

The **Clear Amt** button enables you to remove the amounts from each split line on a chosen transaction. This feature comes in handy when you need to modify a transaction that Home & Business has auto-filled from a memorised transaction.

To clear all amounts from the split lines of a transaction:

1. Make sure you are in the **Split Transaction** window with the transaction showing.
2. Click **Clear Amt**.

Home & Business clears the amounts and tax codes from the split lines.

If there is any amount remaining, click **Adjust**.

Adjust button

You may need the **Adjust** button when there is an amount left over, that is, when the split total displays a different total to the sum of all split line amounts.

To refresh the calculation, click **Adjust** on the **Split Transaction** window.

Entering purchases

When you buy goods for your business, you will need to enter the value of the goods in the appropriate register as a purchase. The following steps include selecting a tax code through the **Split Transaction** window.

1. Go to the **Tools** menu and click **Account List**, then identify the bank account in which you wish to carry out a transaction.
2. Double-click the account you identified.
3. Move to the next available transaction line in the register, changing the date if necessary.
4. (Cheques only) In the **Num** column, enter the cheque number.
5. In the **Payee** column, type the name of the payee.
6. In the **Payment** column, enter an amount.
7. Click **Split**.

The **Split Transaction** window opens.

Split Transaction

Enter multiple categories to itemize this transaction; use the Memo field to record more details.

	Category	Tag	Memo	Exp Amount	T	Tax
1.				50.00		
2.			Next			
3.			Edit			
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						

Amounts include tax

Split Total: 50.00
 Remainder: 0.00
 Transaction Total: 50.00

8. Select a category from the **Category** drop-down list and then press the **Tab** key.
9. Select a tag from the **Tag** drop-down list and then press the **Tab** key.

10. Enter a memo in the **Memo** column and then press the **Tab** key. (Optional)

If a tax code applies to the category, Home & Business will populate the transaction line's "**T**" column with the applicable tax code.

Otherwise you will have to manually select the tax code from the **T** drop-down list and then press the **Tab** key, so that Home & Business can calculate the relevant tax.

Home & Business calculates the tax amount in line with the selection you have for the **Amts include tax** check box. See "Amts include tax check box" on page 139 for more details.

11. Click **OK**.

Home & Business enters the details of your split transaction into the account's register.

Using categories with tax codes assigned

Earlier in this chapter we looked at how you can attach a tax code to the properties of a category. Thus, when entering purchases, Home & Business would assign a tax code to the transaction automatically as part of applying the category. Let's see how this works.

1. Open the register for an account that you use to enter purchases.
2. Enter the following:
 - Number (Optional)
 - Payee
 - Payment
3. Click **Split**.

The **Split Transaction** window opens.



If you do not wish Home & Business to calculate the tax amount automatically using the amount you enter as gross (tax inclusive amount), clear the **Amts incl tax** check box at the base of the **Split Transaction** window.

4. Select a category from the drop-down list in the **Category** column.
5. Press the **Tab** key and enter a memo for the transaction if you have not already entered one (Optional).
Home & Business calculates the relevant tax information based on the category chosen once you press the Tab key.
6. Check to see that the **Split Total** equals the total of the amount and tax for that split line. If it doesn't, click **Adjust**.
Note that if you have the **Amts incl tax** check box ticked, Home & Business will change the amount you entered to be the non-GST element.
7. Click **OK**.
8. Click **Enter** to record the transaction.

The ***Tax Control*** account will now reflect a decrease in GST liability for the transaction above.

Recording amounts for ABN Withholding

You may need to purchase items from a supplier who hasn't got an ABN. In most circumstances, the government requires that you pay the supplier the value for services provided, minus a percentage deemed by the government. This percentage of cost is then to be stored by you and remitted to the ATO at the relevant reporting period. The

following steps show how to do this in Home & Business.



Warning: Before following this procedure, you need to have set up an ABN Withholding account, as shown on page 133.

1. Enter a purchase as normal and open the **Split Transaction** window.
2. Create a second split line and enter the percentage of the purchase amount as a negative amount.

For example: if the percentage is 48.5%, an \$800 purchase would mean entering \$800 in the first split line and -\$388 in the second split line.

	Category	Tag	Memo	Exp Amount	T	Tax
1.	Business Exp.:Other E...			800 00	0 00	0 00
2.				-388 00		
3.			Next Edit	388 00		
4.						
5.						

Amounts include tax

Split Total: 800.00
Remainder: 0.00
Transaction Total: 800.00

3. Select **Transfer From/To [ABN Withholding]** from the category drop-down list for the second split line.

Split Transaction

Enter multiple categories to itemize this transaction; use the Memo field to record more details.

	Category	Tag	Memo	Exp Amount	T	Tax
1.	Business Exp.:Other E...			800.00		0.00
2.	[ABN Withholding]			-388.00		0.00
3.			Next Edit	388.00		
4.						
5.						

Amounts include tax

Split Total: 800.00
 Remainder: 0.00
 Transaction Total: 800.00

4. Click **OK**.



Do not select a tax code for the split lines as the tax amount in this transaction is actually the negative amount you are transferring to the ABN withholding account.

The total amount payable to the supplier should be the amount of the purchase minus the percentage of that amount.

Creating a tax invoice

Chapter 8 shows you how to create an invoice. You need to follow the same steps when creating an invoice that includes GST. However there are a number of points to remember:

- You can have GST included in a line item by default when the invoice item you choose includes a tax code in its properties.
- You can also have GST included on a line item by default against an item by applying a category that includes tax, if you don't have a tax code as part of an invoice item's properties.
- You can apply a tax code to an item on a transaction line by selecting it from the drop-down list provided in the **T** column. This approach overrides any default tax code settings from a category or invoice item.

See the instructions on page 155 for details on how to create an invoice.

Using invoice items with tax codes assigned

Using invoice items to apply relevant tax codes and category properties is a great way to save time when creating an invoice.

We know that to create an invoice one needs to enter the following information on the invoice line:

- Item
- Category
- Description
- Quantity
- Rate
- Amount
- Tax Code

With your invoice item set up to include name, category, description, rate and tax code, you can make four entries

simply by selecting an item. Next enter the item's quantity and Home & Business will do the rest.



You need to choose an item in the following steps that has a category and tax code assigned to it, as shown in "Setting up an item to handle GST" on page 130.

1. Create an invoice and enter customer details and invoice information (invoice numbers etc.).
2. Select an item from the **Item** column on an invoice line.
Home & Business populates the **Item**, **Category**, **Description**, and **Rate** fields.
3. Enter a quantity in the **Quantity** column.
Home & Business calculates the amount and the tax amount.
4. Enter another item and quantity as above, as required. (Optional)
5. Print and/or save the invoice using the **Print** and/or **Save and Done** buttons on the right of the Home & Business invoice form.

Recording payments to or from your local tax office

Recording payments to your local tax office

At some stage you will have to send a cheque to your local tax office to cover your tax liability.

When this happens, you need to record the cheque payment in Home & Business so that it can accurately reflect your tax liability and the account from which you paid the cheque.

This is done by entering the tax amount from the account you are paying the cheque from and transferring it to

your ***Tax Control*** account.

1. Open your current account register.
2. Click **Transfer**.

The **Record a Transfer between Accounts** window opens.

Record a Transfer between Accounts

* Required fields

Transfer Information

Transfer Money From * *Tax Control*

To Account *

Memo Transfer Money

Date * 1/08/2016

Amount * \$

? OK Cancel

3. Select ***Tax Control*** from the **To Account** drop-down list.
4. In the **Memo** field, enter a description, such as “payment to tax office”.

5. Enter the amount.

For this exercise, this should be the amount showing up as owing to your local tax office in your ***Tax Control*** account.

Record a Transfer between Accounts

* Required fields

Transfer Information

Transfer Money From* Business Chequing

To Account* *Tax Control*

Memo Transfer Money

Date* 1/08/2016

Amount* \$

? OK Cancel

6. Click **OK**.

The amount in your ***Tax Control*** account should now show up as \$0.00.

Business Centre	
*Tax Contr...	AU\$0.00
Business ...	AU\$1,016.36
Music Busin...	AU\$1,965.00
Business C...	AU\$2,200.00
Roland RD...	AU\$4,995.00
Fender KFX...	-AU\$995.00
	AU\$9,181.36
Cash Flow Centre	
Miles Music	AU\$360.00
Savings	AU\$7,430.00
Credit Card	-AU\$2,000.00
	AU\$5,790.00
Investing Centre	
Brokerage	AU\$5,000.00
Shares	AU\$21,080.00
Super	AU\$19,000.00
	AU\$45,080.00
Property & Debt	
Musical e...	AU\$6,500.00
Vehicle	AU\$21,000.00
ABN With...	-AU\$388.00
Vehicle L...	-AU\$21,000.00

The amount you transferred should show up in the *Tax Control* account.

In this case, the total shows up as \$0.00.

Receiving payments from the ATO

When you receive a refund for the GST you have paid, make sure you record it in Home & Business. This is done by creating a transfer from the ***Tax Control*** account to your current account.

1. Open the ***Tax Control*** account register.

2. Click **Transfer**.

The **Transfer** window opens.

3. Select your current account from the **To Account** drop-down list.

Your current account is the account that you receive the tax payment into. This could be a savings or business account.

4. Enter a description in the **Memo** field, such as “Refund from ATO”

5. Enter the amount you are receiving.

Record a Transfer between Accounts

* Required fields

Transfer Information

Transfer Money From* Tax Control*

To Account* Internet Saving Account

Memo GST refund from ATO

Date* 1/08/2016

Amount* \$ 120.00

?

OK Cancel

6. Click **OK**.

The amount in your ***Tax Control*** account should now show up as \$0.00.

Business Centre	
*Tax Contr...	AU\$0.00
Business ...	AU\$1,016.36
Music Busin...	AU\$1,965.00
Business C...	AU\$2,200.00
Roland RD...	AU\$4,995.00
Fender KFX...	-AU\$995.00
	AU\$9,181.36
Cash Flow Centre	
Miles Music	AU\$360.00
Savings	AU\$7,430.00
Credit Card	-AU\$2,000.00
	AU\$5,790.00
Investing Centre	
Brokerage	AU\$5,000.00
Shares	AU\$21,080.00
Super	AU\$19,000.00
	AU\$45,080.00
Property & Debt	
Musical e...	AU\$6,500.00
Vehicle	AU\$21,000.00
ABN With...	-AU\$388.00
Vehicle L...	-AU\$21,000.00

..... The amount you transferred should show up in the ***Tax Control*** account.

In this case, the total shows up as \$0.00.

PERFORMING EVERYDAY BUSINESS TASKS



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You've just looked at recording personal, everyday activities in Home & Business. Now it's time to look at how you can record everyday business activities.

This chapter shows you how to create estimates and invoices, record payments received from customers and paid to suppliers, issue refunds to customers or receive refunds from suppliers, and how to record other business-related activities.

Before you start

Think about the sales and purchases you make as part of your business each day.

This chapter discusses how to record these activities in Home & Business.

Everyday business tasks in Home & Business

Running your business finances is an everyday task like your personal finances - it never stops. At any time, you could be preparing estimates or invoices, receiving customer payments, or paying bills from suppliers. Each month, quarter, or year, you will have to complete a BAS. It's important to record all of these activities in Home & Business.

You may not be in a position to record your money movements each day in Home & Business, but it's a good idea to track your everyday money movement regularly in this program. Then you'll be able to evaluate how effectively you are managing your finances.

This chapter looks at the basics of recording those everyday financial activities in Home & Business. We'll look at the different types of accounts you can set up and how you can enter transactions and categorise them to help you understand what you spend your money on.

Creating an estimate or invoice

Although Home & Business uses the cash-basis accounting system, it still enables you to create estimates and invoices. There are times when a business that uses a cash-basis accounting system will need to provide clients with invoices in order to be paid, particularly when a client is a large company. For example, a musician may play a gig for a company's Christmas party, or a home-based graphic designer may be hired to create a logo for a small company that requires tax invoices before processing payments.

Once you receive payment for an item or service, you need to enter it directly into the relevant account's register. This is a separate process to creating an invoice that is necessary for your financial bookkeeping. Therefore, it's important to remember that the process of creating an estimate or invoice is quite different to receiving payment from a customer, even if that payment is in response to an invoice.

To create an invoice or estimate:

1. Go to the **Business** menu, click **Invoices and Estimates**, and then click **Create Invoice/Estimate**.

The **Invoice/Estimate** window opens.

You can mark an invoice as "Paid".

You can include personalised messages to your customers.

The screenshot shows the 'Invoice/Estimate' dialog box. At the top left, there is a 'Customer:' field with a dropdown arrow and a 'Paid' checkbox. To the right, there is a 'Layout:' dropdown menu set to 'Invoice Default' and a 'Business Tag:' field. Below these are two date fields: 'DATE' (30/08/2016) and 'INVOICE #' (108). Further down are 'DUE DATE' (29/09/2016) and 'P.O. NUMBER' fields. On the left side, there are two empty boxes labeled 'BILL TO' and 'SHIP TO'. The main area is a table with columns: ITEM, Category, DESCRIPTION, QTY, RATE, AMOUNT, T, TAX. The table has 10 rows, with the first row containing '1.' in the ITEM column. Below the table are 'Subtotal' and 'Total' fields, both showing '0.00'. There is an 'Add Lines' button, a 'Customer Message:' field with a dropdown arrow, and a 'Memo:' field. A checkbox for 'Amounts incl. tax' is checked. At the bottom right, there is an 'E-mail/Clipboard...' button. At the very bottom, there are buttons for '?', a printer icon, 'Expenses...', 'Save and New', 'Save and Done', and 'Cancel'.

This is where you choose the template for an invoice or estimate.

You can print or email an estimate or invoice by clicking these buttons.

This is a form where you enter your information. It will look slightly different when you print or email it to your clients.

When you open this window for the first time, the form shown by default is an invoice. However, we'd like to start with an estimate.

2. In the **Layout** drop-down list, click **Estimate Default**.

Notice that the window changes slightly, and the **Ship To** box disappears. This is an estimate form, so there is no point to including shipping information.

Invoice/Estimate

Customer: Paid

Layout: Estimate Default

Business Tag:

DATE: 30/08/2016 ESTIMATE #: 108

BILL TO:

ITEM	Category	DESCRIPTION	QTY	RATE	AMOUNT	T	TAX
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Add Lines

Customer Message:

Memo:

Subtotal 0.00 0.00

Total 0.00

Amounts incl. tax

E-mail / Clipboard...

Expenses... Save and New Save and Done Cancel

3. In the **Customer** field, enter the name of a customer, then press the **Tab** key.

For example, enter “Reckon Ltd”.

When you press the **Tab** key, the cursor moves to the **Bill To** box, automatically displaying the name you just entered.

4. Enter the address in the **Bill To** box below the company name, then press the **Tab** key.

For example, enter “65 Berry Street, North Sydney, NSW 2060”.

5. Enter a description for your service or item in the **Item** field, then press the **Tab** key.

For example, enter “Christmas Party Gig”.

When you press the **Tab** key, a dialog box opens, asking if you want to create a new item with the name you just entered.

6. Click **Yes**.

The **New Item** window opens.

New Item

Item Name/Number: Christmas Party Gig

Category/Tag: [dropdown]

Description: [text area]

Subtotal of the Preceding Items

Print Extra Blank Line

Per Item Rate: [text field] Tax: [dropdown]

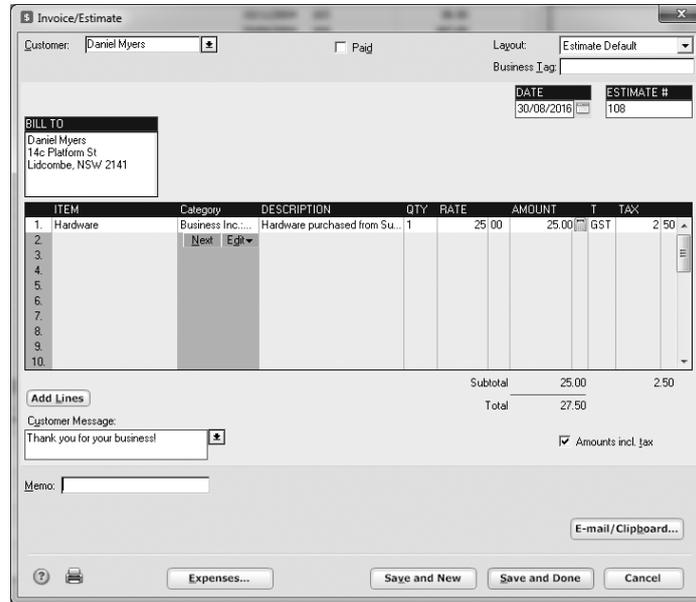
Percentage

Inactive

[?]

OK Cancel

7. Enter information for the item you have just created and then click **OK**.
You may choose to include or not include a category. Follow the onscreen instructions.
8. Choose a customer message from the **Customer Message** drop-down list.
Your estimate should look similar to the following. (Optional)



9. Click **Save and Done**.

Home & Business replaces the **Invoice/Estimate** window with the **Invoice/Estimate List**. The estimate you just created should appear on the list.

Now, let's imagine that your customer accepted the estimate and booked the service or purchased the item. We can change the template so that the estimate appears as an invoice.

10. In the **Invoice/Estimate List**, double-click the estimate you just created.

The **Invoice/Estimate** window opens, displaying your estimate.

11. Click the **Layout** drop-down list, and then click **Invoice Default**.

Notice that the form changes to an invoice layout, including a **Ship To** box.

12. In the **Ship To** box, enter the shipping details.

Your invoice should look similar to the following.

The screenshot shows the 'Invoice/Estimate' window with the following details:

- Customer: Daniel Myers
- Layout: Invoice Default
- Business Tag: [Empty]
- DATE: 30/08/2018
- INVOICE #: 108
- DUE DATE: 29/09/2018
- P.O. NUMBER: [Empty]
- BILL TO: Daniel Myers, 14c Platform St, Lidcombe, NSW 2141
- SHIP TO: Daniel Myers, 14c Platform St, Lidcombe, NSW 2141

ITEM	Category	DESCRIPTION	QTY	RATE	AMOUNT	T	TAX
1.	Hardware	Hardware purchased from Su...	1	25 00	25 00	GST	2 50
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Subtotal: 25.00, Total: 27.50

Customer Message: Thank you for your business!

Amounts incl. tax:

Memo: [Empty]

E-mail/Clipboard... [Button]

Expenses... [Button] Save and New [Button] Save and Done [Button] Cancel [Button]

13. Click **Print** to print a copy of the invoice.

You can also email the invoice. Refer to the online **Help** for more information.



You can also include tax calculations in your invoices.

14. Click **Save and Done**.

The **Invoice/Estimate** window closes, and the **Invoice/Estimate List** window is displayed. The invoice you just created should appear on the list.

Tick **Show paid** option to display Invoices/Estimates that are marked as paid and unpaid.

Unticking the option will filter the list so that only the Invoices/Estimates that haven't been marked as paid will appear as well as appear on the print-out when you prints the list.

Customer	Date	Doc. #	Amount	Paid
Angela Hade	3/01/2005	106	83.60	✓
Daniel Myers	15/11/2004	103	38.50	✓
Daniel Myers	30/08/2016	108	27.50	✓
Kristy Trevors	25/09/2004	104	187.00	✓
Kristy Trevors	21/09/2006	107	460.00	✓
Tammy Smith	1/02/2005	E105	258.50	✓
Total (inc. GST)			1,055.10	

Click in the **Paid** column to mark an invoice as paid.

When payment for an invoice is received, you can mark the invoice as paid in either of two ways.

To mark an invoice as paid:

1. Go to the **Business** menu, click **Business Lists**, and then click **Invoice/Estimate List**.

The **Invoice/Estimate List** window opens.

2. Locate the invoice in the list and double-click it.

The **Invoice/Estimate** window opens, displaying the invoice.

3. Click the **Paid** check box.

4. Click **Save and Done**

The **Invoice/Estimate** window closes and the **Invoice/Estimate List** window is displayed.

5. Confirm that the invoice is marked as **Paid** in the **Invoice/Estimate List**.

or

1. Go to the **Business** menu, click **Business Lists**, and then click **Invoice/Estimate List**.

The **Invoice/Estimate List** window opens.

2. Locate the invoice in the list.

3. Confirm that the invoice number in the **Doc. #** column is the one you want

4. Confirm that the number in the **Amount** column is correct

5. Click the corresponding cell in the **Paid** column.

When you open the invoice again, the **Paid** check box will be ticked.



In the **Invoice/Estimate List** window, you can mark more than one invoice as paid. This can save you time when you have multiple invoices to mark.

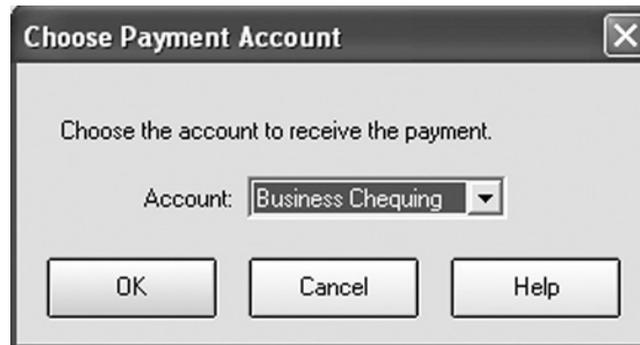
Recording payments from customers

When receiving a customer payment, be sure to record the payment information in Home & Business. Record this in the account you set up specifically to track income and expenses for your business.

To record a customer payment:

1. Go to the **Business** menu, click **Customers**, and then click **Receive Customer Payment**.

The **Choose Payment Account** window opens.



Choose the account that you use to record payments into your business. Generally, this will be a business

chequing or savings account.

2. In the **Account** drop-down list, click your business account.

The account register opens, ready for you to enter the payment.

3. Enter the transaction, identifying the date, payee and category.

Make sure you enter the payment in the **Deposit** column. The **Payment** column indicates payments you make, not payments you receive.

4. Click **Enter**.



You can also record tax amounts, providing your account is enabled to track tax. This is possible through the Split Transaction window (available in the transaction register by clicking the Split button).

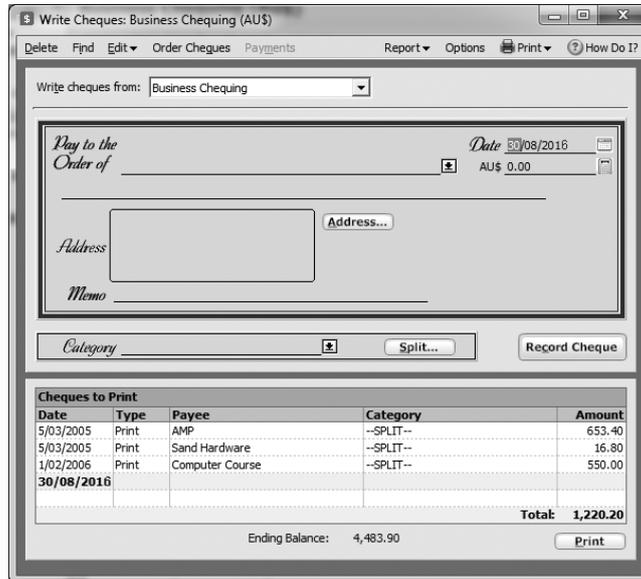
Issuing refunds

It's sometimes necessary to issue refunds to customers or clients. Be sure to track such transactions in Home & Business.

To issue a refund:

1. Go to the **Business** menu, click **Customers**, and then click **Issue a Refund**.

The **Write Cheques** window opens, ready for you to write a cheque to the customer.



2. In the **Write cheques from** drop-down list, click the account from which you wish to refund the money.
 Generally, this will be your business chequing account, which is where you record your business income and expenses.
3. In the **Pay to the Order of** field, enter the name of the customer you wish to pay.
 For example, enter "Aretha Redding".
4. In the **\$** field, enter the amount you wish to refund, then press the **Tab** key.

your business income. Press **Tab** key to continue.

7. Click **Record Cheque**.

Paying suppliers

When paying a supplier, be sure to record the information in Home & Business. Record this in the account from which the original payment was drawn.

To make a payment to a supplier:

1. Go to the **Business** menu, click **Bills and Suppliers**, and then click **Make Payment to Supplier**.

The **Write Cheques** window opens, ready for your to write a cheque to the supplier.

2. In the **Write cheques from** drop-down list, click the account from which you wish to pay the supplier.

Generally, this will be your business chequing account, which is where you record your business income and expenses.

3. In the **Pay to the Order of** field, enter the name of the supplier you wish to pay, then press the **Tab** key.

For example, enter "Dock Five Music School".

4. In the **\$** field, enter the amount you wish to pay, then press the **Tab** key.

For example, enter "35".

The numeric amount you entered is spelled out in text on the line below.

5. Enter an address in the **Address** field, then press the **Tab** key.

For example, enter "116 Great South Rd., Dock Five, NSW".

9. Close the **Write Cheques** window, then go to the **Tools** menu and click **Account List**

The **Account List** window opens.

10. Locate your business chequing or savings account (from which you drew money after recording cheques) and double-click it.

The account opens.

You should see the amount recorded on each cheque in the transaction lines of the account, as shown below.

Date ▲	Num	Payee	Category	Tag	Memo	Payment Exp	Clr	Deposit	Balance
15/08/2016	Print	Aretha Redding				55 00			-55 00
18/09/2016	Print	Dock Five Music School				35 00			-90 00
		Business Exp.:Office			7 books of manuscript paper				

Receiving refunds from suppliers

When receiving a refund from a supplier, be sure to record the information in Home & Business. Record this in the account from which the original payment was drawn.

To record receipt of a refund from a supplier:

1. Go to the **Business** menu, click **Bills and Suppliers**, and then click **Receive a Refund**.

The **Choose Refund Account** window opens.



Choose the account that you use to record payments to your business. Generally, this will be a business chequing or savings account.

2. In the **Account** drop-down list, click the account into which you want to deposit the refund.

The account register opens, ready for you to enter the refund.

3. Enter the transaction, identifying the date, payee and category.

Make sure you enter the payment in the **Deposit** column. The **Payment** column indicates payments you make, not payments you receive.

4. Click **Enter**.



You can also record tax amounts, providing your account is enabled to track tax. This is possible through the **Split Transaction** window (available in the transaction register by clicking the **Split** button.)

Recording mileage

If you use a car to earn business income, you are in a position to deduct related expenses by tracking the kilometres your car travels when performing business related tasks. You can track this along with details of the business trips using the Mileage Tracker.

The Mileage Tracker allows you to:

- Enter several similar trips

If you visit the same customer each week in the same car to the same destination, you can copy a trip and paste it into the Mileage Tracker. You can then edit the new trip, if there are any details you need to modify (such as the date).

- Sort the trips

You can sort the trips you've recorded by purpose, destination, vehicle, date and so on. Simply click the column header you wish to sort by and see all the related trips together.

- Customise the Mileage Tracker

You can get the Mileage Tracker to display only the columns you wish to see. For example, if you only ever use one car when driving to your destination, you can remove the **Vehicle** column.

- Record personal trips

Although the Mileage Tracker is designed for business use, you can still track personal trips. Simply fill out the details of a trip as you normally would, but choose **Other** for the trip type and then include a note for this in the **Purpose** field.

- Print a record

You can print a record of your mileage to give your tax preparer. Makes life a lot easier! It's up to you how you use the feature. You can record minimal information or lots of information, depending on what works best for you.

The easiest way to learn about the Vehicle Mileage Tracker is to start using it. Let's start by entering a new trip.

1. Go to the **Business** menu and click **Vehicle Mileage Tracker**.

The **Vehicle Mileage** window opens.

All Trips									
End Date	Type	Business Name	Purpose	Starting Location	Destination	Vehicle	km	Rate	Expense
							Total	0.000	AU\$0.00

2. Enter information in the **Vehicle Mileage Tracker** fields.
3. Enter the trip start and end dates, or select them from the pop-up calendars provided.

4. Select a trip type from the drop-down list.
5. Enter a purpose for the trip. (Optional)
6. Enter a destination for the trip. (Optional)
7. Enter the vehicle used. (Optional)
8. Enter the odometer reading and total kilometres travelled.
9. Enter parking and toll charges, if any. (Optional)
10. Enter the rate of reimbursement if you are being reimbursed for these kilometres. (Optional)
11. Click **Record Trip**.

Once you record details for a trip, Home & Business will store it in the **Vehicle Mileage** list.

DETERMINING YOUR NET WORTH

9

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After recording your everyday financial activities in Reckon Accounts, you can get an excellent picture of your financial health.

This chapter shows you how you can see the state of your financial health based on the data you have entered into your Reckon Accounts file.

Before you start

To get a complete picture of your net worth, you should enter into Reckon Accounts all the financial information discussed in the previous chapters as they apply to your situation before continuing with this chapter. If you have completed the previous chapters, most of your work here is already done.

What you'll need

You will need information about the purchase price and value of your assets (home, vehicle, and so on), as well as information about any loans that might be associated with them.

Putting it all together

Although using Reckon Accounts as described in the previous chapters can bring a great deal of order to your finances, you still don't have the complete picture of your financial situation that Reckon Accounts can offer.

In this chapter, you'll learn how to use the tools and information in the Property and Debt Centre to track the assets (what you own) and liabilities (what you owe) not reflected in your bank balance or stock portfolio.

The more financial information you put in your Reckon Accounts file, the more Reckon Accounts can help you understand and improve your overall financial health. When you add asset and liability accounts, you're increasing the power of Reckon Accounts to incorporate all your financial data into a single, clear picture of where you stand and where you can go.

In this chapter, you'll learn how to add the following types of accounts:

- An asset account for a home you own or are buying, with an associated liability account if you're paying a

mortgage

- An asset account for a vehicle you own or are buying, with an associated liability account if you're paying off a vehicle loan
- An asset account for other property you own, such as a stamp collection or a work of art
- A liability account for other loans or debt, such as a student loan

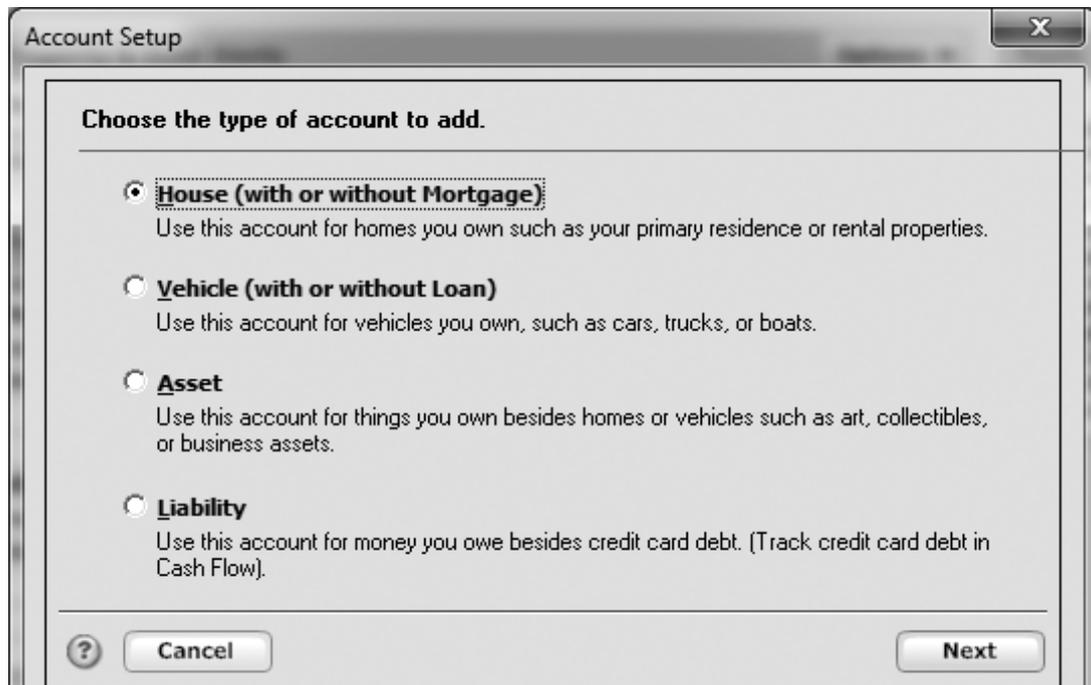
Tracking your home value and associated loan

If you own a home, you can use Reckon Accounts to track its value, along with the mortgage that may be associated with it. Reckon Accounts calculates the value of your equity, the interest you pay each year, and the remaining loan balance.

Reckon Accounts creates both an asset and a liability account when you create a mortgage account. If you have the last statement you received for the mortgage account you plan to add, get it now. You can use the statement to enter the most recent values, such as balance remaining on the mortgage, while you're adding your account.

To begin tracking your home value:

1. Go to the **Property & Debt** menu and click **Go to Property & Debt Centre**.
2. In the **Property & Debt Accounts** snapshot, click **Add Account**.
3. Select **House (with or without Mortgage)**, then click **Next**.



4. Type the name by which you want to refer to this account in the **Name this account** field, then click **Next**.
5. Follow the onscreen instructions and click **Next** to move through the pages. Click the **Help** button if you need more information.



When you add the account, enter the purchase price and the estimated current market value if you know it.

Reckon Accounts enters the purchase price as the Opening Balance and adds an adjustment transaction in the House account register to reflect the current market value. This allows you to track your equity.

You can enter additional transactions to keep the equity value current as the home's value changes over time.

If you told Reckon Accounts that you have a mortgage on the house, Reckon Accounts adds two accounts: one for the positive value of the house (a House account), and one for the negative value of the loan (a House Loan account).

To change any details about your loan:

1. Go to the **Property & Debt** menu and click **Loans**.
2. Select the loan you want to edit.
3. Click **Edit Loan**.

The **Edit Loan** window opens.

Edit Loan

Loan Information

Opening Date: 15/09/2011

Original Balance: 0.00

Original Length: Years

Compounding Period: Daily

Payment Period

Standard Period: Monthly

Other Period: Payments per Year

? Cancel Next

4. Enter the required loan information.

5. Click **Next**.

Reckon Accounts opens another **Edit Loan** window.

Edit Loan

Balloon Information

No Balloon Payment

Amortized Length: Years

Calculate

Current Balance

Current Balance: as of:

Payment

Payment Amount (P+I): due on:

Calculate Interest Rate:

? Cancel Back Done

6. Enter the required loan information.

7. Click **Done**.

To edit any details about your loan payment:

1. Go to the **Property & Debt** menu and click **Loans**.

2. Select the loan you want to edit.

3. Click **Edit Payment**.

The **Edit Loan Payment** window opens.

Edit Loan Payment

Payment

Current Interest Rate: 0.0%

Principal and Interest: 0.00

Other amounts in payment: 0.00 **Edit...**

Full Payment: 0.00

Transaction

Type: Payment **Payment Method...**

Payee:

Memo:

Next Payment Date: 15/10/2011

Category for Interest:

Show as a bill

Address...

Pay Now...

OK **Cancel**

4. Enter information about your standard loan payment.

5. Click **OK**.



To have Reckon Accounts remind you to enter each payment transaction, click **Payment Method**, select **Scheduled Transaction**, and then enter details on when and how the transaction should be entered.

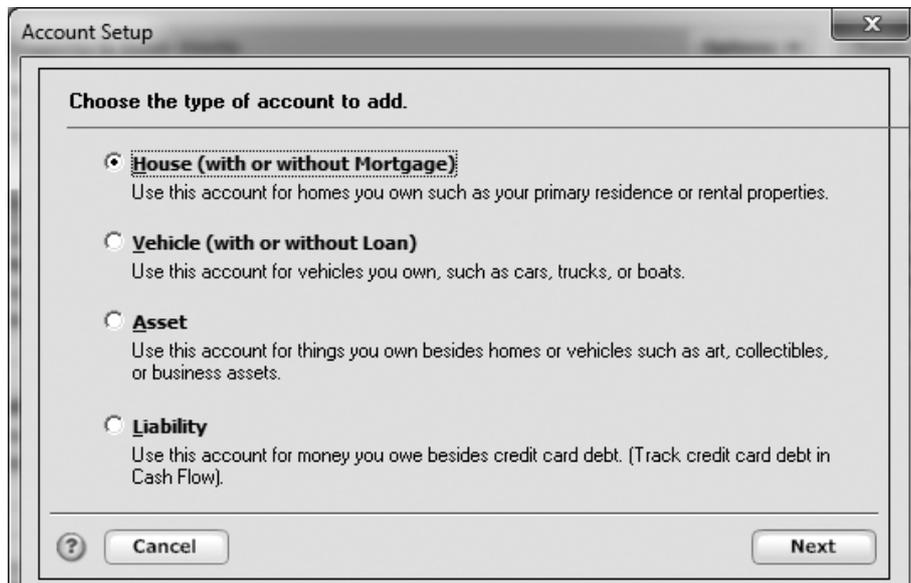
Tracking a vehicle value and associated loan

The steps for tracking a vehicle's value and associated loan are almost identical to those for adding a house and mortgage account. When you add a vehicle loan account, Reckon Accounts adds both an asset and a liability account.

If you have your most recent statement for the vehicle loan, get it now.

To add a vehicle loan account:

1. Go to the **Property & Debt** menu and click **Go to Property & Debt Centre**.
2. In the **Property & Debt Accounts** snapshot, click **Add Account**.



3. Select **Vehicle (with or without Loan)** and click **Next**.

The Account Setup wizard for tracking a vehicle opens.

4. Follow the onscreen instructions, clicking **Next** to move through the pages.

If you told Reckon Accounts that you have a vehicle loan, Reckon Accounts adds two accounts: one for the positive value of the vehicle (a vehicle account), and one for the negative value of the loan (a vehicle loan account).

Edit Loan

Loan Information

Opening Date: 15/09/2011

Original Balance: 0.00

Original Length: Years

Compounding Period: Daily

Payment Period

Standard Period: Monthly

Other Period: Payments per Year

? Cancel Next

5. Enter the requested information about your vehicle loan. Click the **Help** button for additional information. That's it! You've set up Reckon Accounts to track the value of your vehicle and associated loan details.

Adding other asset and liability accounts

You can track the value of anything that you own (asset) or owe (liability) in Reckon Accounts.

Use the same procedures as in previous sections to create any asset or liability account that you want Reckon

Accounts to include when evaluating your financial situation. If you don't want to track your assets or liabilities in great detail, you can create a single asset or liability account. For each account, enter a total value that you think is a good estimate of the total value of your assets or liabilities.



When you create a house or vehicle account, Reckon Accounts prompts you to create the associated liability account and loan (if any). Don't forget to create a liability account and loan for any other assets for which you owe money.

Analysing your personal net worth

Now that Reckon Accounts has more information about your finances, you can learn more about the value of your net worth.

Using the Financial Overview Centre

The Financial Overview Centre shows changes to your assets and liabilities over time, including cash flow and investment accounts. It also shows you the percentage of your finances in each type of account.

To view a summary of your net worth:

1. Click the **Financial Overview** tab at the top of the screen.
The **Financial Overview Centre** window opens.
2. Click the **Net Worth** tab.

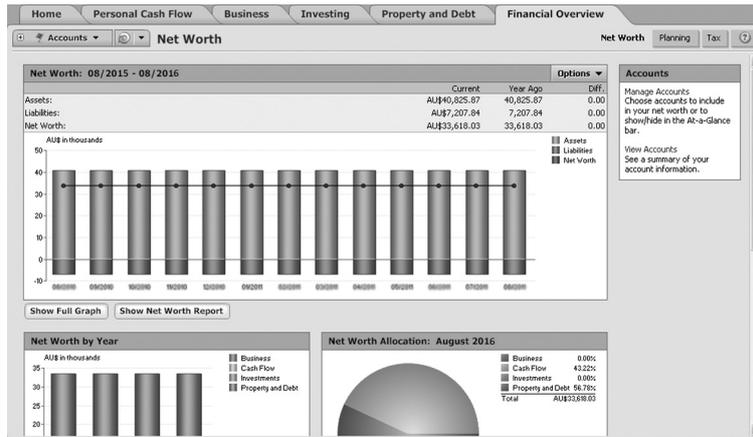
Using the Net Worth report

This report shows your net worth as of a specified date. Reckon Accounts calculates your net worth by adding the balances of your chequing, savings, cash, asset, and investment accounts (your assets), and then subtracting that total from the balances of your credit or charge card and liability accounts (your liabilities).

To generate a Net Worth report:

1. Go to the **Reports** menu and click **Reports & Graphs Centre**.

The **Reports & Graphs** window opens.



2. Select **Net Worth & Balances** from the list
3. Click **Net Worth**

4. In the **Report Balance as of** field, edit the date as you like. (Optional)
5. Click **Show Report** or **Show Graph**.

Reckon Accounts displays a report or graph that shows the value of all your assets and liabilities.

If you want to exclude certain information from your net worth report, click the **Customise** button, make any desired changes, and then click **Show Report**.

For example, if you want a report that excludes non-current assets - such as your home - click **Customise** and clear the asset and liability accounts for your home on the **Accounts** tab.

Reckon Accounts enables you to plan your financial future. You can do this based on existing data or use sophisticated calculators to plan scenarios to help you make the right decision. This chapter looks at developing a long-term plan for personal finances. This includes budgeting, reducing debt, and planning for future loans or savings.

Before you start

Think about when you would like to retire and what kind of standard of living you anticipate. Consider any large purchases you would like to make, and any life changes that you might be facing - such as having children or sending them through University.

What you'll need

If you haven't already set up the accounts discussed in the previous chapters, you will need information such as account balances, the value of what you own and what you owe, and so on.

Planning your finances

The Planning Centre provides tools that help you develop financial plans for things like retirement, University fees, home ownership, debt reduction, superannuation or special purchases. In this chapter, we'll have a quick look at the following tools.

- Budget
- Debt Reduction Planner
- Financial Calculators

Creating a budget

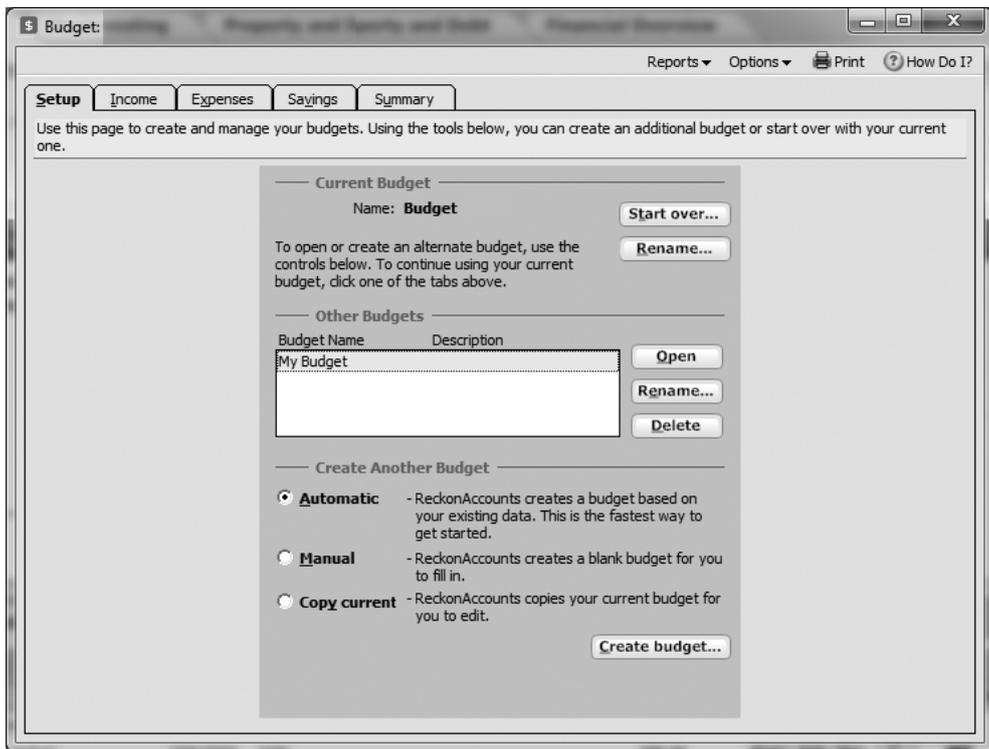
You can create a budget in Reckon Accounts to see how much you can afford to spend on different items over

time. Apart from creating your real-life budget, you can also create scenarios to see what you can afford in different situations.

To access the **Budget** feature, go to the **Planning** menu and click **Budget**.

You can create a budget in three ways:

- **Automatic** - where Reckon Accounts creates a budget based on the actual income and expenses you've recorded in your Reckon Accounts file. This is a quick way to get started and helpful to see how your actual finances are going. However, missing details in your Reckon Accounts file will show up when you create a first budget this way.
- **Manual** - where you enter your information manually into an empty budget that Reckon Accounts creates. Details in this form are exactly what you enter, and do not relate to existing data in your Reckon Accounts file. This is a good method to use if you have just started a new Reckon Accounts file.
- **Copy current** - where Reckon Accounts copies an existing budget already saved, which you can modify to reflect your current circumstances.



When you open the **Budget** feature, you'll be able to choose one of these methods of creating a budget from the **Setup** tab. Follow the onscreen instructions as you work your way through the **Budget** wizard.

Using the Debt Reduction Planner

Have a debt you want to get rid of? You need a good plan. You'll get a great start by using the **Debt Reduction Planner**.

The **Debt Reduction Planner** wizard guides you through the process of setting up a plan to reduce your debt. It asks you questions about how much you owe, pay as interest, receive as income and so on. You'll develop a picture of how you can best pay off your debts - long term or short term. As you continue to make selections in the wizard that best fit your personal lifestyle, Reckon Accounts will conclude with a personal, detailed debt reduction plan.

To access the **Debt Reduction Planner**, go to the **Planning** menu and click **Debt Reduction Planner**. Then, follow the onscreen instructions.



Taking advantage of financial calculators

Reckon Accounts provides the following planner and financial calculators:

- Budget Planner

You can work out where your money is going and how you can save more by spending less with Money Smart Budget Planner.

- Retirement Planner

You can plan how much income you are likely to have after you retire, and what you can do now to boost your super with Money Smart Retirement Planner.

- Loan Calculator

You can work out how much a loan will cost before you apply.

- Refinance Calculator

You can explore the options of refinancing your current home loan.

- Savings Calculator

You can get a quick approximation of how much you can save.

- University Calculator

You can work out how much you need to put away for a University fund for your child. You can work out what you need to put away regularly to meet a particular amount. You can also work out how much you'll have if you make a regular contribution.

- Retirement Calculator

You can get a quick approximation of what you need to put away over time in order to have the right amount of money when you retire.

- Credit Card Calculator

You can check how long it may take you to pay off your credit card debt with Money Smart Credit Card Calculator.

- Managed Funds Calculator

You can test or model how your choices may affect the future value of your investments with Money Smart Managed Funds Calculator.

- Superannuation Calculator

You can test or model how your choices may affect your superannuation over the long-term with the Money Smart Superannuation Calculator.

- Super vs Mortgage Calculator

You can work out if you will be better off putting spare money into your super or your mortgage with Money Smart Super vs Mortgage calculator.

These calculators are designed to give you quick approximations for the different circumstances that they service. They're great as a starter when you're considering how to handle your finances before taking the plunge of a loan, or after taking a loan and discovering where you can tighten your financial management.

SOLVING PROBLEMS AND GETTING PRODUCT SUPPORT



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If you can't solve a problem you're experiencing with Reckon Accounts Personal Plus or Home & Business, you can get help from Reckon's technical support team by telephone, fax or email. Reckon also provides a website with a database of support articles (Knowledge Browser), as well as a directory of Reckon Accredited Professional Partners.

Technical support options and Reckon services

Reckon Advantage

Reckon Advantage membership entitles you to free weekday technical and installation phone support, product upgrades and special offers. Terms and conditions apply. For more information, visit www.reckon.com.

Fee-based services

Reckon offers a number of support plans to meet your individual needs.

Timed Call Support: A one-off support call that is charged by the minute. Maybe you don't have twenty four hours to solve your problem but need to speak with one of our specialists right away? For instant help during business hours, ring our telephone support service for the advice you need.

Data Recovery: If your Reckon Accounts data file becomes damaged, we can provide data recovery service, which is available for a fee.

Password removal: If you forget your Reckon Accounts file password, we can remove your password so you can access your important data, a service that is also available for a fee.

Reckon's website

The Reckon website, (www.reckon.com), provides answers to many Reckon Accounts questions, important product updates, and access to help through the Knowledge Browser, an online technical support database.

If you're connected to the Internet, you can access the Reckon website directly from the **Help** menu in Reckon Accounts.

Reckon Accredited Professional Partners

Developing a strong, knowledgeable network of professionals is an important part of our commitment to delivering exceptional support to our Reckon Accounts customers. Whatever your individual needs may be, Reckon has an expert to help.

The Reckon Accredited Professional Partners referral service is free. The professional you select will provide you with information about their fees.

If you are an accountant, bookkeeper, or computer consultant, consider becoming a member of this unique community. To find a Reckon Accredited Professional Partner, or to become one yourself, visit the Reckon website. Details for contacting Reckon are provided below.

Talking to a technical support representative

Be prepared when you call

If you need to call for assistance, you will get an answer quicker if you:

- Make sure you have registered your copy of Reckon Accounts and have your registration details and customer ID number ready. (It's a good idea to have written this down in the front of this User Guide following registration.) To display your licence number, go to the **Help** menu and click **Licence Information**.
- Are at your computer with Reckon Accounts running.
- Try to remember the windows you opened and the tasks you carried out before encountering the problem. Know the exact wording of any message that appeared in the window(s).
- Have a pencil and paper handy to take notes.

- Have the following information ready when you call:
 - Model of computer and amount of memory (RAM) and hard disk space
 - Accessory manufacturer, type and model (for example, monitor or printer)
 - Operating system version
 - Network configuration and software version

Solving problems on your own



We recommend you back up your Reckon Accounts data file before you start. See “Backing up your Reckon Accounts data file” on page 24 for more information.

Guidelines for solving typical problems

Use the following examples as a guide to solve the problems you have.

Try the procedure again

Start at the beginning. Examine windows where you filled in fields to be sure you are asking the program for what you want.

Try a related procedure

For example, if you have a printing problem:

- Ensure the printer is working by trying to print something else. If you have trouble printing cheques, try printing a report. If you can't print one of the sales forms, try printing a similar form.
- If you can't print from Reckon Accounts, try printing from another program such as Microsoft Notepad. If nothing prints from Notepad, you know the problem is likely to be related to the printer, not the software. Check the printer connections, printer driver, print queue and so forth.

Think about what has been changed

If something used to work but no longer does, think about what may have changed.

- Have you changed or added other programs on your computer?
- Have you added a new printer?
- Have you moved the Reckon Accounts data file to a new location?
- Have you changed a setting in the **Preferences** window?

If the program “hangs” or locks up

There are a number of reasons why your system may freeze while using Reckon Accounts. Try restarting your computer. If restarting doesn't help, go through the following questions and take any related action:

- Does your computer system or network meet the minimum requirements necessary for Reckon Accounts, as outlined in the Reckon Accounts Installation and Upgrade Guide? (A copy of the Guide is included on your Reckon Accounts DVD. The most recent version, including any last-minute changes or updates, is available on the Reckon website.)
- Are you making the best use of available system resources by shutting down other programs that are running? (Check for programs that may be running in the background without your knowledge.)

- Do you have enough hard disk space available?
- Do you have any conflicts with sound or video drivers?



If you experience system freezes while using Reckon Accounts, you may want to call for technical support.

Contacting Reckon

Australia		
Product Activation	Products can be activation online 24 hours a day, or by telephone during business hours.	If you can't activate your product using onscreen instructions after going to the Help menu, then clicking Register Reckon Accounts, call: 1300 650 061
Product Re-activation	<p>You can re-activation your program through this service.</p> <p>Re-activation is capped at \$9. (Charges include GST and only apply once you are connected to a representative.</p>	Call: 1902 266 522

Australia

Customer Service and Reckon Sales	For pre-sale, product-specific information, to purchase an upgrade, for order inquiries, or information on Reckon Advantage and so on.	Call: 1300 784 253 Email: customerservice@reckon.com Fax: 02 9577 5557
General Product Information	For general product information and FAQs.	Visit: http://www.reckon.com
Technical Support	Call cost \$4.90/min (Charges include GST and only commence once you are connected to a technical support representative.) Charges are higher from public and mobile phones. Advantage customers receive free technical support for the duration of their membership. Search the Knowledge Browser for answers to common questions.	Call: 1902 223 101 Call costs subject to change. Go to http://www.reckon.com . Refer to your Advantage Welcome Pack for information on free Technical Support. Visit: http://www.reckon.com

Australia

Data Recovery	<p>To request data recovery for a damaged Reckon Accounts data file.</p> <p>For more information on data recovery online.</p> <p>To prevent having to request data recovery, you can use Reckon's online backup service, Reckon Backup.</p>	<p>Go to the Data Services website</p> <p>Visit: http://www.reckon.com.</p> <p>Visit: http://www.reckon.com.</p>
Password Retrieval	To request a forgotten password be removed from your file.	http://www.reckon.com .
Reckon Stationery	<p>Reckon offers a range of stationery that works with your Reckon software.</p> <p>Cheques, invoices, pay slips and more – Reckon stationery helps deliver the most from your accounting software!</p>	<p>Call: 1300 301 166</p> <p>Fax: 1300 131 972</p>
Update your details	Keep your details current so we can keep you up to date on product developments and important software changes.	Update your details online at http://www.reckon.com .
Postal Address	Reckon postal address to send software orders as well as any other written correspondence.	<p>Reckon Limited Locked Bag 7522 McMahons Point NSW 2060</p>
Website address	www.reckon.com	

New Zealand

Product Registration	Call: 0800 933 606 (from within New Zealand) +64 9 489 9440 (from abroad)
Customer Service	Call: 0800 477 292 Email: presales@reckon.co.nz Visit: http://www.reckon.co.nz
Technical Support	Call: 0800 933 666 (attracts a per-incident charge) 0900 33 609 (attracts a per-minute charge) Charges are higher from public and mobile phones. Visit: http://www.reckon.co.nz

LICENCE AGREEMENT

THIS IS AN IMPORTANT DOCUMENT. PLEASE READ THIS CAREFULLY.

This is a contract between Reckon Limited (ACN 003 348 730) (Reckon) and you. By using the Software supplied with this document, and the related user guides and materials (together the Software), you agree to be bound by the terms of this Licence and the application of Reckon's Privacy Policy www.reckon.com to information collected from you. The Privacy Policy can also be viewed on the website. This Licence covers copies of the Software provided for evaluation or trial purposes, subscription versions and non-subscription or full versions of the Software. Some Licence provisions may not be applicable to you, depending on the particular version of the Software you have purchased or if you are using the Software for evaluation purposes. The defined terms and the rules of interpretation in this Licence are set out in clause 14.

Important: Please refer to the website for details of the Software, minimum requirements and functionality. Please also refer to Reckon's Privacy Policy at www.reckon.com There are a number of technical features within the Software that may affect your ability to continue to use the Software. These are outlined in more detail in the terms of the Licence, but in summary:

- You are purchasing the right to use the Software, not to own it;
- If you have been provided with a Trial Version, you may only use the Software on a temporary basis to evaluate the Software's functionality and suitability for your requirements;
- The Software contains registration and activation processes to guard against illegal copying;
- To continue using the Software, those processes require you to verify your compliance with the terms under which you are licensed to use the software (for example: the number of computers on which the software is installed) and to permit continued reactivation of the Software from time to time. This involves, in all versions, periodically verifying your licence details, and in the subscription version, renewing your subscription when it falls due. Reckon may also verify subscription customers during a subscription period and not only at renewal. You will also need to reactivate your Software if you want to reinstall it (for example, if you upgrade your computer or if you have a hard drive failure, and you may incur a technical support cost for this);
- When you purchase the Software or during the course of your subscription you will be provided with an installation key code ("IKC") for your exclusive use in accordance with the terms of this licence. Please keep the installation key code in a safe place. You may need it when you first install or re-install (if permitted) the Software and to reactivate the Software. Please note if you lose your installation key code that it will not be replaced by Reckon and you will not be able to install or reactivate the Software;
- You also need a licence key to reactivate your Software. In addition, with some older versions of the Software, you will not be able to re-install or reactivate the Software if you do not have your installation key code - see details below on Reckon's sunset policy;

- There will be no charge to activate the Software initially or to reactivate your Software when you verify your licence details or renew a subscription, Reckon may charge you a fee for technical support if it needs to reissue a licence key provided also that the version of the Software you are using has not been 'sunsetting' as explained below. Reckon may also charge a fee if you need to reactivate the Software in other circumstances (for example, if you need to reinstall the Software if you upgrade your computer or due to a hard drive failure);
- If you do not renew your subscription, which also requires you to install and use the updated Software or if you do not verify your licence details (as applicable) within the required period, the Software may continue to operate but with impaired functionality or you may not be able to access the Software at all (including printing out or viewing any of your data or records); and
- Reckon has a 'sunset policy' which means that technical support is not available for some older versions of the Software. This includes the ability to install or re-install that Software for any reason if you have lost your installation key code for those old versions. If you wish to continue using the Software in those circumstances, you will need to purchase a new copy of the current version of that Software.
- Data Collection & Privacy: You acknowledge that Reckon collects information from you when registering, activating and validating the Software and when you use the Software. For details on how we collect, use, disclose and store your personal information and how you can contact us if you want to access or correct personal information, please refer to Reckon's Privacy Policy on our website www.reckon.com. By activating and using the Software you consent to Reckon's collection and use of the information collected from you in accordance with Reckon's Privacy Policy
- Use of Software is not provision of tax, accounting or other professional advice:
 - (a) The information contained in the Software may contain features designed to assist you in complying with the requirements of relevant legislation.
 - (b) In providing you with information which may relate to relevant legislation, Reckon is not engaged in rendering legal, accounting or other professional services and that nothing in the Software constitutes taxation, financial, wealth management, superannuation or other professional advice. Legal, accounting or other relevant professional advice should be obtained before taking any action in reliance on this Software.
 - (c) While relevant reports produced using the Software will be compliant with legal requirements at time of release, as these requirements may change from time to time, you should confirm compliance with your tax, accountant or professional adviser before relying on any such reports.
 - (d) The help contained in this Software is not a substitute for obtaining the appropriate independent professional advice. If legal advice or other expert assistance is required, you should seek the service of the appropriate competent professional.
- Third Party Online Services: The Services may contain access to, or features that interface with, third party online services ("Third Party Online Services"). Where Third Party Online Services are available, separate terms and conditions with the provider of the Third Party Online Services may apply and access to the Third Party Online Services may be terminated if you do not pay the required charges. Charges may apply for the use of Third Party Online Services including the cost of internet access. Except as required by the Consumer Guarantees, access to Third Party Online Services may be withdrawn by Reckon at any time. Reckon does not make any recommendations in relation to the Third Party Online Services or accept any liability or responsibility for any loss or damage relating to the Third Party Online Services except as required by the Consumer Guarantees.

- **Back up & Data Retention:** You should ensure you conduct regular backups of your data. Except as required by the Consumer Guarantees, Reckon on behalf of itself and/or any of its distributors and associates, does not assume any liability with regard to your use of the Software, including but not limited to, loss of data. In addition, you should confirm your data retention requirements for tax and compliance purposes with your professional adviser.
- **Liability:** To the maximum extent permitted by any law, including the Competition and Consumer Act 2010 (Cth) Consumer Guarantees, Reckon will not be liable responsible for delays, non-performance, failure to perform, processing errors nor will the liability of Reckon include or extend to any special or consequential loss or damage suffered by you, except where required by the Consumer Guarantees.
- **Disclaimer:** To the maximum extent permitted by any law, including the Consumer Guarantees, neither Reckon or any provider of Third Party Services ("TPS Providers"), including but not limited to any Third Party Online Services including any bank, will be responsible for any data submitted, entered or created using the Services or any Third Party Services (for example, including but not limited to bank data feeds), delays, non-performance, failure to perform, processing errors or any other matter or thing which may be required from any TPS Providers, such as an authority or approval, or any agreement with Reckon or any TPS Providers, as the case may be. You are responsible for the accuracy of all data entered; all output created by you relying on the data entered; and where relevant, that any data or document lodged is accurate, timely and is compliant with all relevant laws and regulations, including keeping the required documentation and records needed to be kept to meet regulatory requirements in relation to the information or material lodged and any other data retention or compliance requirements. Nor will the liability of Reckon, or any TPS Providers, including but not limited to any bank (whether jointly, severally or jointly and severally) include or extend to any special or consequential loss or damage suffered by you, except where required by the Consumer Guarantees.
- **Limitation of implied terms:** In relation to goods or services not ordinarily acquired for personal, domestic or household use, Reckon's (and its distributors') liability for breach of any guarantees, implied conditions or warranties that cannot be excluded is limited, to the extent permitted by law and at the option of Reckon, to repair the goods, or the cost of repairing the goods, to replacing or re-supplying the goods or services or their equivalent again or the payment of the cost of having the goods or services or their equivalent replaced or supplied again. You acknowledge that this clause, and any reliance on it by Reckon, is fair and reasonable.
- **Reckon's Contact details:**
 - Business address: Level 12, 65 Berry Street, North Sydney, NSW 2060
 - Contact number: 1300 784 253
 - Contact email: customerservice@reckon.com

1. LICENCE

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- (b) *Licence to use*: Reckon grants you a personal, non-exclusive, non-transferable, limited licence to use the Software on the terms of this Licence for the period determined in accordance with clause 10.
- (c) *No transfer of copyright*: The Software is licensed not sold, despite any reference to “purchase” or “sale” in this Licence or in any invoice or purchase order for the supply of the Software. Reckon reserves all rights not expressly granted to you. Reckon Limited is the owner of copyright in the Software and retains ownership of the copyright and all other intellectual property rights in the Software and is protected by copyright law and international copyright treaty.
- (d) All access to the Software is solely verified by user Login and password;
- (e) You are entirely responsible for maintaining the confidentiality of all your licence and access details (eg user name and password) and every user of your Software including Third Party Online Services, such as bank data feeds;
- (f) You agree only to grant access to the Services for use by you or on your behalf;
- (g) You are entirely responsible for the access rights that are granted to any person or other users using your Software, including Third Party Online Services.
- (h) You are entirely responsible for any and all activities using the Software by any person or persons, including Third Party Online Services, such as bank data feeds;
- (i) You are responsible for the accuracy of all information and authorisations provided to Reckon or any third party service providers, relating to the Software or access to any of the Third Party Online Services, for example bank data feeds;
- (j) Reckon will not be liable for any loss that you may incur as a result of unauthorised use of your Software or any Third Party Online Services, by any person or persons;
- (k) You may be held responsible for losses incurred by Reckon or any third party due to any unauthorised use of your Software or any Third Party Online Services, by any person or persons; and
- (l) Access to your Account may be restricted by user login and passwords.

2. YOUR PERMITTED USE OF THE SOFTWARE

- (a) *Single use licence*: If you have purchased a single user licence, you:
 - (i) may install the Software once, on one computer only. However, if you wish to reinstall the Software (for example, if you need to install the Software on a replacement computer), then clause 3 will apply; and

- (ii) must ensure that the Software is used by one person only at any one time.
- (b) *Additional licences:* Subject to any multi-user licence that you have obtained, if:
 - (i) more than one person is to use the Software at the same time; or
 - (ii) the Software is to be installed on more than one computerthen you must obtain an additional licence for each additional person or computer.
- (c) *General restrictions:* You must not:
 - (i) use or rely upon the Software for any purpose or in any manner for which the Software is not warranted;
 - (ii) copy, reproduce, translate, adapt, vary, merge or modify or create any derivative work based on the Software;
 - (iii) reverse engineer, decompile, disassemble, reconfigure or otherwise attempt to discover the source code of the Software; or
 - (iv) sell, market, network, transfer, lease, license, sub-license, rent, lend, share or otherwise dispose of or distribute the Software and/or the relevant unique installation key code ("IKC"); or
 - (v) use the Software to provide any a bureau, hosting or other services by internet or by any other means.
- (d) *Licence verification:* Upon written request from Reckon, including by e-mail, you agree to provide Reckon with a signed certificate:
 - (i) verifying that the Software is being used fully in accordance with this Licence, including user and machine limitations; and
 - (ii) listing locations, types and serial numbers of equipment on which the Software is run.You agree to allow Reckon to use and disclose any personal details provided to Reckon in connection with this Licence in accordance with Reckon's then current privacy policy displayed on Reckon's website.
- (e) *Audit rights:* Reckon may also audit the number of copies of the Software in use or possession by you, the equipment on which the Software is installed or used and the number of users using the Software. Audits will be conducted in your normal business hours, or upon reasonable prior written notice, at Reckon's expense. If the audit reveals underpaid or unpaid fees due to Reckon, you will be invoiced for them based on Reckon's then current price list, and if these exceed 5% of the licence fees you have already paid, you will also be invoiced for the cost of the audit.

3. BACK-UP & DATA RETENTION

- (a) *Back up:* You should also ensure you conduct regular backups of your data. Except as required by the Consumer Guarantees, Reckon on behalf of itself and/or any of its distributors and associates does not assume any liability for loss of data.
- (a) *Data retention:* You are responsible for ensuring you meet all your data retention requirements for tax and any other compliance purposes. You should confirm these requirements with your professional adviser, as some legislation requires you to keep copies of certain data for later reference, for example, for the ATO or ASIC

4. PRODUCT ACTIVATION AND VERIFICATION

- (a) *Initial registration and verifying licence details:* This Software may contain technology that protects Reckon against illegal copying. As a consequence, you may be required to:
- (i) register your details during the initial installation (including your name, contact details and details of the hardware on which the Software will be installed (if this is not done automatically by the Software));
 - (ii) if you have a full version, have the Software reactivated periodically thereafter by verifying your licence details to confirm you are using the Software in accordance with these Licence terms;
 - (iii) if you have a subscription version, have the Software reactivated (on payment of Reckon's renewal fee and verification of your licence details) if you wish to renew the subscription;
 - (iv) have the Software reactivated by Reckon if you wish to re-install the Software (for example, if you would like to install the Software on a new computer or if you have a hard drive failure and need to reload your Software); and
 - (v) provide to Reckon the details of your installation key code and product key code for the Software as part of the reactivation process.

You agree to activate or reactivate the Software within a reasonable time or within such time as the Software prompts you to do so.

- (b) *Key codes:* Each copy of the Software is provided with a unique installation key code ("IKC") (which may appear on the packaging or the cover of the media on which the Software is contained). This IKC is for your exclusive use only in accordance with the terms of this Licence. You should keep the installation key code safe. As per clause 4(a)(v), you will be required to provide your installation key code to Reckon when you reactivate your Software.
- (c) *Manner of verification:* You must verify your licence details in the manner required by Reckon from time to time (which may include email or online registration via the Internet). The Software may prompt you as to the required manner of verification.
- (d) *Charges for reactivation:* Reckon will not charge you to activate the Software initially or to reactivate your Software when you verify your licence details or renew a subscription, unless you have lost your installation or licence key code. You need both your installation code and your licence key to be able to reactivate the Software. Reckon may charge you a fee for technical support to reissue a licence key code. Reckon may also charge a fee for technical support if you need to reactivate the Software in other circumstances (for example, if you need to reinstall the Software because you have a new computer or need to reload the Software due to a hard drive failure). For the current fees go to <http://www.reckon.com>. If you have lost your installation key code, Reckon will not replace that code, and you may be required to purchase new software.
- (e) *Consequences of non-renewal and failure to verify details:* This Software is provided to you on the understanding and acknowledgment that it may contain technology which deactivates and disables the Software if a subscription is not renewed or in the case of a full licence version, you have not verified your licence details when periodically prompted to do so by Reckon or by the Software. If the Software is not reactivated within the required period, the Software may continue to operate but with impaired functionality or you may not be able to access the Software at all (including printing out or viewing any of your data or records).

- (f) *Statutory declaration:* In certain circumstances, before permitting a re-activation, Reckon may require you to provide it with a Statutory Declaration stating the reasons for re-activation in a form required by Reckon.
- (g) *Older versions:* Reckon has a sunset policy (covered in more detail in clause 5(a)) which means that technical support is not available for certain older versions of the Software. If technical support is not available for your version, you will not be able to reactivate or reinstall your Software if you do not have your registration key code. Reckon will not be obliged to provide you with a replacement key code and in those circumstances you will need to purchase a new version or Upgrade in order to continue using the Software. Please go to <http://www.reckon.com> to see the sunset policy.

5. DATA COLLECTION AND PRIVACY

- (a) You acknowledge and agree that Reckon collects information from you when registering, activating and validating the Software. Additional information may also be collected in relation to your use of the Software. Reckon handles personal information in accordance with the Privacy Act 1988 (Cth) and the applicable Privacy Principles. For details on how we collect, use, disclose and store your personal information and how you can contact us if you want to access or correct personal information please refer to Reckon's Privacy Policy on our website www.reckon.com.
- (a) By activating and using the Software, including technical support:
 - (i) You agree to allow Reckon to use and disclose any personal details information provided to Reckon in connection with this Licence in accordance with Reckon's then current privacy policy displayed on Reckon's website; and.
 - (ii) you acknowledge and agree that you are solely responsible and liable for any personal information you collect, use or store using the Software

6. TECHNICAL SUPPORT

- (a) *Period when technical support is available:* Reckon will provide technical support for the Software only (and for the avoidance of doubt this does not include support for third party hardware or software, which remains the responsibility of the relevant third party), during the following periods:
 - (i) in the case of a subscription version of the Software, during the period for which you have paid the relevant subscription fees (unless further releases of the Software in question are discontinued); and
 - (ii) in the case of a full version of the Software, there is a 'sunset period' during which technical support may not be available for that version. The sunset period for a version will commence on the earlier of:
 - (A) 2 years after the date on which you first installed the version on your computer; or
 - (B) the date Reckon releases the second successive Upgrade to that version.

For further explanation of Reckon's sunset policy please go to <http://www.reckon.com>.

- (b) *What is included as part of technical support:* Reckon will provide technical support in accordance with its then current technical support policy, which may include::
- (i) as contemplated by clause 4, the technical support required to reactivate the Software or to issue a replacement registration key code (for example, when you verify your licence details, renew a subscription or if you need to reinstall the Software);
 - (ii) provision of telephone help desk support services;
 - (iii) access to technical information about the Software contained on Reckon's website; and
 - (iv) the ability for you to download Updates,
- but it does not include provision of Upgrades of the Software. For further explanation of Reckon's technical support policy please go to <http://www.reckon.com>.
- (c) *Fees:* Clause 4(d) sets out the circumstances when you will (and when you will not) be required to pay charges for the technical support to reactivate your Software (including when you wish to reinstall the Software) or for Reckon to issue a replacement registration key code.
- For all other technical support, Reckon may charge you a fee in accordance with its then current technical support policy.

7. ONLINE SERVICES

- (a) *Interaction with Online Services:* The Software may contain access to, or features that interface with, third party online services ("Third Party Online Services"). Examples of Third Party Online Services that may be applicable to the Software are ASIC, EFTPOS, SBR-enabled services, an online share price download facility, bank data feeds, and a statement download facility, bill and other payment services, a superannuation choice facility, online backup facility, payroll services and a debt recovery facility, technology, hardware or application, which may or may not be provided at an additional charge on a subscription basis measured for one year from the date of registration.
- (b) *Terms for Third Party Online Services:* Certain Third Party Online Services are not available for all versions of the Software. For example, in the case of bank statement download services, not all banks provide services that connect to the Software. Third Party Online Services are only available for 12-month periods for subscription versions and 24-month periods for full versions. In the case of a full version, access to Third Party Online Services in the second 12-month period may be subject to payment of the applicable charges. In order to renew access to Third Party Online Services at the end of the 24-month period in the case of a full version, you will be required to have purchased or upgraded to the latest version of the Software. In the case of a subscription version, you must have renewed your subscription. Internet access is required for all Third Party Online Services. Charges may apply for the use of Third Party Online Services (in addition to the cost of Internet access levied by your ISP). Where Third Party Online Services are available, separate terms and conditions with the provider of the Third Party Online Services may apply. In some cases Reckon may be the provider. You should check with the relevant third party provider as to the terms and conditions of use. You are responsible for all information and authorisations provided to access and use any such Third Party Online Services and for any data, form or other output relying on the use of the Third Party Online Services and/or the Services. In some cases Reckon may be the provider. You should check

with the relevant third party provider as to the terms and conditions of use. You are responsible for all information and authorisations provided to access and use any such Third Party Online Services and for any data, form or other output relying on the use of the Third Party Online Services and/or the Services. Except as may be required by the Consumer Guarantees, access to Third Party Online Services may be withdrawn by Reckon at any time. Reckon will not be liable for the withdrawal of access to any Third Party Online Services. Where access is to be withdrawn, Reckon may choose to notify you in advance provided that you have supplied Reckon with a valid and up to date email address.

- (c) In some cases you may download other third party applications, for example Google Desktop supplied by Google Inc. In such cases your agreement to be bound by the terms of this Licence will also bind you to the terms of use or other similar agreements required by such third parties for use of their products.

8. LIMITED WARRANTY

This clause 8 is subject to the consumer guarantees regime as set out in Schedule 2 to the Competition and Consumer Act 2010 (Cth) (also referred to as the Australian Consumer Law), and the Consumer Guarantees Act 1993 (NZ), as amended from time to time, or other similar legislation of a state or territory of Australia or NZ respectively (“Consumer Guarantees”).

In Australia, our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure. In New Zealand, these guarantees cannot be modified nor excluded by any contract, except in those circumstances contemplated by section 43(2) of the New Zealand Consumer Guarantees Act.

- (a) Software provided on an ‘as is’ basis: Except as required by the Consumer Guarantees, Reckon provides the Software to you on an “as is” basis and without any representations by Reckon or any of its authorised distributors regarding the use, performance or results of the use, of the Software.
- (b) Defects in media: In addition to any rights and remedies you have under the Consumer Guarantees, Reckon warrants that the media on which the Software is recorded is free from defects in manufacture for a period of 90 days from the date of delivery (for on-line purchases) or 90 days from the date of purchase (for in-store purchases). During this period, subject to clause 8(c), Reckon will replace any defective media on which the Software was supplied and any Software on that media, free of charge, unless you caused damage to the media due to poor handling.
- (c) To make a claim under clause 8(b), you must:
 - (i) email customerservice@reckon.com with the subject line ‘warranty claim’, and include the following:
 - (A) in the body of the email, provide the IKC, detail the fault and whether a workaround has been provided by a member of Reckon’s support team; and
 - (B) provide a copy of the receipt or proof of purchase and payment.

Once Reckon receives the information, Reckon will provide a preliminary assessment of the claim and contact you to advise. Software assessed on a preliminary basis to be defective by Reckon will be replaced by Reckon and sent to you at Reckon’s cost.

- (d) No guarantee that Software will be error free or that its use will be uninterrupted: While Reckon has endeavoured to make sure that the Software works substantially as per the specifications published by Reckon from time to time, except as required by the Consumer Guarantees, Reckon does not guarantee that the Software will work on all computer hardware platforms or configurations and makes no warranty that the Software will be error free or that its use will be uninterrupted.
- (e) Internet access, telecommunications networks, firewalls and security: Except as required by the Consumer Guarantees, Reckon does not guarantee connections to its online activation server as these may be dependent upon third party networks and security measures over which Reckon has no control.

9. LIABILITY

- (a) *Certain rights cannot be excluded:* Certain laws, including the Consumer Guarantees, may imply certain guarantees, conditions and warranties into this Licence or impose certain guarantees, conditions and warranties by law and give you certain rights and remedies that cannot be excluded or modified. This clause 9 and the limited warranties provided in clause 8, do not exclude or modify any of those rights if to do so would contravene that law or make any part of this Licence void.
- (b) *Exclusion of warranties:* Except as required by the Consumer Guarantees, Reckon excludes all guarantees, conditions, warranties and rights that may be implied into this Licence or imposed by law. If guarantees, conditions, warranties or other rights for your benefit are implied in this Licence or otherwise conferred by law and it is not lawful to exclude, restrict or modify them, then those guarantees, conditions, warranties and other rights will (but only to the extent required by law) apply to this Licence.
- (c) *Limitation of implied terms:* In relation to goods or services not ordinarily acquired for personal, domestic or household use, Reckon's (and its distributors') liability for breach of any guarantees, implied conditions or warranties that cannot be excluded is limited, to the extent permitted by law and at the option of Reckon, to repair the goods, or the cost of repairing the goods, to replacing or re-supplying the goods or services or their equivalent again or the payment of the cost of having the goods or services or their equivalent replaced or supplied again. You acknowledge that this clause, and any reliance on it by Reckon, is fair and reasonable.
- (d) *General exclusion and limitation:* Other than as set out in clauses 9(b) and 9(c), and as required by the Consumer Guarantees
 - (i) Reckon (and its authorised distributors) will not be liable to you or any other person for any direct or indirect loss, damages, liability, costs or expenses suffered by you or any other person relating to the performance or non-performance of the Software or any breach of this Licence or the supply of the Software or in connection with, but not limited to, the Third Party Online Services, delays, non-performance, failure to perform, processing errors use of tax tables, bank data feeds, use of third party hardware (for example but not limited to Postec services) or provision of technical support (whether by telephone or remote access or other means), nor will the liability of Reckon include or extend to any special or consequential loss or damage suffered by you, except where required by the Consumer Guarantees; and
 - (ii) Reckon's maximum liability for damages arising in connection with this Licence or the supply of the Software is limited to the amount paid by you for the Software.

- (e) *Your liability to Reckon*: You agree that Reckon (and its authorised distributors) will not be liable, other than as required by the Consumer Guarantees or as expressly set out in this Licence, and that you will indemnify the Reckon (and its authorised distributors) from any liability, loss, damage, costs or expenses which you may suffer or incur, including any breach of the Privacy Laws, as a result of your use of the Software (including any claims made against you by third parties).
- (f) *Use of Software is not provision of professional advice*: The information contained in the Software may contain features designed to assist you in complying with the requirements of the relevant legislation at the time of the release of the Software, which includes for example, but not limited to superannuation guarantee requirements, tax tables, rates for contributions or deductions calculated using the Software. These compliance requirements may change from time to time. You agree it is your obligation to ensure the details, calculations, reports and any other data or documents produced using the Software, are correct and compliant when created or used by you. Legal, accounting or other relevant professional advice should be obtained before taking any action in reliance on the Software or what is produced by you using the Software. The Software is also not financial product advice. You acknowledge that Reckon is not engaged in rendering legal, accounting or other professional services and nothing in the Software constitutes taxation, financial, wealth management, superannuation or other professional advice in relation to these matters. The help contained in the Software is not a substitute for obtaining the appropriate independent professional advice. If legal advice or other expert assistance is required, you should seek the service of the appropriate competent professional.
- (g) *Reckon has no responsibility for recommendations*: Except as required by the Consumer Guarantees, Reckon, its employees, agents, contractors and the authors disclaim any and all liability and responsibility to any person, whether a user of this Software or not, in respect of anything (including, without limitation, any error in or omission from this Software) and of the consequences of any actions taken or omitted to be taken in reliance, whether wholly or partially, upon all or any part of the content, recommendations or help contained in this Software.
- (h) *Corruption of Data and on-line access*: Except as required by the Consumer Guarantees, Reckon and its authorised distributors disclaim all liability for any corruption of data, inability to access data, loss of data, breach of privacy, or downtime as a result of or arising from the use of any online link available between the Software and another server including without limitation in connection with Online Services.
- (a) *Third Party On-line services*: Except as required by the Consumer Guarantees, Reckon makes no warranty or representation in connection with the Third Party Online Services, the responsibility for which rests with the relevant provider of such Third Party Online Services or such hardware.

10. TERM AND TERMINATION OF LICENCE

- (a) *Licence Term*: Unless this Licence is terminated earlier in accordance with its terms, your right to use the Software in accordance with this Licence continues:
 - (i) in the case of a subscription version of the Software, for an initial period of 12 months from the date of registration of the Software. This Licence will automatically renew for a further 12 month period upon the payment of Reckon's annual subscription fee. If the annual subscription fee is not paid on or before the termination of the current 12 month period, this Licence will automatically terminate; and
 - (ii) in the full version of the Software, indefinitely, however:

- (A) you may be required to periodically verify your licence details and have the Software reactivated as per clause 3 in order to keep using the Software; and
 - (B) if you need to reinstall the Software, you will need a copy of your original CD (or other media on which the Software was provided) and the installation key code. If you do not have the CD, you will need to purchase or upgrade to a new full version and pay for the postage associated with sending the CD to you. Clauses 4(d) and 4(g) outline when Reckon may charge you a fee for the provision of a replacement key code and, more importantly, when a replacement key code will not be provided by Reckon due to the operation of Reckon's sunset policy.
- (b) *Termination by Reckon for breach:* Reckon may terminate this Licence if you are in breach of its terms or as otherwise set out in this Licence.
 - (c) *Survival:* Clauses 2, 6, 8, 9 and this clause 10 will survive the termination of this Licence. Termination of this Licence will not prejudice any right which Reckon may have, or but for the termination may have had, against you for a breach of this Licence.
 - (d) *Things you must do on termination:* Upon the termination of this Licence, you or your representative must promptly uninstall the Software from your computer, destroy the CD, User Guide and related materials and any copies of them in your possession or control or return or dispose of them in the manner directed by Reckon. Upon written request from Reckon you agree to provide a Statutory Declaration to Reckon that you have complied with your obligations under this clause 10(d).

11. SUBSCRIPTION TERMS

If you have purchased a subscription version of the Software, this additional clause 11 will apply.

- (a) *Entitlement to Upgrades and Updates:* During the period for which you have paid subscription fees you will receive, included in the cost of the subscription, all Upgrades and/or Updates of the Software, via Internet download.
- (b) *No extension of Licence term:* Your right and entitlement to use the Software, as enhanced by any Upgrades and/or Updates, concludes at the end of the term of the Licence (subject to payment of an annual subscription fee) and is not linked to the dates of release, registration or provision by Reckon of any Upgrades and/or Updates.
- (c) *This Licence prevails:* If you have purchased this Software as an Upgrade to an earlier version of the Software, this Licence shall supersede any previous licence agreement.
- (d) *Not all Upgrades included:* Your subscription to the Software and any Upgrades and/or Updates under this Licence does not grant you the right to receive special versions of the Software created for certain customers or market segments, even though they may contain similar features or functions. Versions of the Software which may from time to time be offered in retail or other channels in different configurations as special promotions are not included as part of the subscription.
- (e) *No obligation on Reckon to upgrade:* Upgrades and/or Updates will be developed and released by Reckon in its sole discretion, and Reckon does not warrant or represent that it will develop or release any Upgrades and/or Updates during the term of the subscription period or Licence.

Furthermore, Reckon does not warrant that the Upgrades and/or Updates will be provided to you or made available within any specified time period following the commercial release of such Upgrades and/or Updates.

- (f) *When payment is due:* If applicable to the Software licensed to you, you will be required to pay the monthly subscription fee in advance on the first business day of each month. You authorise Reckon to direct debit your monthly subscription fee from the bank account nominated by you.
- (g) *Deactivation at end of subscription period:* As per clause 4, the subscription version of the Software is provided to you on the understanding and acknowledgment that it may contain technology which deactivates and disables the software if your subscription is not renewed or you are found to be in breach of this licence agreement. If the Software is not renewed by the end of the required period, the Software may continue to operate but with impaired functionality or you may not be able to access the Software at all (including printing out or viewing any of your data or records).
- (h) *You need a full version if you don't renew:* If you elect not to renew your subscription, the Software does not allow you to upgrade to a non-subscription version of the Software by way of the purchase of an Upgrade pack. In such circumstances, you are only able to upgrade to a later non-subscription version of the Software by purchasing a full (non-upgrade) version of the Software.
- (i) *Early termination:* If you wish to terminate your subscription early, you must do so by giving Reckon no less than one calendar month notice to that effect. Depending on the type of software you have subscribed to and the type of subscription you are signed up for, you may be required to pay a cancellation fee. See <http://www.reckon.com> for a schedule of fees. Reckon will direct debit your account, and you agree to pay, the applicable cancellation fee.

12. TRIAL LICENCE

If you have been provided with a Trial Version of the Software, this clause 12 sets out the terms that will apply to your use of the Trial Version.

- (a) *Licence:* Your licence to use the Trial Version:
 - (i) permits you to evaluate the Software's functionality and suitability for your requirements;
 - (ii) is for the number of users set out in the material accompanying your copy of the Trial Version;
 - (iii) is subject to the general restrictions in clause 2 and the limited warranty in clause 7,
 - (iv) is for one month (**Evaluation Period**)
- (b) *Duration:* You acknowledge that your licence to use the Trial Version will only apply for the Evaluation Period. At the end of the Evaluation Period:
 - (i) you must not and will not be able to continue to access the Trial Version, including any data that you have entered into the Trial Version; and
 - (ii) if you wish to use the Software you must purchase a full version or subscription version of the Software.
- (c) *Entitlements:* You:
 - (i) are not entitled to Upgrades or Updates (or any other software other than the Trial Version); and

- (ii) may be required to pay for any technical support that you may require in relation to the Trial Version in accordance with Reckon's then current charges.
- (d) *Liability*: You acknowledge that subject to clauses 9(b) and 9(c), and to the full extent permitted by law, Reckon excludes all liability to you for any loss, damage, liability, costs or expenses suffered by you relating to the performance or non-performance of the Trial Version or any breach of this clause 10.

13. STUDENT EDITION

- (a) If you are using a Student Edition, your Software may have limited licence rights and well as limited functionality, including:
 - (i) a limit on the number of transactions that can be entered;
 - (ii) a limit on the number of company files that can be opened;
 - (iii) a limit on the number of Software features and services available;
- (b) Your Software may be deactivated at the end of three years from date of installation and this may prevent access to the Software and data unless an appropriate upgrade is purchased.
- (c) There is no support available for Student Edition. Support requests must be directed to your educational institution.
- (d) Except as required by the Consumer Guarantees, Reckon does not warrant that any information in the Software is up to date, for example functionality required for certain lessons involving tax tables or payroll tax, and it is your sole responsibility to check with your educational institution whether any information is up to date.

14. GENERAL

- (a) *Some defined terms*: In this Licence:

Trial Version means Software that has been provided to you on a temporary basis in order to carry out a trial of that Software to determine whether you wish to use the Software on an ongoing basis.

Student Version means Software that is licensed to you as part of your educational institution's arrangement with Reckon or Software that you have purchased that Reckon has determined is a Student Version.

Upgrade means a new version of the Software which contains additional functionality or other enhancements. Reckon will determine whether a new version constitutes an Upgrade or an Update.

Update means a new version of the Software which contains minor enhancements.

- (b) *Applicable law*: This Licence is governed by the laws of the State of New South Wales, Australia and by agreeing to be bound by the terms of this Agreement you irrevocably and unconditionally submit to the jurisdiction of the courts of that State.

- (c) **Consumer Guarantees:** Is the consumer guarantees regime as set out in Schedule 2 to the Competition and Consumer Act 2010 (Cth) (also referred to as the Australian Consumer Law), or the Consumer Guarantees Act 1993 (NZ), as amended from time to time, or other similar legislation of a state or territory of Australia or NZ respectively.
- (d) **Entire Agreement:** This Licence contains the entire agreement between Reckon and you in relation to its subject matter and supersedes any prior agreements and understandings, whether written or oral.
- (e) **Evaluation Fee:** The fee set out on the pricing page of the Website at the relevant time to obtain an Evaluation Licence to use the Services on trial.
- (f) **Headings:** Clause headings are for ease of reference only and do not affect the meaning of this Licence.
- (g) **Privacy Laws:** Privacy Act 1988 (Cth) and the Australian Privacy Principles (“the Privacy Principles”), as amended from time to time
- (h) **Third Party Applications and Technology:** When using the Services, you may access third party applications and technology. The terms of the third party’s Licence will apply to your use of all such third party applications and technology.
- (i) **Variation:** To the extent permitted by law, Reckon may vary any of the terms and conditions of this Licence upon providing you with thirty (30) days notice in writing and a copy of the replacement terms and conditions. No new terms will come into force until the commencement of your renewed Subscription Period. Reckon will display any new terms and conditions on the Website and you should check the website regularly.
- (j) **Waiver:** Any failure to enforce any rights under this Licence by Reckon is not to be taken as a waiver of those rights.
- (k) **Reckon’s Contact details:**
 - business address: Level 12, 65 Berry Street, North Sydney, NSW 2060
 - postal address: Reckon Limited, Locked Bag 7522, McMahon’s Point, NSW, 2060
 - contact number: 1800 RECKON (Toll-free 1800 732 566)
 - contact email: customerservice@reckon.com

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