

# Upgrading to Reckon Accounts Hosted 2016 (R2)

Version 2.1.1

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The intention of this document is to guide you through upgrading your Reckon Accounts company file from 2015 Release 2 to 2016 Release 2 on your Hosted account.

Before beginning this upgrade process, we strongly suggest that you read and familiarise yourself with the content below and the Accounts business range Installation and Upgrade Guide that can be access on the Reckon [website](#), and select Accounts Business Range 2015.

**IMPORTANT!**

**1. Reckon Accounts Hosted 2016 Release 2 contains tax tables and other legislative changes for the 2016-17 Financial Year.**

You will need to complete your 2015-16 payroll processing on Accounts Hosted 2015 R2 before using upgrading to Accounts Hosted 2016 Release 2, as the tax tables available are for payroll processing after July 1st, 2016.

**2. The Reckon Accounts Hosted 2016 Release 2 addresses the following:**

- ) PAYG Tax Tables for 2016/17 Financial Year;
- ) Superannuation Alternative File Format fixes (SAFF);
- ) Cloud Accounting SBR implementation for GovConnect
- ) ABN lookup is now available to ensure valid ABNs are given to you
- ) Bankdata enhancements

For more information about the features included in Reckon Accounts for the 2016 year please view this video

<https://www.youtube.com/watch?v=3dphkWB6eTA>

Note: Webmail is currently not supported in Accounts Hosted. We are investigating this feature for Hosted users.

## PAYG Tax Tables for 2016/17 Financial Year

Although the Federal Budget had major PAYG changes announced, they were not passed into law and thus are not implemented into the product as yet. HELP and SFSS are indexed to CPI and so their thresholds have been adjusted. As a result, new PAYG tax tables apply to Reckon Accounts.

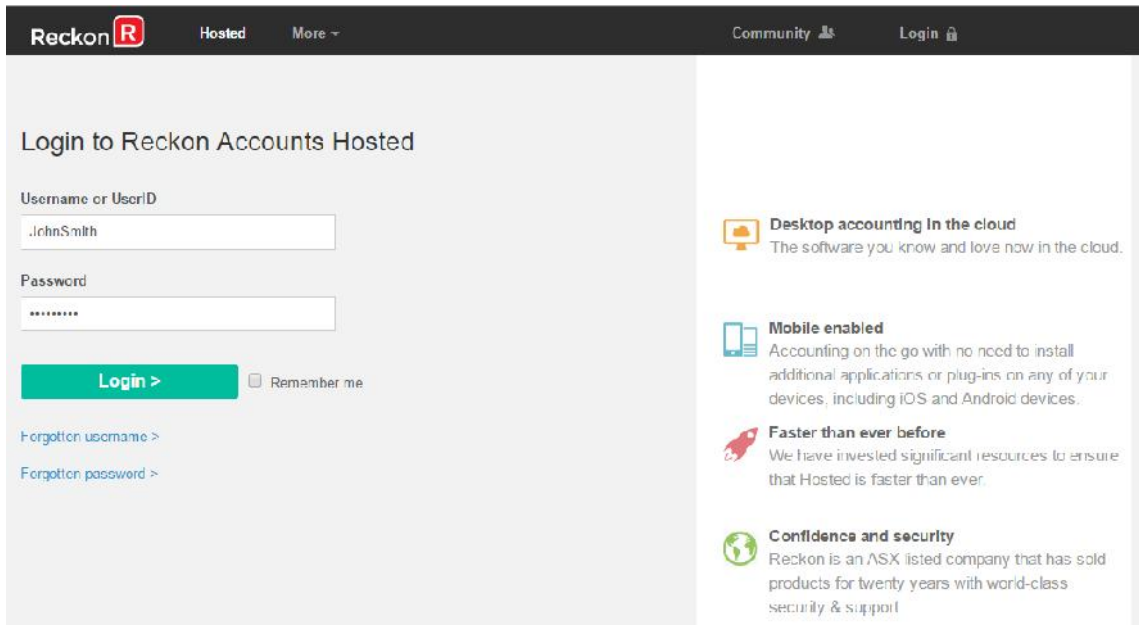
Upgrading to Accounts Hosted 2016 R2 will ensure that the correct taxation is apply to salaries and wages in the new financial year from 1<sup>st</sup> July 2016.




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

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

## STEPS TO UPGRADE

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



Reckon  Hosted More ▾ Community  Login 





### Login to Reckon Accounts Hosted

Username or UserID

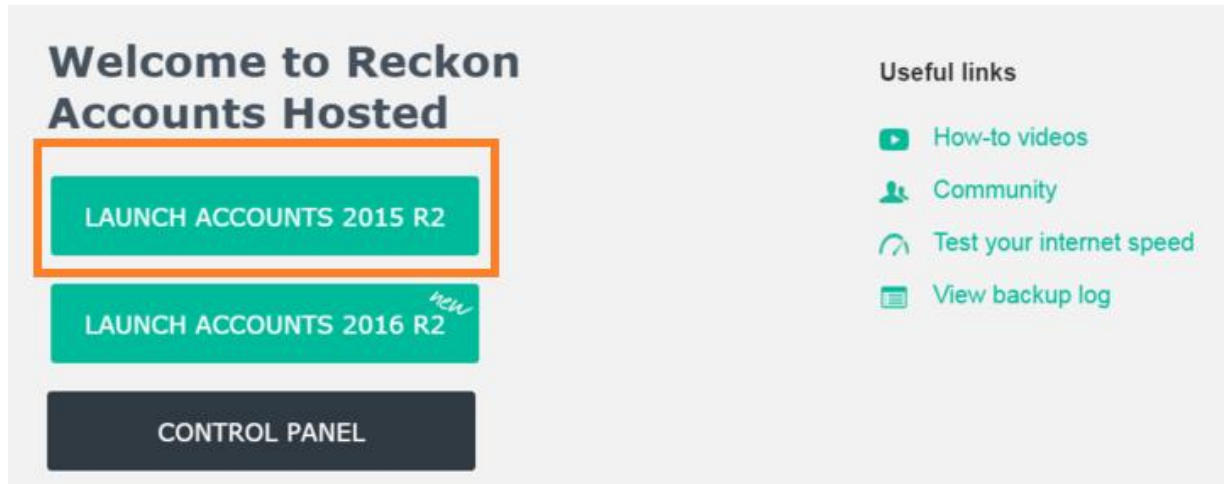
Password

Remember me

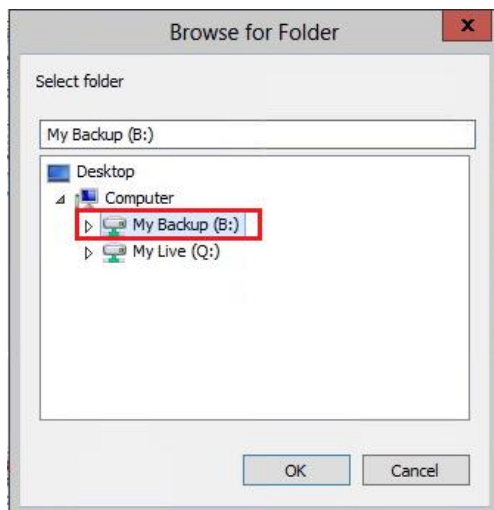
[Forgotten username >](#)  
[Forgotten password >](#)

-  **Desktop accounting In the cloud**  
The software you know and love now in the cloud.
-  **Mobile enabled**  
Accounting on the go with no need to install additional applications or plug-ins on any of your devices, including iOS and Android devices.
-  **Faster than ever before**  
We have invested significant resources to ensure that Hosted is faster than ever.
-  **Confidence and security**  
Reckon is an ASX listed company that has sold products for twenty years with world-class security & support

2. To prep your data file for upgrade, Click on **Launch Accounts 2015 R2** button.



3. Open your company file. Print a copy and/or check financial reports such as your Trial Balance, Profit & Loss and Balance Sheet reports;
4. Create a backup of your Accounts Hosted 2015 R1 company file(s) by going to **File** → **Save Copy or Backup**. Save your backup file (.QBB) on to Reckon Accounts Hosted - My Backup (B:) drive.



Choose the option to take a “Portable Backup” if you intend to download the back up to your local hard drive. A portable backup is smaller in size than the standard backup and is more

practical for downloading local hard drive backups. Portable Backup may take longer time to create & restore than the standard backup.


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

5. Click on **File** menu then select **Exit** from Accounts 2015 R1 after you have backed up your company file and wait for the browser tab to close.

### Important!

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

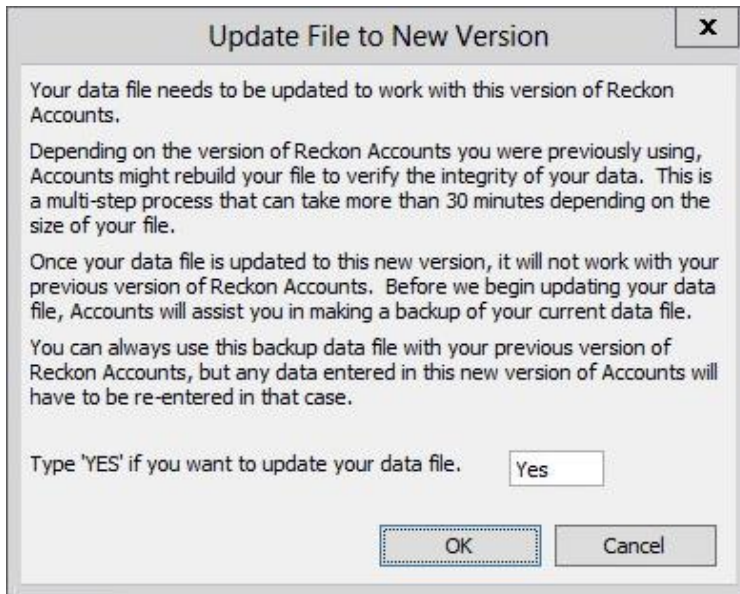
Please wait until the browser tab is closed automatically after performing a File Exit, the Hosted session is terminated successfully as a result. This will prevent later connection issues.

We do **not** recommend users to close the web browser, browser tab or close the Account Hosted application by clicking the Close button (  ) on the top right of the window while Hosted session is still active. This may cause issue when you try to launch a different Hosted version later.

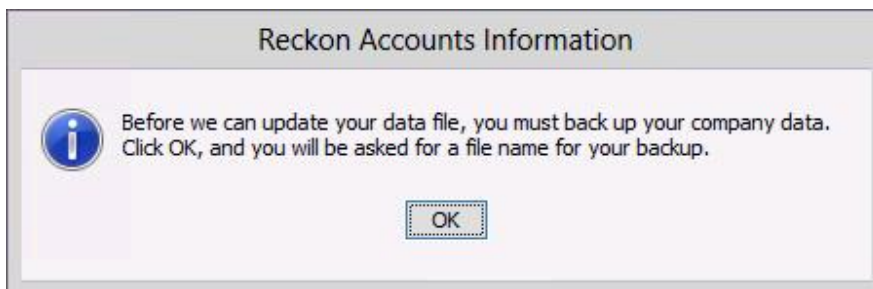
7. Click on the **Launch Accounts 2015 R2** button when you and open your company file; **Note** You must login as the Reckon Accounts Administrator to upgrade your company file.



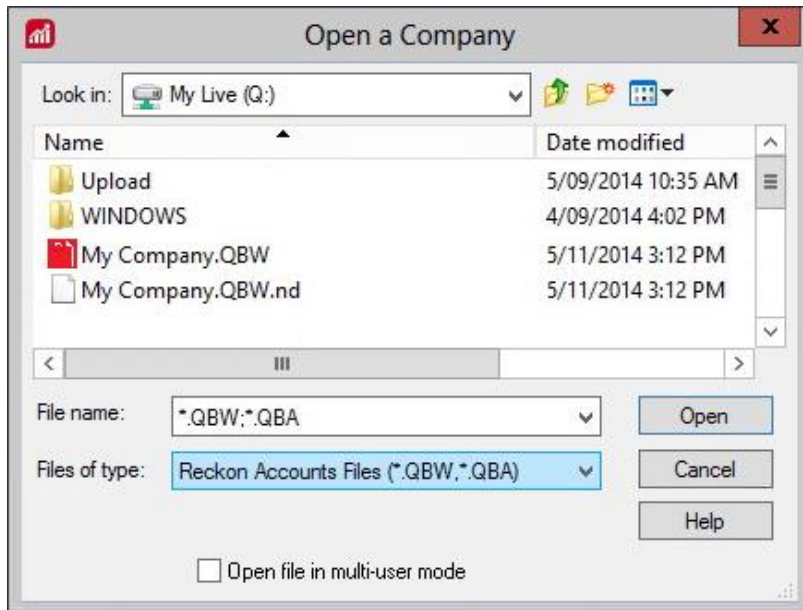
8. Reckon Accounts will ask you whether you would like to update your file to the new version. Type 'YES' and click **OK**.



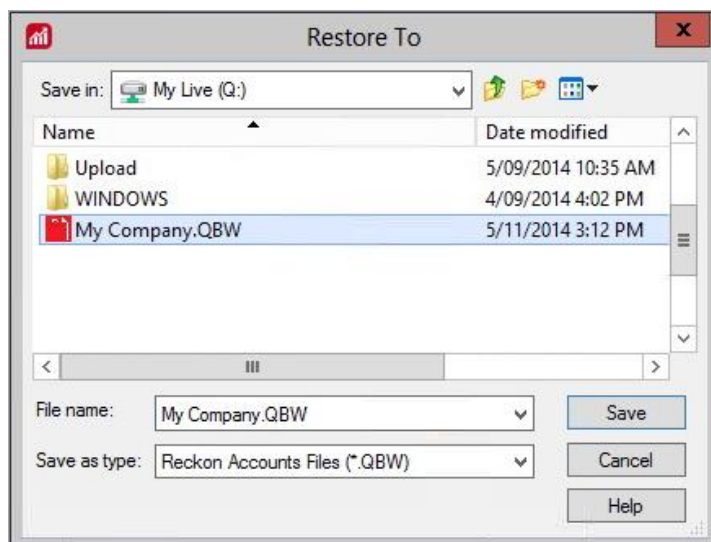
9. Reckon Accounts will prompt you to create Backup prior to the backup progress. Click **OK** to create the back up.



If you are not prompted to update your file to the new version upon starting Reckon Accounts, click **File** menu → **Open Or Restore Company** and select **Open company file (.QBW)** option and click **Next**. Choose the company file you wish to update then click **Open**.



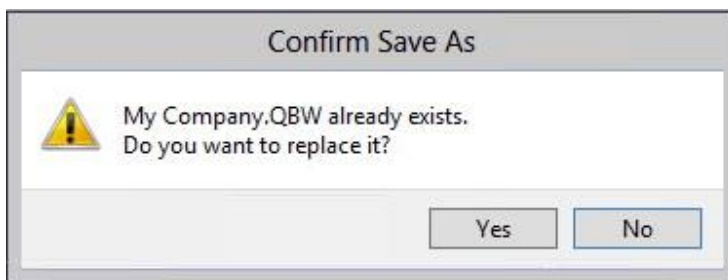
If you choose to restore the backup you created in the previous release, please ensure that you entered the exact file name in the **File name** field on the **Restore To** window.





A message will appear asking if you wish to replace the company file. Click **Yes** to continue to upgrade process.

**Warning** - Overwriting the file means deleting it completely from the server. Please make sure that you are overwriting an old file, otherwise return to the earlier step and choose, **File** menu → **Open or Restore** option and choose select the “**Open company file**” option rather than Restoring a backup.



If the message below is shown, change the name of the company file then click **Save**.



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

10. Reckon Accounts will then prompt you to take a backup of your company file. Click **Finish** and Reckon Accounts will automatically backup your file to Reckon Accounts Hosted Backup drive - My Backup (B:) drive.

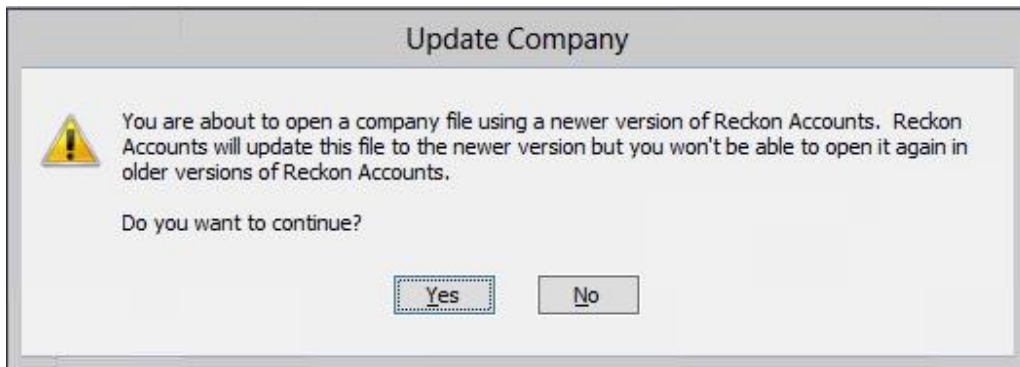


Click **OK** to save the backup onto the B drive.



If you would like to save your back up your file to an external drive or to your local computer, please watch this [video](#) for more detail.

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



12. Check financial reports such as your Trial Balance, Profit & Loss and Balance Sheet reports against the reports generated in Accounts 2015 R2 as per step 3;
13. Congratulations! Your Reckon Accounts Company file have been upgrade successfully!
14. If you have multiple Company Files, repeat this process with each of them.