

Business Range

Startup guide

Accounting, Plus, Premier, Enterprise

ReckonAccounts 



# Reckon Accounts | Startup Guide

Installation

Setup

Key Concepts

Essential Tasks

## Copyright

Copyright © 2023 Reckon Ltd.

All rights reserved

Reckon Software

Locked bag 7522

McMahons Point NSW 2060

## Trademarks

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

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

Software © 2023 Intuit Inc.

## Australian Development Team

Product Management: Neil Rustidge, Lachlan Yates, Johnnie Li, Jamaiel Calingo

Software Development: Srilekha Terli, Mike West

DevOps: Sean Gillette

DBA: Andrew Appleby

Technical Documentation: Jamaiel Calingo

Quality Assurance: Deepak Gyawali, Benjamin Chen, Jessieca Dela Rosa

Marketing: Brad Stevens, Michelle Ayling, Jessica Portelli

# Contents

1   Welcome .....	1
Welcome .....	2
How to use this guide .....	2
2   Installing and Setting Up Reckon Accounts .....	5
Begin with the Reckon Accounts Installation and Upgrade Guide .....	6
System requirements .....	7
Integration/compatibility requirements .....	8
Firewall and antivirus software compatibility .....	8
Multi-user installation requirements .....	9
Installing Reckon Accounts .....	12
Install Reckon Accounts Only, for new users .....	14
Install Reckon Accounts Only, for existing users (upgraders) .....	15
Installing and setting up Reckon Accounts for a multi-user environment .....	18
Troubleshooting installation problems .....	23
Activating Reckon Accounts .....	26
Getting the latest updates to Reckon Accounts .....	26
Converting data from other applications .....	26
Setting Up Your Company in Reckon Accounts .....	27
Creating your company file .....	28
Completing your company setup .....	30
Next steps .....	35

<b>3   Learning Reckon Accounts</b>	<b>37</b>
Getting Around Reckon Accounts	38
Using the Home page to move around in Reckon Accounts	39
Finding your data in the Reckon Accounts Centres	40
Displaying multiple windows or one window	42
Adding icons to the icon bar	43
Getting Answers to Your Questions	44
Using in-product Help	44
Additional Self-Help Tools	48
Getting Assisted Support	49
Working with a Reckon Accredited Partner	49
Reckon Accounts Basics	50
How Reckon Accounts lists work	50
Writing cheques versus paying bills	53
<b>4   Essential Tasks</b>	<b>55</b>
Reckon Accounts Workflow   Visual Overview	56
Learning how to do essential Reckon Accounts tasks	57
Setting Up Your Business   Preferences	58
Changing Reckon Accounts for the way you like to work	59
Setting Up Your Business   Adding an Account	61
Adding an Account	63
Setting Up Your Business   Adding Customers	68
Adding Customers	69
Setting Up Your Business   Adding Suppliers	71
Adding Suppliers	72
Setting Up Your Business   Adding Items	74

Adding Items .....	75
Setting Up Your Business   Setting up tax .....	80
Setting up tax .....	81
Setting Up Your Business   Setting Up Your Payroll .....	88
Setting up your Payroll.....	88
Setting Up Your Business   Setting up Employees .....	93
Setting up Employees.....	95
Money In   Creating an Estimate.....	97
Creating an Estimate.....	98
Money In   Creating an Invoice .....	100
Creating an Invoice .....	101
Money In   Entering Sales Receipts .....	103
Entering Sales Receipts .....	103
Money In   Receiving a Payment.....	105
Receiving a Payment .....	105
Money In   Making a Deposit.....	107
Making a Deposit.....	109
Money Out   Paying Bills .....	110
Paying Bills .....	110
Money Out   Writing Cheques .....	114
Writing Cheques.....	115
Money Out   Issuing Credits or Refunds.....	117
Issuing Credits or Refunds.....	118
Money Out   Paying Employees .....	120
Paying Employees .....	122
Managing Your Business   Using Reports.....	124
Using Reports to see how your business is doing .....	125

Other add-ons to help you manage your business .....	129
5   New Features .....	131
What's New In Reckon Accounts .....	132
6   Contacting Reckon.....	133
Contacting Reckon .....	134
Reckon Contacts.....	138
Licence Agreement.....	139



# 1 | Welcome

# Welcome

Welcome to Reckon Accounts. Whether you've been running your business for years or are just starting out, having an organised, efficient way to manage your business can save you time, money, and a lot of frustration.

Use this Startup Guide to get up and running as fast as possible. In this guide, you'll learn about:

- How to install Reckon Accounts and set up your company file
- Important Reckon Accounts terms and concepts
- How to get around in Reckon Accounts
- Where to look for help when you have questions
- How to perform common tasks

**Note:** Since this guide covers multiple editions of Reckon Accounts, the name "Reckon Accounts" is used to refer to any of these editions. When information in this guide applies to a specific edition of Reckon Accounts, the specific edition name will be used.

## How to use this guide

Page 7	Verify that your computer meets Reckon Accounts system requirements
Page 12	Install Reckon Accounts
Page 16	Update your company file (upgraders)



Page 26	Convert data from other applications
Page 27	Create and set up your company file
Page 44	Learn how to get help if you have questions
Page 57	Learn about essential Reckon Accounts tasks



## 2 | Installing and Setting Up Reckon Accounts

# Begin with the Reckon Accounts Installation and Upgrade Guide

In order to get the most from this Startup Guide, you should first install or upgrade your Reckon Accounts software so that you can follow along and explore the topics described.

For your convenience, the Reckon Accounts hardware and software requirements, and information about installing Reckon Accounts for new users and for multiple users is provided in this chapter.

However, if you are upgrading from an earlier version, you need to ensure that your company data file is properly upgraded for use with Reckon Accounts. It is especially important that you carefully read and follow the instructions provided in the Reckon Accounts Installation and Upgrade Guide.

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. In addition, you'll find the latest version of the Guide, including any last-minute changes or updates, on the Reckon Accounts web site:

(<https://www.reckon.com/au/downloads-guides/>).

## System requirements

- 2.0 GHZ Intel Pentium IV (or equivalent)
- 1GB of RAM required for Windows 10 uses (Windows 10 require 1GB for 32Bit & 2GB for 64Bit.)
- 1GB RAM for Windows Server 2012/2016/2019/2022\*
- Windows 10/11 operating system
- 1 GB of disk space (additional space required for company files)
- Microsoft .NET Framework Common Language Runtime 2.0 & 3.5 (provided with the downloaded Reckon Accounts. By default, when you install Reckon Accounts, it extracts to C:\temp\Reckon\_AccountsBusiness\_20##\_R#. Requires an additional 150 MB.)
- Requires 9 MB for Pro Timer
- At least 256-colour SVGA video
- 1024 x 768 pixel screen resolution
- DVD drive or internet connection for downloads
- All online features and services require Internet access with at least a 56 Kbps modem (ADSL or Cable Modem recommended)

\*Windows Server Essentials 2012 requires 4GB RAM.

## Integration/compatibility requirements

- Microsoft®Word, Excel and Outlook integration requires Microsoft Word, Excel and Outlook 2016, 2019, or 2021.
- Compatible with Reckon Point of Sale Professional 2019 (v22) or Reckon Point of Sale Lite 2019 (v22)

\*You may experience an issue when creating PDF files from Reckon Accounts if you are using Adobe Acrobat Reader 9.0. Please search PDF in our Knowledge Browser at <https://help.reckon.com/> for more information.

## Firewall and antivirus software compatibility

If you use firewall or anti-virus software, it may be necessary to adjust settings in these applications to ensure the best possible performance with Reckon Accounts. Refer to your firewall or antivirus product documentation for further information.

### Using firewall software on a network

If firewall software is running while you install Reckon Accounts, you may be asked if you want to allow Reckon Accounts components to have access to the network. For Reckon Accounts to operate properly (especially in a multi-user environment) these components (QBDBMgrN.exe, QBW32.exe, QBLaunch.exe, and QBUpdate.exe) must be allowed to access the network.

Different firewall software applications use different terminology when prompting you. Be sure to choose an option that does not block connections to Reckon Accounts components. Also, some firewall and antivirus software can affect Reckon Accounts performance. If you experience performance issues you think are related to your firewall software, refer to the firewall documentation or contact your firewall supplier for assistance.



## Multi-user installation requirements

Multi-user mode is optimised for Microsoft Windows Server 2012, Windows Server 2016, Windows Server 2019 and Windows Server 2022 operating systems, and for Windows 10/11\*\*.

Terminal Services are supported for Reckon Accounts Premier and Enterprise.

\*\*Not all versions of Windows 10/11 are supported. Support is provided for Windows 10 Pro and above.

## About multi-user installation

Reckon Accounts lets you give multiple users access to Reckon Accounts company files on a network at the same time. To enable other users to work in the company file, the company file must be stored on a computer on your network, and you need to complete some additional installation and setup steps on the computer where the company file is stored. Refer to “Installing and setting up Reckon Accounts for a multi-user environment” on page 18.

In a multi-user environment, Reckon Accounts (or the Reckon Accounts company File Server) should be installed on the computer on which the company file is stored. Each user must have a Reckon Accounts license and must:

- Install the same version. For example, all users must have Reckon Accounts.
- Have read/write access and create/delete rights to the directory where the company file is stored.
- Have a valid License Key and Product Key.

**Note:** The company file can be accessed at the same time by up to 5 users with Reckon Accounts Premier, and up to 30 users with Reckon Accounts Enterprise.

**Note:** The number of users who can access the company file at the same time is not necessarily equal to the number of licenses you purchase. For example, using Reckon Accounts Premier, if you purchase licenses for 5 users, and then purchase an additional license for the sixth person in your office, only 5 of the 6 users can access the file at the same time.

## For setup on a simple network with no dedicated server

To run Reckon Accounts in a network environment with no dedicated server, Windows 8 or Windows 10 installed.

In a network environment with no dedicated server, each computer has its own copy of Reckon Accounts installed; however, the Reckon Accounts company file is located on only one computer, which must be turned on and available on the network. Networks set up for hosting files do not use a dedicated file server, so a single, dedicated computer is not required to share files. Thus, all the networked computers have the option to share their resources.

For example, you might run your small business by using Reckon Accounts on two computers—yours and one that's used by an employee. In this case, you still need to set up a simple network to share your company file. Otherwise, you'll need to make a backup of your company file to move it or email it between the two computers.

### For setup on a network with dedicated file server

To run Reckon Accounts in a network environment with a dedicated file server, you must have Windows Server 2012, Windows Server 2016, Windows Server 2019, Windows Server 2021, Windows 10, or Windows 11.

Networks with a dedicated file server have at least one computer (the file server) dedicated to sharing files, printers, or other resources. You should store your company file on the server.

# Installing Reckon Accounts

Reckon Accounts provides three different installation options. Refer to the table below to choose the installation option that's right for you and then follow the appropriate instructions on the following pages.

**Note:** If you work in a multi-user environment, you might need to choose different installation options on each computer.

## Choosing the correct Reckon Accounts installation option

Installation Option	When to Use	Refer to
Install Reckon Accounts Only	<ul style="list-style-type: none"><li>If you are a single user (the only person in your company running Reckon Accounts) and not accessing the company file from another computer on a network.</li></ul>	Page 14 (new users)
	or <ul style="list-style-type: none"><li>If you run Reckon Accounts on a network and access the company file from another computer. (No other Reckon Accounts users will access a company file from this computer.)</li></ul>	Page 15 (upgraders)

Install Reckon Accounts with the Company File Server	<ul style="list-style-type: none"><li>• If you are working in a multi-user environment on a network, and this computer stores (hosts) the company file that other users will access from their computers.</li></ul> or <ul style="list-style-type: none"><li>• If you are running Reckon Accounts in a home office, where you run Reckon Accounts on two computers (perhaps a desktop and a laptop), but this computer stores (hosts) the company file that will be accessed by both computers.</li></ul>	Page 19
Install Reckon Accounts Company File Server Only	<ul style="list-style-type: none"><li>• If you are working in a multi-user environment on a network, and this computer stores the company file that other Reckon Accounts users will access, but no one will actually run Reckon Accounts on this computer. (This computer simply acts as a dedicated file server.)</li></ul>	Page 20

**Note:** Based on the installation type, each computer is configured to either “host” company files or not. If you need to change this setting after installation, refer to the in-product Help. Search for “hosting” to find related topics.

## Install Reckon Accounts Only, for new users

To install and start Reckon Accounts:

- A Shut down all running programs, including anti-virus programs.
- B Download Reckon Accounts installation files and open the downloaded file to start the installation. If you have the DVD, insert the Reckon Accounts DVD in your computer's DVD drive.  
  
**Note:** If the Installation Wizard does not start automatically, click Start in the taskbar, and then click Run. Type *D:\setup.exe* (where "D" is the DVD drive letter). Click OK.
- C In the Welcome to Reckon Accounts Installation window, click Begin.
- D Read the Reckon Accounts licence agreement, click I accept the terms in the licence agreement, and then click Next.
- E Enter your Installation Key Code (IKC), then click Next.
- F Select Install Reckon Accounts Only, then click Install Now.
- G Follow the onscreen instructions.
- H To start Reckon Accounts, double-click the Reckon Accounts icon on the desktop or click the Windows Start button and then click Reckon Accounts from the Programs group.

## Creating your company file

The first time you use Reckon Accounts, the Setup Interview window is displayed. The Setup Interview asks you questions about your business and then uses the information you provide to create your company file. For detailed information about creating your company file and setting up your company in Reckon Accounts, see "Setting Up Your Company in Reckon Accounts" on page 27.

### Did You Know?

#### Back up your previous accounting system

If you have an existing business, make sure that you've backed up your financial records from your previous accounting system. In Australia, the ATO requires you to keep this information for seven years. You should also keep any software and hardware that your previous accounting system used, or have printouts of all the information and accounting reports.

#### Troubleshoot error messages

If you receive an error message during installation, and rebooting your system does not resolve the problem, you can search for the error message on the Reckon Accounts support site at [www.reckon.com](http://www.reckon.com).

## Install Reckon Accounts Only, for existing users (upgraders)

If you own a previous version of Reckon Accounts and are upgrading to Reckon Accounts, you must first install the new program and then update your company file.

**Important:** For your convenience, a simplified set of installation instructions for upgraders is provided here. However, you'll save time, find answers to your questions, and avoid potential problems if you follow the instructions provided in the Reckon Accounts Installation and Upgrade Guide. To learn more about the Installation and Upgrade Guide, see page 6.

To install Reckon Accounts:

- A** Shut down all running programs, including antivirus programs.
- B** Download Reckon Accounts installation files and open the downloaded file to start the installation. If you have the DVD, insert the Reckon Accounts DVD in your computer's DVD drive.

**Note:** If the Installation Wizard does not start automatically, click Start in the taskbar and then click Run. Type `D:\setup.exe` (where "D" is the DVD drive letter). Click OK.

- C** In the Welcome to Reckon Accounts Installation window, click Begin.
- D** Read the Reckon Accounts license agreement, click I accept the terms in the license agreement, and then click Next.
- E** Enter your Installation Key Code (IKC), then click Next.

**F** Select Install ReckonAccounts Only, then click Install Now.

**G** Follow the onscreen instructions.

**H** After installation, the File Management Tool might instruct you to move your company files or to perform some additional installation modifications. Follow the onscreen instructions.

**Note:** We recommend that you keep your old version installed. You may need it to perform operations on your old company file.

**I** To start Reckon Accounts, double-click the Reckon Accounts icon on the desktop or click the Windows Start button and then click Reckon Accounts from the Programs group.

## Updating your company file

This section describes how to update a company file created in a previous version. Before you can update your company data, you must install the new version of Reckon Accounts as described above.

Back up your data before opening it in a new version of Reckon Accounts. You can back up to your hard drive or to a backup disk.

**Caution:** After you update an existing company file to Reckon Accounts, do not delete your original company file. You may need it to generate reports on transactions before this date.

To update your file:

**Note:** If you are updating a company file from an earlier version, you will need to first upgrade your company file with 2007/08. If you need assistance, refer to the Reckon Accounts Installation and Upgrade Guide, or contact Reckon Technical Support.

**A** In Reckon Accounts, open your existing company data file.

**B** When prompted to update your file, enter YES and click OK.



C Click Next and follow the onscreen instructions.

- When prompted to back up your company file, choose the directory on your hard drive or the disk drive where you want to store your backup file and click OK.  
Failing to back up your file might result in lost data if you encounter a problem during the update process. Do not overwrite existing backups with this upgrade backup.
- If prompted to move or rename your company file, we recommend that you allow the utility to move your company file from the Program Files folder to C : \Users\Public\Public Documents\Intuit\QuickBooks\Company Files.

**Note:** The Windows Program Files folder is no longer a recommended location for storing company files.

D When Reckon Accounts indicates that it is ready to upgrade your company file, click Finish. Depending on the size of your company file, the upgrade process may take up to an hour.

**Note:** Due to changes and improvements in the Reckon Accounts data file format, the size of your company file might significantly increase after you update it.

### If an update problem occurs

If you attempted to upgrade your file and the update failed, you must perform steps in your earlier version to fix the problem. If you removed your earlier version, reinstall it to a new directory. Do not install the older version in the directory where you installed Reckon Accounts.

To fix a failed file update:

- A Start the earlier version.
- B Open the earlier version of your company file. If necessary, you can restore your company backup using the earlier version. Go to the File menu, click Open or Restore Company, and then follow the onscreen instructions.

- C Go to the Window menu and click Close All.
- D Go to the File menu, click Utilities, and then click Rebuild Data.

**Caution:** The Rebuild Data utility forces you to create another backup. Use a new DVD or USB drive. Do not overwrite any existing backups.

- E After the rebuild is complete (which may take a long time depending on the size of your company file), exit the earlier version.
- F Start Reckon Accounts.
- G Go to the File menu and click Open or Restore Company.
- H Select the appropriate directory and file name of the company data you just rebuilt and click OK. The update should take place normally. If you still experience update problems, refer to the Reckon Accounts Installation and Upgrade Guide, or contact Reckon Technical Support.

## Installing and setting up Reckon Accounts for a multi-user environment

There are two ways to set up Reckon Accounts to be used in a multi-user environment, which will allow more than one user to access your Reckon Accounts company file at the same time.

- The Simple Network installation enables users on a network to share files between their computers directly (there is not dedicated file server).
- The Server installation enables you to place your Reckon Accounts company file on a dedicated file server where all users can access the file.

For all installations, you must then follow the “Completing Multi-user setup” instructions on page 21.

**Simple Network Installation:** For multi-user environments in which users will access the company file(s) on this computer from another computer on the network. The user on this computer will also run Reckon Accounts. (In this type of network, computers are connected to each other, but there is no machine configured as a dedicated file server; instead, each computer on the network can be configured to share files.)

- A Make sure your computers are properly networked. Refer to your operating system's documentation for more information.
- B Shut down all running programs, including antivirus programs.
- C Download Reckon Accounts installation files and open the downloaded file to start the installation. If you have the DVD, insert the Reckon Accounts DVD in your computer's DVD drive.

**Note:** If the Installation Wizard does not start automatically, click Start in the taskbar, then click Run. Type `D:\setup.exe` (where "D" is the DVD drive letter). Click OK.

- D In the Welcome to Reckon Accounts Installation window, click Begin.
- E Read the Reckon Accounts licence agreement, click I accept the terms in the licence agreement, and then click Next.
- F Enter your Installation Key Code (IKC), then click Next.
- G Select Install Reckon Accounts with the Company File Server, then click Install Now.
- H Follow the onscreen instructions.
- I After installation, you may be asked to move your company files to another directory, or to perform some additional installation modifications. You can also scan your computer for company files that need to be shared. Follow the onscreen instructions.

New users should proceed to setting up the company file as described in "Setting up Your Company in Reckon Accounts" on page 27. Upgraders should update their existing company file by following the detailed instructions in the Installation and Upgrade Guide.

For each additional user who will use Reckon Accounts on the network, follow steps 1 through 8 above, except in step 7, choose Install Reckon Accounts Only instead.

**Dedicated File Server Installation:** For multi-user environments using a dedicated file server to store the Reckon Accounts company file(s). This computer stores the company file, but no one runs Reckon Accounts on this computer.

- A Make sure your computers are properly networked. Refer to your operating system's documentation for more information.
- B Shut down all running programs, including antivirus programs.
- C Download Reckon Accounts installation files and open the downloaded file to start the installation. If you have the DVD, insert the Reckon Accounts DVD in your server's DVD drive.

**Note:** If the Installation Wizard does not start automatically, click Start in the taskbar, then click Run. Type *D:\setup.exe* (where "D" is the DVD drive letter). Click OK.

- D In the Welcome to Reckon Accounts Installation window, click Begin.
- E Read the Reckon Accounts license agreement, click I accept the terms in the license agreement, and then click Next.
- F Enter your Installation Key Code (IKC), then click Next.
- G Select Install Reckon Accounts Company File Server Only, then click Install Now.
- H Follow the onscreen instructions.

### Did You Know?

#### Installing from a server

If your Reckon Accounts DVD is mounted on a server or a shared DVD drive, you can install from the DVD, but you cannot install from the DVD to a remote computer.

#### Choosing where to store your company file in a multi-user environment

Choose a location for your company file where all the computers that need to use Reckon Accounts can access the file. For a simple network system with no dedicated file server, you might want to put the company file on the computer of the person who most frequently uses Reckon Accounts. This enables that person to have the fastest access to the company file.

#### Improving performance in multi-user mode

To improve Reckon Accounts performance in multi-user mode, consider these tips:

- Store company files on the fastest or most powerful computer, preferably a dedicated file server.
- Run large reports outside of business hours.
- Refresh reports only when you're ready to use or print them.
- Avoid keeping unnecessary Reckon Accounts windows or other applications open.

- I At the end of the server installation, you must launch the Reckon Accounts Database Server Manager from the System Tray or from All Programs and scan the server for company files.
- J For each additional user who will use Reckon Accounts on the network, follow the instructions above except in Step 7, choose Install Reckon Accounts Only instead.

## Hosting Multi-user access

The installation option you choose configures the hosting settings for each computer. If you need to change the hosting settings after installation, refer to the multi-user setup topics in the in-product Help.

**Note:** If you cannot install Reckon Accounts or the Reckon Accounts Server on the computer where your company file is located, you will need to choose a computer to act as the "host." On that computer, open each company file in multi-user mode to configure the alternate hosting settings. For detailed steps, see the in-product Help topics for using the "Alternate Setup" for multi-user mode.

## Completing Multi-user setup

After you install Reckon Accounts on each computer on your network and set up your company file, you need to perform these additional tasks:

- Set up user names and passwords for each user. You will need to assign one user to be the Administrator who defines all other users' access. Refer to the in-product Help for instructions on setting up user names and passwords.

- Share the folder that contains your Reckon Accounts company file across your network. You can press F2 while in Reckon Accounts to locate your company file. See your operating system's documentation to learn more about sharing folders.
- Activate each copy of Reckon Accounts, as described in "Activating Reckon Accounts" on page 25.
- Turn on multi-user mode in each copy of Reckon Accounts you have installed on your network.
  - A Go to the File menu and click Switch to Multi-user Mode.
  - B Click Yes.

**Note:** Based on the installation type, each computer is configured to either "host" company files or not. If you need to change this setting after installation, refer to the in-product Help. Search for "hosting" to find related topics.

You may need to expand the number of people who work on Reckon Accounts in the future. Each additional user must have his or her own license.

## Why are passwords important?

Passwords limit access to your company file. To open a password-protected file, each person must enter his or her user name and a unique, case-sensitive password. Defining users and passwords helps prevent unauthorised people from accessing your company's confidential data.

We strongly recommend that you password-protect the Admin user. Otherwise, anyone who can access the company file will have full access rights. By defining users and their access rights, you not only control who can open your company file, but also what data they can view and tasks they can perform.

## Troubleshooting installation problems

### What should I do if I have trouble installing Reckon Accounts?

- A Verify that your system meets the minimum system requirements, listed on page 7.
- B Restart your computer.
- C Close all open programs, including anti-virus programs. Go to the Windows Task Manager (Task List), click the Applications tab, and close all open programs.
- D Try installing Reckon Accounts again.

If you need further installation assistance, contact Reckon Technical Support. You can also visit the Reckon Accounts support website at <https://www.reckon.com/au/support>.

### What should I do if I can't find my Registration Number?

Reckon Accounts no longer uses registration numbers. The only number you'll need is your Installation Key Code (IKC), found by logging into the [Members Site](#) with your Customer ID and Pin number > Download Software or by clicking My License Information from the Help menu.

### Why doesn't my old administrator password work after I upgrade?

From 2004 release and later, case-sensitive passwords are supported. If you believe you are entering the correct password, but are still getting the message "The password you typed is incorrect." try the following:

- Attempt to log on by entering the login name of Admin and then click OK without typing a password.
- Enter your password with Caps Lock or Num Lock turned on or off.
- Enter password variations, using mixed upper- and lower-case characters.

- Enter the password with a space before or after the actual password.
- Type the password in a text editor to confirm that your keyboard is functioning properly.
- Restore a pre-update backup of your file that does not have the case-sensitive password. When you restore this file, you can set your new administrator password at the end of the update process.

If you are still unable to access your file, contact Reckon Technical Support for assistance.

### Can I install different versions of Reckon Accounts on the same computer?

Yes. You can install multiple versions of Reckon Accounts on the same computer.

### Can I revert to an earlier version?

Yes. Uninstall the version of Reckon Accounts that you don't want and then reinstall the earlier version. Remember that you will not be able to open company files that you have updated to Reckon Accounts in earlier versions. You can, however, restore your pre-update backup if you choose to go back to a prior version.

### Can I install Reckon Accounts on more than one computer?

No. The Reckon Accounts license agreement allows Reckon Accounts to be installed on only one computer. If you wish to install Reckon Accounts on a second computer, you must purchase an additional licensed copy.

**Note:** Reckon Accounts Premier and Enterprise come with multiple licences, so they can be installed on multiple computers.



### Did You Know?

#### Record your password in a safe place

Be sure to write down and save your administrator password in a secure place. Passwords not only protect your company data, but are also required to access your company file if you upgrade your version.

#### Passwords are case sensitive

Keep in mind that passwords are case sensitive. When adding or editing a user password, check the Caps Lock and Num Lock keys. If you mistype the password, you will not be able to access the company data.

#### Product Information window

The Product Information window lists information about your software, including the number of entries you have in your lists, the size of your company file, which version of Reckon Accounts you are running, and the location of your company file. To open the Product Information window, press F2 on your keyboard.

### What should I do if I get an error message during installation?

If you receive an error message during installation and rebooting your system does not resolve the problem, go to the Reckon Accounts website (<https://www.reckon.com/au/support>) and search the Knowledge Base for solutions to common errors, or contact Reckon Technical Support.

### What should I do if I get an error message when updating my company file?

If you receive an error message when updating your company file from a earlier version, refer to the information in "If an update problem occurs" on page 17. You can also visit the Reckon website (<https://www.reckon.com/au/support>) and search the Knowledge Base for information about error messages, or contact Reckon Technical Support.

## Activating Reckon Accounts

You can use Reckon Accounts up to 6 times without activating. After 6 sessions, you must activate Reckon Accounts.

Go to the File menu and click Activate Reckon Accounts. You can also activate by online chat by visiting:

<https://www.reckon.com/au/support/activation/>.

**Note:** If you choose to install Reckon Accounts on a second computer, or if you need to move your installation to another computer, you will need to re-activate Reckon Accounts.

## Getting the latest updates to Reckon Accounts

From time to time, Reckon provides updates to Reckon Accounts that can be downloaded from the Internet. These updates might include new features, services, maintenance fixes, or new Help information.

Updates are available at the Reckon Accounts website ([www.reckon.com](http://www.reckon.com)). Click Learn & Support menu, then click Support Hub and then navigate to the Software Downloads section.

## Converting data from other applications

If you are converting financial data from another application (such as Microsoft Excel), follow the instructions below.

### Excel

Detailed instructions about importing Excel® (.xls) and comma separated values (.csv) data into your Reckon Accounts company file are provided in the Reckon Accounts in-product Help. Importing data from Excel and .csv files is not difficult, but does require you to prepare the file properly.

To view the file preparation and conversion instructions:

- A Start Reckon Accounts. Go to the Help menu and click Help.
- B Click the Search tab in the Help window.
- C Click in the Search field and enter `importing Excel data`.
- D Click About importing data from an Excel or CSV file.

**Note:** If your Excel file is ready to be converted, you can convert it. Go to the File menu, click Utilities, click Import, and then click Excel Files.

## Setting Up Your Company in Reckon Accounts

The first thing you need to do in Reckon Accounts is create a company file for your business. Setting up your company file properly is the most important thing you can do to have Reckon Accounts help you manage your business efficiently.

The setup process is easy with the Setup Interview and should take you about 15 minutes to complete. Then, depending on the complexity of your business, completing your company setup can take anywhere from a few minutes to a few hours. The amount of time varies based on how much detail you add about your accounts, customers, suppliers, employees, products, and services, as well as the number of historical transactions you want to enter.

When you set up your company file, Reckon Accounts will prompt you for details about your company. Before you begin the setup process, gather the information shown in the Getting Started Checklist. Some of this information you'll need for the Setup Interview; other information you will need as you begin to use Reckon Accounts.

## Creating your company file

After you have gathered the company information listed in the Getting Started Checklist, you can set up your business using the Reckon Accounts Setup Interview. (Not all of the information in the checklist is required for the Setup Interview; however, you will need this information as you use Reckon Accounts to run your business.) The Setup Interview walks you through the setup procedure and helps you tailor Reckon Accounts for your business.

### Getting Started Checklist

Company name and address	You'll need both the trading and legal names for your company. The legal company name is the name you use when filing taxes for your business. The trading company name is the name that you want to appear on invoices, statements, reports, etc. (This is your "Doing Business As" name.)
Start date	<p>Reckon Accounts uses a start date as the point at which you begin entering your business transactions. You must enter all historical transactions between your start date and today to ensure complete accounting records for your business.</p> <p>Many business owners base their accounting records on their financial year, so that they can see transactions for the entire year. If this is not important to you, you can choose a different starting point, such as today or the first of the month, quarter, or year.</p>
Australian Business Number (ABN)	The Australian Business Number (ABN) is a single identifier for all business dealings with the tax office and for dealings with other government departments and agencies. In Reckon Accounts, your ABN will serve as your Tax ID.

## Getting Started Checklist

Bank statements, credit card accounts, and outstanding cheques	You'll need the most recent bank statement for one of your bank accounts with a closing date that's before your start date. The closing balance on this statement will be your opening balance for the bank account you create in Reckon Accounts, and then you'll enter all the open transactions, and all the new transactions from the start date forward. Eventually, you will need to have your latest bank statement balances and any outstanding cheques, deposits, withdrawals, or charges for all of the accounts you want to set up and manage in Reckon Accounts, including credit cards, bank accounts, lines of credit, and loans.
Assets and Liabilities	You will need the balance of each loan your business owes (liabilities) such as a bank loan, hire purchase, or director's loan; or is owed (assets). If you have stock, you need to know its value as of your start date.
PAYG Liability	If you are operating payroll, you need to know how much PAYG tax you owe to the ATO as of your start date.
Payroll	If you are using Payroll, you should gather the following information from your employees: company information; compensation, benefits, and miscellaneous additions and deductions; tax information; employee information; year-to-date history; and liability payment information.
Optional information	Eventually, you will need to enter detailed information about your customers, suppliers, and employees, as well as the products and services you sell, the products that you hold in stock, and any additional assets.

To create your company file:

- A** Start Reckon Accounts by double-clicking the Reckon Accounts icon on the desktop or by clicking the Windows Start button and then clicking Reckon Accounts from the Programs group.
- B** Click Create a new company file, or go to the File menu and click New Company.

- C The Welcome screen for the Setup Interview opens. Click Start Interview.

**Note:** We recommend that you do not skip the interview process. The more information you enter with the Setup Interview, the more accurate your company file will be when you begin to use Reckon Accounts for your business.

However, if you are an experienced Reckon Accounts user and prefer to create your company file manually, you can skip the Setup Interview by clicking Skip Interview on the Setup Interview Welcome screen. You will be prompted to enter some basic company information and to save the company file.

- D Follow the onscreen instructions and complete the interview. Make sure you write down where you are saving your file for future reference.

## Completing your company setup

After you've created your company file, you can begin using Reckon Accounts to run your business. But before you do, we recommend that you review the information in this section to make sure your company file is properly set up and that your data is complete.

This section describes some additional tasks you might need to do as you begin using Reckon Accounts. Depending on how much information you entered during the Setup Interview, some of these tasks might not apply to you.

### Enter your company information

Do this task if you did not enter this information in the Setup Interview.

To enter the contact and legal information for your company, go to the Company menu and click Company Information. To learn more about each of the fields and where the information you enter will be used in Reckon Accounts, click the Help button.

### Did You Know?

#### Company file

The company file is the data file that Reckon Accounts uses to store and manage all the information and financial transactions for your business. Reckon Accounts company files have the extension .qbw.

#### Historical transactions

A list of all business transactions as of a specific date. In Reckon Accounts, you can have many different lists of historical transactions, including:

- Estimates
- Sales receipts
- Adjustment notes
- Item receipts
- Payments to suppliers
- Journal entries
- Invoices
- Customer payments
- Purchase orders
- Bills
- Credits with suppliers
- Payroll transactions

#### Emailing a company file

The Reckon Accounts portable company file (\*.qbm) is a compact version of your company file. You can use the portable company file to move the company file to another computer or to email the company file to another person, such as your accountant. To learn more about the portable company file, refer to the in-product Help.

## Review your Chart of Accounts

If you used the Setup Interview, a chart of accounts based on your type of business was set up for you. Review the chart of accounts to be sure it accurately reflects the accounts you need to run your business. You can change account names and edit, delete, or add accounts as necessary. For example, you will need to add any personal bank, credit card, or loan accounts.

To view your Chart of Accounts, go to the Lists menu and click Chart of Accounts.

## Numbering your accounts

Some businesses prefer to organise their accounts by number. Adding numbers can help you identify the type of accounts, thereby speeding up your account selection on various forms. You might want to develop and follow a consistent account naming and numbering convention. For example:

1000-1999 - Assets

2000-2999 - Liabilities

3000-3999 - Equity

4000-4999 - Income

5000-5999 - Cost of Goods Sold

6000-6999 - Expenses

7000-7999 - Other Income

## 8000-8999 - Other Expense

If you want to use numbers to identify your accounts, you need to turn on this preference in Reckon Accounts, as follows.

- A Go to the Edit menu and click Preferences.
- B In the Preferences window, click Accounting in the list on the left.
- C Click Company Preferences.
- D Select the Use account numbers checkbox.
- E Click OK.

## Create your customer, supplier, and items lists

To bill customers and pay your bills with Reckon Accounts, you must update your customer, supplier, and item lists so that they accurately reflect your business. Instructions for setting up these lists are provided in Chapter 4:

- “Adding Customers” on page 69
- “Adding Suppliers” on page 72
- “Adding Items” on page 75

## Enter historical transactions

If your start date is before today's date, you'll need to enter past transactions from the start date to today. This ensures that your Reckon Accounts records are completely up-to-date and your reports will be accurate.

Enter historical transactions in chronological order. For example, Reckon Accounts won't know how to credit a customer payment unless you've previously recorded the invoice to that customer. The most efficient way to enter historical transactions is in the account register.



**Note:** Entering historical transactions is especially important if customers don't pay you at the time they receive goods or services. If you don't enter historical transactions early on, it's hard to track and collect late customer payments.

Reckon recommends that you enter your transactions in this order (verify with accountant):

- Invoices or statements you've sent out since your start date
- Purchase orders you've issued since your start date that you haven't received in full
- Cash or cheques you've received since your start date
- Bills you've received since your start date
- Bills you've paid since your start date
- Deposits you've made to any of your accounts since your start date
- Any other cheques you've written (for things other than bills) since your start date
- Employee year-to-date information accrued from the beginning of the financial year through your start date
- Payroll liabilities owed at the time of your start date (for manual payroll and tracking payroll transactions only)

**Note:** If you don't have time to enter all your historical transactions right away, don't worry. You don't need to enter all your past transactions before you start using Reckon Accounts for new transactions. Enter new transactions as they occur. Then catch up with historical transactions when you can. Remember, though, that your account balances will be incorrect (and your reports may be wrong) until you enter all the past transactions.

### Complete your bank account information

After you've entered your historical transactions, your account registers will contain entries reflecting bills you've paid, cheques and payroll payments you've written, and deposits you've received. To make your account registers complete, you must also enter these transactions:

- Cheques or other charges that happened before your start date but didn't appear on statements before your start date (i.e., didn't clear)
- Other cheques you wrote after your start date that were not for bills or accounts payable (for example, credit card payments)
- Deposits you made after your start date that were not customer deposits
- Deposits you made before your start date but that didn't appear on statements before your start date
- Bank charges and fees
- Interest paid on your account

Refer to the in-product Help for step-by-step instructions on how to enter these transactions to make your account registers accurate.

### Enter any optional adjustments

After you've created your company file, you might need to make a few adjustments as of your start date. Depending on your company, you might need to:

- Enter any tax liabilities
- Adjust the Uncategorized Income and Uncategorized Expense accounts (for accrual basis only)
- Adjust for current income and expenses if your start date is not at the beginning of the financial year
- Distribute earnings and equity before your start date

Refer to the in-product Help for step-by-step instructions on how to enter these optional adjustments. If you are unsure whether you need to enter these optional adjustments, check with your accountant.

### Did You Know?

#### Assets

Company assets are the things that your company owns. Reckon Accounts distinguishes between two types of assets:

**Current assets:** Assets that you are likely to convert to cash within one year (such as the cash you have on hand, the money in your current and savings accounts, and the money your customers owe you).

**Fixed assets:** Assets that you do not expect to convert to cash within one year. A fixed asset is usually something you use to run your business (such as a truck, cash register, or computer).

#### Confirming your opening balance when transferring data to Reckon Accounts

If you used an accounting program before using Reckon Accounts and you are now transferring data from that program to Reckon Accounts, make sure that the opening balance for your new bank account in Reckon Accounts is based on your bank statement and not the bank balance from your previous accounting software. The balance of the bank account from your previous accounting software will not include post-dated transactions or transactions that the bank has cleared.

## Backing up your company file

The Reckon Accounts backup file is a compressed version of your Reckon Accounts company file that contains all transactions through the date the company backup was made. A backup file provides insurance against accidental data loss and can be used to restore your data. Reckon Accounts backups have a .qbb extension and cannot be opened directly.

Reckon Accounts provides the following backup options for securing your data:

- Standard backup
- Portable Company File

To use one of the backup options, go to the File menu and click Save Copy or Backup.

To restore your backup, go to the File menu and click Open or Restore Company.

To learn more about backing up your company file, refer to the in-product Help.

## Next steps

After you've installed Reckon Accounts and set up your company file as described in this chapter, you should:

- Learn how to use Reckon Accounts and get answers to your

questions (see Chapter 3).

- Learn how to perform basic Reckon Accounts tasks (see Chapter 4).

## 3 | Learning Reckon Accounts

# Getting Around Reckon Accounts

The Reckon Accounts work area is designed to enable you to complete tasks quickly. Reckon Accounts provides several ways for you to work; choose the method that works best for you.

The **menu bar** provides easy access to all Reckon Accounts tasks, features, and reporting functions.

Refer to the in-product **Help** for detailed instructions about how to perform tasks.

The customisable **icon bar** on the toolbar provides one-click access to the features that you use most.

The **navigation bar** on the toolbar provides one-click access to Centres and the Home page.

The **Home page** offers quick access to tasks and information related to major areas. The Home page provides a clickable flow chart, account balances, and customisation options.

Flow chart icons include informative tooltips to help you learn Reckon Accounts and pick the correct task.

The screenshot shows the Reckon Accounts software interface for 'Sodium Construction & Hardware Pty Ltd'. The interface includes a menu bar at the top with options like File, Edit, View, Lists, Accountant, Company, Customers, Suppliers, Employees, Banking, Reports, Window, and Help. Below the menu bar is a toolbar with icons for Home, Customer Centre, Supplier Centre, Employee Centre, Report Centre, Online Banking, Tax Invoice, Cheque, Bill, Account, Backup, Suggest New Feature, Search, Services, Payroll, and Credit Cards. The main workspace is divided into several sections: a central flow chart with icons for Purchase Orders, Receive Inventory, Enter Bills Against Inventory, Pay Bills, Sales Orders, Enter Bills, Create Sales Receipts, Invoices, and Payroll; a right-hand panel with 'Account Balances' (showing a table with columns Name and Balance), 'Get Started' (with a link to Customer QuickRoute), and 'Learn About Services' (with links to Recent Super, New Loans, SuperLink, Account credit cards, Order cheques and posables, Quickset services, and Online Backup Services); and a bottom section with icons for Payroll Centre, Enter Time, Pay Employees, Pay Liabilities, Statement Charges, Finance Charges, Statements, and Refunds & Adjustments. A tooltip is visible over the 'Enter Bills' icon, stating 'Bill your customers and receive the payment later'.

## Using the Home page to move around in Reckon Accounts

When you open a company file in Reckon Accounts, the Home page is displayed automatically. The Reckon Accounts Home page provides a big picture of how all your essential business tasks fit together. Tasks are organised into logical categories (Customers, Suppliers, Employees, Company, and Banking) with workflow arrows to help you learn how tasks relate to each other and to help you decide what to do next.

**Note:** The workflow arrows indicate a logical progression of business tasks in Reckon Accounts. However, these arrows do not restrict you from doing tasks in a different order, or an order that works better for your business needs.

To start a task, simply click the icon for the task you want to do. For example, to create an invoice, click the Invoices icon.

To return to the Home page, click the Home button on the navigation bar.

The Home page also provides a quick glance about the state of your business. You can see your current account balances, updated automatically as you do work in Reckon Accounts, in the Account Balances list.

The Home page you see has been customised to display only those tasks and features that you use, based on the questions you answer in the Setup Interview. Functions you don't need won't clutter your workspace. However, if you decide to use these functions later, you

### Customising the desktop

You can modify the way that the Reckon Accounts desktop behaves and looks to suit your working style. To modify the Reckon Accounts desktop, go to the Edit menu and click Preferences.

### Customising the icon bar

You can add, rearrange, and remove shortcuts from the icon bar to suit your needs. To modify the icon bar, go to the View menu and then click the Customise Icon Bar.

### Too many windows open?

If your Reckon Accounts work area becomes too cluttered with windows that you have open, you can close them all at once instead of closing them one at a time. To close all open windows, go to the Window menu and click Close All.

When you close your company file at the end of the day, it's good practice to close all windows that you have open. The next time you open your company file, Reckon Accounts will open all the windows that you had open when you closed your company file. If you forget to close open windows when you exit Reckon Accounts, hold down the Alt key while opening your company file. Reckon Accounts will open your company file with no windows open in your work area.

can always add them back to the Home page by clicking the Customise Reckon Accounts link in the Getting Started section of the Home page.

## Finding your data in the Reckon Accounts Centres

Reckon Accounts includes Customer, Supplier, and Employee Centres where you can view and manage all of your customer, supplier, and employee information and transactions. You can go to one of the Reckon Accounts Centres by clicking the appropriate button in the navigation bar (on the left side of the toolbar).



### Customer Centre

The Customer Centre lets you view and work with all your customer information. Without having to sift through multiple screens, you can view a list of all your customers and see pertinent information for each of them. Click on a customer's name and you'll immediately see all the activity you've had with them as well as their pertinent contact information (phone number, fax number, and payment terms).

You can use the Customer Centre to find out how much money a specific customer owes you, or to view a list of all your customers with open balances. You can also look at all your customer transactions (estimates, sales orders, invoices, adjustment notes, refunds, etc.) across all of your customers in the Transactions list rather than having to run separate reports.



Easily access your customer's contact information and any notes on that customer.

Run quick reports that pertain to this customer.

Easily add customers and jobs. Create new transactions (estimates, invoices, sales orders).

Use the Transactions tab to find, sort, and filter all your transactions across all of your customers.

Click a customer in the Customer & Jobs list to view useful data.

View all of your past transactions with this customer, or filter this list to display only one type of transaction, like overdue invoices.

The screenshot shows the Reckon Accounts software interface. The main window is titled "Stadium Construction & Hardware Pty Ltd". The menu bar includes File, Edit, View, Lists, Company, Customers, Suppliers, Employees, Banking, Reports, Window, and Help. The toolbar contains icons for Home, Company Snapshot, Customer Centre, Supplier Centre, Employee Centre, Report Centre, Online Banking, Tax Invoice, Cheque, Bill, Accont, Backup, Suggest New Feature, and Search. The Customer Centre tab is active, showing a list of customers and a detailed view for Zeus Construction.

The Customers & Jobs list on the left includes the following customers and their balance totals:

Name	Balance Total
+ Acmer Pty Ltd	0.00
+ Bales, Chris	2,200.00
+ Bristol, Sonia	0.00
+ Builders Pty Ltd	0.00
+ Bush, Jason	0.00
+ Cash Customers	0.00
+ Hadians Wall Company	9,350.00
+ Hardy Builders	14,014.00
+ Homebush Homes	660.00
+ Layby Customer	0.00
+ Olympic Park	8,750.00
+ Reversal Customer	0.00
+ Shovel and Hardware	12,337.50
+ Square Blocks Ltd	80.00
+ Tishman Engines Pty Ltd	1,459.50
+ Zeus Construction	61,346.25
+ Clients account	0.00
+ Clients Trust	61,346.25

The detailed view for Zeus Construction shows the following information:

- Customer Name: Zeus Construction
- Customer Type: Construction
- Company Name: Zeus Construction Tools Pty Ltd
- Billing Address: Zacharias J. Juppansen, Block C, Devo Street, Cyberland, Sydney, NSW 5065
- Contact: Zacharias J. Juppansen
- Phone: 13235965
- Alt Phone: 32135565
- Fax: 32135565
- Email: info@zeusedit.com
- Terms: Due on receipt
- Price Level:

The Transactions tab shows a list of transactions for Zeus Construction, filtered by All transactions. The list includes the following transactions:

Type	Num	Date	Account	Amount
Tax Invoice	61	15/01/2008	Accounts Receivable	24,346.25
Tax Invoice	60	15/10/2007	Accounts Receivable	11,746.25
Tax Invoice	59	15/07/2007	Accounts Receivable	15,746.25
Tax Invoice	58	15/04/2007	Accounts Receivable	11,746.25
Tax Invoice	57	15/01/2007	Accounts Receivable	11,746.25
Tax Invoice	56	15/10/2006	Accounts Receivable	20,791.25
Tax Invoice	55	15/07/2006	Accounts Receivable	11,746.25
Tax Invoice	54	15/04/2006	Accounts Receivable	26,746.25
Tax Invoice	53	15/01/2006	Accounts Receivable	11,746.25
Payment		03/01/2006	ABC Bank	132,000.00
Tax Invoice	52	15/10/2005	Accounts Receivable	11,746.25
Tax Invoice	51	15/07/2005	Accounts Receivable	11,746.25
Tax Invoice	50	15/04/2005	Accounts Receivable	11,746.25
Tax Invoice	49	17/03/2004	Accounts Receivable	11,746.25
Payment		02/03/2004	ABC Bank	8,697.50
Payment		02/03/2004	ABC Bank	2,029.50
Tax Invoice	47	22/02/2004	Accounts Receivable	7,468.75

## Supplier Centre

The Supplier Centre gives you a complete picture of where your money is going. From one screen, you can see all your suppliers and exactly what you owe them. Simply click a supplier's name to view your entire history with that supplier. You no longer need to run separate reports to see exactly how much business you're doing with each individual supplier. And, you can sort your bills by due date so you can stay on top of your finances.

If you need to talk to a supplier, click their name and you'll see all their contact information. If a supplier calls you to follow up on a late payment, you can quickly look up the bill and see when you paid it and what the cheque number was.

## Employee Centre

From the Employee Centre, you can see exactly what you're paying each employee. Simply click an employee's name to view that person's payroll history. And if you need to get in touch with an employee, their contact information is right in front of you.

## Payroll Centre

The Payroll Centre is the hub for managing all payroll activities. The Payroll Centre reminds you of important payroll dates so you pay your employees, pay your payroll liabilities, and file forms on time.

To view the Payroll Centre, go to the Employees menu and click Payroll Centre.

## Displaying multiple windows or one window

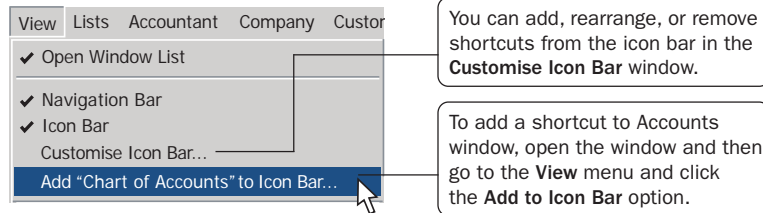
Reckon Accounts is preset to show multiple windows at a time. By doing so, you can easily navigate between tasks as well as compare data in multiple windows. When you open a window, it opens to a preset size and location. You can resize and move each window as you see fit.

Depending on how you size or arrange the windows, some windows might not be visible. Use the Window menu to view a list of the open windows. Simply click the window name in the list to bring it to the front.

Alternatively, you can open the Open Window List to have the list of open windows always visible on the left side of the Reckon Accounts application window. If you prefer to view only one window at a time, go to the View menu and click One Window.

## Adding icons to the icon bar

For quick access to the areas of Reckon Accounts you use most, you can customise the icon bar by adding many of the features and reports that you use most frequently.



**Note:** Some Reckon Accounts windows cannot be added to the icon bar.

## Getting Answers to Your Questions

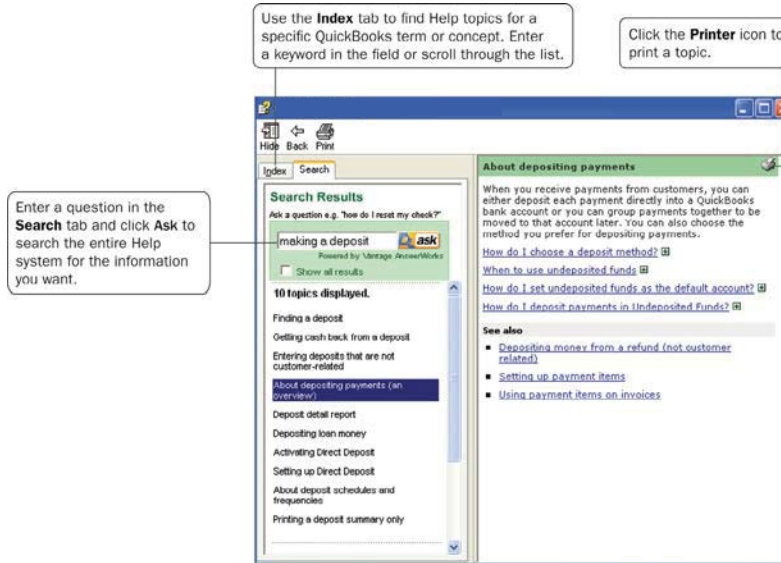
Reckon Accounts provides a variety of tools and resources to help you find answers to questions you might have when using Reckon Accounts. Available resources include:

- In-product Help
- Additional self-help tools
- Assisted support
- Reckon Professional Partners

### Using in-product Help

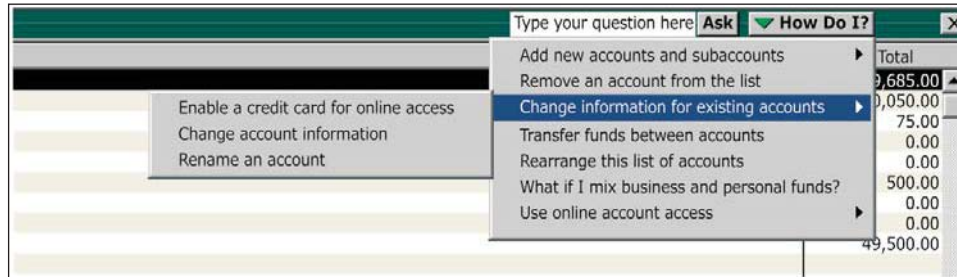
Reckon Accounts in-product Help provides background information and instructions for doing Reckon Accounts tasks. You can access the Help content and features in several ways.

To use in-product Help, go to the Help menu and click Reckon Accounts Help.



## Getting step-by-step instructions

Throughout Reckon Accounts you'll find windows with a How Do I button. Clicking this button provides quick access to instructions for tasks associated with the window.



## Viewing Help for a window you have open

If you are unsure how to use a particular Reckon Accounts window, press the F1 key on your keyboard to get help. (You can also click the Help button to view these Help topics.) These Help topics provide answers to questions such as:

- What can I use this form for?
- What does this button do?
- What kind of information is displayed in this column?
- What happens when I select this option?

## Using Help Search and Index to find information

Reckon Accounts in-product Help is quite extensive. Use the Help Search and Index to find answers to your questions quickly.

To find information using Search:

- Type your question in the Ask field in the title bar of most Reckon Accounts windows and click Ask; or
- Go to the Help menu, click Reckon Accounts Help, and then click the Search tab. Enter your question in the Search field and click Ask.

**Tip: Using Search Effectively** Entering questions of 3-10 words produces better search results than simple keywords. For example, instead of typing “invoices,” enter *How do I create invoices?* in the Ask field.

Make your questions as specific as possible. They should not get too long or contain too many keywords. For example, “How do I add customers?” will return better results than “How do I add new customers and suppliers?”

If you get no search results, check the spelling in your question. Reckon Accounts knows about some common misspellings, but other misspellings will not be caught. Do not use abbreviations. Try different keywords.

If you can't find your answer in the topics returned by search, click the Show all results checkbox to see more topics.

To find information using the Index:

- A** Go to the Help menu, click Reckon Accounts Help, and then click the Index tab.
- B** Enter a term in the blank field. The index will scroll and display the available entries.
- C** Double-click the index entry that best describes that information you want.

## Using the sample company files

Reckon Accounts includes several sample company files that you can practice with to enter pretend data, run reports, and explore Reckon Accounts features.

To open a sample company file, go to the File menu, click Open or Restore Company, and then click a sample company file from the list.

## Additional Self-Help Tools

If you cannot find the answer you want in the in-product Help, try these other resources.

### Support Resources page in Reckon Accounts

From the Support Resources page, you can:

- Learn about your assisted support options and how to contact Reckon
- Learn about and sign up for support plans
- Find a Reckon Accounts Reckon Accredited Partner
- Learn about training resources

To open the Support Resources page, go to the Help menu and click Contact Support.

### Online Knowledge Browser

The online Reckon Accounts Knowledge Browser (<https://help.reckon.com>) provides a free library of articles for each Reckon Accounts product family. In the Knowledge Browser, you can find:

- Answers to common user questions
- Product update information



### Did You Know?

#### Getting help from Reckon Accounts professionals

Want local professional help setting up or customising your Reckon Accounts? You'll get the most out of Reckon Accounts when a Reckon Accredited Partner helps you customise the software for your unique needs.

- Save time and money by getting your Reckon Accounts setup right the first time, rather than fixing mistakes down the road.
- Reckon Accredited Partners can help you set up appropriate reports so you can easily understand the health of your business

If you don't currently work with an accounting professional, or your accountant isn't a Reckon Accounts expert, you can look for a Reckon Accredited Partner in your area who can help you set up and customise your Reckon Accounts by visiting [www.reckon.com](http://www.reckon.com) and clicking Find an advisor.

- Useful links to product updates, support plans, customer service, and current news articles
- Technical help for a variety of Reckon Accounts issues

## Getting Assisted Support

If you cannot find the answer you want using the in-product Help or other self-help tools, get assistance from a Reckon Accounts expert.

To learn more about free and paid Reckon Accounts Assisted Support options and how to get help, go to the Help menu and click Contact Support, or open a web browser and visit [www.reckon.com](http://www.reckon.com).

## Working with a Reckon Accredited Partner

From time to time, you might need advice that is very specific to your business situation. In this case, you'll want to contact your accountant or another specialised professional.

If you do not have an accountant or bookkeeper working for you, you can find a Reckon Accredited Partner located near you from our website. Reckon Accredited Partners are independent accountants, bookkeepers, computer consultants, and trainers who work with small businesses every day. They can offer guidance on everything from business planning to tax advice.

To find a Reckon Accredited Partner in your area, open a web browser and visit <https://partnersearch.reckon.com>.

# Reckon Accounts Basics

To take full advantage of Reckon Accounts, there are some important concepts you need to understand.

## How Reckon Accounts lists work

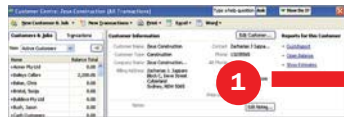
Lists are one of the important building blocks that make Reckon Accounts so powerful and efficient. You use information stored in lists to fill out most Reckon Accounts forms. For example, to create an invoice, you choose the customer name from your Customers & Jobs list. Reckon Accounts automatically enters the customer information on the form for you. This saves you time and prevents typing errors. You can also change the information directly on the form as needed. Lists are easy to set up in Reckon Accounts, but do require careful planning.

Depending on the type of list you want to use, you can get to the list in one of two ways:

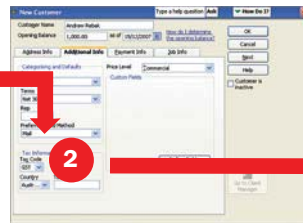
- **Reckon Accounts Centres:** Your Customers & Jobs, Suppliers, and Employees lists are available in the Customer, Supplier, and Employee Centres, respectively. Click the appropriate Reckon Accounts Centre button on the navigation bar to go to a Reckon Accounts Centre. Then, click the tab for your list.
- **List windows:** Other lists, such as the Chart of Accounts and Item list, appear in separate windows. To view one of these lists, click the Lists menu and then click the list you want. To enter information in these lists, use the menu button at the bottom of the list to add, edit, or delete list items. The list menu also provides access to common features associated with the list.

The more detail you enter for each list item, the more information Reckon Accounts can use to pre-populate forms, track financial data, and display useful reports about your business. Another advantage of lists is that common tasks like adding list entries, editing list information, and deleting list entries are performed the same way.

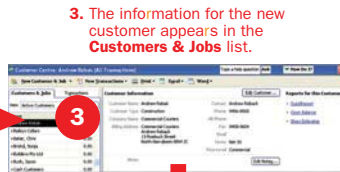
The figure below illustrates how Reckon Accounts uses list information across multiple windows and tasks to simplify data entry and to give you a complete picture of how your business is doing.



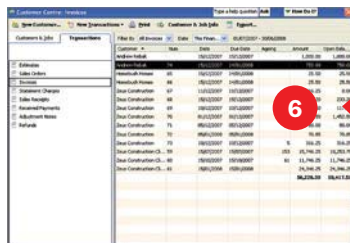
1. Use the Customer Centre to view customer data. Click **New Customer & Job** to add a customer to your list.



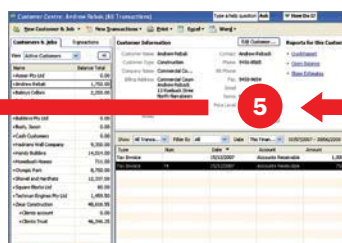
2. Enter customer information in the **New Customer** window.



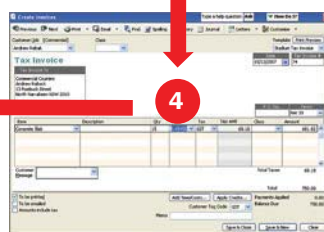
3. The information for the new customer appears in the **Customers & Jobs** list.



6. To view a list of invoices for **all** your customers, use the **Transactions** tab.



5. All invoices for this customer are listed in the **Transaction Details** area.

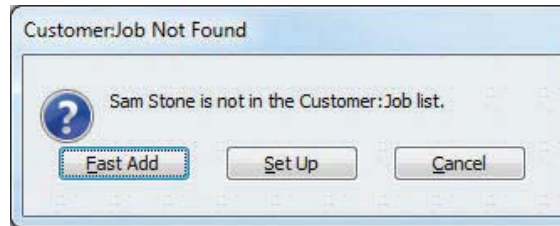


4. Pick a customer name from the list and choose to create an invoice from the **New Transactions** menu. The customer information is entered automatically.

## Entering list information as you work

There are two basic methods you can use to enter list information in Reckon Accounts. You can enter account, customer, supplier, product, and service information before you enter transactions in Reckon Accounts, or you can enter this information “on the fly” as you use the product.

If you prefer to enter information as you use Reckon Accounts to perform your daily tasks, Reckon Accounts prompts you to immediately set up any entry it does not know about. For example, if you try to create an invoice for a customer named John Walker and you have not entered information about John Walker into Reckon Accounts, Reckon Accounts will prompt you:



Clicking Fast Add creates a new customer list entry for John Walker in the Customers & Jobs list and adds all the information you enter about the customer on the invoice form (billing address, payment terms, taxable status).

Clicking Set Up takes you to another window where you can enter information not covered by the invoice. For example, you could click Set Up to enter John Walker’s phone number, fax number, and credit limit.

## Writing cheques versus paying bills

In Reckon Accounts, you can manage your bills and payments in two ways:

**Write cheques to pay bills now.** Use the Write Cheques window and assign the amounts to appropriate expense accounts. This method is recommended when you don't receive a bill, such as when you go to the store and write a cheque and then you need to record that expense in Reckon Accounts. You can also use Write Cheques to pay a bill as soon as you receive it, as long as you don't need to track the bill.

**Enter bills when you receive them and pay them later.** Use the Enter Bills window to enter bills when you receive them. Then use the Pay Bills window to pay bills when they are due. You can set up Reckon Accounts to remind you to pay bills when they are due. Using this method, you keep your money in your business for as long as possible. You might still use a cheque to pay the bill, but this method enables you to track how much money you owe. And at any time, you can run reports to analyse unpaid bills for information such as which suppliers you owe money.

**Note:** Do not simply write a cheque in the Write Cheques window to pay bills that you entered in the Enter Bills window or the accounts payable registers.

The following figure illustrates the difference between writing cheques versus entering and paying bills.

## Receive bill from supplier

BILL		Payment Due to Gallion Masonry	
Customer: Your Company	Date: 14/07/2008		
Address: 1234 Garcia Ave. Mountain View, CA 94043	Bill Due: 13/08/2008		
Amount Due: 1,550.00			

## Write Cheques

Write cheques now

Enter bills now,  
pay when due

## Enter Bills

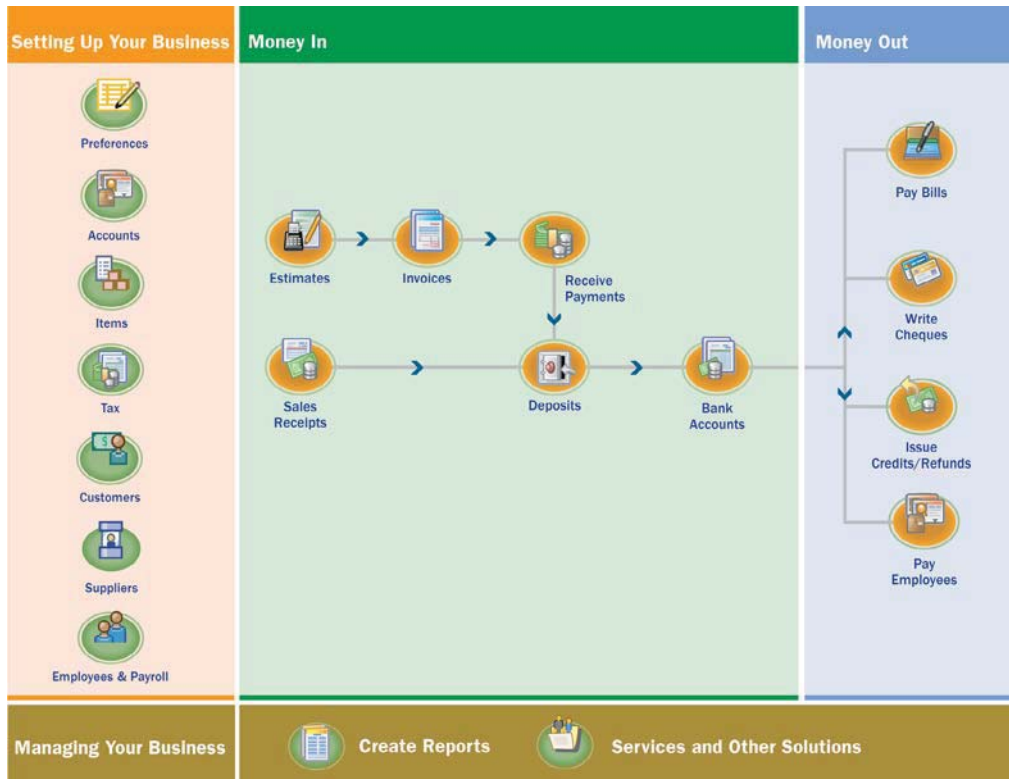
## Pay Bills

## Pay Supplier

Print cheques or make  
an online payment

## 4 | Essential Tasks

# Reckon Accounts Workflow | Visual Overview





## Learning how to do essential Reckon Accounts tasks

The diagram to the left shows a visual overview of the essential tasks that most people use to run their company in Reckon Accounts. This chapter describes how to perform each of these tasks and offers important usage tips.

The tasks are written assuming that you want to set up all the information for your business (for example, customer, supplier, and account information) before you begin creating invoices, receiving payments, or paying your bills.

However, you might prefer to enter information as you need it. For example, you might create an invoice for a new customer and use Fast Add to enter the customer information “on the fly”. Either method works fine. You choose the method that works best for you.

# Setting Up Your Business | Preferences

Preferences: Modify Reckon Accounts for the way you work

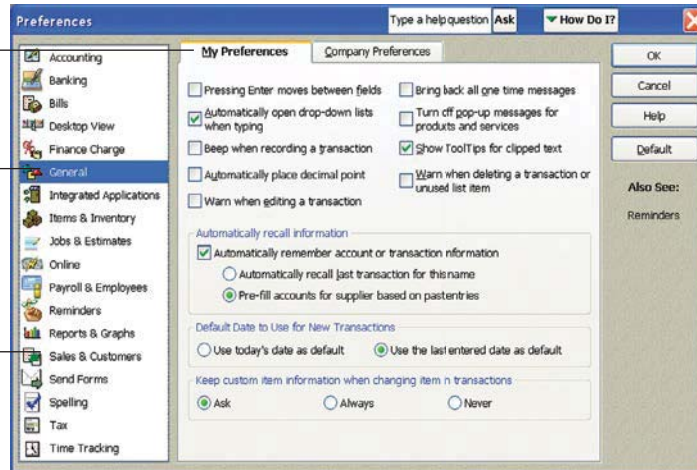
Set personal and company preferences for each Reckon Accounts area.

Click **General** to set general Reckon Accounts preferences.

Choose a group from the preference list to set behaviour for other Reckon Accounts areas.

2

3



### Company preferences

Company preferences are global preferences that affect all users of the company file. Only the Reckon Accounts Administrator can set up or modify company preferences.

### My Preferences

You can customise your workflow by setting personal Reckon Accounts preferences, such as using the Enter key instead of the Tab key to move between fields.

## Changing Reckon Accounts for the way you like to work

You can modify Reckon Accounts in many ways to suit the needs of your business and your personal style of working. From the Reckon Accounts Preferences window, you can define **preferences** in over a dozen different categories.

For example, you can configure general preferences such as whether or not Reckon Accounts prompts you before editing or deleting a transaction, or which date Reckon Accounts uses for new transactions. Or, you can configure accounting-specific preferences such as how Reckon Accounts displays accounts and subaccounts.

To view and set preference options:

- A** Go to the Edit menu and click Preferences.
- B** In the Preferences window, change any of the general Reckon Accounts preferences. These preferences determine how Reckon Accounts behaves.
- C** To display the preferences for another area of Reckon Accounts, click the appropriate category in the scroll list on the left. For example, to set preferences for reporting functions, click Reports & Graphs.
- D** On the My Preferences tab for the particular feature area, enter the changes and settings you want. These settings affect only your Reckon Accounts sessions, not those of other users.

**E** Do one of the following:

- Click OK to close the Preferences window and save your changes.
- Click another feature area in the scroll box to enter other preferences. Click Yes when prompted to save your changes.

**F** Click OK.

## Setting Up Your Business | Adding an Account

### Chart of Accounts

The Chart of Accounts list shows the balance of each balance sheet account for your business.

Rearrange your accounts by clicking and dragging the diamond to the left of an account to a new position.

Click the **Account** button to create new accounts or perform tasks with existing accounts.

Chart of Accounts		Type a help question	Ask	How Do I?	X
Name	£	Type	Balance Total		
Current Account		Bank	7,178.06		
Savings		Bank	13,868.42		
Cash Expenditures		Bank	0.00		
Barter Account		Bank	0.00		
Accounts Receivable		Accounts Receivable	76,610.00		
Tools & Equipment		Other Current Asset	5,000.00		
Employee Loans		Other Current Asset	0.00		
Inventory Asset		Other Current Asset	23,102.54		
Retainage		Other Current Asset	2,461.80		
Undeposited Funds		Other Current Asset	36,982.34		
Land		Fixed Asset	90,000.00		
Buildings		Fixed Asset	325,000.00		
Trucks		Fixed Asset	78,352.91		
New	Ctrl+N	Fixed Asset	28,501.00		
Edit	Ctrl+E	Fixed Asset	7,325.00		
Delete	Ctrl+D	Fixed Asset	-121,887.78		
		Other Asset	1,041.85		
		Accounts Payable	50,239.38		
		Credit Card	70.00		
Make Account Inactive		Credit Card	45.00		
Show Inactive Accounts		Credit Card	25.00		
Hierarchical View		Credit Card	0.00		
Flat View		Credit Card	5,071.02		
Customise Columns...		Other Current Liability	0.00		
		Other Current Liability	3,302.06		
Import from Excel...		Other Current Liability	5,353.52		
Use	Ctrl+U	Long Term Liability	19,932.65		
Find Transactions in...		Long Term Liability	3,911.32		
		Long Term Liability	3,440.83		
Print List...	Ctrl+P	Long Term Liability	50,162.38		
		Equity	403,590.82		
Re-sort List		Equity	19,000.00		
Account	Activities	Reports	Include Inactive		

Add New Account    Type a help question **Ask**    **How Do I?**

Account Type **Bank**

**General**    Online Bank Details

Account Name

☐ Subaccount of


Optional

Description

Bank Acct. No.

Tax-Line Mapping **<Unassigned>**    [How do I choose the right tax line?](#)

   [Should I enter an opening balance?](#)

 Remind me to order cheques when I reach cheque number

☐ Order cheques I can print from Reckon Accounts    [Learn more](#)

## Key Terms

## Accounts

There are two types of accounts:

- Balance sheet accounts track your assets and liabilities (such as bank accounts or accounts payable).
- Income and Expense accounts are used to track where your income came from and what you spent the money on, such as office supplies, rent, and utilities.

Refer to pages 65 and 66 for a description of the different Reckon Accounts accounts.

## Chart of Accounts

A complete list of your business' accounts and their balances. You use a chart of accounts to track how much money your company has, how much money it owes, how much money is coming in, and how much is going out.

## Did you know?

It is recommended that you open a business current account for writing cheques as one of the first things you do when starting a new business.

## Adding an Account

When you set up your company file, Reckon Accounts sets up certain accounts for you automatically. However, as your business grows or changes, you might need to add new accounts to your chart of accounts to better organise your finances. Or, you might need an account that was not provided during setup. For example, you might want to create expense accounts to track office supply purchases separately from advertising costs.

To add an account:

- A Go to the Lists menu and click Chart of Accounts.
- B Click the Account button and then click New.
- C In the Add New Account: Select Account Type window, select the type of account you want to create and then click Continue.  
**Note:** Refer to pages 65 and 66 for a description of the different types of income, expense, and balance sheet accounts.
- D Enter the account's name in the Account Name field. This name will appear on your company financial statements.
- E If you want to make this account a subaccount of another account, select the Subaccount of checkbox. From the drop-down list, click the account that will be the higher-level account for this subaccount.

- F** (Optional) Enter a short description, note, bank account number, or credit card number, depending on the type of account you are adding.
- G** For balance sheet accounts, enter an opening balance based on the account's balance as of your Reckon Accounts start date. Generally, you should enter any balance sheet balances as of the day before your start date. That way it's all exactly correct at the opening of your start date. If you're putting money into the account with a transaction, do not use the opening balance field, since this will create an additional transaction. If you're not sure of the balance, you can leave the field blank and enter the information later. Click OK when finished.
- H** Click Save & Close or Save & New to add another account.

## Why use Subaccounts?

When you need more detail about what's going on in an account, you can divide the account into one or more subaccounts. Subaccounts let you track several related types of income or expenses independently yet keep them all under the "umbrella" of a single parent account. Subaccounts appear indented immediately below their parent account in your chart of accounts. If you create subaccounts, it's best not to post anything to the "parent" account. For example, if your business has substantial advertising expenses, you might decide to divide your Advertising expense account into several subaccounts, such as Newspaper Ads, Signs, Yellow Pages Listing, and Direct Mailings.

## For a brand new account

When you create a brand new account, leave the opening balance at zero. Its opening balance will be created automatically when you transfer funds from another account.

## What type of account should I use?

There are two main types of accounts in the Reckon Accounts chart of accounts:

- Income and expense accounts



- Balance sheet accounts

## Income and Expense Accounts

Income and expense accounts track the sources of your income and the purpose of each expense. When you record transactions in one of your balance sheet accounts, you usually assign the amount of the transaction to one or more income or expense accounts. For example, not only do you record that you took money out of your current account, but you keep track of what you spent the money on (utilities or office supplies).

Account type	Purpose
Income	Categorises money earned from normal business operations, such as product sales, service sales, and discounts to customers.
Other income	Categorises money your business earns that is unrelated to normal business operations, such as dividend income, interest income, and insurance reimbursements.
Expense	Categorises money spent in the course of normal business operations, such as advertising and promotion, office supplies, insurance, legal fees, payroll, charitable contributions, and rent.
Other expense	Categorises money your business spends that is unrelated to normal business operations, such as corporation taxes and penalties and legal settlements.
Cost of goods sold	Tracks the direct costs to produce the items that your business sells, such as cost of materials, cost of labour, subcontractors, and shipping.

**Note:** Reckon Accounts does not display balances for income and expense accounts in the Chart of Accounts. To see these balances, go to the Reports menu, click Report Centre, and then click the Company & Financial category. You can also select the income or expense account in the chart of accounts and click FastReport.

## Balance Sheet Accounts

Reckon Accounts provides 10 types of balance sheet accounts to choose from as you create and add to your Chart of Accounts. Use the type of account that best describes the type of data you are tracking.

Account type	Purpose
Bank	Tracks money you have in your cash accounts. Create one for each cash account, such as petty cash, current, and savings.
Accounts receivable (A/R)	Tracks money your customers owe you on unpaid invoices. Most businesses require only the A/R account that Reckon Accounts automatically creates.
Other current asset	Tracks the value of things that you can convert to cash or use up within one year, such as prepaid expenses, employee cash advances, stock, and loans from your business.
Fixed asset	Tracks the value of significant items (consult your accountant for a minimum cash amount) that have a useful life of more than one year, such as buildings, land, machinery and equipment, and vehicles.
Other asset	Tracks the value of things that are neither Fixed Assets nor Other Current Assets, such as Goodwill, long-term notes receivable, and security deposits paid.

Account type	Purpose
Accounts payable (A/P)	Tracks money you owe to suppliers for purchases made on credit. Most businesses require only the A/P account that Reckon Accounts automatically creates.
Credit card	Tracks credit card purchases, bills, and payments. Create one for each credit card your business uses.
Other current liability	Tracks money your business owes and expects to pay within one year, such as tax or security deposits/ retainers from customers.
Long-term liability	Tracks money your business owes and expects to pay back over more than one year, such as mortgages, long-term loans, and notes payable.
Equity	Tracks money invested in, or money taken out of, the business by owners or shareholders. Payroll and reimbursable expenses should not be included.

## Setting Up Your Business | Adding Customers

Click New Customer & Job to add new customers to the list.

View the amount of money each customer owes you in the Balance Total column.

Click a customer's name in the list to view the contact information and notes for that customer.

See all transactions for this customer in the transaction list, which can be sorted and filtered.

Stadium Construction & Hardware Pty Ltd

File Edit View Lists Company Customers Suppliers Employees Banking Reports Window Help

Home Company Snapshot Customer Centre Supplier Centre Employee Centre Report Centre Online Banking Tax Invoice Cheque Bill Acct Backup Suggest New Feature Search

Customer Centre: Zeus Construction (All Transactions) Type a help question Ask How Do It?

New Customer & Job New Transactions Print Excel Word

Customers & Jobs Transactions

View Active Customers Find

Name	Balance Total
Zeus Construction	0.00
Baileys Cellars	2,200.00
Baker, Chris	0.00
Bristol, Sonja	0.00
Bulders Pty Ltd	0.00
Bushy, Jason	0.00
Cash Customers	0.00
Hedrians Wall Company	9,350.00
Handy Builders	14,014.00
Homebush Homes	660.00
Layby Customer	0.00
Olympic Park	8,750.00
Reversal Customer	0.00
Shovel and Handhats	12,337.50
Square Blocks Ltd	80.00
Techman Engines Pty Ltd	1,459.50
Zeus Construction	61,346.25
Clients account	0.00
Clients Trust	61,346.25

Customer Information

Customer Name: Zeus Construction Contact: Zacharias J Jupanisen  
 Customer Type: Construction Phone: 13235565  
 Company Name: Zeus Construction Tools Pty Ltd Alt Phone:  
 Billing Address: Zacharias J. Jupanisen Block C, Devre Street Cyberland Sydney, NSW 5065 Fax: 32135565  
 Email: info@zeusedit.com Terms: Due on receipt Price Level:  
 Notes: Edit Notes...

Reports for this Customer

- QuickReport
- Open Balance
- Show Estimates

Show All Transactions Filter By All Date All

Type	Num	Date	Account	Amount
Tax Invoice	61	15/01/2008	Accounts Receivable	24,346.25
Tax Invoice	60	15/10/2007	Accounts Receivable	11,746.25
Tax Invoice	59	15/07/2007	Accounts Receivable	15,746.25
Tax Invoice	58	15/04/2007	Accounts Receivable	11,746.25
Tax Invoice	57	15/01/2007	Accounts Receivable	11,746.25
Tax Invoice	56	15/10/2006	Accounts Receivable	20,791.25
Tax Invoice	55	15/07/2006	Accounts Receivable	11,746.25
Tax Invoice	54	15/04/2006	Accounts Receivable	26,746.25
Tax Invoice	53	15/01/2006	Accounts Receivable	11,746.25
Payment		03/01/2006	ABC Bank	132,000.00
Tax Invoice	52	15/10/2005	Accounts Receivable	11,746.25
Tax Invoice	51	15/07/2005	Accounts Receivable	11,746.25
Tax Invoice	50	15/04/2005	Accounts Receivable	11,746.25
Tax Invoice	49	17/03/2004	Accounts Receivable	11,746.25
Payment		02/03/2004	ABC Bank	8,697.50
Payment		02/03/2004	ABC Bank	2,029.50
Tax Invoice	47	22/02/2004	Accounts Receivable	7,468.75

## Adding Customers

Customers are the lifeline of your business. By entering detailed information in Reckon Accounts about the people and companies to whom you sell your products and services, you can personalise their bills, send invoices easily, and quickly view the status of their accounts. You can add new customers at any time.

While typing in customer data for hundreds of customers can be a tedious task, if you use Microsoft Outlook, you can import your existing customer information into Reckon Accounts instead of entering it manually. Refer to the Reckon Accounts in-product Help for instructions on how to prepare your customer data file for importing into Reckon Accounts.

To add a customer:

- A** Click the Customer Centre icon at the top of the Reckon Accounts window.
- B** Click New Customer & Job and then click New Customer.
- C** On the Address Info tab, enter all the data that you have about the customer, including their name, Invoice to and Ship to addresses, and additional contact information.
- D** Complete the Additional Info and Payment Info tabs, as appropriate.

## Setting Up Your Business

### Key Term

#### Customers

Customers are the people or businesses to whom you sell your products or services -- that is, the people who pay you for what you do. Some businesses might refer to a customer as a client or member.

### Did you know?

#### Adding jobs

If you are performing more than one job for a customer, you can track the jobs individually by adding new jobs under the customer's name in the Customers & Jobs list. That way, you can create reports that show the income and expenses for each job. To add a job, click New Customer & Job and then click Add Job.

#### Importing customers

If you need to add several customers to your Reckon Accounts company file, consider using the Import/Export functions to enter multiple customers at one time. For more information, see Reckon Accounts Help for importing lists.

#### Searching for customers

You can filter the Customers & Jobs list and Suppliers list to display only certain items. This is a useful way to find a particular list entry, or to display only a particular set of entries.

**E** If you want to add additional fields to the form, click Define Fields to customise the form.

**F** Click OK or Next (if you want to enter another customer).

You can also add customers as you perform your everyday tasks. For example, if you enter the name of a new customer when filling out an invoice, Reckon Accounts will prompt you to enter information about this customer. You can choose from two quick setup options:

- Fast Add -- Adds just the name to the list. You must add the details later.
- Set Up -- Enables you to enter additional information (such as a phone number, tax number, and alternate contact) to the list you choose.

Enter the customer's name, address, and contact information on the **Address Info** tab.

Use the **Additional Info** and **Payment Info** tabs to set up customer payment terms and tax information.

Click **Define Fields** to create any custom fields that you need for your customers.

**New Customer** Type a help question Ask How Do I?

Customer Name: Andrew Rebak  
Opening Balance: 1,000.00 as of 15/12/2007 [How do I determine the opening balance?](#)

Address Info **Additional Info** Payment Info Job Info

Categorising and Defaults  
Type: Construction  
Terms: Net 30  
Rep:   
Preferred Send Method: Mail

Price Level: Commercial  
Custom Fields

Tax Information  
Tax Code: GST  
Country: Austr... Tax Reg. ID:   
Define Fields

OK  
Cancel  
Next  
Help  
☐ Customer is inactive  
Go to Client Manager

## Setting Up Your Business | Adding Suppliers

Click New Supplier to add new suppliers to the list.

Click a supplier's name in the list to view the contact information and notes for that supplier.

View the amount of money you owe each supplier in the Balance Total column.

See all transactions for this supplier in the transaction list, which can be sorted or filtered.

Supplier Centre: Georgian Plywood Import Co. (All Transactions)

Type a help question **Ask** **How Do I?**

**Suppliers** **Transactions**

View: Active Suppliers **Find**

**Supplier Information** **Edit Supplier...** **Reports for this Supplier**

Supplier Name: Georgian Plywood Import Co. Contact: Ben Kibble  
 Supplier Type: Supplies Phone: 1234 6789  
 Company Name: Georgian Plywood Import Co. Alt Phone:  
 Address: Georgian Plywood Import Co. Fax:  
 123 Beachfront Street Email: georgianwood@yahoo.com  
 Botany Bay Account Number:  
 Sydney, NSW 2155 Terms:

Notes **Edit Notes...**

Show: All Transactions Filter By: All Date: All

Type	Num	Date	Account	Amount
Item Receipt		02/12/2006	Accounts Payable	-44,431.62
Item Receipt		15/10/2005	Accounts Payable	-13,636.37
Item Receipt		22/04/2004	Accounts Payable	-10,650.00
Bill Pmt -Cheque		20/03/2004	ABC Bank	-2,000.00
Bill Pmt -Cheque		15/03/2004	ABC Bank	-5,000.00
Bill		24/07/2003	Accounts Payable	-11,000.00
Bill Pmt -Cheque		25/04/2003	ABC Bank	-7,587.50
Bill Pmt -Cheque		28/02/2003	ABC Bank	-2,268.75
Bill		24/02/2003	Accounts Payable	-7,587.50
Bill		24/01/2003	Accounts Payable	-2,268.75
Bill		13/01/2003	Accounts Payable	-1,361.25
Credit		13/01/2003	Accounts Payable	181.50
Bill Pmt -Cheque		13/01/2003	ABC Bank	-1,179.75
Bill		03/01/2003	Accounts Payable	-2,407.50
Bill Pmt -Cheque		03/01/2003	ABC Bank	-7,272.50
Bill		12/12/2002	Accounts Payable	-4,865.00
Bill Pmt -Cheque		22/11/2002	ABC Bank	-5,313.75
Bill		11/10/2002	Accounts Payable	-5,313.75

Name	Balance Total
AMP	0.00
ANZ	0.00
Australian Energex	0.00
Australian Taxation Office	49,429.59
China Clothing Imports	0.00
Construction Workers Union	0.00
Georgian Plywood Import Co.	72,718.19
Homeware House Items	1,905.25
Jonez Accounting Services	0.00
Laureats Cars	0.00
Manchester Unity Super	0.00
Officeworkers	0.00
Optical Phone Networks	0.00
Pinchy Pty Ltd	0.00
Rajah Furniture	2,310.50
Remarkable Hotel	803.00
Taubmans and Sons Trade ...	58,409.08

## New Supplier: Additional Info

Enter the supplier's name, address, and contact information on the **Address Info** tab.

Use the **Additional Info** tab to enter supplier-specific information, including the supplier type.

Click **Define Fields** to create any custom fields that you need for your supplier.

3

5

6

## Adding Suppliers

Reckon Accounts uses the supplier list to hold information about the people and companies you buy goods and services from to run your business; for example, this list could include the phone company, your office stationery supplier, and your Utilities provider. You can add new suppliers at any time.



While typing in supplier data for hundreds of suppliers can be a tedious task, if you use Microsoft Outlook, you can import your existing supplier information into Reckon Accounts instead of entering it manually. Refer to the Reckon Accounts in-product Help for instructions on how to prepare your supplier data file for importing into Reckon Accounts.

To add a supplier:

- A** Click the Supplier Centre icon at the top of the Reckon Accounts window.
- B** Click New Supplier.
- C** On the Address Info tab, enter all the data that you have about the supplier, including their name, address, and additional contact information.
- D** If you owe the supplier money as of your company's start date, enter the amount in the Opening Balance field.
- E** Click the Additional Info tab and complete the form.
- F** If you want to add additional fields to the form, click Define Fields to customise the form.
- G** Click the Bank Details tab and complete the form.
- H** Click OK or Next (if you want to enter another supplier).

## Setting Up Your Business

### Key Term

#### Suppliers

Suppliers are any businesses or people from whom you buy or rent goods or services for your business -- office supplies, phone or computer services, or products that you sell. The tax agencies that you pay are also your suppliers. Nearly everyone you pay other than employees are suppliers.

### Did you know?

#### Importing suppliers

If you need to add several suppliers to your Reckon Accounts company file, consider importing all your suppliers at the same time. Refer to the in-product Help for instructions on how to import lists.

You can also add suppliers as you perform your everyday tasks. For example, if you enter the name of a new supplier when paying a bill, Reckon Accounts will prompt you to enter information about this supplier. You can choose from two quick setup options:

- Fast Add -- Adds just the name to the list. You must add the details later.
- Set Up -- Enables you to enter additional information (such as a phone number, tax number, and alternate contact) to the list you choose.

## Setting Up Your Business | Adding Items

For inventory parts, the **On Hand** column shows how many of each item you have in inventory.

Subitems are indented under the parent item.

Click the Item button to add new items or perform activities on existing items.

Stadium Construction & Hardware Pty Ltd

File Edit View Lists Accountant Company Customers Suppliers Employees Banking Reports Window Help

Home Customer Centre Supplier Centre Employee Centre Report Centre Online Banking

Tax Invoice Item Menu Cheque Bill Acct Pay Tax

Item List Type a help question Ask How Do It?

Name	Description	Type	Account	On Hand	On Sales Order	Price
• 2000 Kennedy		Service	Professional Fees			45.45455
• Concrete Slab		Service	Construction Parts			45.45455
• Installation	Installation Service	Service	Service Income			22.72727
• Labour		Service	Services			100.00
• Legal Services	Legal Services	Service	Professional Fees/Leg...			227.27273
• Special Order		Service	Sales Income			0.00
• Bathroom Tiles	Bathroom tiles	Inventory Part	Completed Units	-1,880	0	6.00
• Door		Inventory Part	Sales Income	4	0	181.81818
• Door Design Set	Door Design Set	Inventory Part	Sales Income	38	0	2.500
• Door Inobs		Inventory Part	Completed Units	81	0	18.18182
• Fence Boards 1x6	Fence Boards 1x6	Inventory Part	Construction Parts	7,468	0	1.00
• Kitchen Taps	Gold-lined Kitchen Taps	Inventory Part	Completed Units	43	0	12.00
• Ladder	4m Steel Ladder	Inventory Part	Completed Units	1	0	150.00
• Overalls	Overalls	Inventory Part	Others	32	0	21.36364
• Paint	Indoor/Outdoor Paint	Inventory Part	Construction Parts	0	0	0.00
• Fence Paint	Brown Fence Paint	Inventory Part	Construction Parts	96	0	37.50
• House Paint	Standard House Paint	Inventory Part	Construction Parts	85	0	35.00
• Undercoat Paint	Paint Undercoat	Inventory Part	Completed Units	75	0	9.31818
• Water-resistant Paint	Kitchen/Bathroom Paint	Inventory Part	Construction Parts	152	0	42.00
• Paint Brush		Inventory Part	Completed Units	0	0	0.00
• Big Paint Brush	Big Paint Brush	Inventory Part	Completed Units	62	0	11.59091
• Premier Paint Brush	Premier Paint Brush	Inventory Part	Completed Units	25	0	25
• Small Paint Brush	Small Paint Brush	Inventory Part	Completed Units	58	0	2.5
• Roof Tiles	Red Roof Tiles	Inventory Part	Completed Units	230	0	4.50
• Timber		Inventory Part	Completed Units	0	0	0.00
• Cedarwood	4x4 Cedarwood Timber	Inventory Part	Completed Units	103	0	47.50
• Red Timber	3x4 Red Plywood	Inventory Part	Completed Units	-50	0	47.00
• Supreme Timber	Supreme Timber	Inventory Part	Completed Units	30	0	90.00
• Varnish	Varnish	Inventory Part	Completed Units	82	0	3.18182

Item Activities Reports Excel Include Inactive

**Items**

An item is anything that might appear as a line item on an invoice, including subtotals, discounts, and tax, as well as the products and/or services that you sell. You enter items on your invoices and sales receipts. For example, a writing consultant might set up one item for editing services with an hourly rate, and another item for writing services with a different hourly rate. On an invoice, the items would be entered with the number of hours worked as the quantity.

While providing a quick means of data entry, items also handle the behind-the-scenes accounting. When you create an item you link it to an account. When the item is used on a form it posts an entry to that account and another to the appropriate accounts receivable, accounts payable, current, or other account.

## Adding Items

In Reckon Accounts, an item is anything that your company buys, sells, or resells to run your business. Items are your products, services, and things such as discounts and shipping and handling charges.

When you choose an item from the Item list, Reckon Accounts fills in a description of the line item and calculates its amount for you.

Reckon Accounts provides 9 different types of items, described in the table on page 77. Some items, such as service or inventory part items, help you record the services and products your business sells. Other items, such as the subtotal or discount items, are used to perform calculations on the amounts in a sale.

To add an item:

- A** Go to the Lists menu and click Item List.
- B** Click Item at the bottom of the list and then click New.
- C** Click the Type drop-down arrow and choose the type of item you want to create. (See table on page 77.)
- D** Enter an item name as you want it to appear on purchase and sales forms.
- E** Enter the description that you want to appear on sales forms when you use the payment item.
- F** In the Rate field, enter the amount you want to charge for the item.

- G In the Tax Code list, select the appropriate tax code or create a new one. If you do not see the Tax Code list, you must turn the tax preference on in the tax area under Edit | Preferences.
- H In the Account field, choose the account that is associated with this item. (In most cases, you will assign the item to an income account.)
- I Click OK or Next (if you want to enter another item).

The screenshot shows the 'New Item' dialog box with the following fields and callouts:

- Callout 3:** Points to the 'Type' dropdown menu, which is currently set to 'Service'. The text says: 'Choose the type of item you want to create from the **Type** drop-down list.'
- Callout 4:** Points to the 'Custom Fields' button. The text says: 'Click the **Custom Fields** button to set up and fill in custom fields that you need for your items.'
- Callout 6:** Points to the 'Rate' field, which is currently set to '0.00'. The text says: 'Enter the amount you want to charge for the item here.'
- Callout 7:** Points to the 'Tag Code' dropdown menu. The text says: 'Choose the appropriate Tax Code here.'
- Callout 8:** Points to the 'Account' dropdown menu. The text says: 'Associate the item with an account here.'

The dialog box also includes fields for 'Item Name/Number', 'Unit of Measure', 'Description', 'Barcode', and a checkbox for 'This service is used in assemblies or is performed by a subcontractor or partner'. There are buttons for 'OK', 'Cancel', 'Next', 'Custom Fields', and 'Spelling'.

## Which Item Type Should I Choose?

Reckon Accounts provides 9 different types of items to help you fill out sales and purchase forms quickly.

Item Type	Purpose
Service	Use for services you either charge for or purchase, like specialised labour, consulting hours, and professional fees.
Inventory part (available in Reckon Accounts levels Premier and above)	Use for goods you purchase, track as inventory, and resell.
Inventory assembly (available in Reckon Accounts levels Plus and above)	Use for assembled goods you build or purchase, track as inventory, and resell.
Non-inventory part	Use for goods you buy but don't track, like office supplies, or materials you buy for a specific job that you charge back to your customer.
Other charge	Use for miscellaneous labour, material, or part charges, such as delivery charges, setup fees, and service charges.

Item Type	Purpose
Subtotal	Use for showing sum of all items above it on a form, up to the previous subtotal. Useful for applying a percentage discount or surcharge to multiple items.
Group	Use for associating a set of individual items that often appear together on invoices, purchase orders, and so on, so that all items in the group can be added to the form at one time.
Discount	Use to subtract a percentage or fixed amount from a total or subtotal. Do not use this item type for an early payment discount.
Payment	Use to record a partial payment you received at the time of a sale. It reduces the amount owed on an invoice.

### Why item types are important

Although you can use items as a quick means of entering data, items fulfil a much more important Reckon Accounts role: to handle the behind-the-scenes accounting.

When you create an item, you link it to an account; when the item is used on a form, it posts an entry to that account and another entry to the appropriate accounts receivable, accounts payable, current, fixed asset, or other account.

While items are easy to set up, you should spend some time deciding how they can best work for you before you start setting them up and using them. Use your current list of services and products as a starting point. Consider

how much detail you want on your invoices or statements and set up your items with that level of detail in mind. For example, if you are a seamstress who creates and sells home accessories, you can set up a single item and charge a flat rate for a certain size of couch pillow, or you can break that pillow down further into labour and materials.

Furthermore, Reckon Accounts provides many useful reports that break information down by the goods or services you purchase and sell. That way, you can quickly find out:

- How much income your items bring in
- What you are spending to purchase items
- How well you estimate the cost of items
- How much time you spent on each type of job or item

# Setting Up Your Business | Setting up tax

## How tax tracking works in Reckon Accounts

### Sell items

Invoice

Assign  
Tax Codes  
to your  
items.

### Buy items

Enter Bills

Reckon Accounts tracks your output tax and input tax in the Tax Liability account, which Reckon Accounts creates by default.

Fill in your tax return, and send your payment to your tax agency.



## Setting up tax

If you are registered to collect tax, you need to enable tax tracking in Reckon Accounts. Reckon Accounts then tracks the tax that your company pays on expenses, reclaiming it from the tax that you collect and pay to your tax agency.

Reckon Accounts supports the two most common tax schemes: Standard Accrual Tax Accounting and Cash Tax Accounting.

- **Standard Accrual Tax Accounting scheme:** you track tax on sales and purchases when you send an invoice or receive a bill, and very likely before you have received any money for these transactions from your customers.
- **Cash Tax Accounting scheme:** you pay and reclaim tax only on the basis of cash received and cash paid out by you. This scheme is meant to help smaller businesses with their cash flow. To qualify, your annual turnover must be below a certain value.

**Important:** You must follow the rules and regulations from your tax agency for collecting and paying tax.

## Understanding how tax works in Reckon Accounts

You use tax codes on transaction forms to set how tax applies to the products and services that you buy and sell. For example, when you create an invoice, you assign an appropriate tax code to each line item on the invoice.

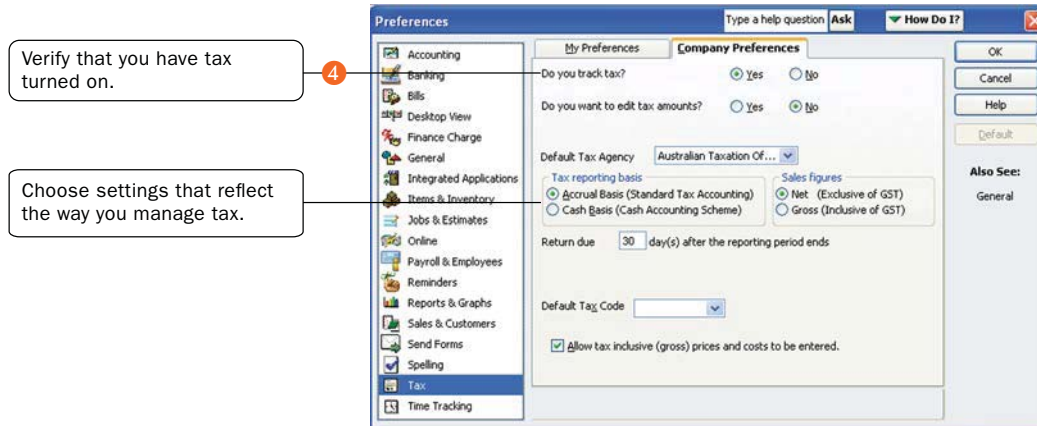
Each tax code is associated with one or both of a tax item for sales, and a different tax item for purchases. This lets Reckon Accounts properly track both output tax (from your sales) and input tax (from your purchases).

Reckon Accounts uses tax items to calculate and add tax charges when you make a taxable sale. When you set up a tax item, you assign a tax rate to it and associate it with the tax agency to which you pay the tax. After you enable and set up tax, Reckon Accounts applies the appropriate tax rate to the sale of your taxable items, based on the tax code.

**Tip:** Reckon Accounts sets up default tax codes, tax items, and your tax agency for you. These become available when you enable

tax, either from the Setup Interview or through the Preferences window.

## Preferences: Set tax preferences



## Setting up tax

If you need to make changes to how tax is configured, you need to know the following:

- Tax rates for the new tax situation that you need to handle.
- Tax agencies to which you pay the collected tax.

Setting up tax is a three-step process:

- Step 1: Enabling tax in preferences

- Step 2: Setting your tax reporting period
- Step 3: Entering an opening balance for your tax payable (what you owe)

Don't forget to specify your Tax Rego ID (ABN) in the Company Information window. (Go to the Company menu and click Company Information.)

**Tip:** Reckon Accounts includes a Manage Tax window to help you complete your common tax tasks, like setting tax preferences, creating tax reports, and paying tax liabilities. To open this window, go to the Suppliers menu, click Tax Activities, and then click Manage Tax.

### Step 1: Enabling tax in preferences

In this procedure, you'll turn on tax and then set up basic information about how you report tax to your tax agency.

To set up your tax payment schedule:

- A** Go to the Edit menu and click Preferences.
- B** In the scrolling list on the left, click Tax.
- C** Click the Company Preferences tab.
- D** For the question Do you track tax?, click Yes.

### Step 2: Setting your tax reporting periods

Your tax reporting periods are when and how often you need to file tax with your tax agency. You set this up in the tax supplier (i.e., the tax agency's supplier) record. While Reckon Accounts creates the supplier record for you, you still have to specify the tax reporting period yourself.

To set up your tax reporting periods:

- A** Open the Supplier Centre (go to the Suppliers menu and click Supplier Centre).

- B** In the lists on the left side of the screen, click the Suppliers tab.
- C** Double-click the supplier used to pay tax. Typically, this is “Australian Taxation Office”.
- D** In the Edit Supplier window, click the Tax Agency Info tab.
- E** In Period and Period Ending, select the schedule at which you file tax. For example, if you file tax four times a year at the end of March, June, September, and December, choose a Period of “Quarterly” and a Period Ending of “Mar/Jun/Sep/Dec”.
- F** Click OK to close the Edit Supplier window.

### Step 3: Entering an opening balance for your tax payable (what you owe)

You need to enter an opening balance for your Tax Payable account (what you owe as of your Reckon Accounts start date). After your start date, your tax is included on your sales forms and entered into this account.

**Caution:** Do not do this if you entered all historical invoices or sales receipts dated before your Reckon Accounts start date. Your tax will already be included on them and posted to this account.

### Default tax codes

When you enable tax Reckon Accounts sets up the following tax codes by default. In most cases, these will be all you’ll need.

Tax code	Description	Linked to Tax Item
ADJ	Tax Adjustments	ADJ-P -- Purchases
		ADJ-S -- Sales
CAF	Cap. Acq. -- GST Free	CAF

Tax code	Description	Linked to Tax Item
CAG	Cap. Acq. -- Inc GST	CAG
CAI	Cap. Acq. -- for making Input Taxed Supplies	CAI
CDC	Combined Cellar Door	CDC Tax Group
CDG	Cellar Door GST	CDG
CDS	Cellar Door WET	CDS
EXP	GST Free Exports	EXP
FRE	GST Free Supplies	FRE
GST	10% GST	GST
INP	Input Taxed Sales	INP
NCF	Non-Cap. Acq. -- GST Free	NCF
NCG	Non-Cap. Acq. -- Inc GST	NCG
NCI	Non-Cap. Acq. -- for making Input Taxed Supplies	NCI
WC	Combined WET & WGST	WC Tax Group
WET	Wine Equalisation Tax	WET
WGST	GST on Wine Equalisation Tax	WGST

### Default tax items

When you enable tax Reckon Accounts sets up the following tax items by default. In most cases, these will be all you'll need.

Tax item	Description	Rate	Agency	Sales or Purchase
ADJ -- S	Tax Adjustments (Sales)	10.00%	Default	S
ADJ -- P	Tax Adjustments (Purchases)	10.00%	Default	P
CAF	Cap. Acq. -- GST Free	0.00%	Default	P
CAG	Cap. Acq. -- Inc GST	10.00%	Default	P
CAI	Cap. Acq. -- for making Input Taxed Supplies	0.00%	Default	P
CDG	Cellar Door GST	11.90%	Default	S
CDS	Cellar Door WET	18.98%	Default	S
EXP	GST Free Exports	0.00%	Default	S
FRE	GST Free Supplies	0.00%	Default	S
GST	10% GST	10.00%	Default	S
INP	Input Taxed Sales	0.00%	Default	S
NCF	Non-Cap. Acq. -- GST Free	0.00%	Default	P
NCG	Non-Cap. Acq. -- Inc GST	10.00%	Default	P
NCI	Non-Cap. Acq. -- for making Input Taxed Supplies	0.00%	Default	P
WET	Wine Equalisation Tax	29.00%	Default	S
WGST	GST on Wine Equalisation Tax	12.90%	Default	S
CDC (Tax Group)	Combined Cellar Door	CDG 11.90% +CDS 18.98% = 30.87%	Default	S

Tax item	Description	Rate	Agency	Sales or Purchase
WC (Tax Group)	Combined WET & WGST	WET 29.00% +WGST 12.90% = 41.90%	Default	S

## Setting Up Your Business | Setting Up Your Payroll

The screenshot shows the 'Employee Centre: Payroll Centre' window. It has a top navigation bar with 'Employees', 'Transactions', and 'Payroll' tabs. The 'Payroll' tab is active, showing a calendar for December 2009 and January 2010. On the right, there are two main sections: 'Pay Employees' and 'Pay Liabilities'. The 'Pay Employees' section includes a message about QuickBooks payroll schedules and buttons for 'Related Payroll Activities', 'Pay Employees', and 'Start Scheduled Payroll...'. The 'Pay Liabilities' section includes a button for 'Related Payment Activities'.

Click to switch between your **Employee list**, **Transactions list**, and **Payroll Activities** status.

**Pay Employees:** Run payroll and perform ongoing payroll activities from this section.

**Pay Liabilities:** Track and pay your payroll liabilities or make adjustments in this section.

## Setting up your Payroll

Paying employees is a big responsibility. You have to calculate gross and net pay, tax and superannuation, as well as track the liability payments you need to send to the Australian Taxation Office and benefit agencies.

## Setting up Reckon Accounts Payroll

Reckon Accounts includes step-by-step instructions that take you through setting up payroll for your business. You need to set up your payroll items, your employees, and set your employees' year-to-date (YTD) amounts.



**Tip:** Depending on the size of your company, payroll setup can take a long time to complete. Before you begin setting up payroll, we recommend you gather all of the information in the Payroll Setup Checklist.

The following sections describe common activities you will perform during payroll setup.

## Setting up Payroll Items

You add payroll items to payroll payments the same way you add items to invoices. Payroll items track amounts such as wages you pay and taxes you deduct from your employees' payroll payments. There are payroll items for commission, taxes, other additions and deductions, and employer-paid expenses. You can assign these payroll items to different accounts as needed.

By default, Reckon Accounts creates common payroll items that you'll need, such as tax deductions and superannuation. However, you may need to add other payroll items for your own company.

To create a payroll item:

- A** Go to the Lists menu and click Payroll Item List.
- B** From the Payroll Item menu button, choose New.  
The Payroll Item Wizard opens.
- C** Choose the type of payroll item you want to create and click Next:
  - Wage: Money you pay to employees for salaries, hourly wages, commissions, and Paid Parental Leave
  - Addition: Money you pay to employees above their base earnings, such as a bonus
  - Deduction: Money you deduct from your employee other than taxes, such as life insurance
  - Company Contribution: Company-paid benefits for your employees
  - Superannuation Contribution: Company and employer contributions
- D** Follow the onscreen instructions. When you're done, click Finish.

## Entering year-to-date amounts for your employees

If you begin using payroll part way through the current tax year, you must enter year-to-date amounts for each employee that you've paid thus far in the tax year. In Australia, PAYG is calculated on a cumulative basis, so Reckon Accounts needs to take into account an employee's total pay and tax amounts for a given tax year in order to be able to deduct the right amount of tax from his or her pay.

You can use the Year-to-Date Wizard to help you enter year-to-date amounts for your employees.

Follow the steps below to summarise and enter the payroll payments you processed for each employee from the beginning of your financial year (e.g., in Australia this is July 1) to the date that you started using Reckon Accounts Payroll.

To summarise and enter year-to-date amounts for each employee:

- A** From the Employees menu, click Payroll Setup, then click the YTD Amounts tab.
- B** Follow the onscreen instructions until you get to the Employee YTD summary information window. Select an employee from the list and click Enter Summary.  
The YTD Adjustment window opens.
- C** Enter the details of the year-to-date payroll amounts for this employee.  
We recommend that you create one entry to summarise the payroll payments that you've paid to this employee thus far.
- D** Click OK, then select the next employee.
- E** Click Finish when you are done, or if you need to enter prior payroll liability payments, click Next and refer to the steps below.

To learn more about entering year-to-date amounts, see the in-product Help.

To enter prior payroll liability payments:

- A** Open the Year-to-Date Wizard as described in the steps above.
- B** Follow the onscreen instructions until you get to the Summarising prior liability payments window.
- C** Click the Prior Payments button to enter a summary of all the taxes and liability payments you've made to the government.

## Payroll Setup Checklist

Before you begin setting up your payroll, you should gather the information listed in the following table. You can find this information in your own records, from your accountant or Reckon Accredited Partner, or from government agencies.

Information Reckon Accounts needs	Where to find it
Tax office number and reference	Your accountant or company records
Current tax tables covering payroll withholdings	Your tax agency or download from Reckon
How you pay your employees and directors (hourly wages, salaries, and/or commissions)	Your accountant or company records
How often you pay your employees	Your accountant or company records
Additions you make to your employees' pay that increases their earnings base (bonus payments, statutory payments, etc.)	Your accountant or company records

Information Reckon Accounts needs	Where to find it
Deductions you make to your employees' pay (student loan repayments, union dues, employee loans, health insurance, etc.)	Your accountant or company records
Payroll expenses that your company pays	Your accountant or company records
Employee personal information (Tax File Number, date of birth, contact details)	Your accountant or employee records
Employees' rate of pay and payroll payment additions, deductions, and employer contribution amounts	Payslips, reports, or your accountant
If paying using direct deposit, employee's bank or building society details (account number, name of account holder, bank name and address)	Employees
Holiday and personal leave accruing policies and amounts	Existing payments, reports
Total employee payroll amounts that you've paid out so far this payroll year up to the date you start using Reckon Accounts, including amounts withheld from payroll payments, commissions, and bonuses	Copies of employee payroll payments, payslips, previous accounting software or service provider, reports, your accountant or company records
If you are already operating payroll, total amount of PAYG income tax owed to your tax agency as of your start date	Previous accounting software or service provider, accountant or company records

## Setting Up Your Business | Setting up Employees

Enter the employee's personal information, including the name to be printed on their payroll payments.

Enter the employee's address and contact information in the **Address and Contact** tab.

The screenshot shows a 'New Employee' form with the following fields and options:

- Information for:** Douglas Beagle
- Change tabs:** Personal Info (selected)
- Personal Tab:**
  - Mr./Ms./...: Mr.
  - Legal Name:
    - First Name: Douglas
    - M.I.: [ ]
    - Last Name: Beagle
  - Print as: Douglas Beagle
  - Gender: Male
  - Date of Birth: 06/12/1984
  - Marital Status: Single
- Additional Info Tab:**
  - Disability:
    - Disabled: No
    - Description: [ ]
- Buttons:** OK, Cancel, Next, Help
- Checkbox:** ☐ Employee is inactive

Select a payroll schedule that you have set up.

Enter employee basic earnings information.

Set up the employee's tax information.

Enter how much personal leave and how many holidays the employee has accrued and used thus far.

Enter employee benefits and deductions.

If paying by direct deposit, click the **Direct Deposit** button and enter the employee's bank account information.

**New Employee** Type a

Information for: Douglas Beagle

Change tabs: Payroll and Compensation Info

**Payroll Info**

Earnings

Item Name	Hourly/Annual Rate
Salary	45,000.00

What is a payroll schedule?

Payroll Schedule: weekly

Pay Frequency: Weekly

Pay Method: Cheque

Class:

☐ Use time data to create paycheques

Additions, Deductions and Company Contributions

Item Name	Amount	Limit
Union Fees	-5.00	

Taxes...

Leave Details...

Direct Deposit

Super Details...

Raises & Promotions

OK

Cancel

Next

Help

☐ Employee is inactive

Enter additional employee information including super fund details such as name and current rate.

Click the **Raises & Promotions** button to enter a raise or promotion or historical record using Employee Organiser.

### Key Terms

#### Earnings Base

An earnings base is the wages or earnings due to an employee before any deductions are made. It is also referred to as gross pay or taxable income. An employee's earnings base can include wages, salaries, overtime, bonuses, and commission. Reckon Accounts uses the earnings base to work out payroll withholding amounts, such as tax.

#### Directors

A director is a person who, traditionally, manages the business of the company on a day-to-day basis.

For more information on directors, refer to the in-product Help.

#### Hire an Employee Wizard

The Hire Employee wizard guides you through the process of hiring an employee.

Go to the Employees menu, choose Employee Organiser, and then click Hire Employees.

For more information, refer to the in-product Help.

## Setting up Employees

To process payroll payments and prepare tax documents for your employees, you need to enter specific information about each of your employees in Reckon Accounts.

Refer to the Payroll Setup Checklist on page 91 for a list of employee information to gather.

To set up an employee's personal information:

- A** Click the Employee Centre icon at the top of the Reckon Accounts window.
- B** Click New Employee.
- C** On the Personal tab, fill in the form.
- D** Click the Address and Contact tab, fill in the form, and then click OK.
- E** When prompted to set up the employee's payroll information, click Leave As Is. Or, continue with the instructions below.

To set up an employee's payroll information:

- A** Click the Employee Centre icon at the top of the Reckon Accounts window.
- B** Click the Employees tab and then double-click the employee's name.

- C From the Change tabs drop-down list, click Payroll and Compensation Info.
- D Fill in the Payroll Info form.
- E Click the Taxes button. Fill in the form, based on the employee's tax information.
- F Click the Leave Details button. Fill in the form to specify how personal leave and holidays are accrued.
- G If you pay the employee using online banking, click the Direct Deposit button to set up the employee's bank account information.
- H Click the Super Details button. Fill in the form to set up the employee's superannuation information.
- I Click OK.

Once you've set up your employees, refer to "Paying Employees" on page 122 to learn about paying them.



# Money In | Creating an Estimate

Print and mail or email estimates to your customer.

When you're ready to bill the customer, click here to convert this estimate to an invoice.

Choose items to add to the estimate or create new items.

6

5

4

Choose the Estimate template you want to use, or create your own.

## Creating an Estimate

You can use the estimate form to prepare estimates, bids, quotes, or proposals for your customers. You can change the title “Estimate” to anything that suits your business.

**Note:** Estimates are available in Reckon Accounts levels Premier and above.

Filling in the estimate is similar to creating an invoice. And when it’s time to bill your customer, you can create the invoice directly from the estimate by clicking Create Invoice on the estimate’s toolbar. Reckon Accounts then creates the invoice, with all the information from the estimate filled in. Later, you can create reports that compare your estimated costs and revenue against your actual costs and revenue to see how accurate your estimates are.

To create an estimate:

- A** If necessary, turn on Estimates (described below), if you didn’t do this during the Setup Interview.
- B** Go to the Customers menu and click Create Estimates.
- C** Enter the name of the customer or job.
- D** Select an estimate template from the Template drop-down list.
- E** Fill in the estimate form.
- F** Click Print.
- G** Save the estimate.

To turn on the estimates feature:

- A** Go to the Edit menu and click Preferences.
- B** Click Jobs & Estimates in the list on the left and then click the Company Preferences tab.
- C** Click Yes to the question, “Do You Create Estimates?”

- D To have Reckon Accounts warn you when you try to record an estimate with the same number as the existing estimate, select the Warn about duplicate estimates numbers checkbox.
- E If you do progress invoicing:
  - Make sure Yes is selected in response to the question, “Do You Do Progress Invoicing?”
  - Specify whether you want line items that have zero amounts to print on your progress invoice
- F Click OK.

## Money In | Creating an Invoice

### Create Invoices

Print and mail or email invoices to your customer.

Choose items to add to the invoice or create new items.

Customer/Job [Commercial]  
Andrew Rebak

Class

Template Stadium Tax Invoice

Date 12/10/2009 Tax Invoice # 75

**Tax Invoice To**  
Commercial Couriers  
Andrew Rebak  
13 Roebuck Street  
North Narrabeen NSW 2010

Item	Description	Qty	Rate	Tax	TAX AMT	Class	Amount
Concrete Slab	Foundation Slab - prep and pouring	15	31.66...	GST	47.50		475.00
Total Taxes							47.50
Total							522.50

Customer Message Thank you for your business.

☒ To be printed  
☐ To be emailed  
☐ Amounts include tax

Add Time/Costs... Apply Credits... Payments Applied 0.00  
Balance Due 522.50

Customer Tag Code GST

Memo

Save & Close Save & New Clear

Choose the Invoice template you want to use or create your own.

## Creating an Invoice

When your customers don't pay you in full at the time you provide your service or product, or when they pay in advance, you need to track how much they owe you. You can use an **invoice** to help you keep track of what your customers owe you (or your "accounts receivable").

Invoices list all the details about the sale, including the services you're providing or the products you're selling (your "items"). Invoices also show the quantity and price or rate of each item. If you need to make automatic adjustments to prices (for example, discounts or markups), invoices will work for you.

**Note:** If your customers pay in full at the time of purchase, do not create an invoice. Instead, create a sales receipt, described on page 103.

To create an invoice:

- A** Go to the Customers menu and click Create Invoices.
- B** In the Customer:Job drop-down list, click the name of the customer or job.
- C** Click the Template drop-down arrow and then click the invoice template you want to use.
- D** Click the Terms drop-down arrow and then click the sales terms that apply to this customer.
- E** In the lower part of the form, enter each of the items (including the proper quantity) that the customer has purchased.

## Money In

### Key Term

#### Estimate

An estimate is a form you use to itemise the work you propose to do or the products you intend to sell to a customer. Your company might use a different term, such as bid, grant, or proposal. Estimates are optional, not mandatory, for all businesses.

### Did you know?

#### Using sales orders

In Reckon Accounts levels Premier and above, you can create sales orders to help you keep track of items that your customers have ordered but you have not yet delivered to them, for example because you do not have them in stock.

Refer to the in-product Help for instructions and tips on how to use sales orders.

- F Click Print on the toolbar to print the invoice now. Optionally, you can select the To be printed checkbox to print the form later.
- G Save the invoice.

**Tip:** You can customise your invoices (or any other sales form) for your business. Click Customise to open the Basic Customisation window, where you can add your company logo, change fonts and colours, and access more advanced options.

The screenshot shows the 'Basic Customisation' window for a 'Stadium Tax Invoice'. The window is divided into two main sections: 'Selected Template' and 'Preview'.

**Selected Template:**

- Logo & Fonts:**
  - ☐ Use logo (with 'Select Logo...' button)
  - Select Colour Scheme:** 'Please Select...' dropdown (with 'Apply Colour Scheme' button)
  - Change Font For:** A list box containing 'Title', 'Company Name', 'Company Address', 'Labels', 'Data', 'Subtotals Label', and 'Total Label' (with 'Change Font...' button).
- Company & Transaction Information:**
  - ☒ Company Name, ☐ Phone Number (with 'Update Information...' button)
  - ☒ Company Address, ☐ Email Address
  - ☐ Fax Number, ☐ Web Site Address
  - ☒ Print Status Stamp (with text: 'This controls whether the status stamp is printed. e.g. PAID, PENDING, RECEIVED etc.')
    - Buttons: 'Help', 'Additional Customisation...', 'Layout Designer...', 'Cancel', 'OK'.

**Preview:**

The preview shows a 'Tax Invoice' for 'Stadium Tax Invoice'. It includes a table with columns for 'Description', 'Qty', 'Unit', 'Price', and 'Amount'. The table contains several rows of data. At the bottom, there is a 'Balance Due' section with a 'Print Preview...' button.

**Callouts:**

- Print your company logo on your invoice. (points to 'Use logo')
- Choose different fonts to use for different parts of the invoice. (points to 'Change Font For:')
- Control what type of information gets printed on your invoices. (points to 'Company & Transaction Information')
- Click here to access more advanced customisation options. (points to 'Additional Customisation...')

## Money In | Entering Sales Receipts

### Entering Sales Receipts

When your customers pay in full at the time they receive your service or product, you don't need to track how much they owe you. However, you might want to record the sale, calculate its tax, or print a receipt for the sale. In these cases, you can create a sales receipt.

Examples of businesses that commonly use sales receipts include hairdressers, beauty salons, and DIY shops.

**Note:** If you need to track how much a customer owes you or you do not receive full payment at the time of the transaction, do not use a sales receipt. Instead, create an invoice, described on page 101.

To enter a sales receipt:

- A** Go to the Customers menu and click Enter Sales Receipts.
- B** Fill in the top part of the form, including the Customer:Job, Date, and Payment Method.
- C** Click the Template drop-down arrow and then click the sales receipt template you want to use.
- D** In the bottom part of the form, select or enter the items purchased.
- E** Save the transaction.

## Money In

### Key Term

#### Invoice

An invoice is the form you use to charge customers for the products and services they purchase from you.

### Did you know?

You can create an invoice letter directly from the invoice form by clicking the Letters button on the Create Invoices toolbar. Refer to the in-product Help for more detailed information about this feature.

Choose the Sales Receipt template you want to use or create your own.

3

Choose items to add to the Sales Receipt or create new items.

4

Enter Sales Receipts

Previous Next Print Email Find Spelling History Journal Customise

Customer: Job (Commercial) Class Template Print Preview  
Andrew Rebak Custom Sales Receipt

Date 12/10/2009 Sale No. 70

Sold To:  
Commercial Couriers  
Andrew Rebak  
13 Roeback Street  
North Narrabeen NSW 2200

Cheque No. Payment Method

Item	Description	Qty	Rate	Tax	TAX AMT	Class	Amount
Timber		15	20.00	GST	30.00		300.00
Total Taxes							30.00
Total							330.00

Customer Message [It's been a pleasure working with you!]

☒ To be printed ☐ To be emailed Customer Tax Code GST Memo

☐ Amounts include tax Add Time/Costs...

Deposit To Undeposited Funds ☐ Process credit card payment when saving

Save & Close Save & New Clear



## Money In | Receiving a Payment

### Receiving a Payment

When you receive money from a customer, you must receive the payment in Reckon Accounts so Reckon Accounts can record the transaction and mark the invoice as being paid. When you receive a payment, the accounts receivable records are updated, and the payment is ready to be deposited into an account.

To receive a payment:

- A** Go to the Customers menu and click Receive Payments.
- B** Fill in the top portion of the form, including the customer's name, the payment amount, payment method, and the date on which the payment was received.
- C** Check the column to the left of the invoice to which you want to apply the payment. You might be asked to decide how to apply the payment for one of the following scenarios:
  - Overpayment can become a credit or refund
  - Underpayment can be left as is or written off
  - Customer has unused credit to be applied
  - Customer has available discounts

## Money In

### Did You Know?

#### Sales Receipt

A sales receipt is the form you use when you make a sale for which you receive full payment at the time of the sale. Sales receipts can include payments by cash, cheque, or credit card.

### Did you know?

You can also use a sales receipt to create a summary of sales income and tax owed. You can summarise daily or weekly sales on a sales receipt.

- D Choose the appropriate selection and you should see your choices reflected in total amounts for selected invoices.

If the customer has a discount or available credits, you can choose how to apply them.

- E Save the payment.

Choose a customer from the drop-down list.

The checkmark next to the invoice tells Reckon Accounts to apply the payment to this invoice.

Receive Payments

Previous Next History Journal

Type a help question Ask How Do I?

### Customer Payment

Received From: Handy Builders Customer Balance: 14,154.50

Amount: 642.50 Date: 15/12/2009

Post. Method: Cheque Cheque #: 2112

Memo: Deposit to: Undeposited Funds

☐ Process credit card payment when saving

Find a Customer/Invoice...

Date	Number	Orig. Amt.	Disc. Date	Amt. Due	Payment
07/01/2004	27	14,014.00		13,262.00	0.00
15/12/2009	65	250.00	25/12/2009	250.00	0.00
15/12/2009	66	642.50	25/12/2009	642.50	642.50
Totals		14,906.50		14,154.50	642.50

Amounts for Selected Invoices

Amount Due: 642.50

Un-Apply Payment Applied: 642.50

Credits Credits Applied: 0.00

Save & Close Save & New Clear

## Money In | Making a Deposit

The checkmark indicates which payments to deposit.

2

Reckon Accounts sorts received payments by payment method type.

Payments to Deposit

Type a help question **Ask** **How Do I?**

Select View

View payment method type **All types** [What are payment method views?](#)

Select Payments to Deposit

<input checked="" type="checkbox"/>	Date	Time	Type	No.	Payment Met...	Name	Amount
<input checked="" type="checkbox"/>	12/10/2007		RCPT	70	Cash	Andrew Rebak	330.00
<input checked="" type="checkbox"/>	10/01/2008		RCPT	69	Cash	Zeus Construction	7.00
<input checked="" type="checkbox"/>	10/12/2007		PMT	45878	Cheque	Zeus Construction	15,000.00
<input checked="" type="checkbox"/>	20/12/2007		PMT	01254	Cheque	Zeus Construction	316.25
<input checked="" type="checkbox"/>	30/01/2009		PMT	2112	Cheque	Andrew Rebak	522.50

1 of 5 payments selected for deposit

Payments Subtotal 522.50

Select All Select None

OK Cancel Help

3

5

**Make Deposits** Type a help question **Ask** **How Do It?**

Previous Next Print Payments History Journal

Deposit To: **BDC Bank** Date: **30/01/2009** Memo: **Deposit**

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk. No.	Pmt. Meth.	Class	Amount
Andrew Rebak	Undeposited Funds		2112	Cheque		522.50
Deposit Subtotal						522.50

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to:  Cash back memo:  Cash back amount:

Deposit Total: 522.50

**Save & Close** **Save & New** **Clear**

You can set a preference so that payments received:

- Automatically go to the undeposited funds account
- Automatically get calculated and applied as you select invoices in the list

Go to the Edit menu, click Preferences, and then click the Company Preferences tab in the Sales & Customers area to set this preference.

## Making a Deposit

When you receive a payment from a customer, you can either deposit the payment into a bank account immediately, or you can wait until a later time to make the deposit.

To make a deposit:

- A** Go to the Banking menu and click Make Deposits.
- B** In the Payments to Deposit window, select the payments that you want to deposit and click OK.
- C** In the Make Deposits window, click the Deposit To drop-down arrow and then click the account to which you want to deposit the funds.
- D** Verify the date and the list of payments to deposit, making updates as necessary.
- E** If you want to receive cash back from this deposit, fill in the Cash Back fields at the bottom of the form.
- F** If you want to print a deposit slip or deposit summary, click Print.
- G** Save the deposit.

**Note:** Just because you've recorded the deposit in Reckon Accounts doesn't mean that you've actually made the deposit and that the money is available. You still need to physically deposit the money at the bank.

# Money Out | Paying Bills

## Paying Bills

As you purchase equipment, supplies, products, or services to run your business, you will also receive bills that need to be paid. Entering these bills in Reckon Accounts enables you to not only track information about your purchases, but also to pay these bills. Reckon Accounts remembers all of your unpaid bills, enabling you to easily choose the bills you want to pay. Reckon Accounts then writes and saves the cheques or credit card charges or sends the online banking payment instructions, depending on the payment method you choose.

**Note:** Before paying a bill, be sure you read the section “Writing cheques versus paying bills” to make sure you are using the correct payment method.

To enter a bill:

- A** Go to the Suppliers menu and click Enter Bills.
- B** In the Supplier field, choose or enter a new supplier.

**Note:** If an open purchase order exists for this supplier, you are prompted to receive against it. Click Yes to receive against one or more purchase orders; then, in the Open Purchase Orders window, click each purchase order that contains items you’ve received and are being billed for.

- C** In the Amount Due field, enter the amount of the bill.
- D** Fill in the Date, Ref. No., Terms, and Memo fields as necessary.

### Did You Know?

Do not use the Write Cheques window to write a payroll payment, pay your payroll liabilities, pay tax, or pay bills you've already entered in the Pay Bills window.

Refer to the in-product Help for more information on how to make these types of payments.

### Paying employees

Refer to page 122 for instructions on paying employees.

### Paying bills

You don't need to use the Pay Bills window to pay your bills. You can enter cheques, credit card payments, and cash expenditures directly in the appropriate account register. However, if you enter bills using either the Enter Bills window or the Accounts Payable register, you must use the Pay Bills window for your bill payment. Do not use the Write Cheques window to pay a bill that you've entered with either of these methods.

- E** For expenses (money you spend to run your business, such as utilities), assign the invoice to one or more expense accounts on the Expenses tab.  
For items (products or services your business buys), edit items that were entered from your purchase order or enter new items on the Items tab.
  - F** Click Save & Close or Save & New to save the transaction.
- To pay a bill:
- A** Go to the Suppliers menu and click Pay Bills.
  - B** All outstanding bills are displayed. To limit the number of bills displayed, click Due on or before and then click the due date for the bills you want to display.
  - C** Specify the Payment Account, Payment Method, and Payment Date.
  - D** Click Pay Selected Bills to complete the transaction.

Choose or enter the name of the supplier who sent you the bill.

Select the payment terms here and Reckon Accounts will autofill the **Bill Due** date for you.

Enter the amount due here.

Assign the bill to one or more expense accounts.

Enter Bills

Type a help question Ask How Do I?

Previous Next Find History Journal

☒ Bill ☐ Credit ☒ Bill Received

Sup... Gallon Masonry Date 30/01/2009

Address Gallon Masonry 189 Old Bayshore Road Sydney, NSW 2000 Ref. No.

Amount Due 1,550.00

Bill Due 29/02/2009

Terms Net 30 Discount Date

Memo

Expenses \$1,550.00 Items \$0.00

Account	Tax	Gross Amt	Tax Amt	Memo	Customer/Job	Bills...	Class
Equipment Rental	NCG	1,550.00	140.91				

Supplier Tax Code

☒ Amounts include tax

Clear Splits Recalculate

Total Taxes 140.91

Save & Close Save & New Clear



Pay Bills

Type a help question **Ask** **How Do I?**

Select Bills to be Paid

Show bills ☐ Due on or before 25/12/2024 ☒ Show all bills

Sort Bills By Due Date Show Bills For

<input checked="" type="checkbox"/>	Date Due	Supplier	Ref. No.	Amt. Due	Credits Used	Amt. To Pay
<input type="checkbox"/>	30/10/2023	iReckon Ltd		230.95	0.00	0.00
<input type="checkbox"/>	01/12/2023	Australian Insur...		5,000.00	0.00	0.00
<input type="checkbox"/>	05/12/2023	QABC Biz		560.00	0.00	0.00
<input type="checkbox"/>	05/12/2023	The Colour Cop...		652.00	0.00	0.00
<input type="checkbox"/>	08/12/2023	MH Trucks		5,000.00	0.00	0.00
<input type="checkbox"/>	08/12/2023	Oz Doors		15,840.00	0.00	0.00
<b>Totals</b>				<b>1,254,092.31</b>	<b>0.00</b>	<b>0.00</b>

Select All Bills

Credit Information for Highlighted Bill

Supplier

Bill Ref. No.

Go to Bill

Number of Credits 0

Total Credits Available 0.00

Set Credits

Payment Account

ABC Bank

Ending Balance 71,244.23

Payment Method

Cheque

☒ To be printed

☐ Assign cheque #

Payment Date

15/12/2024

Pay Selected Bills Cancel

## Money Out | Writing Cheques

Indicates the account from which the funds will be taken for this cheque.

Fill out the cheque just like you would a paper cheque.

Use the **Expenses** tab to itemise purchases you make to run your business, such as job materials or utility costs.

Use the **Items** tab to itemise the products and services you've bought with or without a purchase order.

Write Cheques - ABC Bank

Bank Account: ABC Bank Ending Balance: 227,140.44

No. 303 Date: 14/07/2009 \$ 1,500.00

Pay to the Order of: Gallon Masonry

One thousand five hundred dollars and 0 cents

Gallon Masonry  
189 Old Bayshore Road  
Sydney, NSW 2000

Memo

Expenses \$1,500.00 Items \$0.00 Cash/Check

Account	Tax	Gross Amt	Tax Amt	Memo	Customer	Job	Bills	Class
Equipment Rental	15%	1,500.00	0.00		Andrew Pabis			

Supplier Tag Code: Amounts include tax Total Taxes: 0.00

Clear Splits Recalculate Save & Close Save & New Clear

## Select Cheques to Print

Make sure that the cheques in your printer correspond to the cheque number entered here.

Click here to choose the cheques you want to print.

Select Cheques to Print

Bank Account: ABC Bank First Cheque: 115 Order cheques

Select cheques to print, then click OK.

There are 26 Cheques to print for \$74,213.60.

Date	Payee	Amount
✓ 15/11/2003	Taumasa and Sons Tra...	2,211.50
✓ 15/12/2003	Rajah Furniture	605.00
✓ 25/01/2004	Laureats Cars	770.00
✓ 15/03/2004	Georgian Plywood Impor...	5,000.00
✓ 20/03/2004	Georgian Plywood Impor...	2,000.00
✓ 20/03/2004	Rajah Furniture	1,500.00
✓ 15/12/2007	Smith Designs	1,725.00
✓ 15/12/2007	Homeware House Items	1,905.25
✓ 14/07/2009	Gallon Masonry	10,450.00

OK Cancel Help Select All Select None

You should not use the Write Cheques window to write a payroll payment, pay your payroll liabilities, pay tax, or pay bills you've already entered in the Pay Bills window.

### Paying employees

Refer to page 122 for instructions on paying employees.

## Writing Cheques

You can write a cheque for any kind of expense that you track with Reckon Accounts expense accounts and for non-inventory part, service, and other charge items. If you are using inventory or purchase orders, you can write cheques for inventory part items too.

**Note:** Before writing a cheque, be sure you read the section "Writing cheques versus paying bills" to make sure you are using the correct payment method.

To write a cheque:

- A** Go to the Banking menu and click Write Cheques.
- B** Click the Bank Account drop-down arrow and then click the account from which you want to write the cheque.
- C** Fill in the onscreen cheque as you would a paper cheque.
- D** Itemise your expenses (shipping charges, taxes, or other expenses not associated with any one item) on the Expenses tab.
- E** If you are purchasing items for your stock, enter the items on the Items tab.
- F** Save the transaction.

To find and print a single cheque:

- A** Load the blank cheque form into the printer.
- B** Go to the Banking menu and click Write Cheques.
- C** Click the Find button and search for the cheque you want to print.

- D Double-click to view the cheque you want to print.
- E Click Print.
- F In the Print Cheques window, choose the options you want and click Print.

**Note:** To learn how to print multiple cheques at the same time, refer to the in-product Help.

## Money Out | Issuing Credits or Refunds

### Adjustment Note

[illegible]

## Issuing Credits or Refunds

Use an adjustment note to record a credit when a customer returns items and you've already recorded an invoice, customer payment, or sales receipt. You can also use an adjustment note for an overpayment.

To enter an adjustment note or record a return:

- A** Go to the Customers menu and click Create Adjustment Notes/Refunds.
- B** In the Customer:Job field, click the customer and job for which you are creating the adjustment note or refund cheque.

**Note:** If you have created more than one job for the customer, be sure to assign the adjustment note to the correct job. You can apply the adjustment note only to the same job for which it was created.

- C** Click the Template drop-down arrow and then click a template.
- D** Enter the items being returned in the line item area.
- E** Describe the reason for the adjustment and enter the quantity and rate, if applicable.
- F** (Optional) Enter a memo for this transaction.

**Note:** The memo does not print on the adjustment note, but it does appear in the Accounts Receivable register and in the customer register.

- G** Indicate whether you want to print or email the adjustment note to the customer.
- H** Save the adjustment note.

#### Adjustment note

A document that notifies a customer that you have reduced the customer's balance (for example, when a customer cancels a sale, returns something, or overpays).

I In the Available Credit window, choose how to use the credit. You can:

- Retain as an available credit
- Give a refund
- Apply it to a tax invoice

**Note:** Reckon Accounts enters a negative amount in your Accounts Receivable register for the adjustment note.

## Money Out | Paying Employees

### Enter Hours and Select Employees to Pay

Reckon Accounts records the payroll payments in this bank account.

Specify a pay period and payment date for the payroll payments you create.

Reckon Accounts creates a payroll payment for each ticked employee.

Review payroll payments and enter hours worked, personal leave or holiday time, commissions, or other variations from pay period by clicking the employee's name.

**Enter Payroll Information**

**Payroll Information**

Pay Employees: 1  
Pay Period Ends: 01/04/2009  
Payment Date: 15/04/2009  
Bank Account: ABC Bank  
Bank Account Balance: 259280

Uncheck All Open Paycheque Detail...

Sort By: Employee Show/Hide Columns

Employee	Hourly Pay	Overtime 1 1/2	Salary	Total Hours
✓ Charles C. Chap	38.00	0.00	38.00	38.00
Clark Dingo	38.00	0.00	152.00	152.00
James J. Jangles	38.00	0.00	38.00	38.00

[How do I use this window to enter payroll information?](#)

Continue Cancel



## Review and Create Payroll Payments

Choose whether payroll payments should be printed from Reckon Accounts or written later by hand.

Review payroll payments and enter hours worked, personal leave or holiday time, commissions, or other variations from pay period to pay period by clicking the employee's name.

[illegible]

## Paying Employees

Your employees can be paid weekly, fortnightly, half monthly, monthly, or four weekly, and you can create their payments using cash, cheques or direct deposit. The employee's tax is calculated automatically using the tax code that you entered in the employee's profile.

**Note:** Before you begin paying your employees, ensure that your payroll is set up completely and correctly in Reckon Accounts.

The following steps create payments for unscheduled payroll. If you want to use payroll schedules, see the sidebar to the right.

To create payroll payments:

- A** Click the Payroll Centre icon.
- B** In the Payroll Centre, click the Pay Employees button.
- C** Select the employee or employees you're creating the payroll payment for.
- D** Verify that the Payment Date and Pay Period Ends date are correct.
- E** Click the Bank Account drop-down arrow to choose the account that Reckon Accounts uses to record this transaction.
- F** Click each employee's name to open the Review or Change Payroll payment window by clicking Open Paycheque Detail. Make any necessary changes and click Done.
- G** Click Continue.
- H** Review the payroll payment information in the Review and Create Payroll Payments window.
- I** Click Continue.
- J** Click Create Payment.

- K** In the Confirmation and Next Steps window that appears, click Print Cheques or Print Payslips, or both.
- L** After printing your payroll payments or payslips, click Close.

## Money Out

### Did You Know?

#### Using Payroll Schedules

A payroll schedule defines when you should run your payroll so that you can pay employees on their pay day. You can use payroll schedules to group together employees in whichever way makes the most sense for you to your business. However, all employees grouped in the same payroll schedule must have the same pay frequency (weekly, fortnightly, monthly, and so on).

If you want to use payroll schedules, click the Payroll Centre icon. From the Pay Employees section, click Set Up Your Payroll Schedule. After you create a new payroll schedule, you can assign employees to it.

To run a scheduled payroll, go to the Employees menu, click Pay Employees, and then click Scheduled Payroll. In the Pay Employees section, click to select the payroll schedule you want to run and then click Start Scheduled Payroll.

For more information, see the in-product Help.

# Managing Your Business | Using Reports

Report choices displayed in the window are based on the category you choose.

Click the thumbnail report icon to view a sample of a report.

Click **More...** for details about content, dates, and customisation.

**Report Centre**

**Reports**

Company & Financial  
**Customers & Receivables**  
Sales  
Jobs, Time & Mileage  
Supplier & Payables  
Purchases  
Inventory  
Employees & Payroll  
Banking  
Accountant & Taxes  
Budgets & Forecasts  
List

**Customers & Receivables**  
Find out how much money your customers owe and when it is due.

**A/R Aging (what my customers owe me and what is overdue)**

☒ Summary  
How much does each customer owe? How much of each customer's balance is overdue? [More...](#)

☒ Detail  
Which invoices or statement charges are due and overdue? [More...](#)

**A/R Aging Detail**

Table	Date	Name	Term	Due Date	Balance
Current					
Invoice	11/05/2000	Cash, Brian	Net 30	12/05/2000	400.00
Total Current					400.00
1 - 30					
Invoice	11/01/2000	Patel, Shree	Net 30	12/01/2000	5.00
Total 1 - 30					5.00
> 30					
Invoice	08/01/2000	Patel, Shree	Net 30	08/01/2000	300.00
Total > 30					300.00
TOTAL					705.00

[Unbilled Costs by Job](#) What job-related expenses haven't been charged to customers? [More...](#)

[Transaction List by Customer](#) What transactions has my company had with each customer? [More...](#)

View detailed Help topics to learn how to use and modify reports.


The Report Centre includes its own Learning Centre, where you can find detailed information about how to run, modify, and manage reports. You can view the Report Centre Learning Centre by clicking the Learning Centre link in the top-right corner of the Report Centre.

## Using Reports to see how your business is doing

One of Reckon Accounts' most robust features is its ability to generate data-rich reports about your business. Everything you enter in Reckon Accounts can be found and generated into a report.

Reckon Accounts comes with dozens of prepared reports that you can run. You can use the Report Centre to learn about Reckon Accounts reports and locate the ones that contain the information you need. Once you've found a report, you can change its date range, customise the way it looks, print a copy of it, export it to Microsoft Excel, or display it on your screen.

To find and display the right report:

- A** Click the Report Centre icon at the top of the Reckon Accounts window.
- B** Click a report category from the list on the left. Reports for the selected category are displayed on the right.
- C** From the report list, you can view a thumbnail picture of the report by moving your mouse over the thumbnail icon . To learn more about a specific report, click the More link. The in-product Help window opens with information about the data and specific ways to customise the report.

D When you find the report you need, click its name to view the report.

**Tip:** In addition to the powerful reports available in the Report Centre, you can also use the Reckon Accounts Centres to get a quick snapshot of how your business is doing and the status of your relationships with your customers, suppliers, and employees. For example, from the Centres you can easily see all of your unpaid bills, all of the invoices that your customers haven't paid, and the detailed history of each of your customers and suppliers. For more information about the Reckon Accounts Centres, refer to "Reckon Accounts Centres" in the in-product Help.

## How to Use Reports to Find the Information You Want

The Reckon Accounts Report Centre describes all the available reports. Here are 10 common questions that people ask and the Reckon Accounts report you can use to find the answer.

Item Type	Purpose
How much money did my company make or lose over a specific period of time?	Profit & Loss Standard (In Company & Financial)
Which invoices or statement charges haven't been paid and when are they due?	Open Invoices (In Customers & Receivables)
How much does my company owe each supplier and are any payments overdue?	Unpaid Bills Detail (In Suppliers & Payables)
What is the value of my company (its assets, liabilities, and equity), and where can I see the total balance for each type of account?	Balance Sheets (In Company & Financial)

Item Type	Purpose
What is the recent activity in all my company's accounts, with beginning and ending balances for each account?	General Ledger (In Accountant & Taxes)
What are the total sales for each customer and job?	Sales by Customer Summary (In Sales)
Which items and/or services bring in the most/least income?	Sales by Item Summary (In Sales)
What are my company's total expenses for each supplier?	Expenses by Supplier Summary (In Company & Financial)
Where is the information I need for my income tax forms?	Income Tax Summary Income Tax Detail (In Accountant & Taxes)
For my company's total sales, how much is taxable, at what rate, and how much tax is currently due to be paid?	Tax Liability (In Suppliers & Payables)

## Memorising a report for reuse

Whenever you change the settings for a report (modify it), you can memorise the report with the new settings and save it in the Memorised Report List. Then, when you want to create a similar report, you can click the Memorised Report List to find it.

**Note:** Reckon Accounts memorises the report settings, not the data in the report. When you display a memorised report, it applies the settings you memorised, but displays the latest data. For example, if the report date is set for the period Last Month and you memorise the report in September but recall it in December, the recalled report will have data for November, not August.

To memorise a report:

- A** Click the Report Centre icon at the top of the Reckon Accounts window.
- B** Open the report you want to modify and save.
- C** After you have customised a report, click Memorise at the top of the report.
- D** If you have changed an existing memorised report, indicate whether you want Reckon Accounts to replace the earlier report (under the same name) or create a new memorised report (under a new name).
- E** In the Memorise Report window, enter a title for the report.
- F** If you want to assign the report to a memorised report group, choose Save in Memorised Report Group and choose the group from the drop-down list. (You must already have the group set up on your Memorised Report List. You cannot create a new group here.)
- G** Click OK.



**Tip:** When you create a report, you can change the way it looks (reformat it). You can change the fonts, change the header and footer, and resize the columns.

You can also move and sort the data that the report contains. For example, you can add or delete columns, sort by columns, move columns, change how numbers display, change how transactions sort, and change the subtotal groupings.

For more information about how to modify the look and content for a report, refer to the in-product Help.

## Other add-ons to help you manage your business

Reckon's add-ons enable you to streamline management of your business and automate essential business activities. They offer easy-to-use, tightly integrated solutions that will enable you to manage your business efficiently and with confidence.

They include:

- Super Data
- Stationery
- Credit Card Payments

To learn more about these business solutions, visit the Products and Services areas of our website at [www.reckon.com](http://www.reckon.com)



## 5 | New Features

## What's New In Reckon Accounts

To find out what's new in Reckon Accounts, please visit the below link:

To view the latest changes, please visit the below link:

<http://redirect.reckon.com.au/ReckonAccounts/whats-new>

## 6 | Contacting Reckon

## Contacting Reckon

If you can't solve a problem you're experiencing with Reckon Accounts, you can ask our Community for help. You can also get help by telephone or email. Reckon also provides a website, (<https://www.reckon.com/au/support/>), which includes a database of support articles (Knowledge Browser) as well as contacts for Reckon Accredited Partners.

### Fee based services

Reckon offers a number of support plans to meet your individual needs.

- **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 Administrator password, we can remove your password so you can access your important data, a service that is also available for a fee.

### Reckon Community

Find answers from our expert users, partners and Reckon staff.

Link: <https://community.reckon.com/reckon>

### Reckon's Accounts website

The Reckon Accounts website, ([www.reckon.com](http://www.reckon.com)), is the official site for Reckon Accounts users. You can get answers to many Reckon Accounts questions, important updates, and access to help through it. If you have an Internet connection, you can access the Reckon Accounts website directly from the Help menu in Reckon Accounts.

## Reckon Accredited 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, Reckon has an expert to help.

The Reckon Accredited 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 Partner, or to become one yourself, visit the Reckon website. Details for contacting Reckon Australia are provided below.

To find a Partner near you, please visit this link: <https://partnersearch.reckon.com>

## 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 number and customer ID number ready. (It's a good idea to have written this down in the front of this guide following registration.) To display your registration number, go to the Help menu and click My Licence Information.
- Are at your computer with Reckon Accounts installed.
- Try to remember the windows you opened and the tasks you did before encountering the problem. Know the exact wording of any message that appeared on the screen.
- Have your company file set up for multiple users who have access to different areas of Reckon Accounts, as you'll need to have access to most of the software. You might also want to switch to single-user mode.
- 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

**Note:** We recommend you back up your data before you start solving your problems. For more information, see the in-product Help.

### 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.

For example, if invoices you just entered are not showing on your Profit and Loss statement, you should ask questions such as:

- Does the date of the report include those invoices?
- Do the invoices appear if you change the report from cash to accrual basis?
- Does this problem occur with only invoices for one particular customer?
- Have you changed any filters on the report? (Try to create a new report from scratch to see if the problem is solved.)



### 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 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 changed.

- Have you changed or added other programs on your computer?
- Have you added a new printer?
- Have you moved the Reckon Accounts company 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 list of questions and take any related action:

- Does your computer system or network meet the minimum requirements necessary for Reckon Accounts? (See "System requirements" on page 7).
- 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? (This is a common problem for those working in a multi-user, peer-to-peer network situation.)

- Do you have any conflicts with sound or video drivers?

**Note:** If you encounter system freezes while using Reckon Accounts, you may want to call for technical support.

## Reckon Contacts

- Australia: <http://redirect.reckon.com.au/ReckonAccounts/contact-au>
- New Zealand: <http://redirect.reckon.com.au/ReckonAccounts/contact-nz>

# Licence Agreement

# Reckon Accounts Licence Agreement

Click on the below link to view the Terms and Conditions:

- Australia: <http://redirect.reckon.com.au/ReckonAccounts/terms-au>
- New Zealand: <http://redirect.reckon.com.au/ReckonAccounts/terms-nz>

# Your important reference numbers

Customer ID:

---

Customer PIN:

---

Installation Key Code:

---

Installation	User	Product Key	Licence Key
PC 1 Example	Reception	10030-59821-00858-381	36934-42890-33878-21990
PC 1			
PC 2			
PC 3			
PC 4			
PC 5			

You will need these numbers for re-registration purposes. Please have these numbers on hand when contacting us.

# Accounts Business Range Keyboard Shortcuts

General	Key
To start Reckon Accounts without a company file	Ctrl (while opening)
To suppress all open windows, first double click the Reckon Accounts (chart) icon, then...	Alt (while opening)
Display product information about your Reckon Accounts version	F2
Close active window	Esc or Ctrl+F4
Record (when black border is around OK, Save and Close, Save and New, or Record)	↵
Record (always)	Ctrl + ↵

Dates	Key
Next day	+ (plus key)
Previous day	- (minus key)
Today	T
First day of the Week	W
Last day of the week	K
First day of the Month	M
Last day of the month	H
First day of the Year	Y
Last day of the year	R
Date calendar	Alt + down arrow (↓)

Editing	Key
Edit transaction selected in register or list	Ctrl + E
Delete character to right of insertion point	Del
Delete character to left of insertion point	Backspace (←)
Delete line from detail area	Ctrl + Del

Insert line in detail area	Ctrl + Ins
Cut selected characters	Ctrl + X
Copy selected characters	Ctrl + C
Paste cut or copied characters	Ctrl + V
Increase cheque or other form number by one	+ (plus key)
Decrease cheque or other form number by one	- (minus key)
Undo changes made in field	Ctrl + Z

Help Window	Key
Display Help in context	F1
Go to next Help topic	Tab
Go to previous Help topic	Shift + Tab
Display selected topic	↵

Activity	Key
Open account list	Ctrl + A
Write new cheque	Ctrl + W
Copy cheque transaction in register	Ctrl + O
Open Customer Centre (Customers & Job list)	Ctrl + J
Edit lists of registers	Ctrl + E
QuickFill and Recall (type first few letters of name and press Tab, name fills in)	abc Tab
Find transaction	Ctrl + F
Go to register of transfer account	Ctrl + G
History of A/R or A/P transaction	Ctrl + H
Create invoice	Ctrl + I
Open list (for current drop-down menu)	Ctrl + L
Memorise transaction or report	Ctrl + M
Open memorised transaction list	Ctrl + T

New invoice, bill, cheque or list item in context	Ctrl + N
Paste copied transaction in register	Ctrl + V
Print	Ctrl + P
FastZoom on report	↵
FastReport on transaction or list item	Ctrl + Q
Open split transaction window in register	Ctrl + S
Show List	Ctrl + L
Use list item	Ctrl + U
Open transaction journal	Ctrl + Y
Delete cheque, invoice, transaction, or item from list	Ctrl + D

Moving around a window	Key
Next field	Tab
Previous field	Shift + Tab
Report column to the right	Right arrow
Report column to the left	Left arrow
Beginning of current field	Home
End of current field	End
Line below in detail area or on report	Down arrow (↓)
Line above in detail area or on report	Up arrow (↑)
Down one screen	Page Down
Up one screen	Page Up
First item on list or previous month in register	Ctrl + Page Up
Last item on list or next month in register	Ctrl + Page Down
Next word in field	Ctrl + →
Previous word in field	Ctrl + ←
Close active window	Esc or Ctrl + F4

ReckonAccounts 