



## Payroll Workbook



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## Welcome to Reckon

Thank you for choosing Reckon.

This workbook has been developed to assist you in getting started with your Reckon One book.



### Feedback

If you have any feedback, we would love to hear from you. Please email us at [training@reckon.com](mailto:training@reckon.com) with any comments, ideas or suggestions.

The Reckon Training team

## QR Reader – Interactive Learning

Reckon is introducing interactive learning throughout our manuals utilising the QR reader linking you straight to our how to videos and information.

QR Reader is a FREE app you can download for Apple or Android devices.

Apple – <https://itunes.apple.com/au/app/qr-reader-for-iphone/id368494609?mt=8>

Android - <https://play.google.com/store/apps/details?id=uk.tapmedia.qrreader&hl=en>

Once downloaded on your device you just need to open it and use the scanner on your screen to capture / scan the Reckon QR codes like the one below. The app will then take you straight to the page / video linked to the code.

Give it a try on this one – this code will take you to the Reckon Facebook page.



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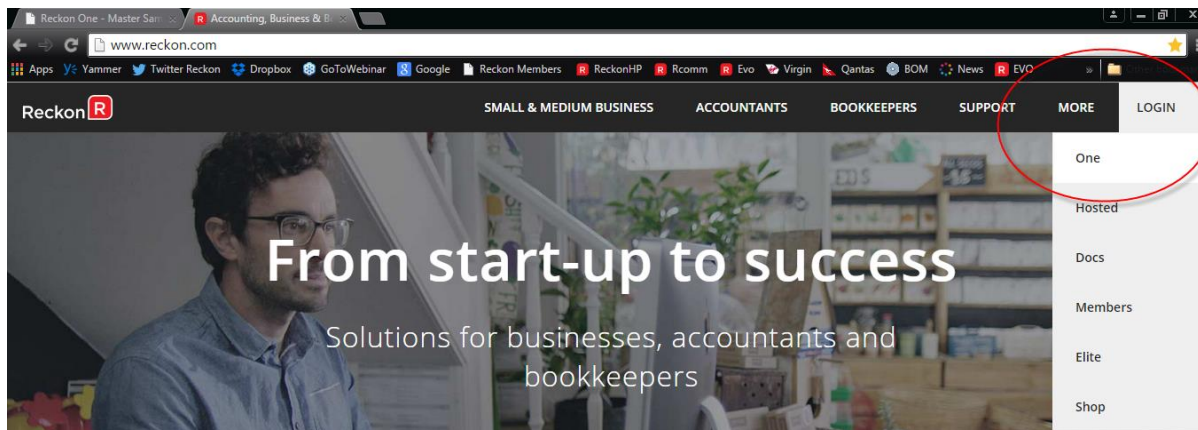
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## Getting Started – New Users



Go to the Reckon homepage and Click on the *LOGIN* menu in the far right corner and select *One* from the drop down menu.



This will take you to the Reckon One log in / sign up page.

If you are a new user you may not have a Reckon User ID or Username so you will need to create one as part of your profile.

At the top of the page you will see *New customer? Sign up for free*.

Click on the blue text to go to the registration page.

Go through and complete the fields with the details requested. You must supply a valid email address as this will be used to validate your account, receive correspondence related to your file and retrieve lost user ID or passwords.

When you reach the Username field this will be what you use to sign in for future sessions. Type in a username you would like, if it is available you will see a green message *Username is available*.

If the name is taken, you will see a *Username already exists!* message. You will need to try another combination until you find a useable Username.

Select a valid password which you will use with the Username to log in for all future sessions of Reckon One. Ensure that you agree to the terms by ticking the *terms of use* box.

### Password

.....

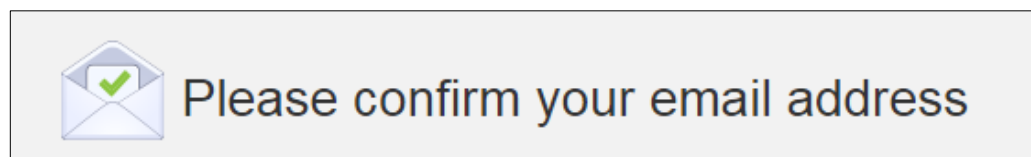
☐ I have read and agree to the [terms of use](#). I understand that if I choose not to purchase, my trial data will be deleted 30 days after the trial ends.

#### Password must contain at least:

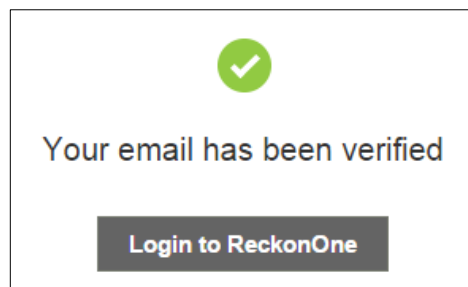
- ☒ 7 characters
- ☒ 1 capital letter
- ☒ 1 lowercase letter
- ☒ 1 number

**Password must not contain these special characters :** ~`@\$%^()\_+=~!%#^

You will then be sent a link to the email you used while registering to confirm your email and details.



Click on the link to activate your Reckon One account and get started!



Log into Reckon One with your newly created and confirmed Username and Password.

## Login to Reckon One

Username

ReckonTraining1

Password

.....|

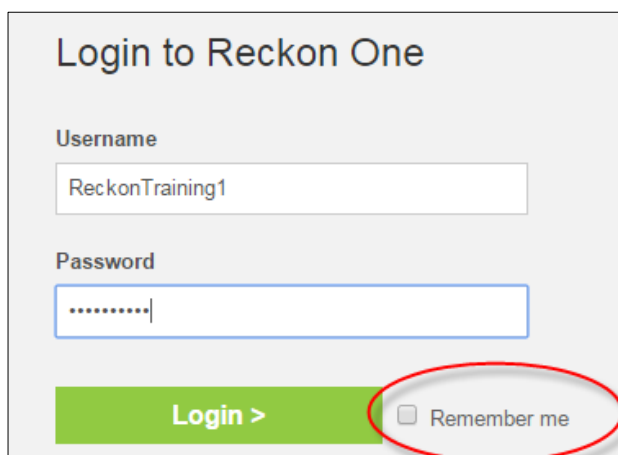
Login >

☐ Remember me



## Getting Started – Existing Users

As an existing user you will have a Username and password to log into Reckon One.



The login form for Reckon One. It has a title 'Login to Reckon One'. Below it are two input fields: 'Username' with the text 'ReckonTraining1' and 'Password' with masked characters '.....'. At the bottom is a green 'Login >' button and a checkbox labeled 'Remember me' which is circled in red.

Enter the Username and password into the appropriate fields.

You can tick the *Remember me* box next to the green *Login* button. This will mean the next time that you log into Reckon One your Username and password will be prepopulated in the fields and you can just Click Login.

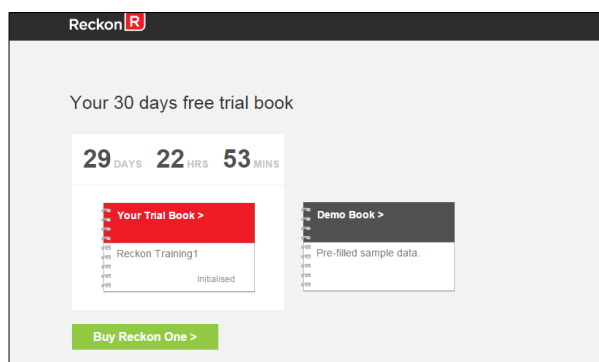
Remember to always have a separate User ID and password for your laptop log in to add an extra layer of security.

Once you have logged in you will go to the landing page where you can view the books, filter to view shared books and create brand new books.

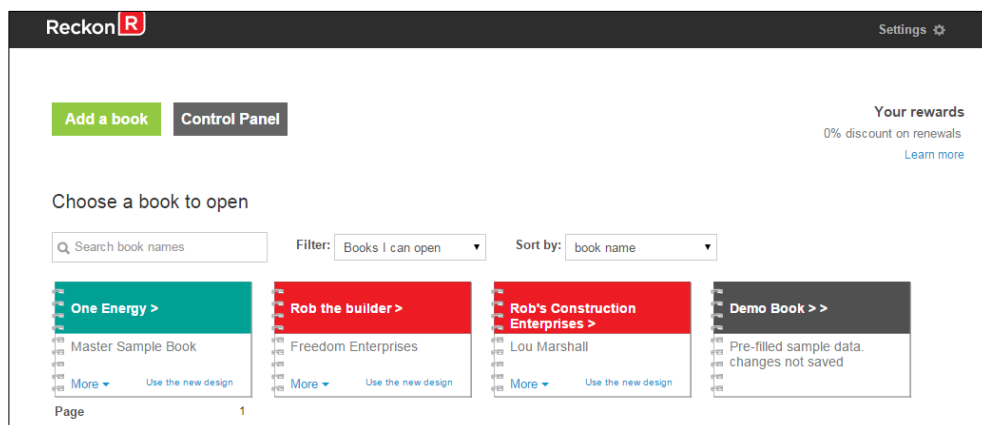
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**\*\* Note you can only view shared books and access the Demo book when you have completed registration and purchase of Reckon One, fully validating and activating your account. Until this is completed you will only be able to access your Trial book but not the Demo book. \*\***

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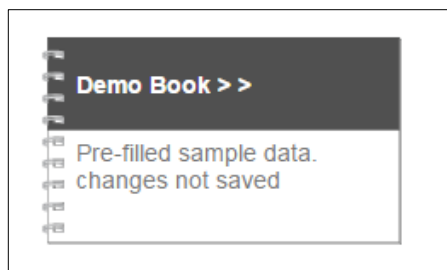
The landing page for a Reckon One trial user. It shows a 'Your 30 days free trial book' section with a countdown timer: '29 DAYS 22 HRS 53 MINS'. Below the timer are two book cards: 'Your Trial Book >' (with 'Reckon Training1' and 'Initialised') and 'Demo Book >' (with 'Pre-filled sample data'). At the bottom is a green 'Buy Reckon One >' button.



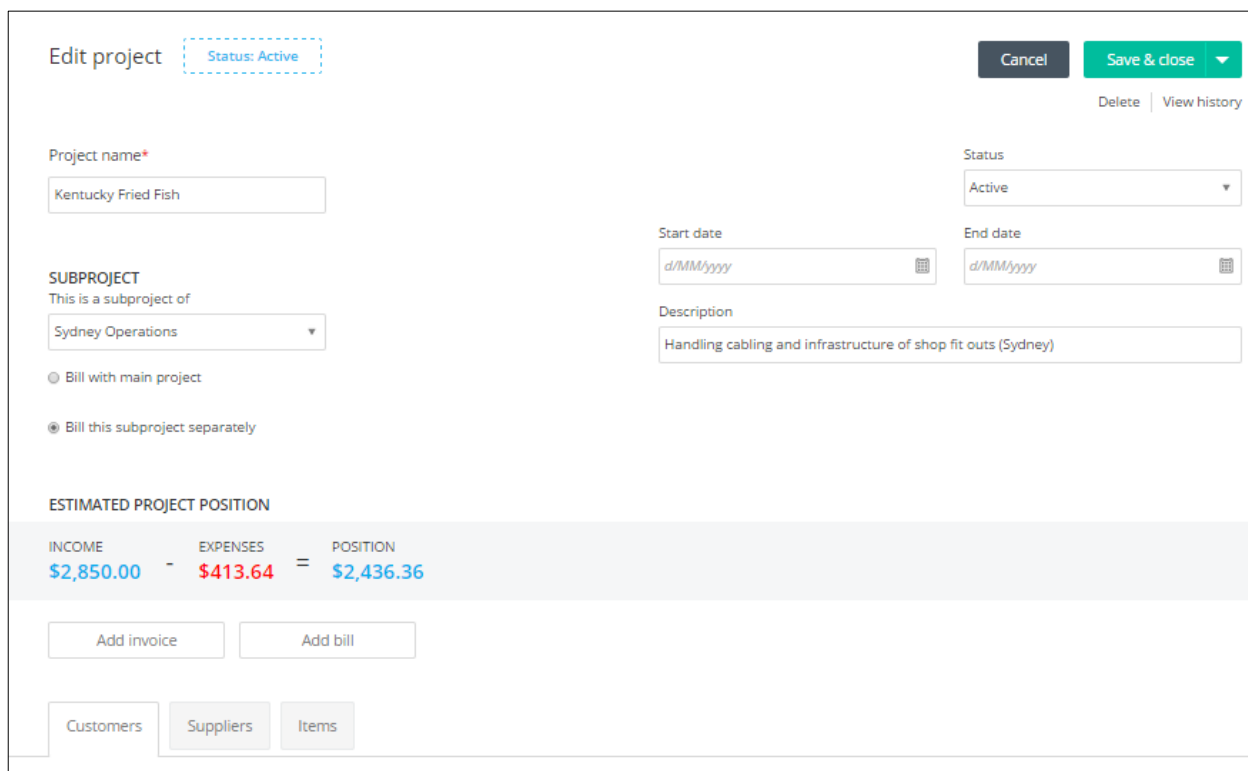
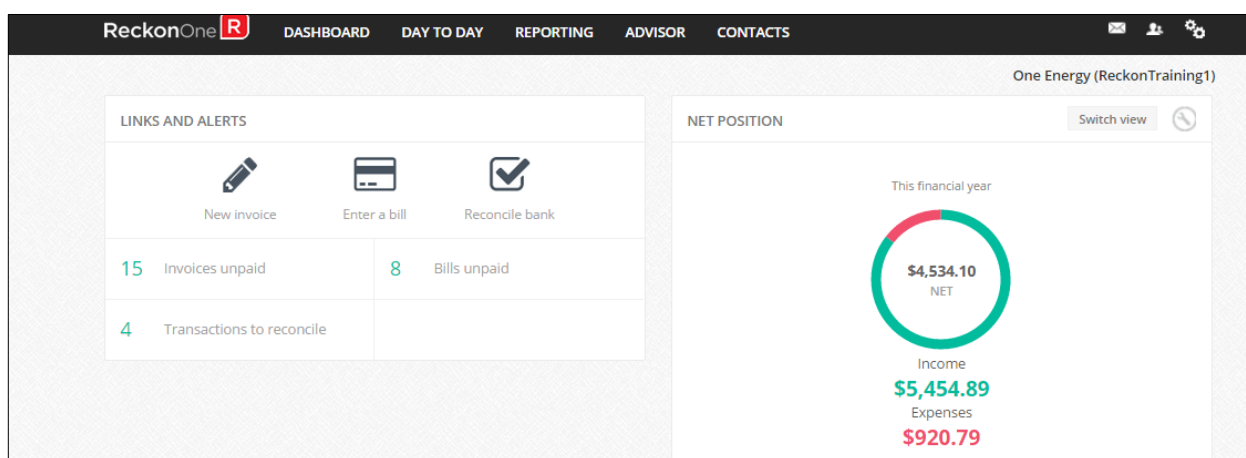
The landing page for a Reckon One user with full access. It features a 'Reckon R' logo, 'Settings' link, and buttons for 'Add a book' and 'Control Panel'. A 'Your rewards' section shows '0% discount on renewals' with a 'Learn more' link. The main area is titled 'Choose a book to open' and includes a search bar, filter dropdown (set to 'Books I can open'), and sort dropdown (set to 'book name'). Below are four book cards: 'One Energy >' (Master Sample Book), 'Rob the builder >' (Freedom Enterprises), 'Rob's Construction Enterprises >' (Lou Marshall), and 'Demo Book >>' (Pre-filled sample data, changes not saved). Each card has a 'More' dropdown and a 'Use the new design' link. The page number '1' is at the bottom left.

## Using the Demo Book

Your Reckon One access comes with a demo book containing pre filled sample data.



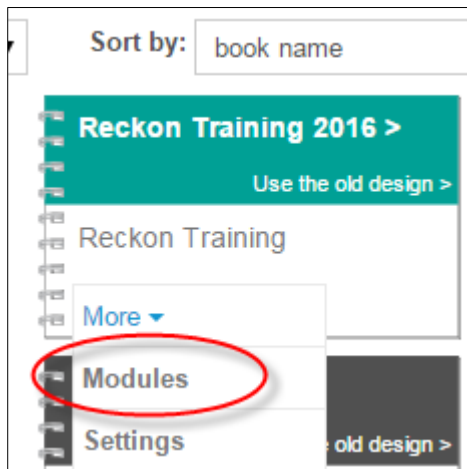
It is a great place to start and learn how to navigate or to test out a process before actioning it in a live book.

A screenshot of the 'Edit project' form in ReckonOne. The form is titled 'Edit project' and has a 'Status: Active' label. It includes a 'Project name\*' field with the value 'Kentucky Fried Fish'. There are 'Cancel' and 'Save & close' buttons, with a 'Delete' link and 'View history' option. The 'SUBPROJECT' section shows 'This is a subproject of' with a dropdown menu set to 'Sydney Operations'. Below this are two radio buttons: 'Bill with main project' and 'Bill this subproject separately'. The 'ESTIMATED PROJECT POSITION' section shows a calculation: 'INCOME \$2,850.00 - EXPENSES \$413.64 = POSITION \$2,436.36'. At the bottom, there are buttons for 'Add invoice' and 'Add bill', and a tabbed interface with 'Customers', 'Suppliers', and 'Items' tabs.

Any changes made to the Demo book will not be saved.







## Activate Payroll Module

To use the Invoicing module you need to activate the module within your book.



Click on the *More* button and select *Modules*.

You can select the Lite or Medium level and add it to your book.

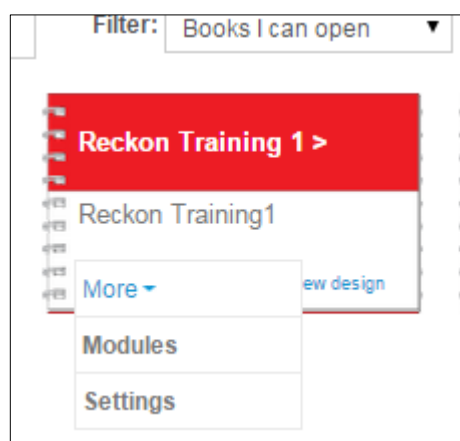
 <b>One core</b> Track receipts, create budget & reports. All you need to get your business started! <a href="#">Learn more</a>  <input checked="" type="radio"/> Active (\$5)	 <b>Invoices</b> Easily create professional looking invoices and get paid faster. <a href="#">Learn more</a>  <input type="radio"/> None <input type="radio"/> Lite (\$3) <input checked="" type="radio"/> Medium (\$5)	 <b>BankData</b> No more data entry! Your bank feeds get imported and sorted automatically. <a href="#">Learn more</a>  <input type="radio"/> None <input type="radio"/> Lite (\$3) <input checked="" type="radio"/> Medium (\$5) <input type="radio"/> Advanced (\$7)	<b>Manage modules</b> Next billing date: 04 May 2016  <b>Current selection</b> \$25 per month  <b>Add Payroll</b> Medium \$5  <b>Add</b> <b>AUD \$5 &gt;</b> \$0.16 per day
 <b>Time and Expenses</b> Track and report your time or your employee's time effortlessly. <a href="#">Learn more</a>  <input type="radio"/> None <input type="radio"/> Lite (\$3) <input checked="" type="radio"/> Medium (\$5)	 <b>Projects</b> Manage, track and bill any projects and sub-projects efficiently. <a href="#">Learn more</a>  <input type="radio"/> None <input type="radio"/> Lite (\$3) <input checked="" type="radio"/> Medium (\$5)	 <b>Payroll</b> Quickly process pays and track leave entitlements. <a href="#">Learn more</a>  <input type="radio"/> None <input type="radio"/> Lite (\$3) <input checked="" type="radio"/> Medium (\$5)	

Click on the *Add* button. Tick the terms and conditions buttons then the green *Confirm Upgrade* button.

Summary of order		Terms of use
Current module selection	\$25 per month	<input checked="" type="checkbox"/> I have read and agree to the <a href="#">terms of use</a>
Add Payroll	\$5	
Total \$30 per month on next billing date		Privacy policy
		<input checked="" type="checkbox"/> I have read and agree to the <a href="#">privacy policy</a>
		<a href="#">Confirm upgrade</a>

## Customising your Book

Once you have created the book it can be customised i.e. (colour), name and the modules to be activated.



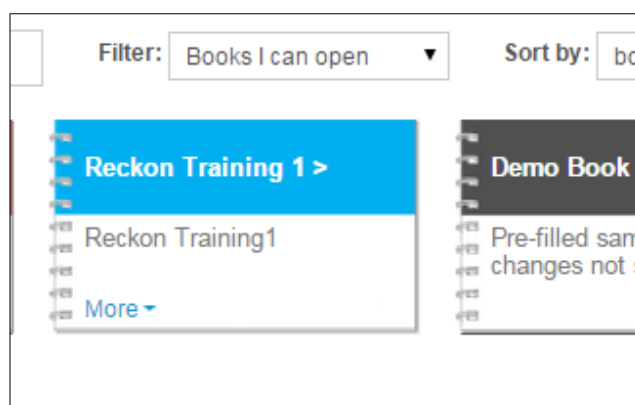
Clicking on *Modules* will take you back to the Modules selection screen that you initially saw when creating your book.

You can turn modules off or on, scale up and scale down the modular functionality at any time, giving you the freedom to customise your book to best suit your business.

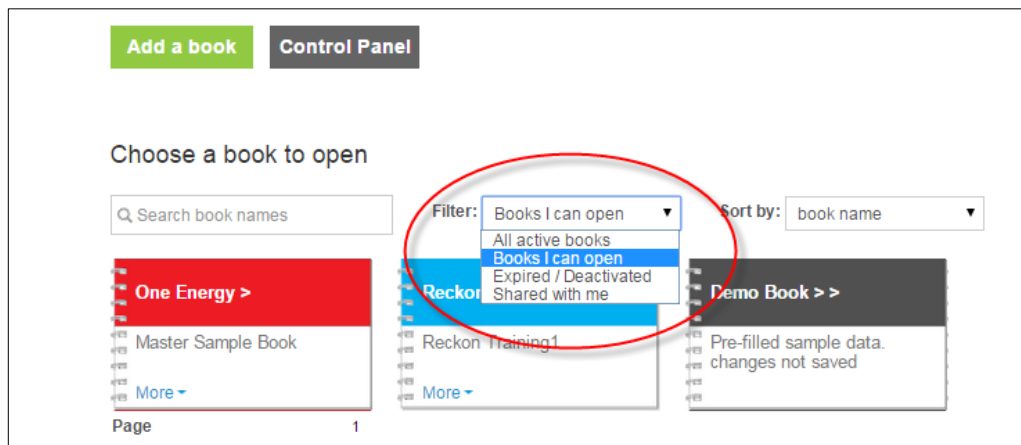
Remember you only pay for what you use, you have the option to turn all modules off for 7 years with data available in read only mode.

To customise the name and appearance of the book Click on the *Settings* option in the drop down menu. Once you have updated your book Click *Save settings* to return to the main screen.

My Settings	
Book colour	<a href="#">Blue</a>
Book Settings	
Book name	<input type="text" value="Reckon Training 1"/>
Last modified	Fri May 15 2015
Next renewal date	Mon Jun 15 2015
<a href="#">Deactivate Book</a>	<a href="#">Delete book</a>
<a href="#">Cancel</a>	<a href="#">Save settings</a>

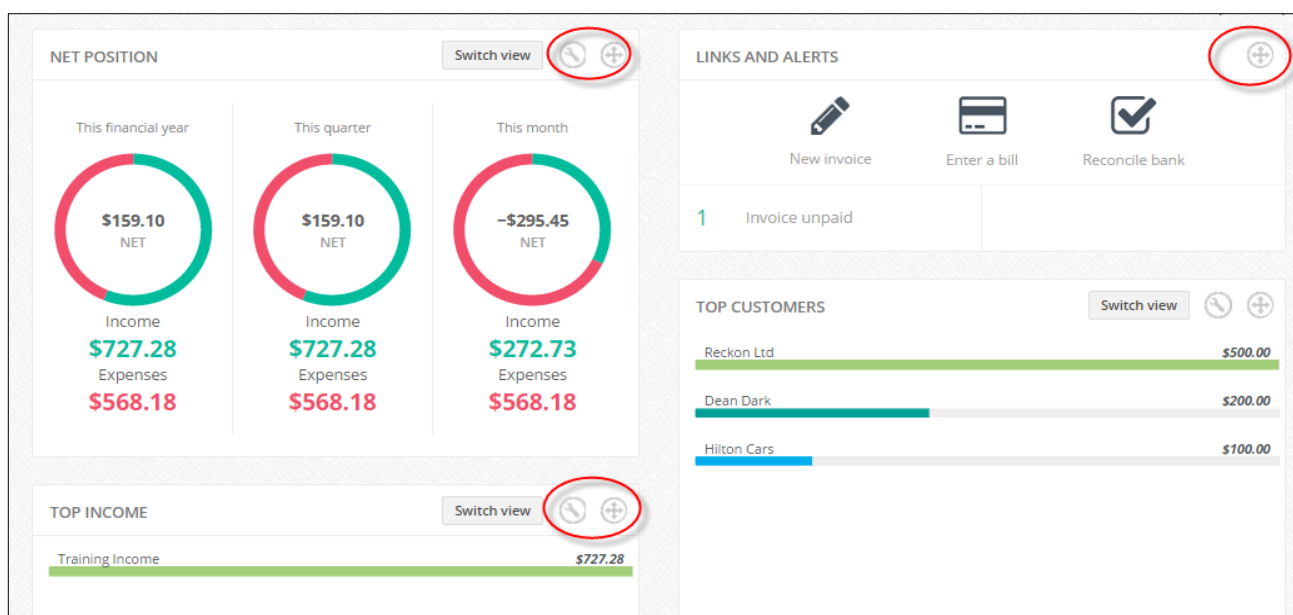


Change the books viewed by applying filters from the drop down menu.

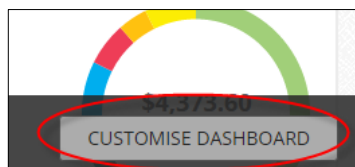


## Navigate your Book

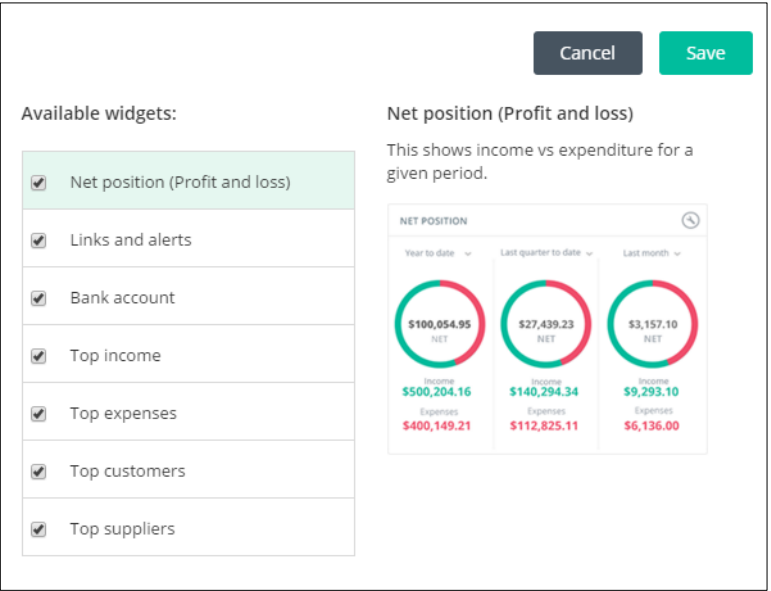
When you open your book you are taken to the Dashboard which gives you a snap shot of the business via customizable widgets. The widgets displayed will be dependent on the modules active in the book. You can Click and drag the widgets around the screen as well as Click on the settings button to customise the graphs and periods displayed.



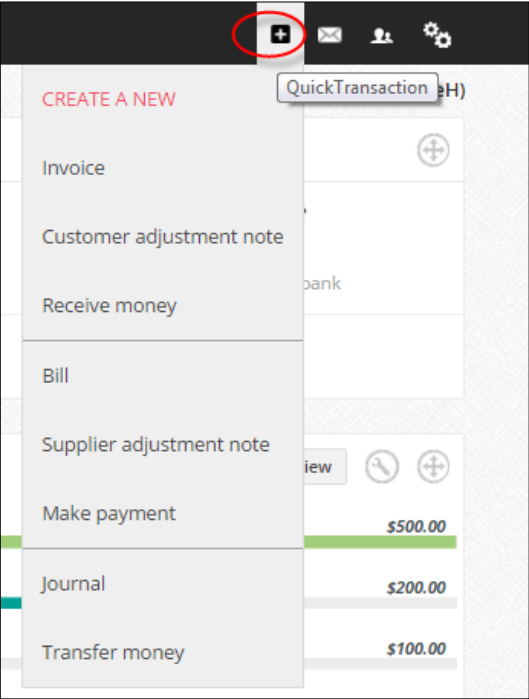
You can customise the widgets displayed by Clicking the **Customise Dashboard** button.



You can select widgets displayed by checking / unchecking the boxes in the **Available Widgets** list.



You can also quickly navigate using the **Quick Transaction** menu. The options displayed will be dependent on the modules that are active within the book.



## Payroll Set Up



### CONTACTS

Setting up Supplier cards for the Australian Tax Office (ATO) and cards for Super Funds need to be done first as they are required to be in the book prior to undertaking payroll set up.

#### Suppliers

Under *Contacts > Suppliers*, set up the Australian Tax Office (ATO) as a supplier with relevant bank details.

A screenshot of the ReckonOne web application. The top navigation bar includes 'ReckonOne R', 'DASHBOARD', 'DAY TO DAY', 'PAYROLL', and 'REPORTING'. The main header is 'CONTACT - AUSTRALIAN TAX OFFICE'. Below it, there are tabs for 'General' and 'Bank details', with 'Bank details' being the active tab. The form is titled 'FINANCIAL INSTITUTION DETAILS' and contains three input fields: 'Bank account name' with the value 'Reserve Bank Of Australia', 'BSB' with the value '093003', and 'Account number' with the value '316385'. A note at the bottom states: 'These details are used to receive payments from Reckon One.'

#### Superfunds

Under *Contacts > Superfunds*, set up the relevant superannuation funds for the book.

A screenshot of the ReckonOne web application. The top navigation bar includes 'ReckonOne R', 'DASHBOARD', 'DAY TO DAY', 'PAYROLL', and 'REPORTING'. The main header is 'CONTACTS'. Below it, there are tabs for 'Customers', 'Suppliers', 'Employees', and 'Super funds', with 'Super funds' being the active tab. The page shows three filter buttons: 'Active', 'Inactive', and 'All'. Below these, there is a table with columns: 'Reference', 'Superfund name', 'Type', and 'ABN'. The table is currently empty.

Click Add and enter the details on the *General* tab then click Save.

**CONTACT - SUNSUPER**

General Bank details Super funds

Edit contact

Type of contact\* ☐ Customer ☐ Supplier ☒ Super fund

This contact is ☒ A business ☐ An individual

Business name\*

Display name\*

Complete the *Bank Details* tab fields if relevant for payment and click Save.

ReckonOne **R** DASHBOARD DAY TO DAY PAYROLL

**CONTACT - SUNSUPER**

General Bank details Super funds

FINANCIAL INSTITUTION DETAILS

Bank account name

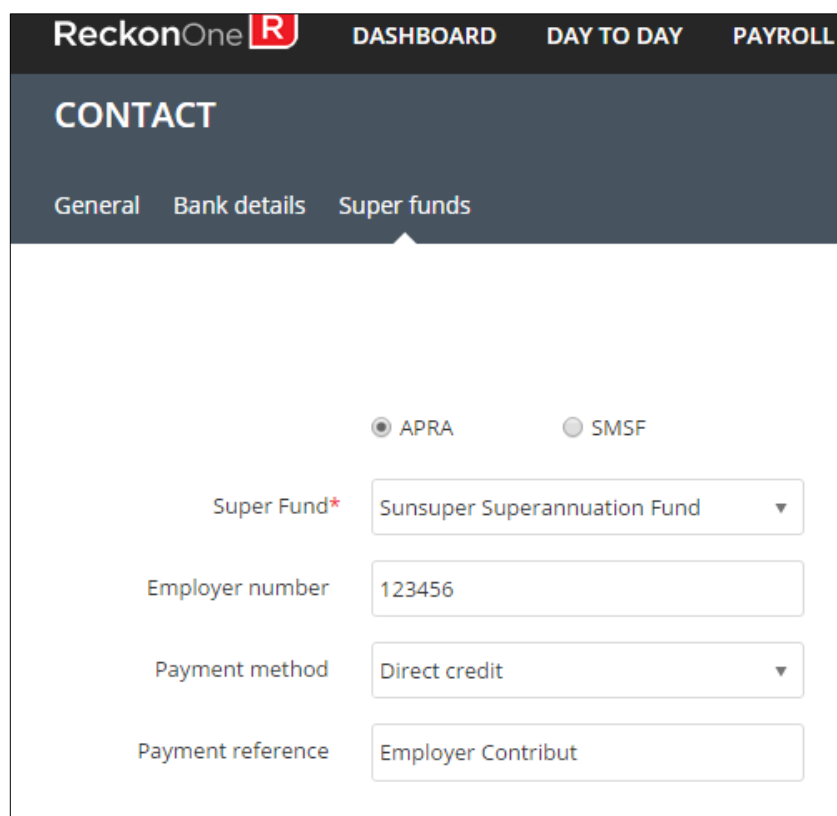
BSB

Account number

These details are used to receive payments from Reckon One.



Complete the fields on the *Superfunds* tab and click *Save*.



**ReckonOne** **DASHBOARD** **DAY TO DAY** **PAYROLL**

**CONTACT**

General Bank details **Super funds**

☒ APRA ☐ SMSF

Super Fund\*

Employer number

Payment method

Payment reference

## CHART OF ACCOUNTS

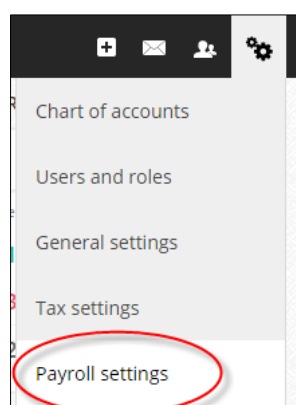
Setting up all required Liability and Expense accounts in the chart of accounts needs to be done first as they are required to be in the book prior to undertaking payroll set up. Go into *Settings, Chart of Accounts*. There will be some existing default accounts that can be used.

<input type="button" value="Income"/> <input type="button" value="COGS"/> <input type="button" value="Expenses"/> <input type="button" value="Assets"/> <input type="button" value="Liabilities"/> <input type="button" value="Equity"/> <input type="button" value="All"/> <input type="button" value="Show/hide columns"/>					
Reorganise your expense accounts					
<input type="checkbox"/> Type	Name	<input checked="" type="checkbox"/> Code	Description	Status	Ta
<input type="checkbox"/> Expense	Payroll Expenses	6-0600	Payroll Expenses	• Active	
<input type="checkbox"/> Expense	Payroll Expenses: Annual Leave	6-0601	Annual Leave	• Active	
<input type="checkbox"/> Expense	Payroll Expenses: Salary Sacrifice	6-0605	Salary Sacrifice	• Active	
<input type="checkbox"/> Expense	Payroll Expenses: Personal Leave	6-0606	Personal Leave	• Active	
<input type="checkbox"/> Expense	Payroll Expenses: Superannuation	6-0607	Superannuation	• Active	
<input type="checkbox"/> Expense	Payroll Expenses: Salaries & Wages	6-0611	Salaries & Wages	• Active	
<input type="checkbox"/> Expense	Payroll Expenses: PAYG	6-0612	PAYG Expense	• Active	

Ensure all deductions and liabilities are set up.

Income	COGS	Expenses	Assets	Liabilities	Equity	All	Show/hide columns	Add
Reorganise your liability accounts								
<input type="checkbox"/> Type	Name	<input checked="" type="checkbox"/> Code	Description	Status	Tax	Balance		
Other current liability	Payroll Payable		Payroll Payable	• Active		0.00		
<input type="checkbox"/> Other current liability	Payroll Liabilities	2-1200	Payroll Liabilities	• Active		0.00		
<input type="checkbox"/> Other current liability	Payroll Liabili... Union Fees	2-1303	Staff Union Fee Deduction	• Active		0.00		
<input type="checkbox"/> Other current liability	Payroll Liabili... Laptop Purchase	2-1302	Staff Laptop Purchase deduction	• Active		0.00		
<input type="checkbox"/> Other current liability	Payroll Liabili... Social Club	2-1301	Social Club membership deduction	• Active		0.00		
<input type="checkbox"/> Other current liability	Payroll Liabili... Deductions Employee Benefits/Employee Provisions	2-1210	Deductions: Employee Benefits/Empl...	• Active		0.00		
<input type="checkbox"/> Other current liability	Payroll Liabili... PAYG Withholding Payable	2-1220	PAYG Withholding Payable	• Active		0.00		
<input type="checkbox"/> Other current liability	Payroll Liabili... Superannuation Payable	2-1230	Superannuation Payable	• Active		0.00		
<input type="checkbox"/> Other current liability	Payroll Liabili... Salary Sacrifice	2-1300	Salary Sacrifice	• Active		0.00		

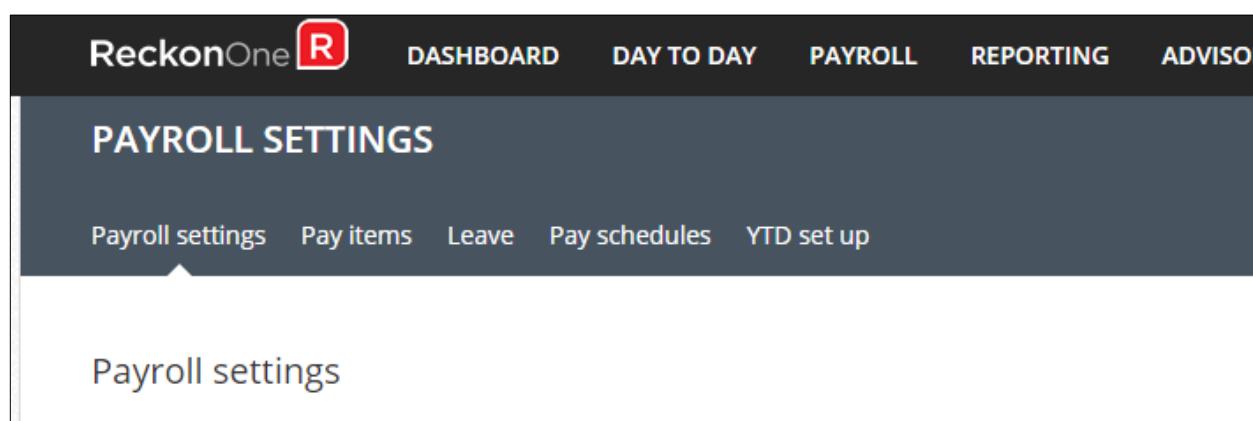
## PAYROLL SETTINGS



From the Administration menu select *Payroll settings*. There are five tabs to work through:

- Payroll Settings
- Pay Items
- Leave
- Pay Schedules
- YTD Setup

All red asterisk fields (\*) are mandatory fields that are required to be completed.



## Payroll Settings Tab

Complete all mandatory and required fields on the tab.

Payroll settings

Pay items

Leave

Pay schedules

YTD set up

Payroll settings

LEGAL CONTACT

First name\*

John

Last name\*

Doe

Title\*

HR / Payroll Administrator

Contact number\*

02

9577 9500

Email\*

inquiries@reckon.com

PAYROLL SET UP

☒ Copy pay items from previous pay (overrides default pay items)

☐ Track cost of project hours

Complete the *Account Defaults*.

ACCOUNT DEFAULTS

Expense account

Payroll Expenses

▼

Liability account

Payroll Liabilities

▼

Supplier for withholding amounts\*

Australian Tax Office

▼

Expense account for company super contributions

Payroll Expenses:Superannuation

▼

Complete *Payment Defaults* and *Bank Accounts*.

**PAYMENT DEFAULTS**

Expense account for rounding of cash payments\*

Payroll Expenses ▼

Round to nearest\*

10 cents ▼

**Bank accounts:**

for direct credit payments\*

Business Bank Account ▼

for cash payments\*

Business Bank Account ▼

for super payments\*

Business Bank Account ▼

☒ Confirm accounts when paying

## Pay Items (Pay Categories) Tab

Reckon One will have a number of default Pay Items for you to use or edit with the ability to add your own.

<input type="checkbox"/> Pay item name	Pay item type	Description	Account	Tax applicable
<input type="checkbox"/> Double time	• Earnings			Gross payments
<input type="checkbox"/> Ordinary	• Earnings			Gross payments
<input type="checkbox"/> Salary	• Earnings			Gross payments
<input type="checkbox"/> Time and a half	• Earnings			Gross payments
<input type="checkbox"/> Xmas bonus	• Earnings			Lump sum A
<input type="checkbox"/> Travel allowance	• Allowance			Tax free
<input type="checkbox"/> FBT contribution	• Deduction			
<input type="checkbox"/> Social club	• Deduction			
<input type="checkbox"/> Vehicle lease payment	• Deduction			
<input type="checkbox"/> Taxi reimbursement	• Reimbursement			

Click on an item to edit and complete the mandatory and required fields.

Edit pay item

Earnings

Pay item type

Earnings

Earnings type

OTE

Name\*

Ordinary

Pay rate basis

Hourly

Description

Base Hourly Rate

Expense account\*

Payroll Expenses:Salaries & Wages

☒ Include in time worked leave accruals

Tax applicable

Gross payments

Ensure you link the item to the correct account and accruals. If you are unsure please check with your trusted advisor or the ATO.

---

**You can contact the ATO on 13 28 61 or via their website [www.ato.gov.au](http://www.ato.gov.au)**

---

Edit pay item

Deductions

Pay item type

Deductions

Deduction type

Other

Name\*

Social club

Description

Social Club

Liability account

Payroll Liabilities:Social Club

Payee

Select payee

Calculation basis

Quantity

☐ Deduct from gross before calculating withholding

Default rate

\$5.00

Limit

\$200.00

Per annum

Complete all required fields including accounts, rates and limits.

Pay item type	Super	
Name*	<input type="text" value="Super guarantee"/>	
Sub type	SG (Super Guarantee)	
Description	<input type="text" value="Super Guarantee"/>	
Expense account*	<input type="text" value="Payroll Expenses:Superannuation"/>	
Default rate	<input type="text" value="9.5 %"/>	<input type="checkbox"/> Deduct from gross before calculating tax
Minimum	<input type="text" value="\$450.00"/>	<i>Won't be deducted if gross pay is below this amount</i>
Limit	<input type="text"/>	Per pay
Pay items included*	<input type="checkbox"/> Double time <input checked="" type="checkbox"/> Ordinary <input checked="" type="checkbox"/> Salary <input type="checkbox"/> Time and a half <input type="checkbox"/> Xmas bonus <input type="checkbox"/> Travel allowance <input type="checkbox"/> FBT contribution <input type="checkbox"/> Social club <input type="checkbox"/> Vehicle lease payment	

Complete all mandatory and required fields.

Edit pay item

Reimbursement

Pay item type	Reimbursement
Name*	<input type="text" value="Taxi reimbursement"/>
Description	<input type="text" value="Staff Expenses"/>
Account*	<input type="text" value="Payroll Expenses:Staff Expense Reim..."/>

## Leave Tab

Reckon One will have a number of default Leave Items for you to use or edit with the ability to add your own.

Payroll settings Pay items Leave Pay schedules YTD set up						
Show/hide columns						Add
<input type="checkbox"/> Leave name	Annual entitlement	Accrual period	Maximum	Account	Leave loading	Pay on termination
<input type="checkbox"/> Annual leave	152	Per pay			17.50 %	<input checked="" type="checkbox"/>
<input type="checkbox"/> Compassionate leave		Per pay				
<input type="checkbox"/> Long service leave		Per pay				
<input type="checkbox"/> Sick leave	76	Per pay				

Click on an item to edit and complete the mandatory and required fields.

### Edit leave

Leave type	Annual	<input type="checkbox"/> Reset balance to nil each year
Name*	<input type="text" value="Annual leave"/>	<input checked="" type="checkbox"/> Pay on termination
Description	<input type="text" value="Annual Leave"/>	<input checked="" type="checkbox"/> Include in time worked leave accruals
Account*	<input type="text" value="Payroll Expenses:Annual Leave"/>	
Entitlement PA	<input type="text" value="152.00"/>	
Accrual period	Per pay	
Maximum	<input type="text" value="152.00"/>	
Leave loading %	<input type="text" value="17.50 %"/>	

## Pay Schedules Tab

Create pay schedules here by clicking Add and completing the mandatory and required fields.

**PAYROLL SETTINGS**

Payroll settings Pay items Leave Pay schedules YTD set up

Add pay schedule

Pay schedule\*

Monthly Standard

Pay frequency\*

Monthly

First pay period start date\*

01/03/2016

First pay period end date\*

31/03/2016

First payment date\*

15/03/2016

You need to create the schedules you require to use in the *Employee Setup*.

Edit pay schedule

Pay schedule\*

Weekly Expenses Staff

Pay frequency\*

Weekly

Pay period start date\*

29/02/2016

Pay period end date\*

04/03/2016

Next payment date\*

29/02/2016

<input type="checkbox"/> Pay schedule name	Pay frequency	Pay period start	Pay period end	Next payment date
<input type="checkbox"/> Monthly Standard	Monthly	1 Mar 2016	31 Mar 2016	15 Mar 2016
<input type="checkbox"/> Weekly Expenses Staff	Weekly	29 Feb 2016	4 Mar 2016	29 Feb 2016
<input type="checkbox"/> Weekly Standard	Weekly	29 Feb 2016	4 Mar 2016	7 Mar 2016



## YTD Setup Tab (Year To Date)

**Please note:** Employees need to be created at this point before continuing onto the next step. Once employees have been created return to this point to continue set up.

This is where opening balances are entered. Work through the four tabs to enter all required opening balances.

The screenshot shows the 'YTD set up' tab selected in a dark header bar. Below the header, there are five buttons: 'All', 'Pays', 'Tax', 'Leave balances', and 'INB'. The 'Pays' button is currently selected and highlighted with a light blue border.

To switch between the different balance types use the green drop down button at the top right hand corner of the screen.

The screenshot shows the 'Add pays' dropdown menu open. The menu options are: 'Add tax balances', 'Add leave balances', and 'Add INB balances'. The 'Add pays' button has a green background and a white dropdown arrow.

Click on the *Add New row* button and enter all the leave balances for the selected employee.

The screenshot shows the 'YTD set up - leave balances' table. The table has four columns: 'Employee', 'Leave item', 'As at date', and 'Quantity'. There are two rows of data. Below the table is an 'Add new row' button. The 'Reference' field is empty, and the 'Number of records' is 0.

Employee	Leave item	As at date	Quantity
Renee Herbert	Annual leave	1 Apr 2016	90
Renee Herbert	Sick leave	1 Apr 2016	60

The pay period end date is the date we use to incorporate the value in reports (pay slips, payment summaries etc.).

You can bring in a line for each pay run done outside the module or one YTD value for each employee/pay item combination.

### YTD set up - tax balances

Reference

Number of records
0

Employee	Pay period end date	Tax type	Amount
Renee Herbert	30 Apr 2016	Gross earnings	\$12,000.00

Enter negative values for deductions and super. Any values entered here do not affect ledger balances.

### YTD set up - pays

Reference

Number of records
0

Employee	Pay item	Super fund product	Pay period end date	Amount
Renee Herbert	Super guarantee	Au		<input type="text"/>

Add new row

Enter negative value for deduction, super and tax pay items

Use the INB YTD set up to bring in reportable fringe benefits or other payments summary categories not yet supported by the system.

Payroll settings
Pay items
Leave
Pay schedules
YTD set up

All
Pays
Tax
Leave balances
INB

Show/hide columns

Date	Type	Reference	Number of records
02 May 2016	Tax	Tax YTD	1
02 May 2016	Pay		1
02 May 2016	Leave		2

Once completed return to the *Contacts > Employee > Leave* tab.

# CREATE EMPLOYEES

Click on the *Contacts* menu then click on the *Employees* tab. Click on the *Add* button to create and employee.

## General Tab

Complete the three mandatory fields from the *General* tab, then click *save* to unlock the employee tabs across the top of the screen.

The screenshot shows the 'Edit contact' form with the following fields and options:

- General Tab:** Active (selected)
- Buttons:** Cancel, Save & close, Delete
- Type of contact\*:** ☐ Customer, ☐ Supplier, ☒ Employee
- Status:** Active (dropdown)
- This contact is:** ☐ A business, ☒ An individual
- Employee username:** (dropdown menu)
- First name\*:** Renee
- Last name\*:** Herbert
- Display name\*:** Renee Herbert
- ABN:** (text field)
- Phone:** (text field)
- Mobile:** (text field)
- Fax:** (text field)
- Email:** name@address.com

## Personal Tab

Complete all mandatory and required personal fields.

The screenshot shows the 'Personal Details' form with the following fields and options:

- PERSONAL DETAILS:**
  - Date of birth:** 14/02/1981 (calendar icon)
  - Age:** 35
  - Marital status:** Not Disclosed (dropdown)
  - Gender:** Female (dropdown)
  - Disability:** ☐
- PREFERRED SEND METHOD:**
  - Pay slip:** ☐ Print, ☒ Email
  - Payment summary:** ☐ Print, ☒ Email
- EMAIL SETTINGS:**
  - Email address\*:** renee.herbert@reckon.com
- PRIMARY EMERGENCY CONTACT:**
  - Name:** C Mooney
  - Relationship:** Partner
  - Phone:** 614, 12345678
- SECONDARY EMERGENCY CONTACT:**
  - Name:** (text field)
  - Relationship:** (text field)
  - Phone:** (text field)

## Employment Tab

Complete *Employment Details*.

EMPLOYMENT DETAILS		JOB DETAILS	
Employee number	<input type="text" value="400001"/>	Job title	<input type="text" value="National Training Specialist"/>
Employment type	<input type="text" value="Full time"/>	Manager	<input type="text" value="None"/>
Award	<input type="text" value="Not applicable"/>		
Classification	<input type="text" value="Select employment classification"/>		
Pay frequency	<input type="text" value="Monthly"/>	Job description	<input type="text" value="Training Awesomeness"/>
Pay schedule	<input type="text" value="Monthly Standard"/>		
Weekly hours	<input type="text" value="38.00"/>		

Complete and *Important Dates* and *Payments*.

IMPORTANT DATES						
Hire date	Long service date	Termination date	Comments			
4 Jan 2016	3 Jan 2026					
PAYMENTS						
Type	Account name	Bank name	BSB	Account number	Reference	Amount
Direct credit	Employee Account	Defence Bank	123456	6543210	RECKONPAY	Balance owing
<input type="button" value="Add new row"/>						

You can split the payment across unlimited accounts via percentage or amount.

Complete all required fields for tax.

Cancel Save & close

<p><b>TAX DETAILS</b></p> <p>Tax File Number (TFN) <input type="text" value="000-000-000"/></p> <p>State <input type="text" value="Queensland"/></p> <p><input type="checkbox"/> Non resident</p> <p>Tax scale <input type="text" value="Scale 2: Tax free threshold claimed"/></p> <p>Tax offset (\$) <input type="text"/></p> <p>Extra tax (% or \$) <input type="text" value="e.g. 12.50% or \$12.50"/></p>	<p><b>SUBJECT TO</b></p> <p><input type="checkbox"/> Higher Education Loans Program (HELP) or Trade Support Loan (TSL)</p> <p><input type="checkbox"/> Student Financial Supplement Scheme (SFSS)</p> <p><b>MEDICARE LEVY VARIATION (ATO FORM NAT 0929)</b></p> <p>Medicare increase <input type="text" value="Select medicare increase"/></p> <p><input type="checkbox"/> Medicare levy adjustment claimed</p> <p><b>EXCLUDE FROM</b></p> <p><input type="checkbox"/> Payment Summary</p>
--	--

Unless you receive a Medicare Levy Variation Form leave this field blank.

## Financial Tab

This tab is where you add *Pay Items, Deductions* – everything required for this employee's pay.

Complete *Earnings* and *Allowances*.

<b>FINANCIAL DETAILS</b>					
<b>EARNINGS</b>					
Pay item	Rate basis	Qty	Rate	Customer	
Salary	Salary	164.67	\$95,000.0000		
<span>Add new row</span>					
<b>ALLOWANCES</b>					
Pay item	Calc. basis	Qty	Rate	Limit	Customer
Travel allowance	Quantity	1	\$1.2500	\$3,000.00	
<span>Add new row</span>					

## Complete *Deductions* and *Superannuation*.

DEDUCTIONS

Pay item	Calc. basis	On Gross/Net	Qty	Rate	Limit	Payee
Social club	Quantity	Net	1	\$5.0000	\$200.00	

Add new row

SUPERANNUATION ACCOUNTS

☐ Salary Sacrifice pay items reduce Employer Contributions (Super Guarantee and Enterprise Agreements)

Pay item	Super name	Fund product	Member num...	Rate	Limit	Join date	Minimum	RESC exempt	>Stat rate RES...
Super guarantee	AustralianSup...	AustralianSup...	123456	9.5000 %		4 Jan 2016		<input type="checkbox"/>	<input type="checkbox"/>
Salary sacrifice for super	AustralianSup...	AustralianSup...	123456	10.0000 %		4 Jan 2016		<input type="checkbox"/>	<input type="checkbox"/>

Add new row

## Complete any *Company Contributions*.

COMPANY CONTRIBUTIONS

Pay item	Calc. basis	Qty	Rate	Limit	Payee
----------	-------------	-----	------	-------	-------

Add new row

## Leave Tab

This is where all Leave items for the employee will be added in.

General

Personal

Employment

Tax

Financial

Leave

← Back to list


Cancel

Save & close


LEAVE

Leave name	Annual entitlement	Accrual period	Rate per period	Leave start date	Max	Leave loading	Pay on termination
Annual leave	152	Per annum	152.000000	4 Jan 2016	152	17.50 %	<input checked="" type="checkbox"/>
Sick leave	76	Per annum	76.000000	4 Jan 2016	76		


Add new row

LEAVE BALANCE				Projected as at
				dd/MM/yyyy 
Leave name	Accrued	Used	Available	
Annual leave	0.00000	0.00000	0.00000	0.00000
Sick leave	0.00000	0.00000	0.00000	0.00000

For leave balances we need to go back to the *Payroll Settings > YTD Setup* tab now we have the employee created and enter the opening balances here. Once entered we can return to this step.

LEAVE BALANCE				Projected as at
				dd/MM/yyyy 
Leave name	Accrued	Used	Available	
Annual leave	90.00000	0.00000	90.00000	90.00000
Sick leave	60.00000	0.00000	60.00000	60.00000

Once the opening balances have been completed – Leave can be projected from the current screen by using the *Projected as at* field.

Projected as at	
01/02/2017 	
Available	
90.00000	242.00000
60.00000	136.00000

# USERS



For employees to use timesheets and expense claims they need to be set up as a user in the book. This must be done first before creating them as an employee in *Contacts*. This is done through *Administration > Users & Roles > User* and *Add user*.

Name	Email	Roles	Last logged in
Renee Herbert	*****	Administrator	13 Nov 2015, 11:11 a.m.
Sam Allert	*****	Superuser	

When a book is first created you will be the only user and by default be assigned an Administrator role.

Name	Email	Roles	Last logged in
Reckon Training1	ReckonTraining1@gmail.com	Administrator	

To add a new user click on the green *Add* a user button in the bottom right corner of the screen. Add / search for an existing user by Username or UserID by entering it in the field and clicking on the blue *Check username* button.

**Add user**

☒ Existing Reckon user

Username  
You can use either user ID (e.g. 123456-1), username or email.

1312572-1

The username you have entered belongs to Reckon Training2

[Check username](#)

☐ New user



Select the role to assign to the user.

What role(s) apply?*		
When roles have conflicting access rights the highest level of access will apply.		
<input type="checkbox"/>	Administrator	These users have full access to Reckon One including purchasing optional modules. Owners of a book are automatically assigned to this role.
<input type="checkbox"/>	Limited	These users can only view the contents of the book.
<input type="checkbox"/>	No access	
<input type="checkbox"/>	Sales Person	Sales Person role
<input checked="" type="checkbox"/>	Superuser	These users have full access to Reckon One, except they cannot edit other users' personal details.

Once sure of the selection click *save and close* at the top right of the screen. Once saved the user will have access to the book in Reckon One so be sure the correct role and permissions has been granted

Cancel	Save & close
	Save & new
	Save

Remove access to the book easily by selecting the user from the list and clicking on the *Remove* button down the bottom left of the screen.

Users Roles			
Add			
<input type="checkbox"/>	Name	Email	Roles
<input type="checkbox"/>	Reckon Training1	ReckonTraining1@gmail.com	Administrator
<input checked="" type="checkbox"/>	Reckon Training2	*****	Superuser
Remove		Showing: 10 rows	Page 1 of 1

This will remove access to the book but they will still exist as an active user within Reckon One and could be added to the book or another at a later stage.

## ROLES / USER ACCESS



### Payroll Access

To allow your employee to set up and / or process Payroll in Reckon One they must be assigned a Role that allows them to create and edit Payroll and Employees. Below is a list of the timesheet permissions and how they will affect users.

- **Payruns** = Allows users to create, edit, delete and approve payruns.
- **Payslips**= Allows users to create new and view payslips.
- **Payment Summaries**= Allows users to create, edit, view and delete Payment Summaries.
- **SuperStream** = Allows users to create, view, edit and delete SuperStream payments.
- **Payroll Payments** = Allow users to create, view, edit and delete Payroll payments.

### Payroll

PAYROLL					
Payruns	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Create and edit	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Approve
PaySlips	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> View			
Payment Summaries	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Create and edit	<input checked="" type="checkbox"/> Delete	
SuperStream	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Create and edit	<input checked="" type="checkbox"/> Delete	
Payroll Payments	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Create and edit	<input checked="" type="checkbox"/> Delete	

### Administration

- **Payroll Items**= Allows users to create new payroll items and edit / delete existing ones.
- **Payroll Settings**= Allows users to create, view, edit and delete Payroll setting for the book.

ADMINISTRATION				
Payroll Items	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Create and edit	<input checked="" type="checkbox"/> Delete
Payroll Settings	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Create and edit	<input checked="" type="checkbox"/> Delete

## Process a Pay Run

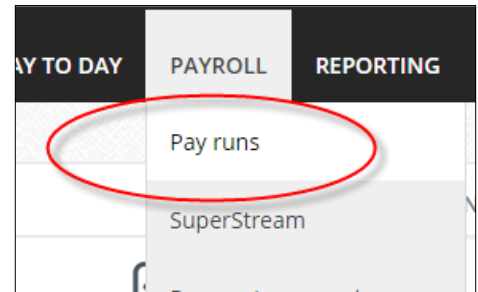
Once you have set up the book Pay Runs can now be processed.



### Process Pays

From the *Payroll* drop down menu select *Pay runs*

Click on the green *Add* button to open the *create a payrun* window.



### Create pay run

CancelCreate pay run

Schedule\*

Monthly Standard

Pay run name\*

Monthly Standard 31/03/2016

Pay period start\*

1/03/2016

Pay period end\*

31/03/2016

Payment date\*

15/03/2016

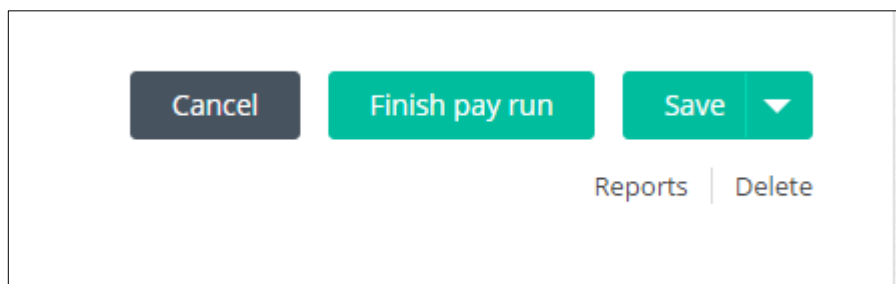
You can run a scheduled or non-scheduled payment. Once selected click the *Create pay run* button to continue.

Pay runs					
<div>AllUnpaidPaid</div>			<div>Show/hide columns</div>		<div>Add</div>
<input type="checkbox"/> Pay run name	Pay run type	Pay date	Pay ending date	Status	Total
<input type="checkbox"/> Monthly Standard 31/03/2016	Scheduled	14 Mar 2016	30 Mar 2016	Unpaid	7,121.25
<div>Showing: 10 rows</div>					
<div>Page 1 of 1</div>					

Click on the Payrun to view the details.

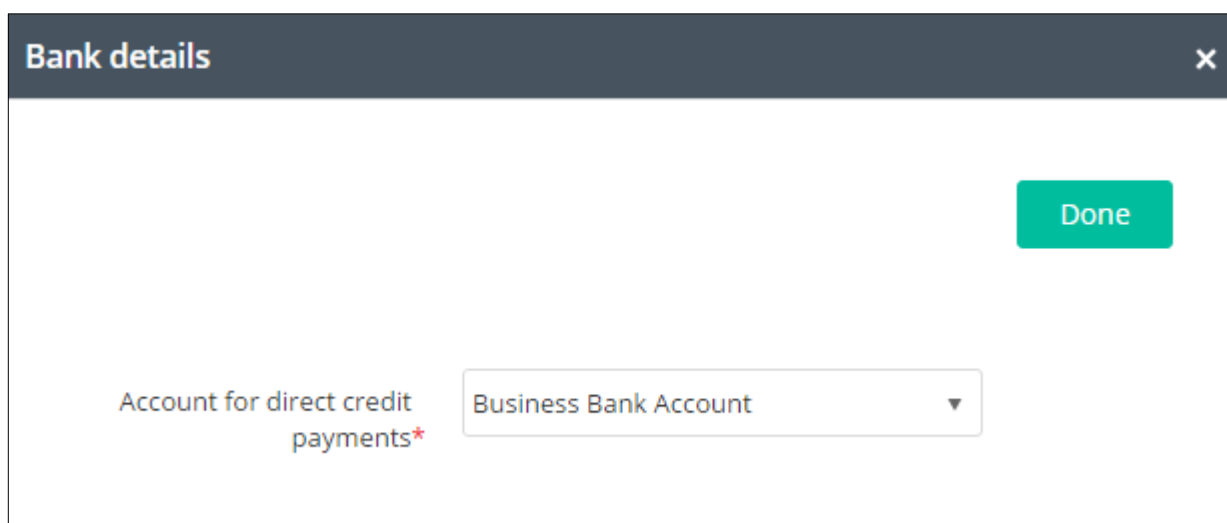


Once all changes have been made click *Finish Payrun*.



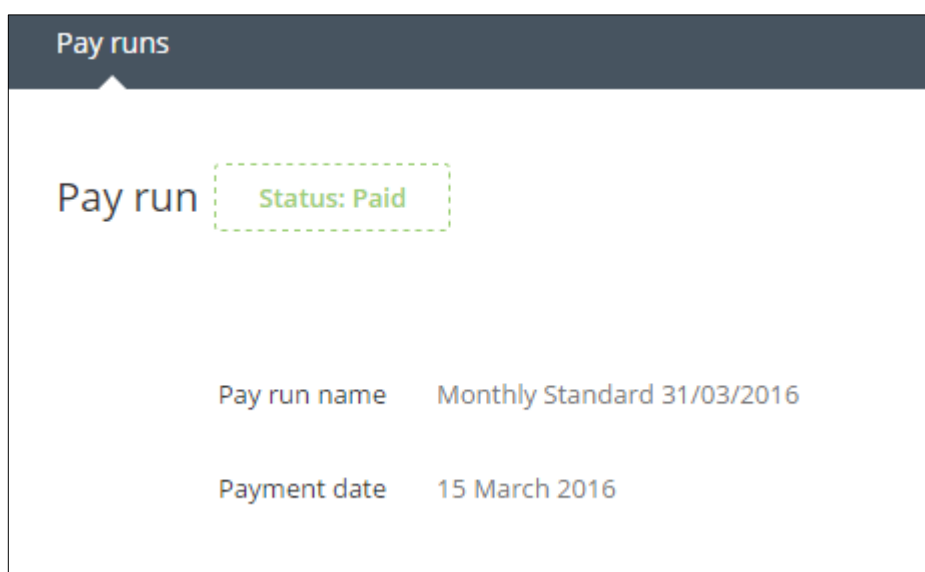
A horizontal bar containing four buttons: 'Cancel' (dark grey), 'Finish pay run' (teal), 'Save' (teal) with a downward arrow, and 'Reports | Delete' (grey text).

Select the bank account that you will be processing the payments from and click *Done*.



A modal window titled 'Bank details' with a close button (X) in the top right. It contains a teal 'Done' button in the top right corner. Below it, the text 'Account for direct credit payments\*' is followed by a dropdown menu showing 'Business Bank Account'.

The status of the Payrun will change from Unpaid to Paid and payments can now be processed from your bank account.

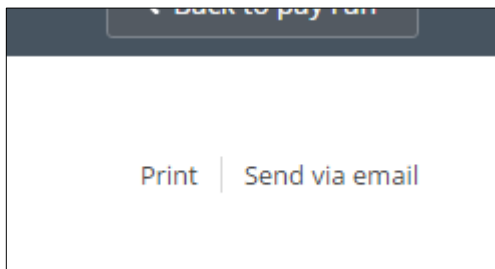


A section titled 'Pay runs' with a dropdown arrow. Below it, a 'Pay run' entry is shown with a dashed green box around the text 'Status: Paid'. Below this, two fields are displayed: 'Pay run name' with the value 'Monthly Standard 31/03/2016' and 'Payment date' with the value '15 March 2016'.

You must complete the pay run and have a status of Paid before another scheduled pay run can be pressed for the next time period for a payrun of the same schedule. A new or unscheduled pay run can be done.

## View / Print Payslips

From an existing payrun either paid or unpaid status, [click](#) on an employee to view the details of that pay.



[Click](#) on either *Print* or *Email* to view and send / print the employees payslip.

Renee Herbert

Reckon Ltd  
Level 12  
65 Berry Street  
North Sydney NSW  
ABN: 14 003 348 730

EMPLOYEE DETAILS		PAY DETAILS	
Employee number	400001	Pay frequency	Monthly
Employee type	Full time	Pay period	01 March - 31 March 2016
Position	National Training Specialist	Payment date	15 March 2016
		Annual salary	95000.00

PAY ITEMS				
	Rate	Quantity	This Pay	YTD
Salary	48.0759	164.67	\$ 7916.67	\$ 7916.67
Annual leave	56.4892	15.00	\$ 847.34	\$ 847.34
Travel allowance	1.2500	1.00	\$ 1.25	\$ 1.25
Gross			\$ 8765.26	\$ 8765.26
PAYG tax			- \$ 2106.00	- \$ 2106.00
Social club	5.0000	1.00	- \$ 5.00	- \$ 5.00
Salary sacrifice for super - AustralianSuper	10.00 %		- \$ 791.67	- \$ 791.67
NET PAY			\$ 5862.59	\$ 5862.59

SUPERANNUATION			
	Rate	This Pay	YTD
Super guarantee - AustralianSuper	9.50 %	\$ 752.08	\$ 752.08

LEAVE	
	Hours
Annual leave	75.00
Sick leave	60.00

Send via email

To\*

XXXXXXXXXX@reckon.com

Subject\*

Payslip

Your pay slip is attached

PAYSLIP

Close

Send

You can preview the payslip before either printing or emailing.

You can view what has been emailed from your book via the *Email History* icon.

You can click to open and even review the email and attachments.

Email history					
<div> <div>All</div> <div>Processing</div> <div>Sent</div> <div>Failed</div> </div> <div>Show/hide columns</div>					
<input type="checkbox"/> Sent on	Type	Sent to	Subject	Status	
<input type="checkbox"/> 5 May 2016	Payslip	:@reckon.com	Payslip	Processing	
<input type="checkbox"/> 5 May 2016	Payslip	t@reckon.com	Payslip	Sent	
Showing: 10 rows					Page 1 of 1

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# Payroll Payments

## ATO

If you have set up the Australian Tax Office as a Supplier you can create an .ABA file to process payment.

From the *Day to Day* menu click *Buying* then click on the *Make Payments* tab. Enter the date and select *Accounts Payable* from the payments drop down menu. Select *Australian Tax Office* from the Contact list, at the bottom of the page you will see on the *Allocate* tab the amounts have been brought in from the ATO.

Select *Direct Deposit* as the payment method and complete all other relevant fields.

Bills

Supplier adjustments

Make payment

ALLOCATE THIS MONEY TO AN EXISTING TRANSACTION

Date	ID	Type	Total amount	Balance owing
14 Mar 2016	00008	Journal entry payables	2,106.00	2,106.00

Payable type

Showing: 10 rows

Contact\*

Australian Tax Office

Use transaction total

☒

Payment method

Direct Deposit

Amount\*

Reference

March ATO PAYG payment

Details

March ATO PAYG payment

Allocation notes

March ATO PAYG payment

Allocate

New

ALLOCATE THIS MONEY TO AN EXISTING TRANSACTION

Showing: 10 rows

Page 1 of 1

Click *Save and close* and the payment has now been added to the list of payments able to be used for creating an .ABA file.

Close

Save & close

s Bank Account



# SuperStream

## NAB Super Pay

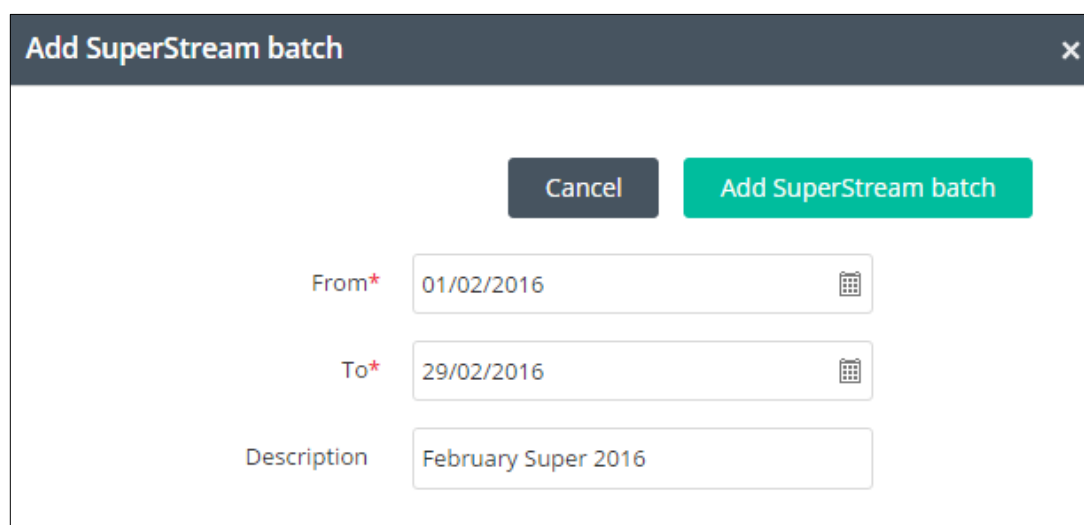
Reckon One has partnered with NAB to make your SuperStream compliance super easy with one click solution. This is available on the Medium level of Payroll which gives you full integration with NAB.

- You don't need to be a NAB customer
- You don't need to go to a branch for a 100 point check
- Free sign up with NAB, all online
- NAB are a full super clearing house
- No Fee from NAB or Reckon.
- You can pay weekly, fortnightly, monthly, whatever frequency you need!
- <https://apply.nabsuperpay.com.au/reckonone/>

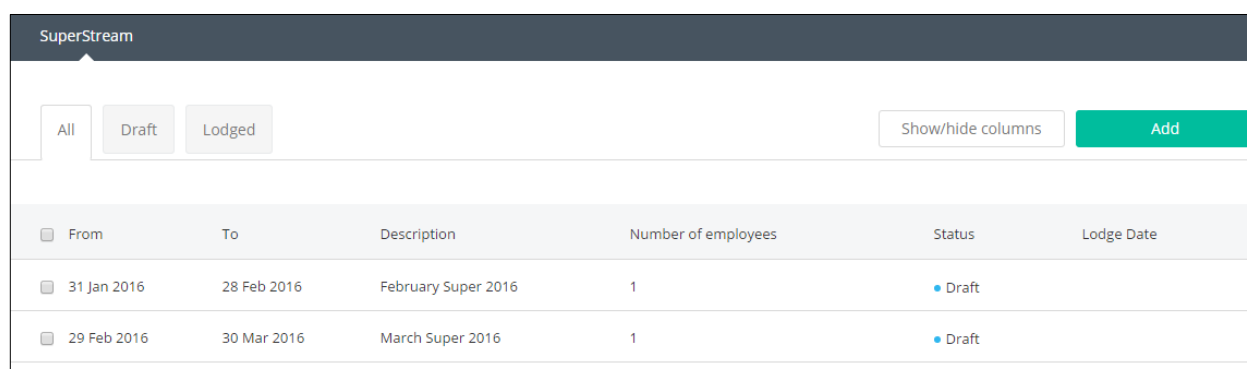
## Processing

From the *Payroll* drop down menu, select *SuperStream*, click on the *Add* button to create a SuperStream Batch.

Complete all required fields and click *Add SuperStream batch* button.



This will create a SuperStream batch payment in a Draft status.




From	To	Description	Number of employees	Status	Lodge Date
31 Jan 2016	28 Feb 2016	February Super 2016	1	Draft	
29 Feb 2016	30 Mar 2016	March Super 2016	1	Draft	

Click on the batch to open it. You can expand an employee to view the super details by clicking on the arrow beside the employee name.

SuperStream					
1 February 2016 - 29 February 2016					
				Preview ▼	Add employee
Employee	Payment date	Pay run name	Fund name	Rate	Amount
⌵ Renee Herbert	Total: \$752.08				
	14 Feb 2016	Monthly Standard 29/02/2016	AustralianSuper	9.50 %	\$752.08
	14 Feb 2016	Monthly Standard 29/02/2016	AustralianSuper	10.00 %	\$0.00

Once confirmed all details are correct click on the dropdown arrow beside the *Preview* button and select *Lodge*. Clicking lodge goes to NAB instantly, no need to import /export files just one click.

### Send SuperStream batch




Are you sure you want to lodge this SuperStream batch?

CancelSend batch

You will see a confirmation message, click *Send batch* to continue. If there are any errors or missing information they will be displayed for you on this screen. Once rectified you can continue.

If you don't have a NAB SuperPay account you will see this message.

### NAB SuperPay account



You must have a NAB SuperPay account to use this function. To set up an account: [Click here](#)

Don't show againOk

Alternatively you can sign up prior via this address –

<https://apply.nabsuperpay.com.au/reckonone/>

Once you have lodged the batch you can log into NAB SuperPay and manage the payments before approving. Log into portal – check payments and approve to disperse.

Once logged into the portal and you identify something is wrong with a batch, dump the entire file out of the portal – go into reckon one and change then re-lodge.

Status		
Submitted	20160428154927	28/04/2016
Failed	20160428153427	28/04/2016
Failed	20160428151927	28/04/2016
Failed	20160428150130	28/04/2016

You will be able to see why a batch failed with the error displayed at the top of the screen.

The screenshot shows the NAB Super Pay interface. At the top, there's a navigation bar with 'nab', 'NAB Super Pay', and links for 'Employees', 'Contributions', 'Reports', and 'Logout'. Below this is a sub-header 'View Contribution' with a 'QUICKEN' dropdown. A red error banner at the top states: 'Fund Verification Error: Contribution to SMSF fund does not have a valid Fund Electronic Address'. The main heading is 'View Contribution' with a subtitle 'Contribution File 20160428150130: 01/04/2016 to 30/04/2016' and a status 'Status: Failed'. There are tabs for 'Detail', 'History', and 'Errors'. Below the tabs is a search bar with a dropdown for '--Choose Column--'. A table lists four entries for 'Superstream' with columns for First Name, Last Name, Payroll Reference Number, Fund ABN, Super Guaranteed, Salary Sacrifice, Member Voluntary, Other, and Total. The entries are for APRA, Inter, Inter, and SMSF. At the bottom, there are buttons for 'Previous', 'Cancel Submission', and 'Home'.

First Name	Last Name	Payroll Reference Number	Fund ABN	Super Guaranteed	Salary Sacrifice	Member Voluntary	Other	Total
Superstream	APRA	3	68657495890	\$114.00	\$0.00	\$40.00	\$45.00	\$199.00
Superstream	Inter	5	68657495890	\$76.00	\$100.00	\$0.00	\$0.00	\$176.00
Superstream	Inter	5	13355603449	\$0.00	\$0.00	\$0.00	\$35.00	\$35.00
Superstream	SMSF	4	13355603449	\$0.00	\$0.00	\$0.00	\$170.00	\$170.00

If there is an error – you will get an email with easy to understand details of the problem and how to fix it. If there is an error the entire file is dumped not just the problematic file.

There are 2 ways to pay – through NAB or do a bank transfer to NAB for dispersement

You can even run reports from here.

The screenshot shows the 'Reports' section of the NAB Super Pay interface. It features a 'Report Type\*' dropdown menu set to 'Contribution Summary'. Below this is a 'Date Range' section with two date pickers and a 'To' label, followed by a 'Submission' dropdown. The 'Organisation' section has two checkboxes: 'Select All' and 'QUICKEN'. At the bottom, there are buttons for 'Home' and 'Generate Report'.

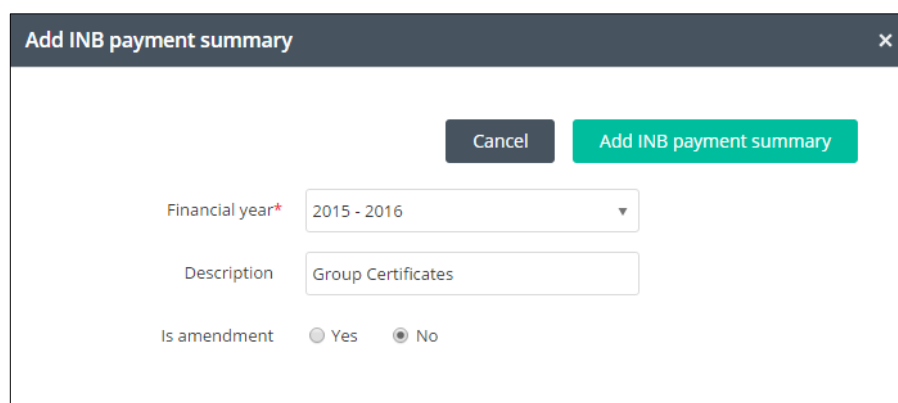
## PAYG Summaries

### Lodging

From the *Payroll* drop down menu select *Payment Summaries*.

Click the green *Add* button.

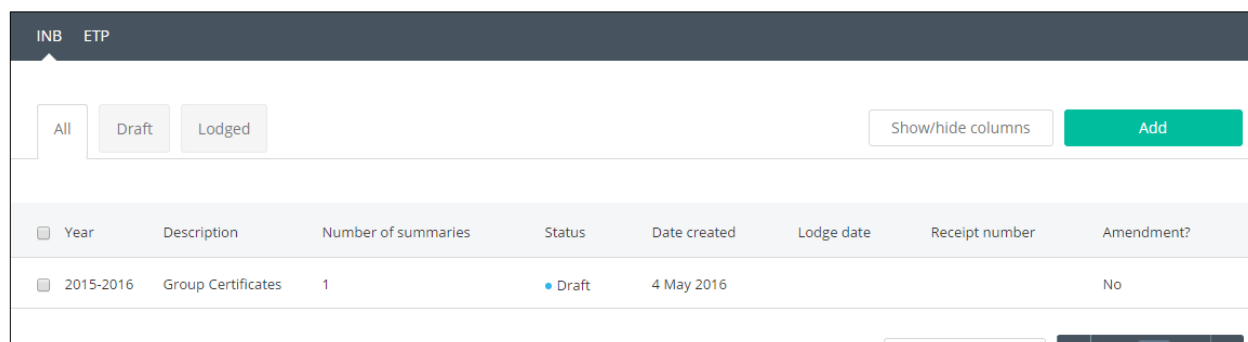
Complete the required fields then click the green *Add INB payment summary* button.



A modal form titled "Add INB payment summary" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Buttons: "Cancel" (grey) and "Add INB payment summary" (green) at the top right.
- Financial year\*: A dropdown menu showing "2015 - 2016".
- Description: A text input field containing "Group Certificates".
- Is amendment: Radio buttons for "Yes" and "No", with "No" selected.

Click on the payment summary item to open the properties.



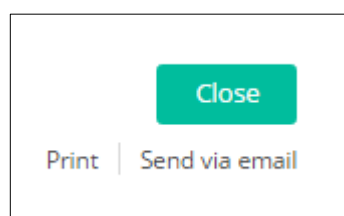
A table showing payment summaries with filters and a table of data.

Filters: INB, ETP, All, Draft, Lodged, Show/hide columns, Add

<input type="checkbox"/>	Year	Description	Number of summaries	Status	Date created	Lodge date	Receipt number	Amendment?
<input type="checkbox"/>	2015-2016	Group Certificates	1	<span style="color: blue;">●</span> Draft	4 May 2016			No

### Printing / Emailing

Click on the individual employee to open the properties and you will see the *Print* and *Email* options at the top right corner of the screen.



A panel showing options for printing and emailing:

- Close (green button)
- Print | Send via email

## PAYG payment summary - individual non-business

Payment summary for year ending 30 Jun 2016

### Payee details

Renee Herbert

### NOTICE TO PAYEE

If this payment summary shows an amount in the total tax withheld box, you must lodge a tax return. If no tax was withheld, you may still have to lodge a tax return.

For more information on whether you have to lodge, or about this payment and how it is taxed, you can:

- visit [ato.gov.au](http://ato.gov.au)
- phone 13 28 61 between 8.00am and 6.00pm.

Period of payment      Day/Month/Year      to      Day/Month/Year  
1/07/2015      to      30/06/2016

Payee's tax file number    000-000-000

TOTAL TAX WITHHELD \$ 14106

		Lump sum payments	Type
Gross payments	\$ 7972	A \$	
CDEP payments	\$	B \$	
Reportable fringe benefits amount FBT year 1 April to 31 March	\$	D \$	
Reportable employer superannuation contributions	\$ 791	E \$	
Total allowances	\$	Total allowances are not included in Gross payments above. This amount needs to be shown separately in your tax return.	

### Payer details

Payer's ABN or withholding payer number    14 003 348 730      Branch number

Payer's name      Reckon Ltd

**Privacy** - For information about your privacy, go to [ato.gov.au/privacy](http://ato.gov.au/privacy)

Signature of authorised person    John Doe      Date    4/05/2016

## Reports

Reckon One has a range of reports designed to help analyse and understand a business's financial position. Reports are available by Clicking the *Reporting* tab. Reports can be printed or exported.

Standard reports are available in the Core module, the available reports will change as Modules are activated.

You can also Favourite your most used reports.

The screenshot shows the 'Reporting' tab interface. On the left is a sidebar with a 'Favourites' header and a list of report categories: Payroll, Financial, Tax, Customers, Suppliers, Analytics, Lists, Advisor, and Time and expenses. The 'Favourites' header has a heart icon. To the right of the sidebar are two report cards. The first card is titled 'PROFIT AND LOSS' and has a heart icon. It contains the text 'This shows income vs expenditure for a given period.' and a 'Generate' button. The second card is titled 'PAYROLL SUMMARY' and also has a heart icon. It contains the text 'The payroll summary report shows totals for employees for selected pay runs' and a 'Generate' button.

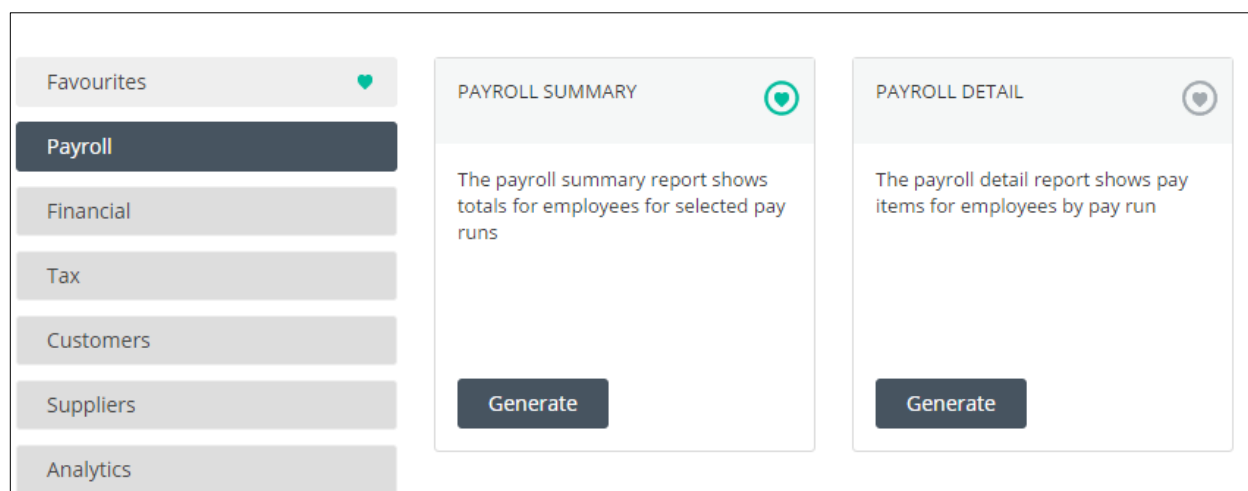
Payroll has its own tab.

This screenshot shows the 'Reporting' tab interface with the 'Payroll' category selected in the sidebar. The sidebar now only shows 'Favourites' and 'Payroll' (which is highlighted). The main area displays two report cards. The first card is titled 'PAYROLL SUMMARY' and has a heart icon. It contains the text 'The payroll summary report shows totals for employees for selected pay runs' and a 'Generate' button. The second card is titled 'PAYROLL DETAIL' and has a heart icon. It contains the text 'The payroll detail report shows pay items for employees by pay run' and a 'Generate' button.

Reckon One reports are grouped into sections as the modules turn on new groups appear;

- Financial
  - Profit and Loss, Balance Sheet, Trial Balance, Account Enquiry
- Payroll
  - Payroll Summary
  - Payroll Detail
- Tax
  - GST Summary, Tax Code Transactions
- Customers
  - Aged Debtors, Aged Debtor Transactions, Invoice List, Customer Transactions, Unpaid Invoices
- Suppliers
  - Aged Creditors, Aged Creditor Transactions, Bill List, Supplier Transactions, Unpaid Bills
- Analytics
  - Aged Creditor Summary, Aged Customer Summary, Top 10 Customers, Top 10 Suppliers, Top 10 Income Accounts, Top 10 Expense Accounts, Budgets
- Lists
  - Account List, Bank Account List, Item List, Customer List, Supplier List, Tax Code List.
- Advisor
  - Payment List, Receipt List, Journal List
- Time and expenses
  - UnInvoiced amounts

To run a payroll summary report click on the *Payroll* tab then the *Generate* button.



Select options and if changes are required click *Refresh* or you can export the report.



PAYROLL SUMMARY

Reporting period

This financial year

Pay runs

All

Selected

Show more options

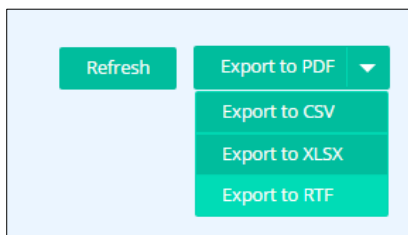
Payroll summary

Reckon Ltd

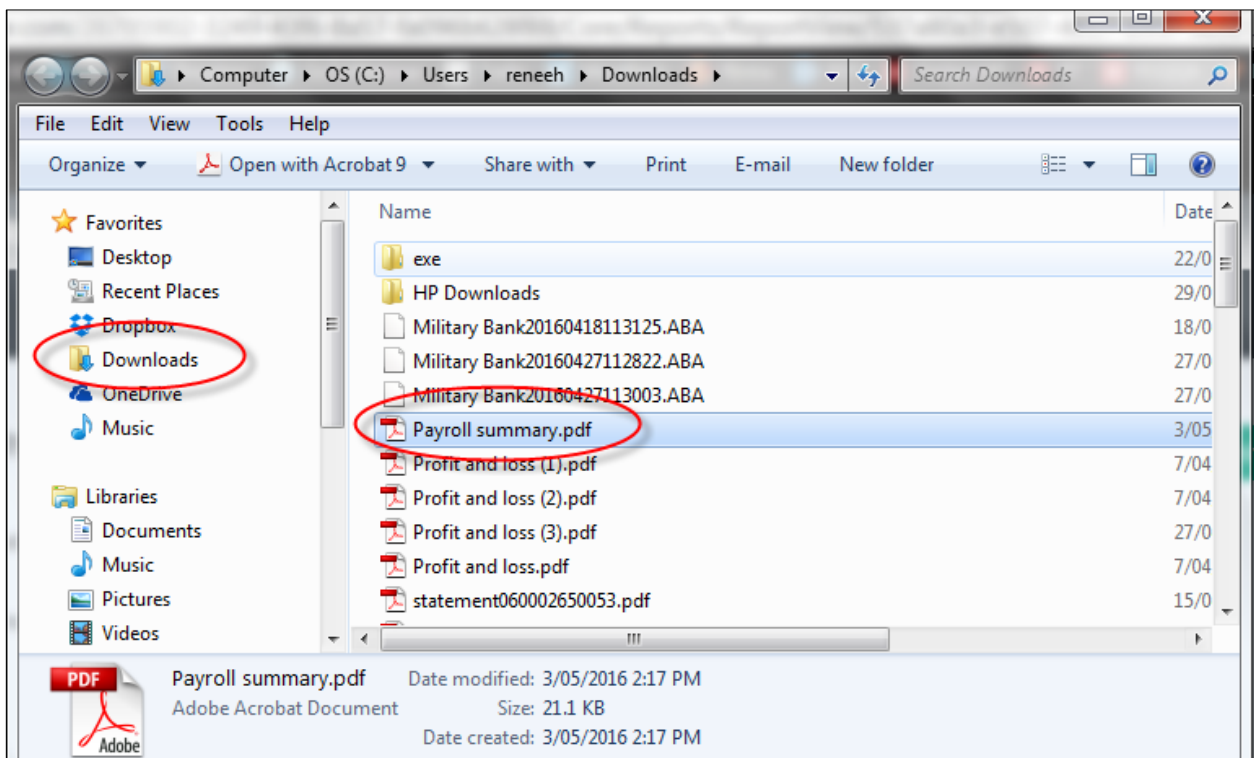
For the year ending 30 June 2016

EMPLOYEE	EARNINGS & LEAVE	TAXABLE ALLOWANCES	PRE-TAX DEDUCTIONS	GROSS EARNINGS	WITHHOLDING	TAX FREE ALLOWANCES & REIMBURSEMENTS	POST TAX DEDUCTIONS	NET PAY
Renee Herbert	\$8,764.01	\$0.00	\$791.67	\$7,972.34	\$2,106.00	\$1.25	\$5.00	\$5,862.59
PAY TOTAL	\$8,764.01	\$0.00	\$791.67	\$7,972.34	\$2,106.00	\$1.25	\$5.00	\$5,862.59

To export click the drop down arrow beside the green *Export to PDF* button and choose the required format.

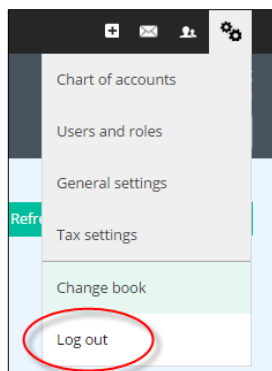


The report will download, once completed click the drop down arrow and select to open from within the browser or from your computers *Downloads* folder. You can double click on the report from the folder and launch it from there.



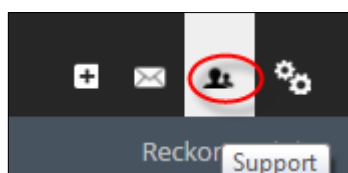
## Logging Out

To log out of Reckon One click on the *Administration* menu and click on the *Log Out* option.

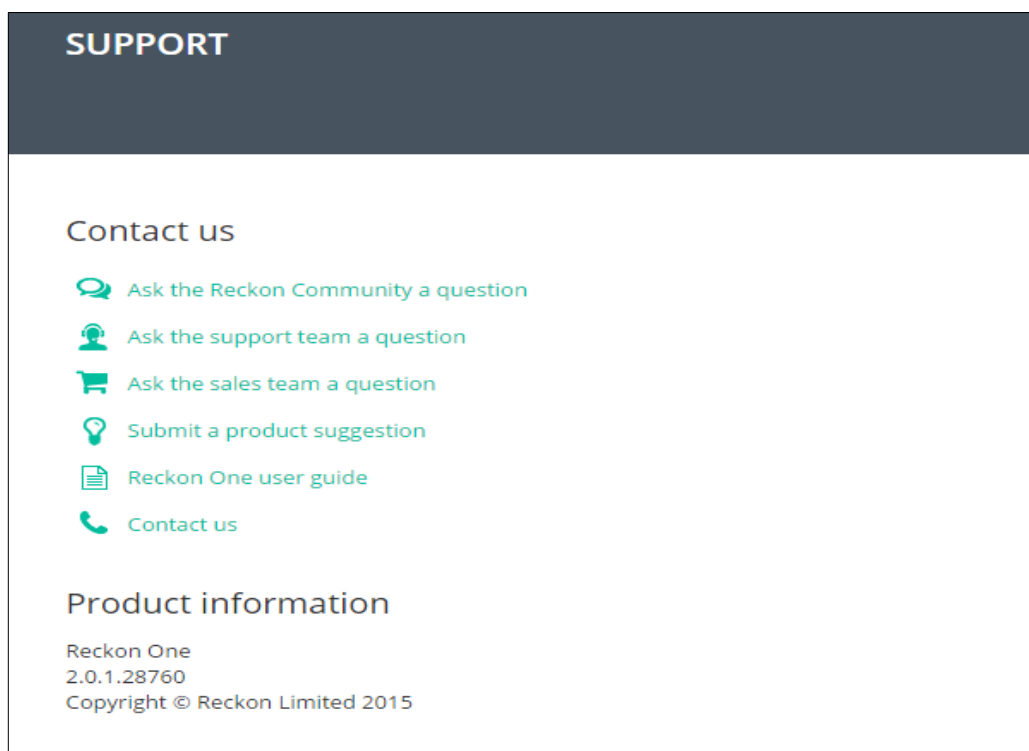


## Support

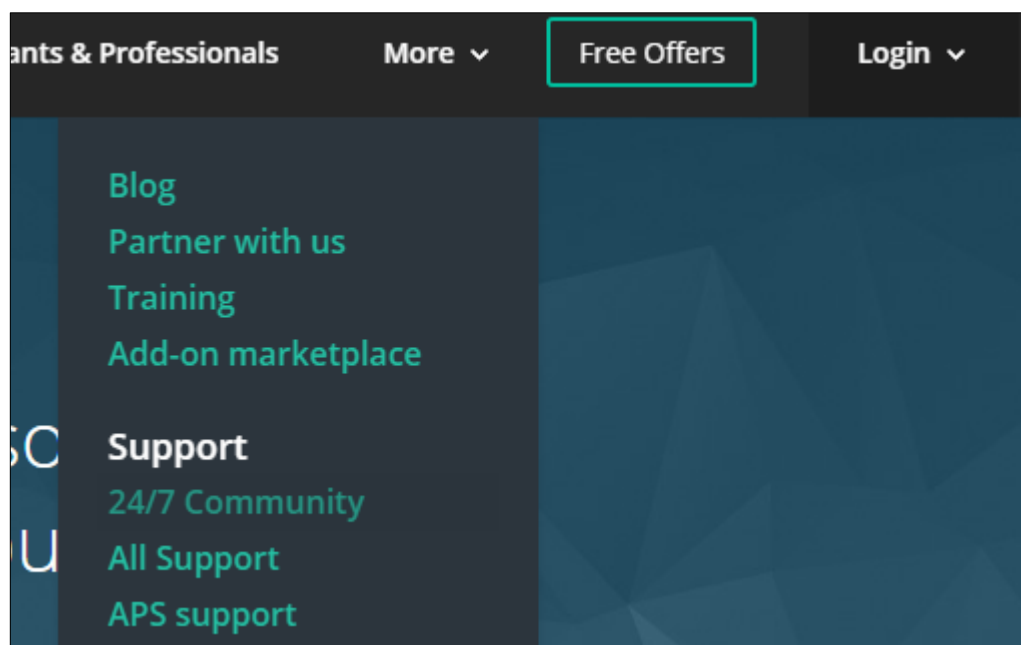
You can access support from within Reckon One by clicking on the *Support* icon.



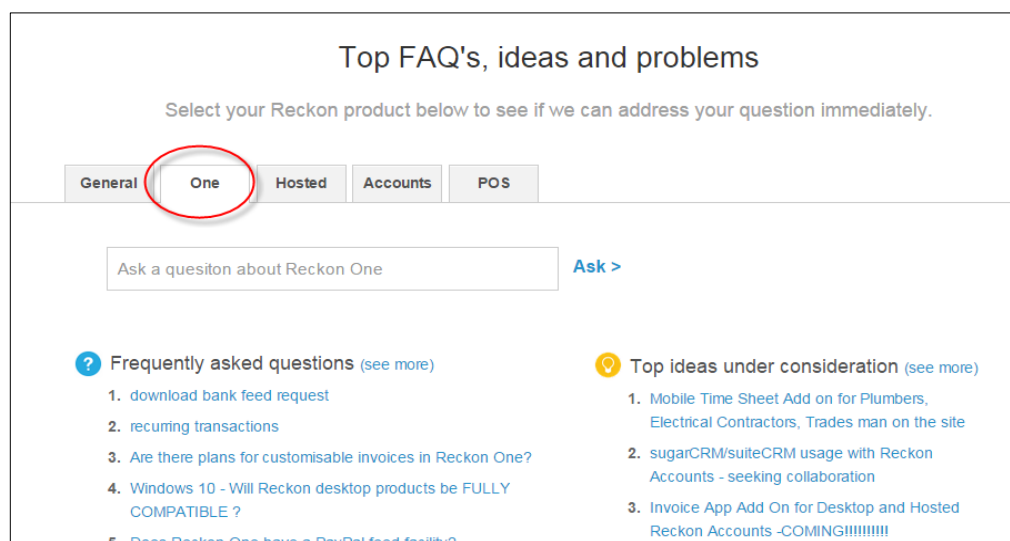
This will take you to the Contact Us page.



You can also access help via the Reckon website. From the main page at [www.Reckon.com](http://www.Reckon.com) click on *More* and select *Support* from the drop down menu.

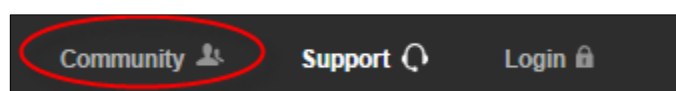


You can select *One* from the software options and access FAQ and suggestions or post your own question.



You can also view and join the Reckon Community where you can post, participate and follow questions and conversations.

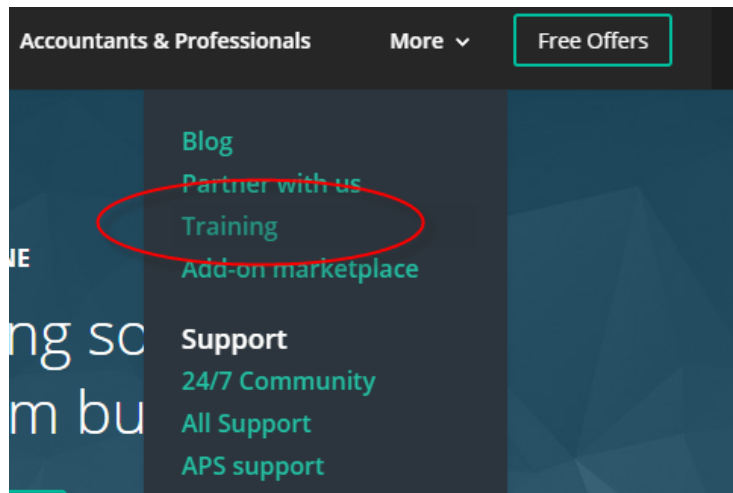
Click on the *Community* icon at the top of the page to navigate to the *Community* page.









You can join for free and manage your email preferences easily, just click the Register link and follow the prompts.

## Training

You can also view recorded webinars, how to videos and workbooks from the Reckon Training page. From the main page at [www.Reckon.com](http://www.Reckon.com) click on *More* and select *Training* from the drop down menu.



Reckon offers a range of training courses to best suit your needs

 <b>Webinars</b> Ask questions and learn tips and tricks in our interactive webinars. Designed to help accountants, bookkeepers and small businesses use Reckon accounting software more effectively. <a href="#">Upcoming webinars</a>	 <b>Face-to-face courses</b> Attend in-depth software training sessions in a face-to-face setting. Interact with your trainer and peers in a supportive classroom environment. <a href="#">Register today</a>	 <b>How-to videos</b> Watch video tutorials to learn how to perform basic tasks in Reckon software. <a href="#">Watch videos</a>
 <b>Training Events</b> Events designed to help accountants, bookkeepers and business owners improve their skills using Reckon products. <a href="#">Upcoming events</a>	 <b>Workbooks</b> Step-by-step workbooks to walk you through exercises in Reckon software. Free to download. <a href="#">Download now</a>	 <b>For Accredited Partners</b> Find resources to help you make the most out of your Partnership with Reckon. <a href="#">Access resources</a>



## Definitions / Acronyms

ABA	Automated Banking Authorisation
APRA	Australian Prudential Regulation Authority
ATO	Australian Taxation Office
ETP	Employment Termination Payment
INB	Individual Non Business
NAB	National Australia Bank
OTE	Ordinary Time Earnings
PAYG	Pay As You Go
SMSF	Self-Managed Super Fund
RESC	Reportable Employee Super Contribution
YTD	Year to Date

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