ReckonOne®

Payroll Workbook

Published by Reckon Limited

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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 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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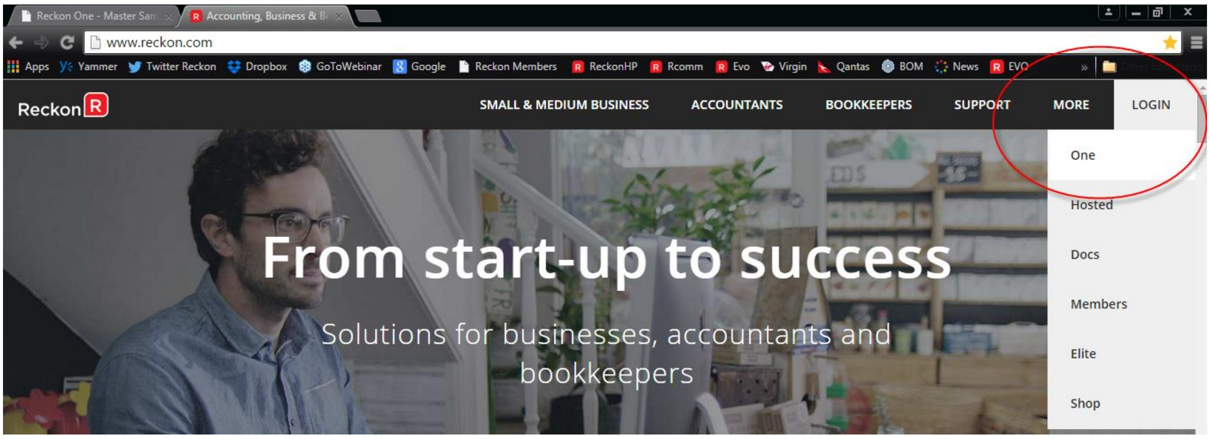
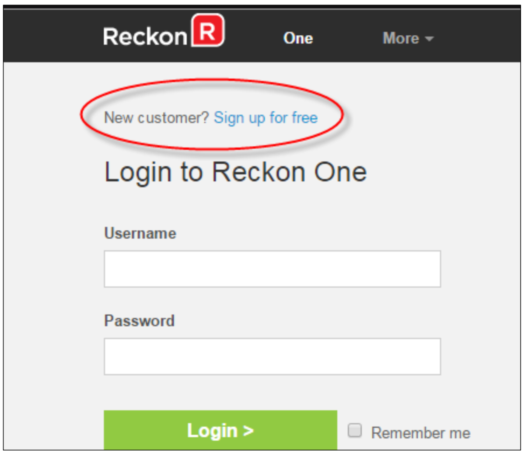
Getting Started – New Users

Go to the Reckon homepage and <u>Click</u> 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.



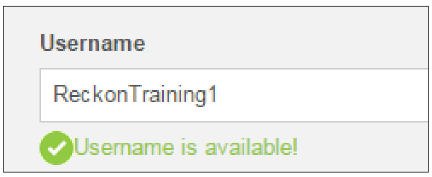
If you are a new user you may not have a Reckon User ID or Username so you will need to create one as part of your profile.

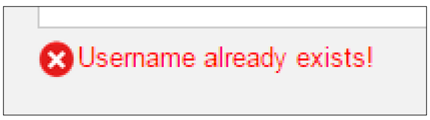
At the top of the page you will see *New customer? Sign up for free*.

<u>Click</u> 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.

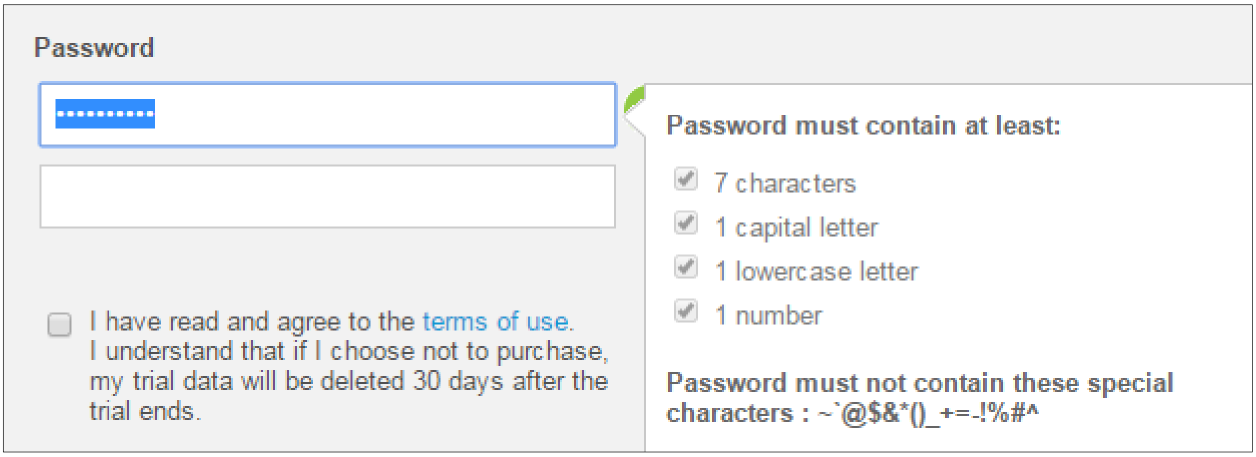
When you reach the Username field this will be what you use to sign in for future sessions. Type in a username you would like, if it is available you will see a green message *Username is available.*



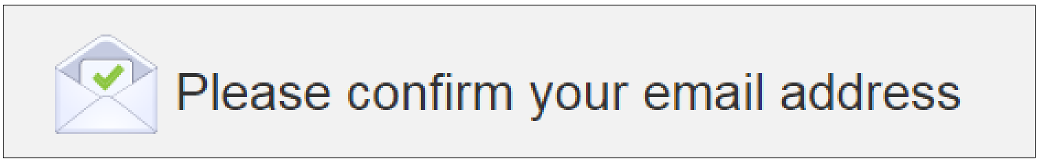


If the name is taken, you will see a *Username already exists!* message. You will need to try another combination until you find a useable Username.

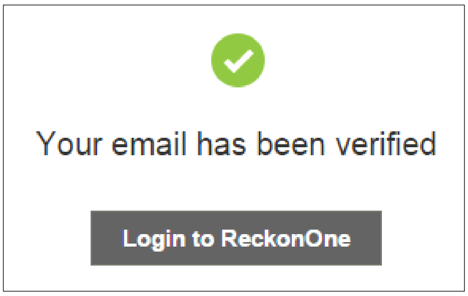
Select a valid password which you will use with the Username to log in for all future sessions of Reckon One. Ensure that you agree to the terms by ticking the *terms of use* box.



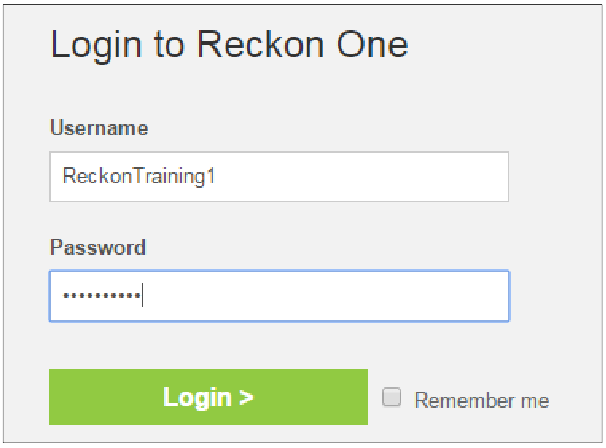
You will then be sent a link to the email you used while registering to confirm your email and details.



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

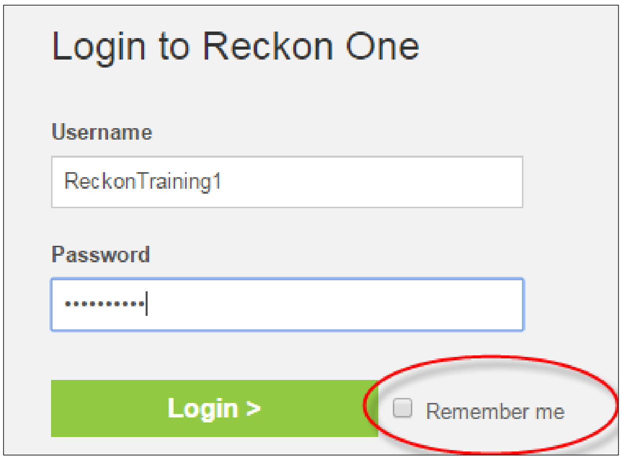


Log into Reckon One with your newly created and confirmed Username and Password.



Getting Started – Existing Users

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



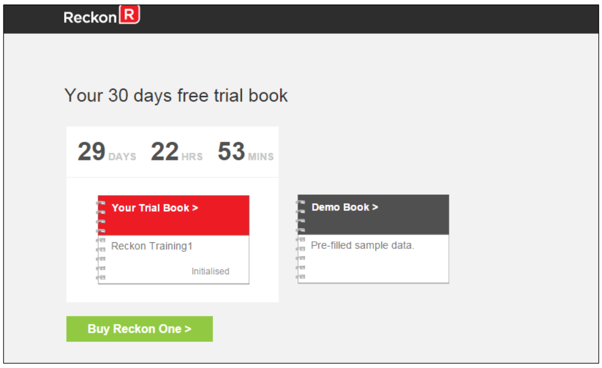
Enter the Username and password into the appropriate fields.

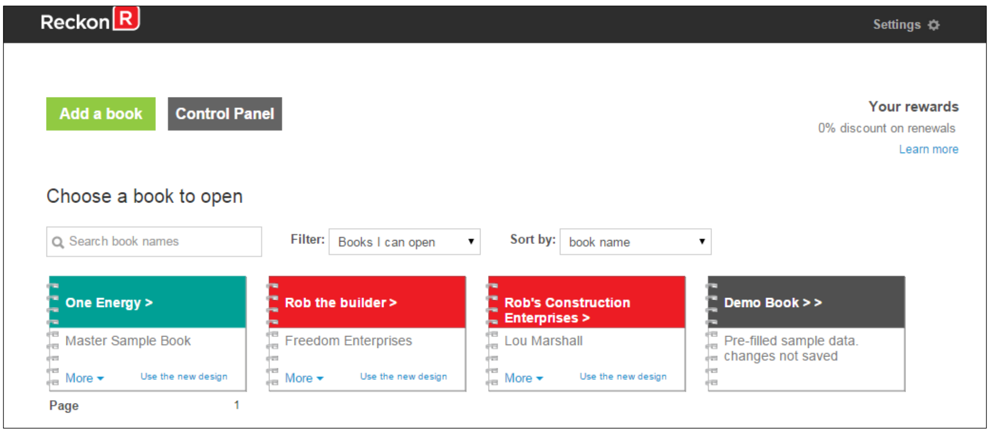
You can tick the *Remember me* box next to the green *Login* button. This will mean the next time that you log into Reckon One your Username and password will be prepopulated in the fields and you can just Click *Login*.

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.

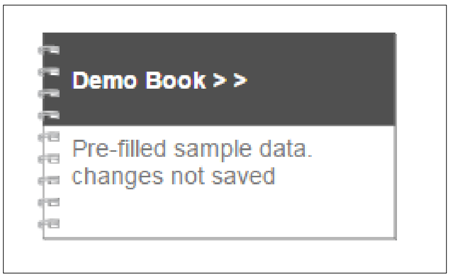
*** Note you can only view shared books and access the Demo book when you have completed registration and purchase of Reckon One, fully validating and activating your account. Until this is completed you will only be able to access your Trial book but not the Demo book.* **



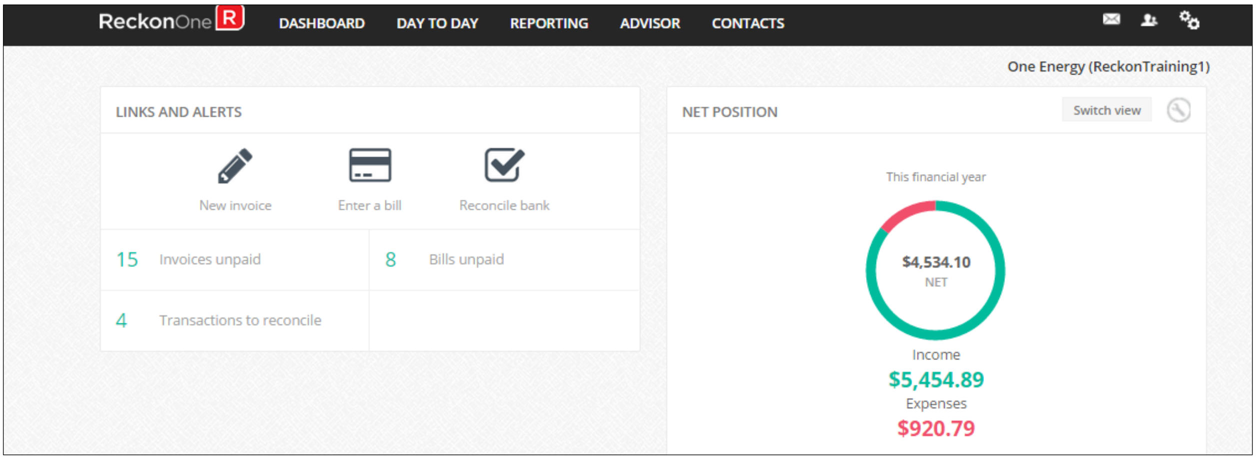


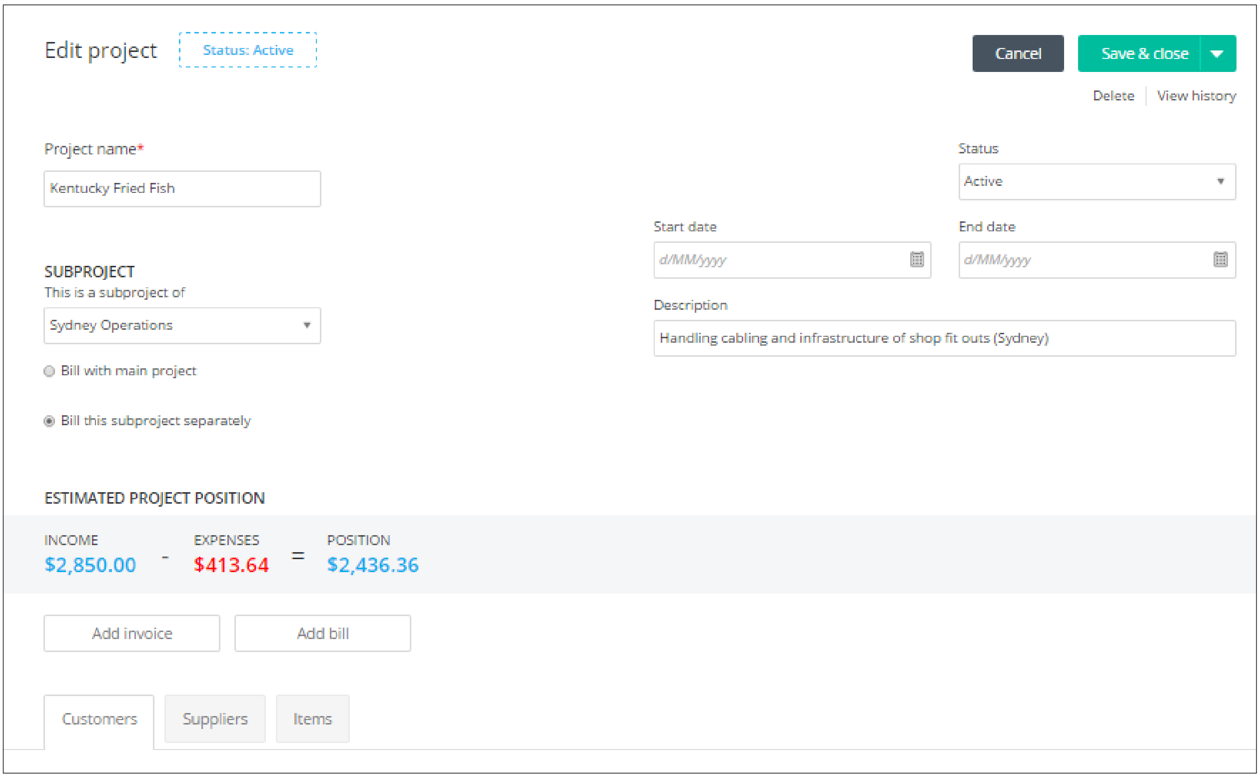
Using the Demo Book

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.

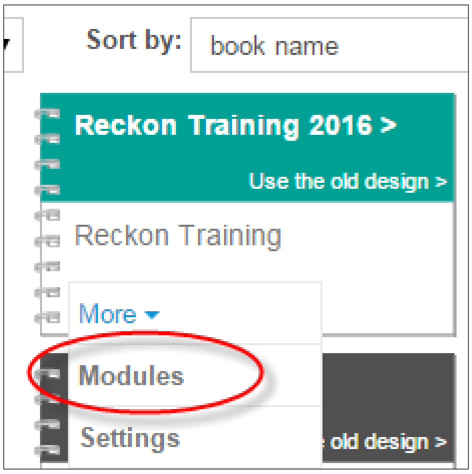




Any changes made to the Demo book will not be saved.

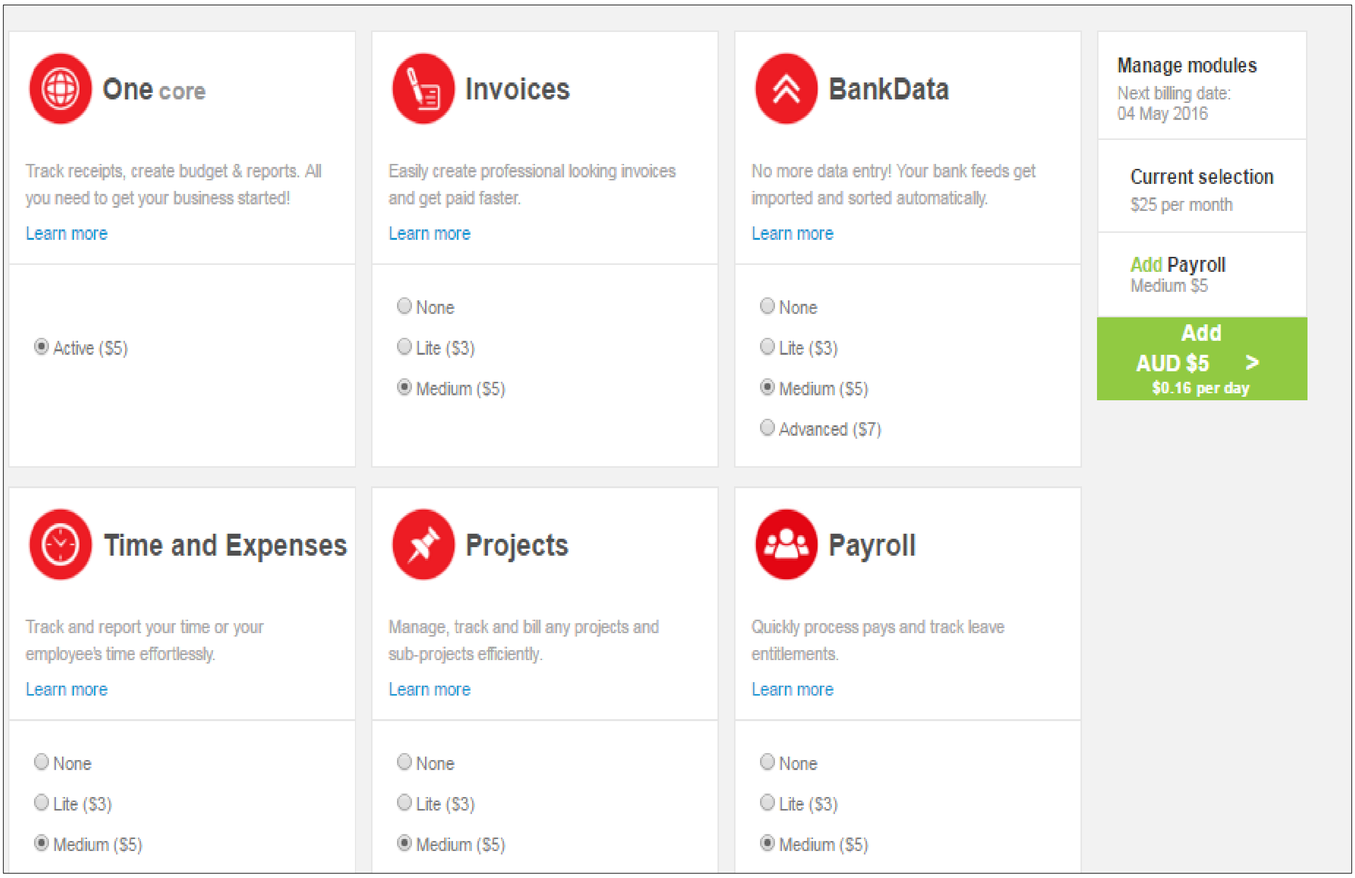
Activate Payroll Module

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

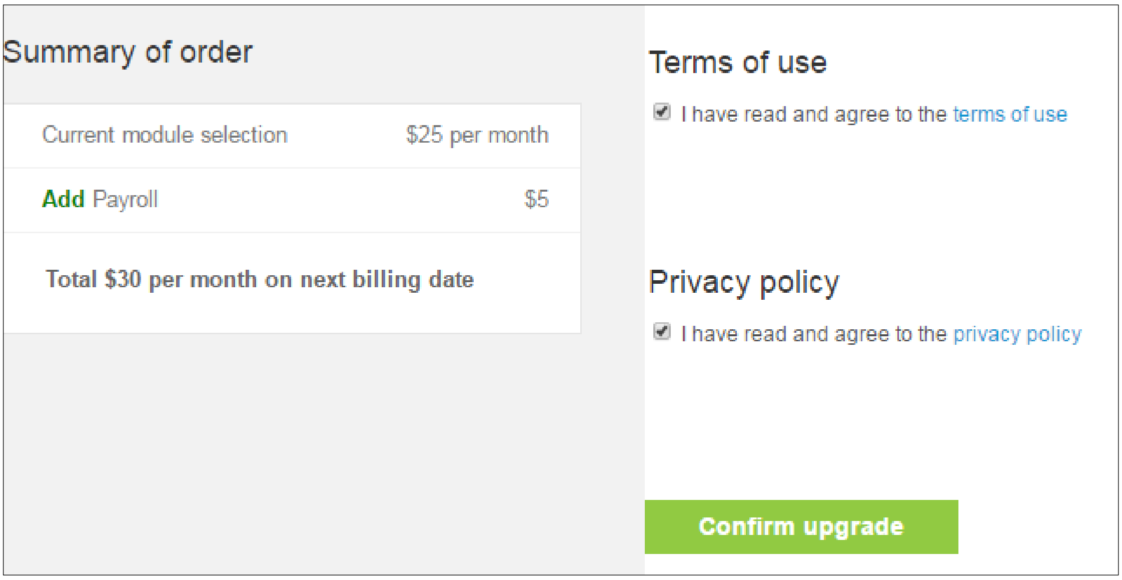


Click on the *More* button and select *Modules*.

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

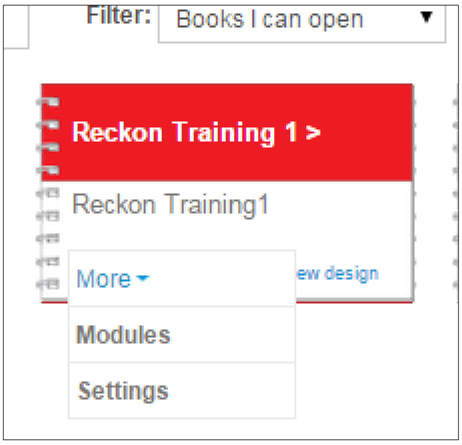


Click on the *Add* button. Tick the terms and conditions buttons then the green *Confirm Upgrade* button.



Customising your Book

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

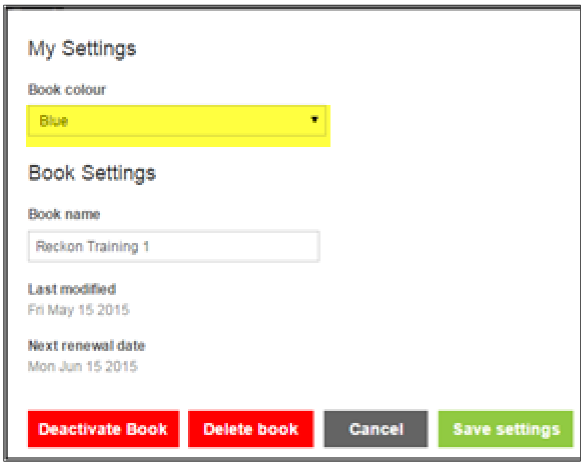


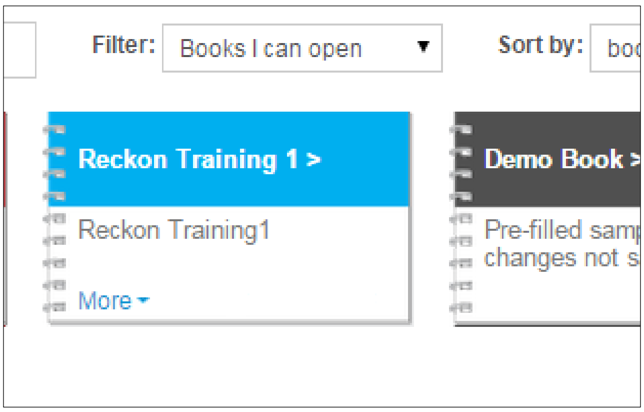
Clicking on *Modules* will take you back to the Modules selection screen that you initially saw when creating your book.

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.

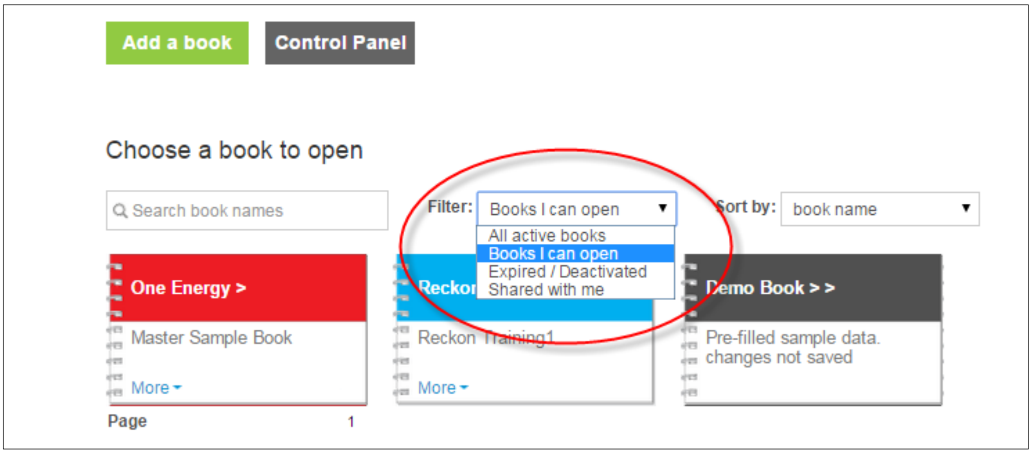
Remember you only pay for what you use, you have the option to turn all modules off for 7 years with data available in read only mode.

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.



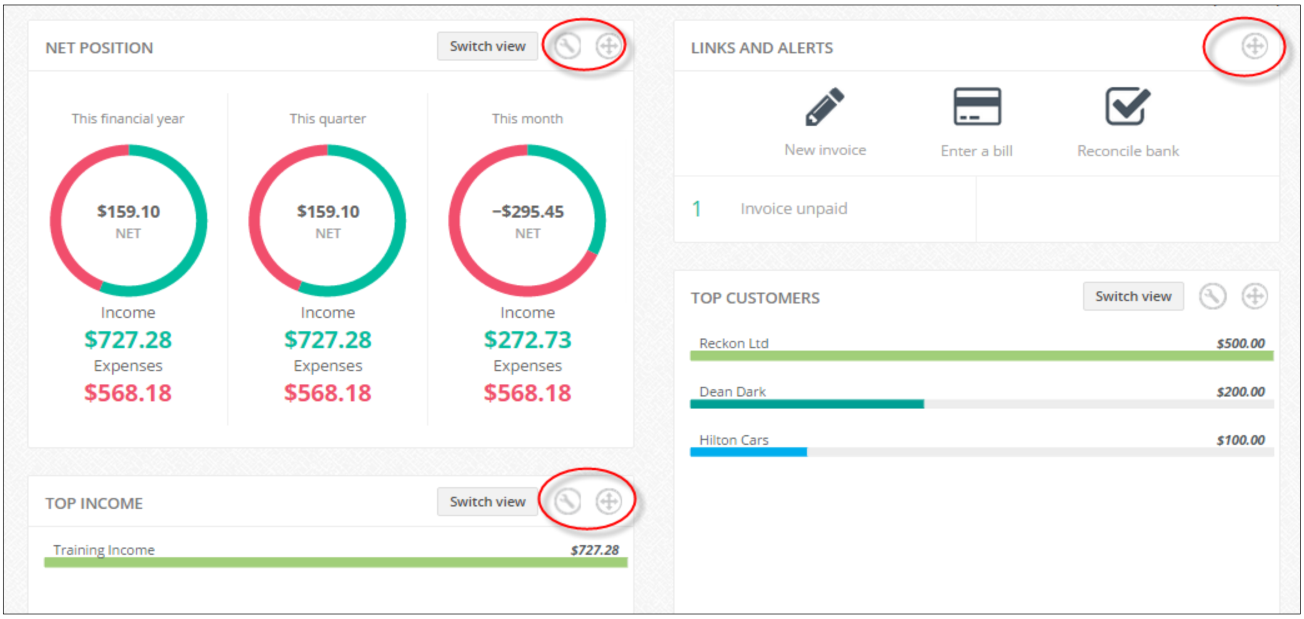


Change the books viewed by applying filters from the drop down menu.

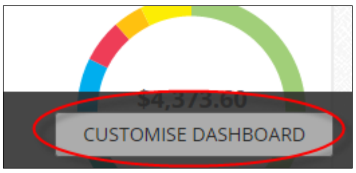


Navigate your Book

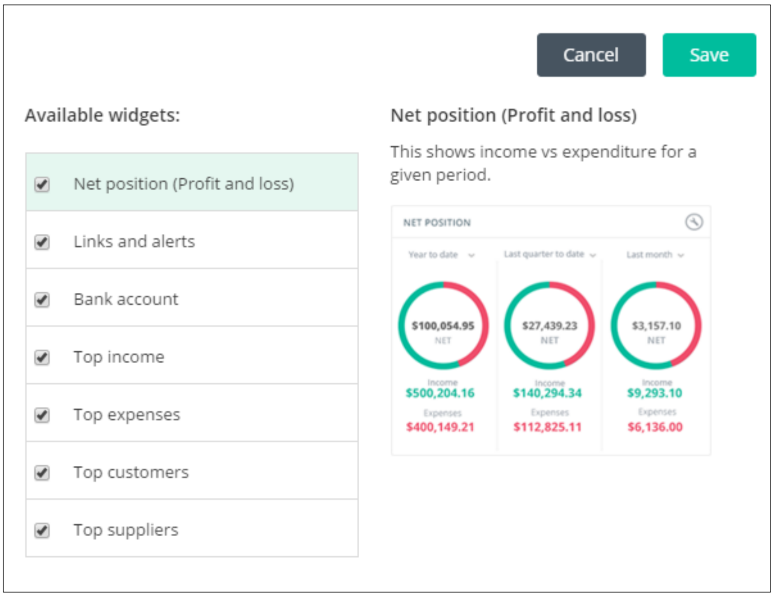
When you open your book you are taken to the Dashboard which gives you a snap shot of the business via customizable widgets. The widgets displayed will be dependent on the modules active in the book. You can Click and drag the widgets around the screen as well as Click on the settings button to customise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



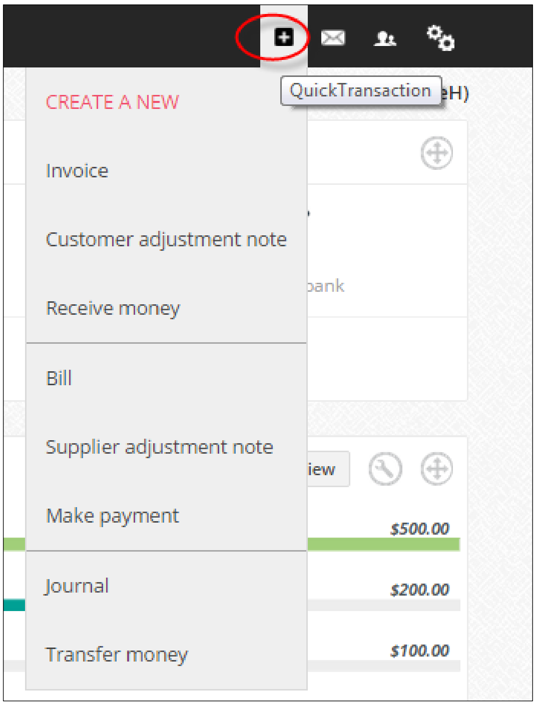
You can customise the widgets displayed by Clicking the **Customise Dashboard** button.



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.



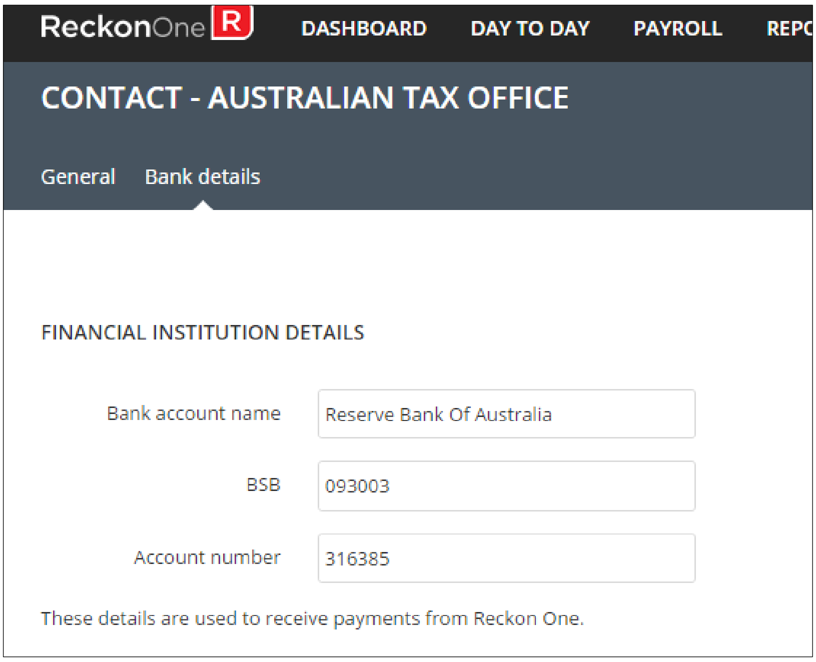
Payroll Set Up

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.

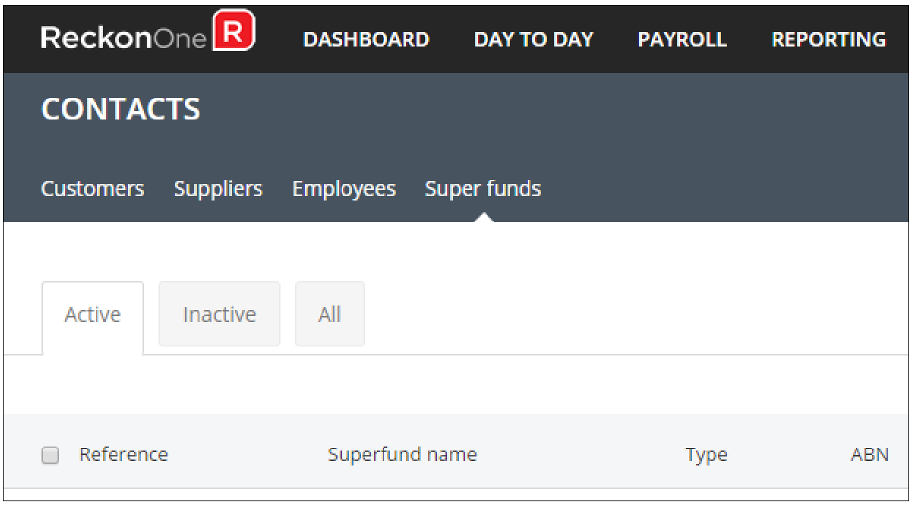
Suppliers

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

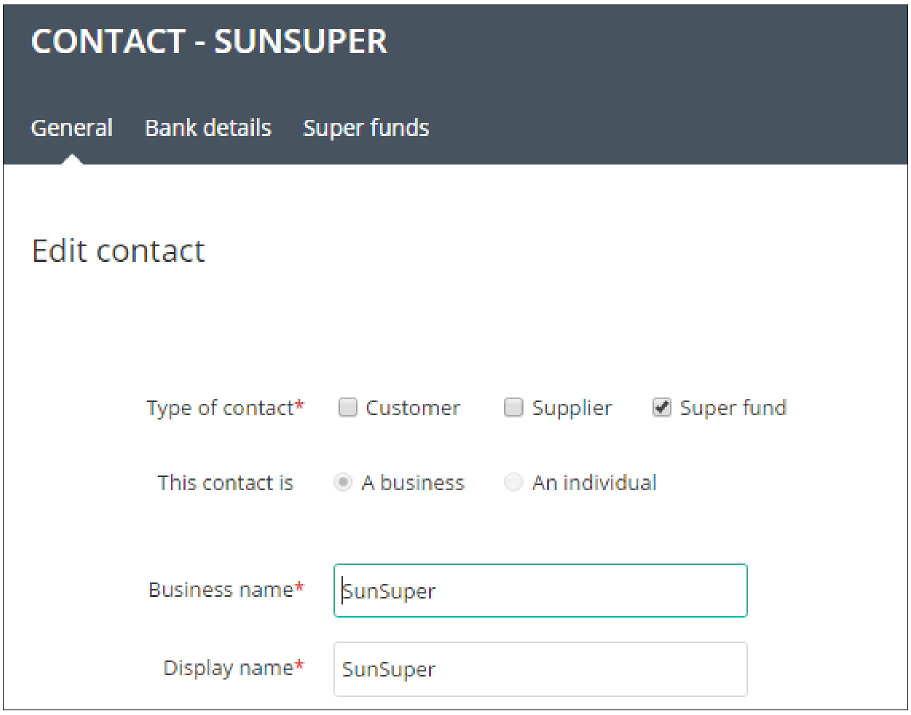


Superfunds

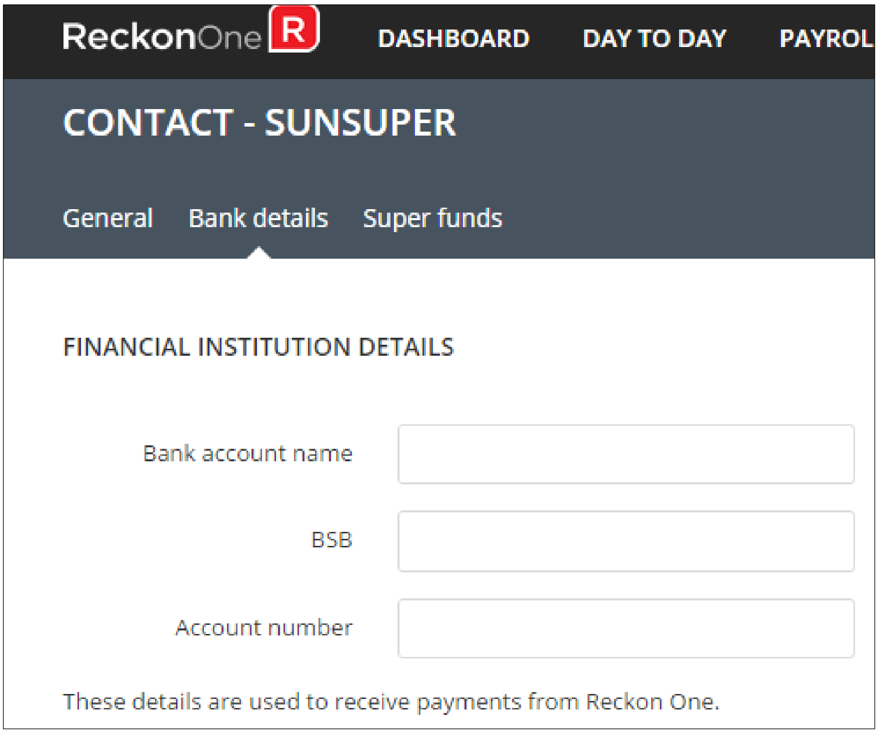
Under *Contacts* > *Superfunds*, set up the relevant superannuation funds for the book.



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



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



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

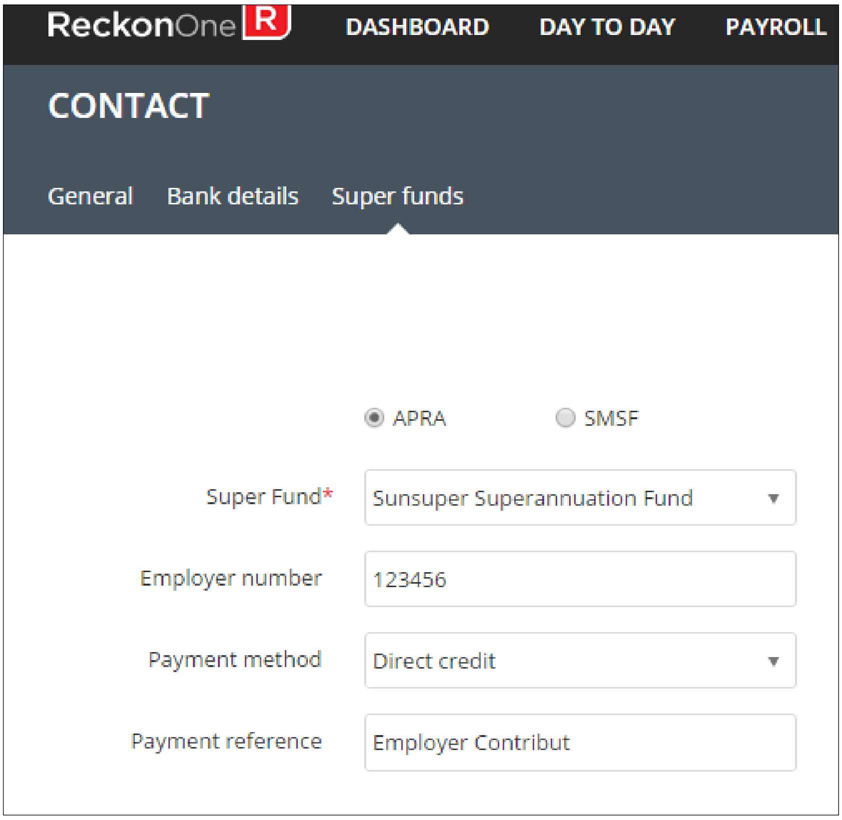
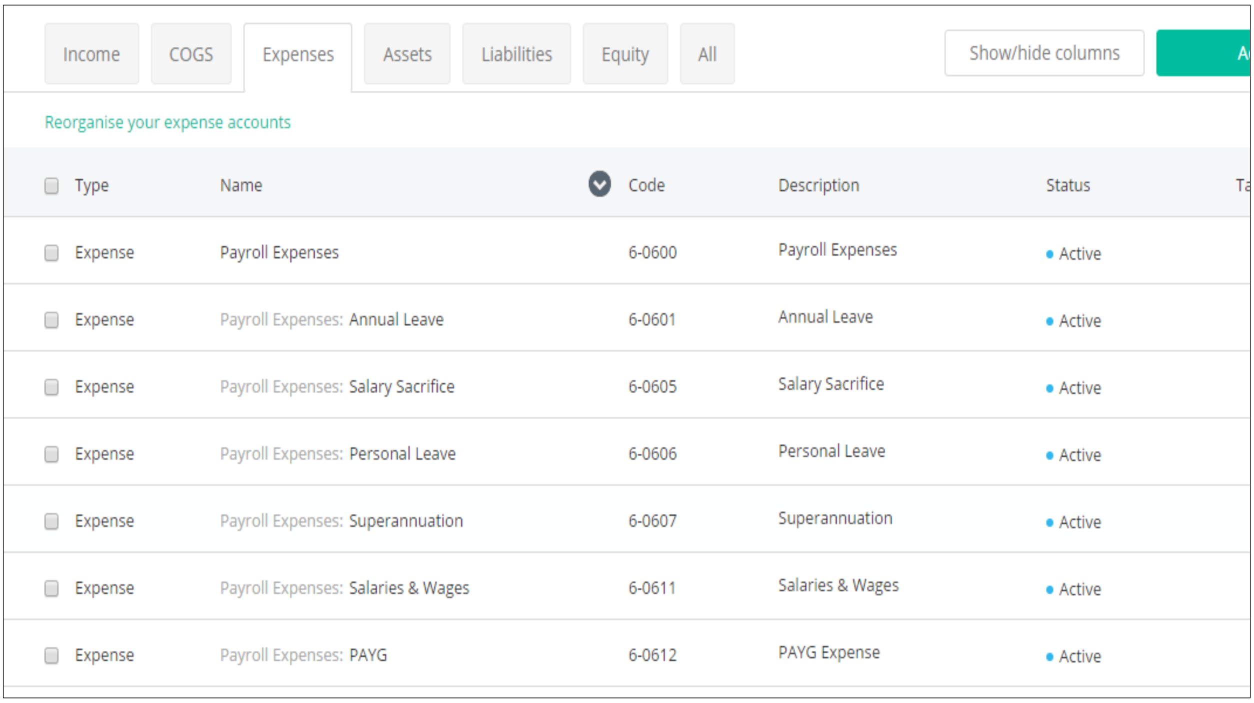
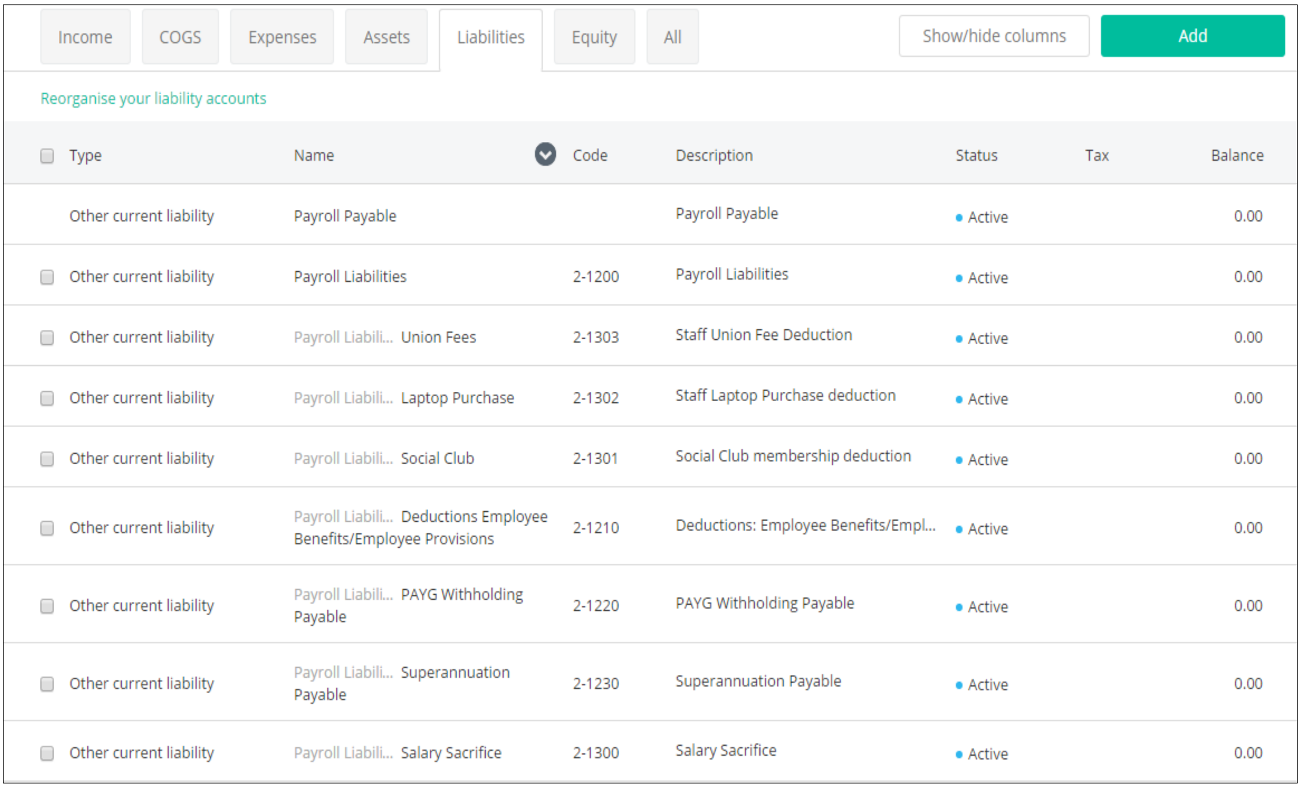


CHART OF ACCOUNTS

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.

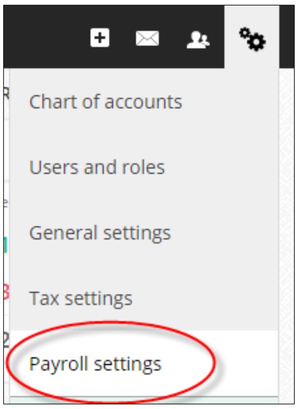


Ensure all deductions and liabilities are set up.



Type	Name	Code	Description	Status	Tax	Balance
Other current liability	Payroll Payable		Payroll Payable	Active		0.00
Other current liability	Payroll Liabilities	2-1200	Payroll Liabilities	Active		0.00
Other current liability	Payroll Liabili... Union Fees	2-1303	Staff Union Fee Deduction	Active		0.00
Other current liability	Payroll Liabili... Laptop Purchase	2-1302	Staff Laptop Purchase deduction	Active		0.00
Other current liability	Payroll Liabili... Social Club	2-1301	Social Club membership deduction	Active		0.00
Other current liability	Payroll Liabili... Deductions Employee Benefits/Employee Provisions	2-1210	Deductions: Employee Benefits/Empl...	Active		0.00
Other current liability	Payroll Liabili... PAYG Withholding Payable	2-1220	PAYG Withholding Payable	Active		0.00
Other current liability	Payroll Liabili... Superannuation Payable	2-1230	Superannuation Payable	Active		0.00
Other current liability	Payroll Liabili... Salary Sacrifice	2-1300	Salary Sacrifice	Active		0.00

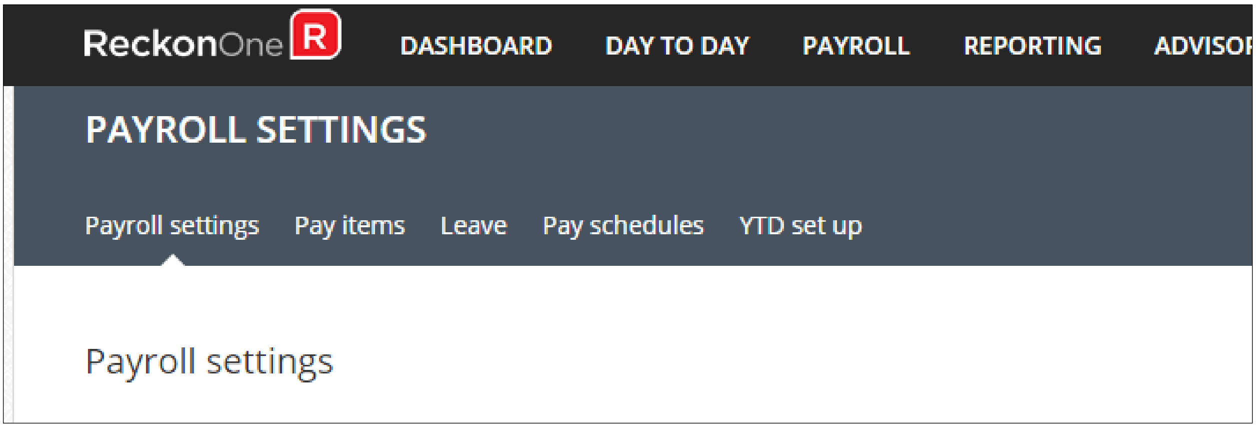
PAYROLL SETTINGS



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

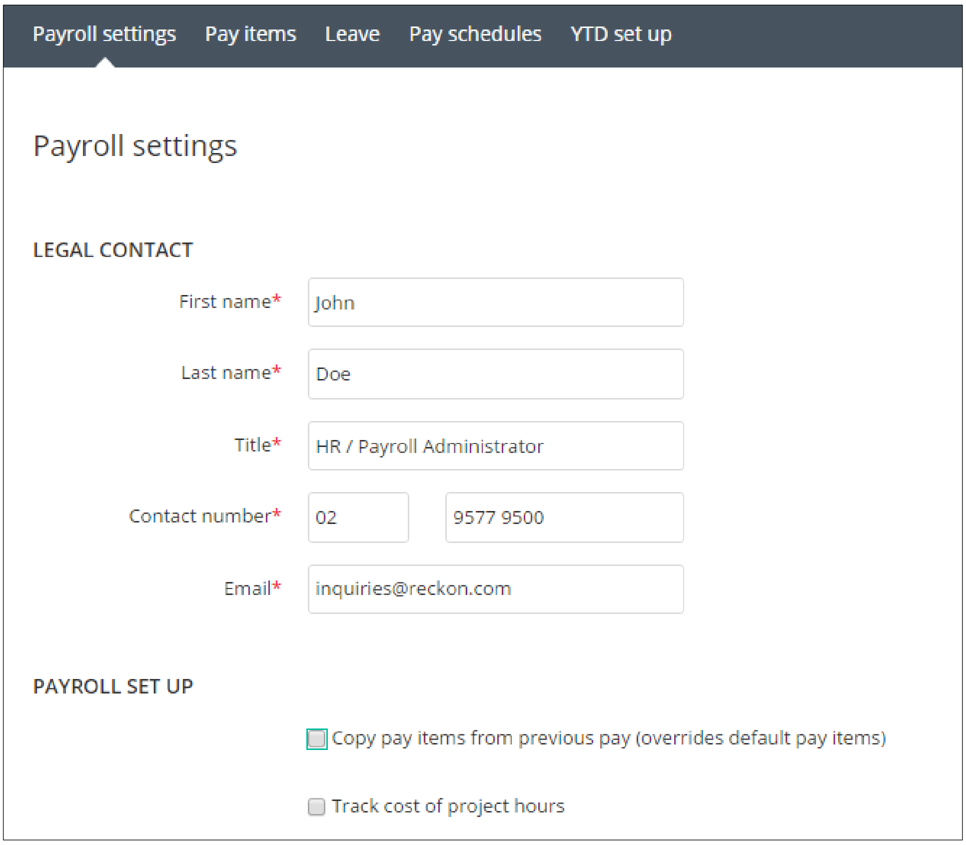
- Payroll Settings
- Pay Items
- Leave
- Pay Schedules
- YTD Setup

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

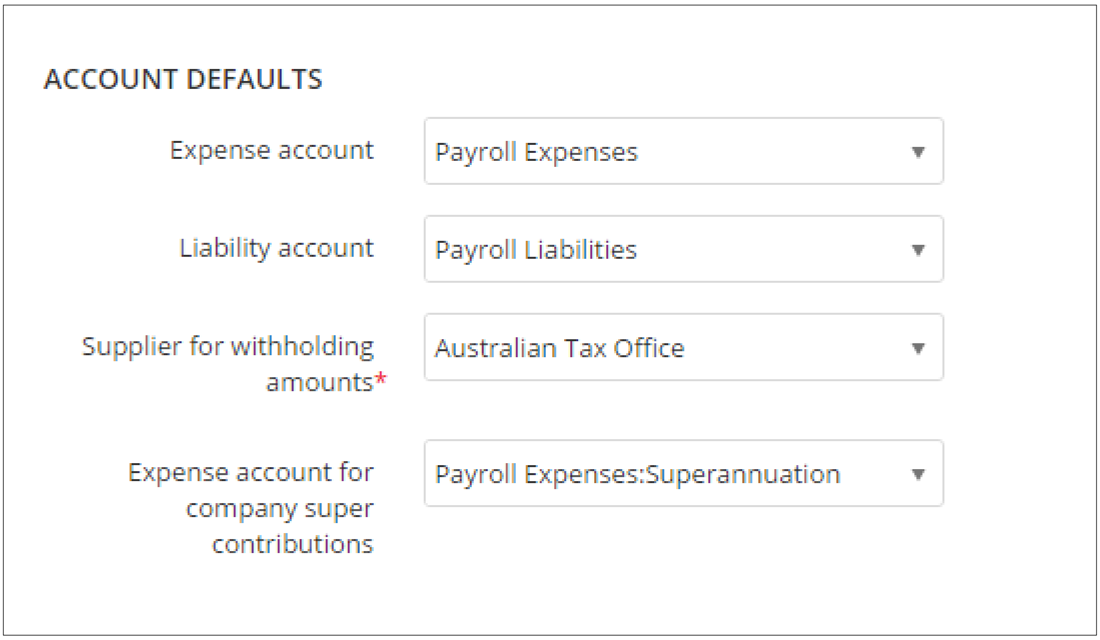


Payroll Settings Tab

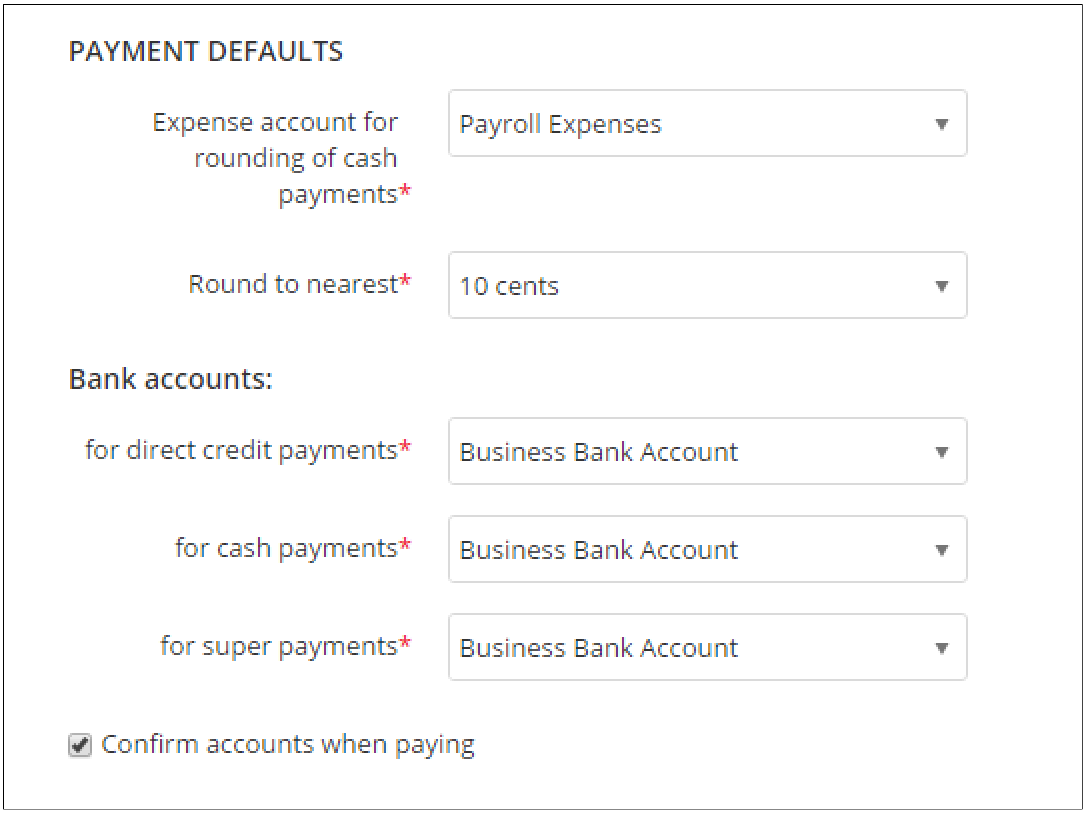
Complete all mandatory and required fields on the tab.



Complete the *Account Defaults*.



Complete *Payment Defaults* and *Bank Accounts*.

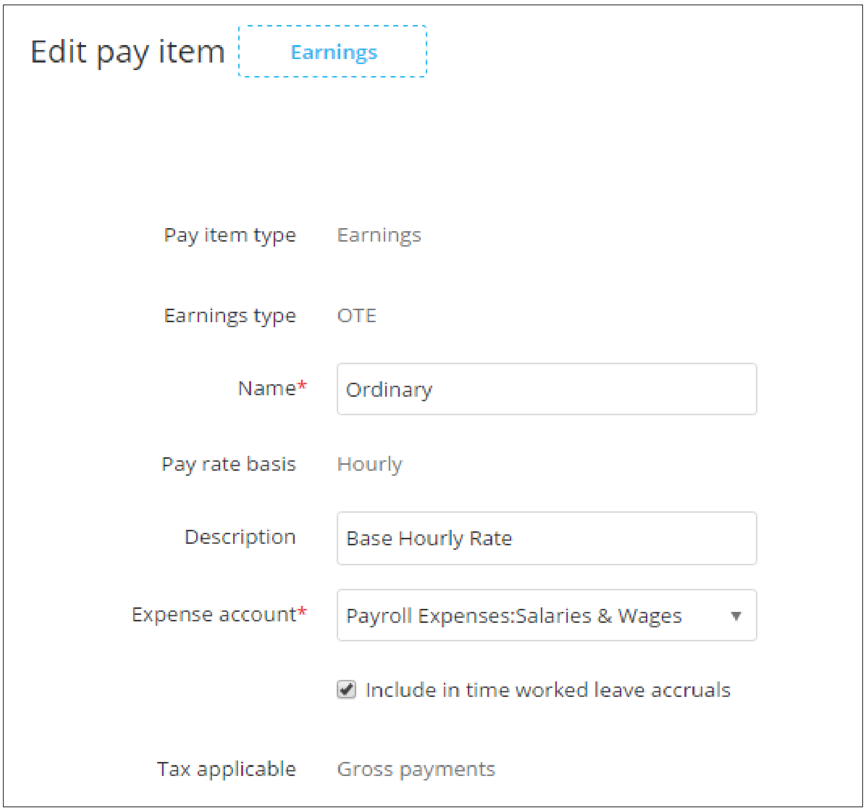


Pay Items (Pay Categories) Tab

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

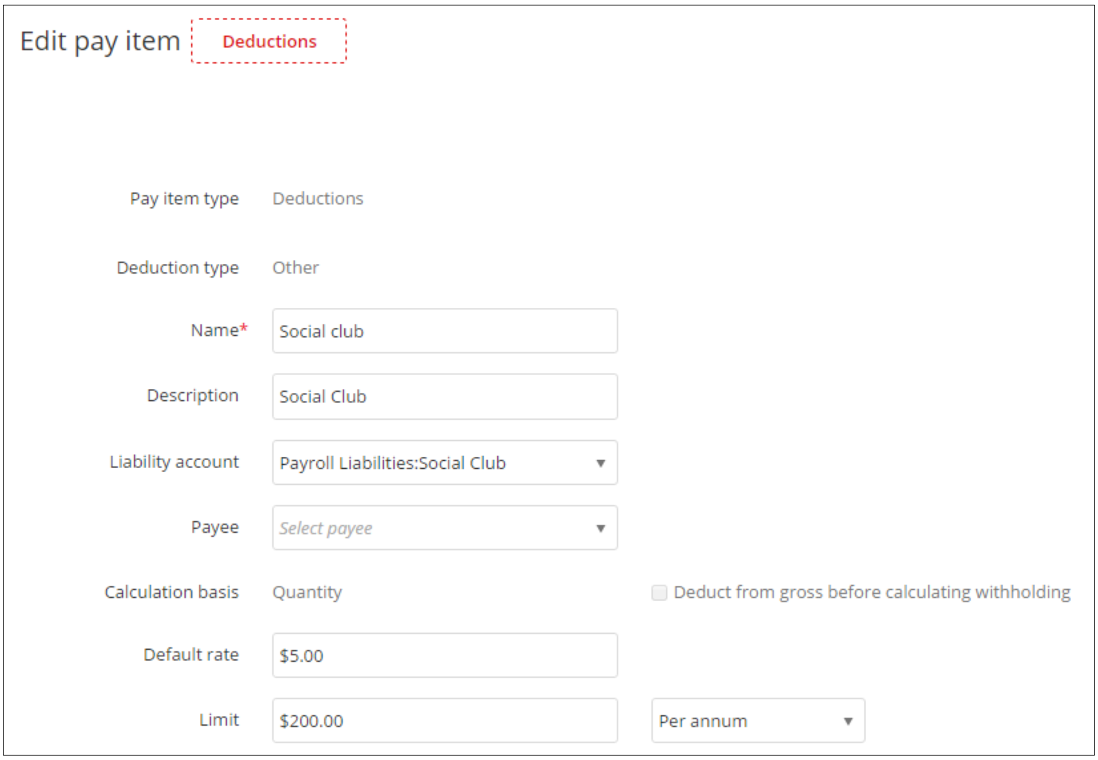
Pay item name	Pay item type	Description	Account	Tax applicable
Double time	Earnings			Gross payments
Ordinary	Earnings			Gross payments
Salary	Earnings			Gross payments
Time and a half	Earnings			Gross payments
Xmas bonus	Earnings			Lump sum A
Travel allowance	Allowance			Tax free
FBT contribution	Deduction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

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

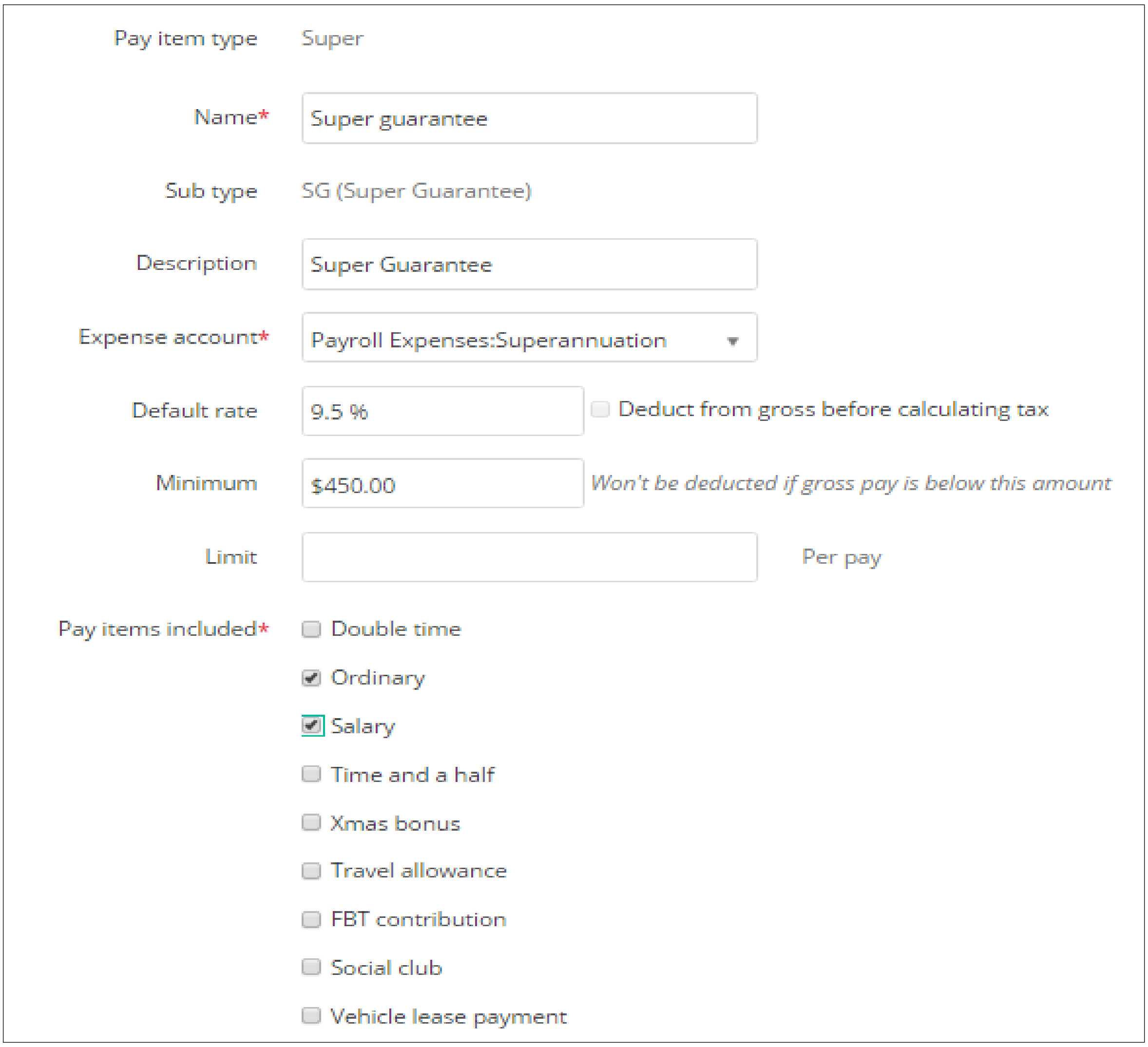


Ensure you link the item to the correct account and accruals. If you are unsure please check with your trusted advisor or the ATO.

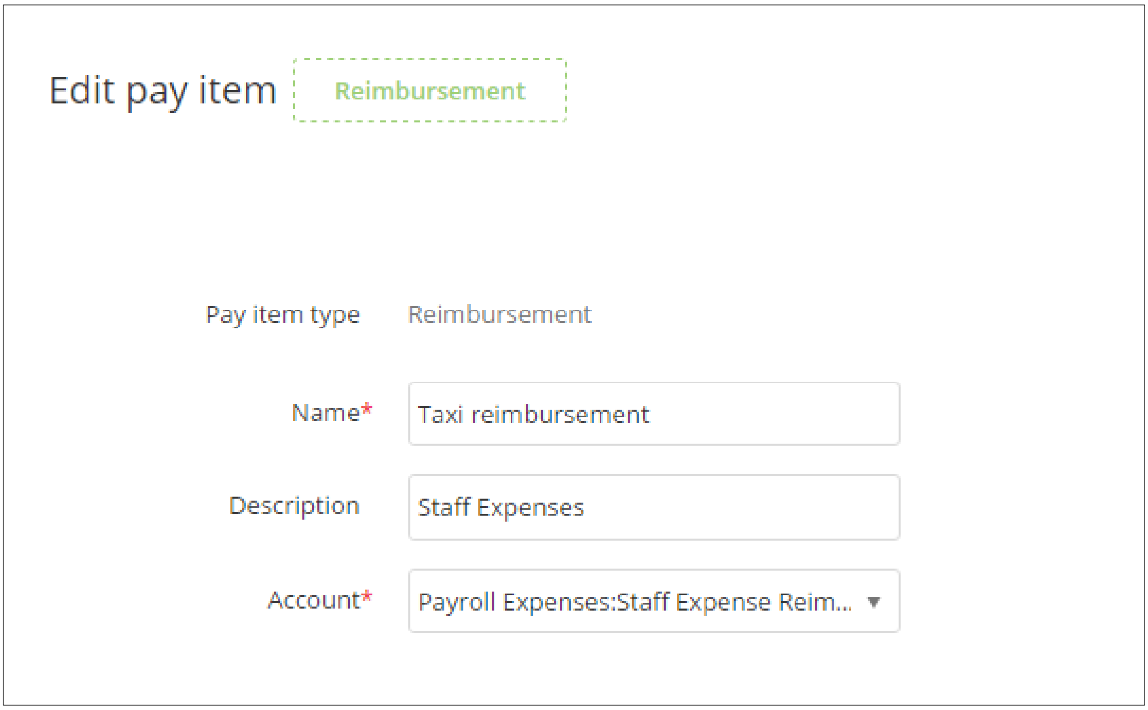
You can contact the ATO on 13 28 61 or via their website www.ato.gov.au



Complete all required fields including accounts, rates and limits.

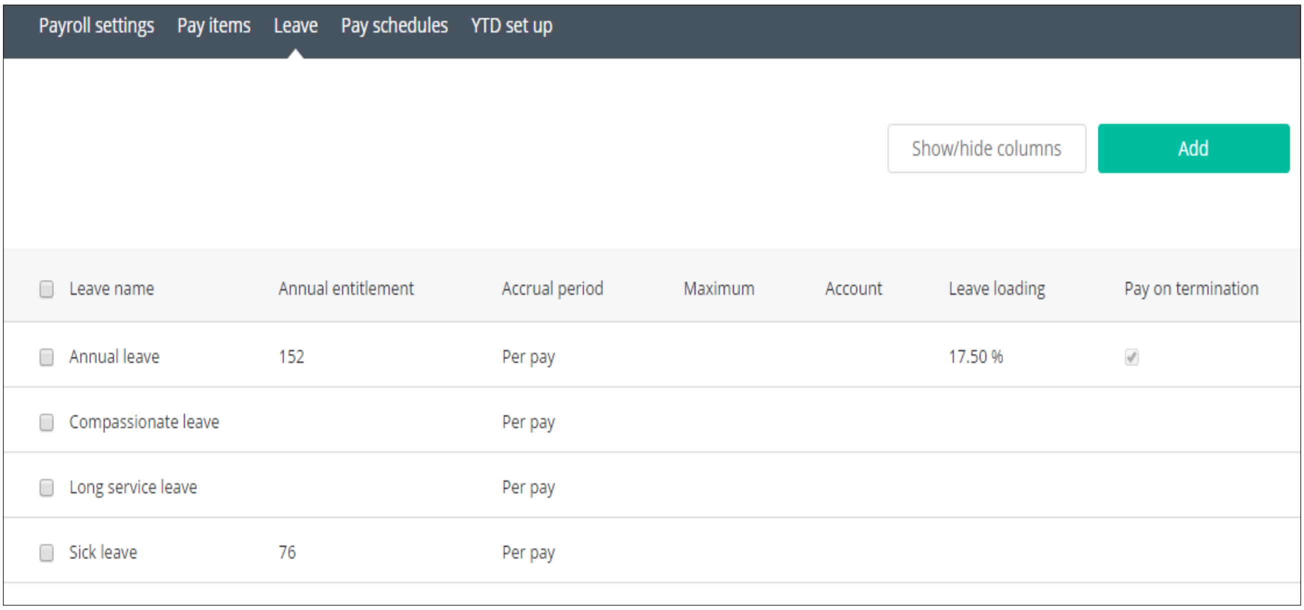


Complete all mandatory and required fields.

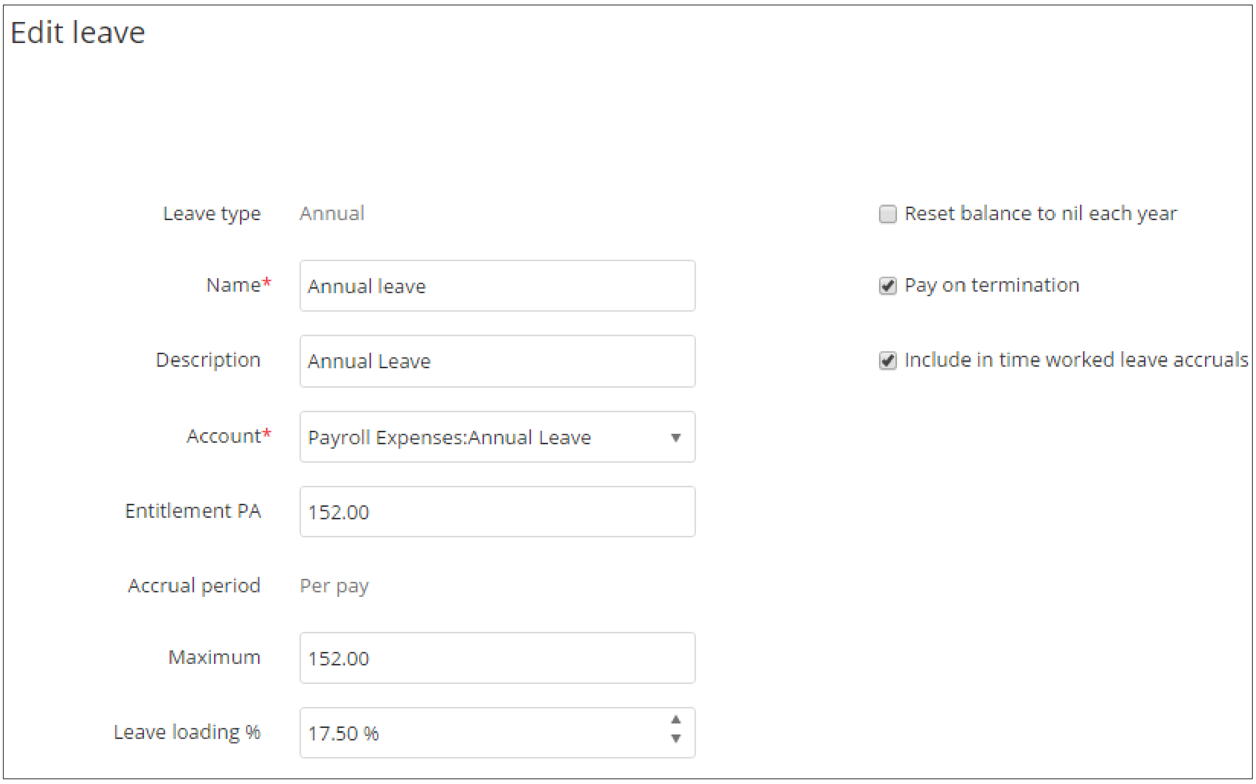


Leave Tab

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

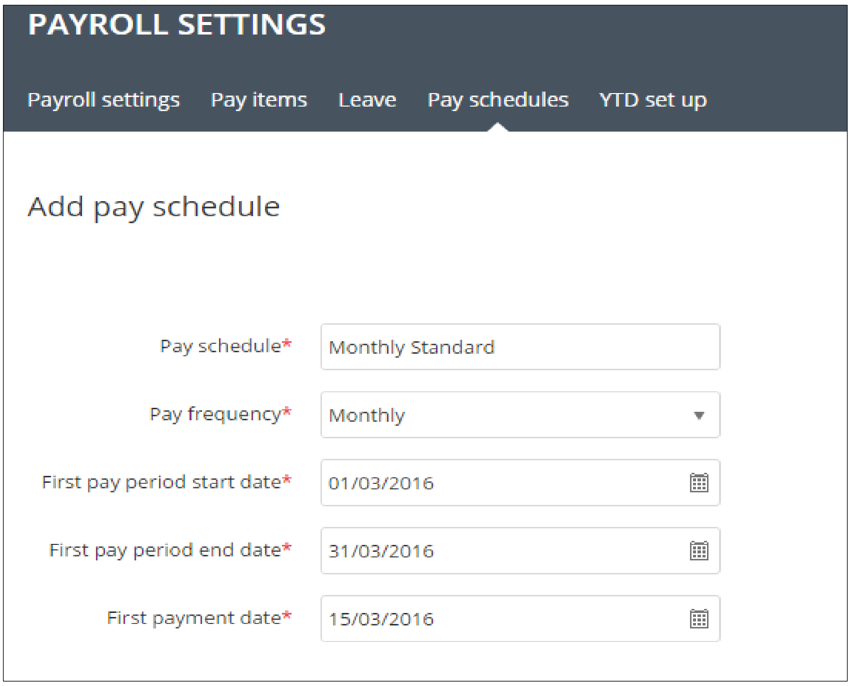


Click on an item to edit and complete the mandatory and required fields.

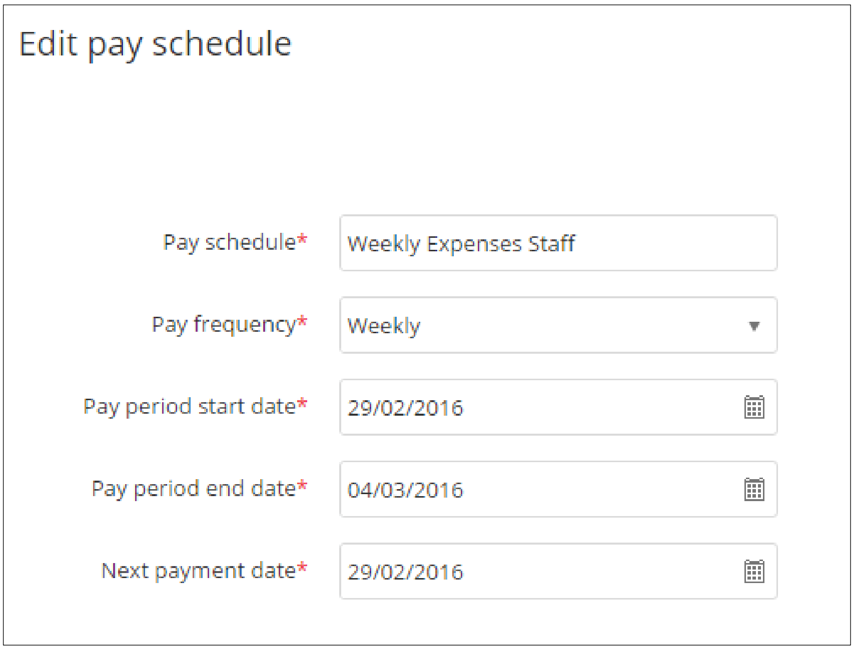


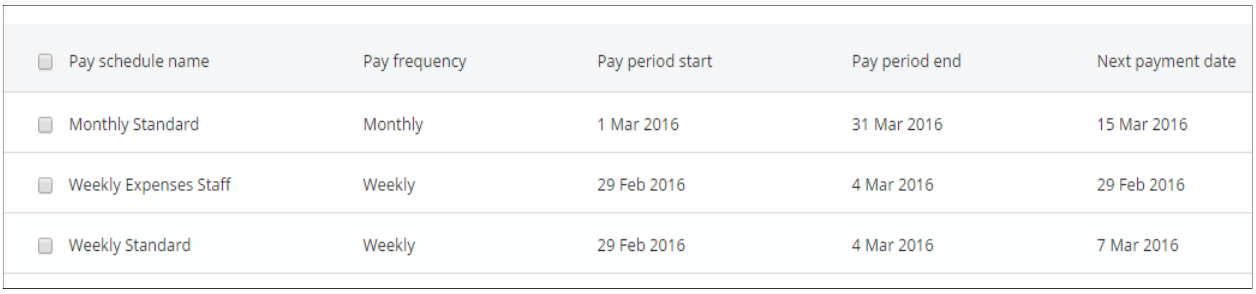
Pay Schedules Tab

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



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



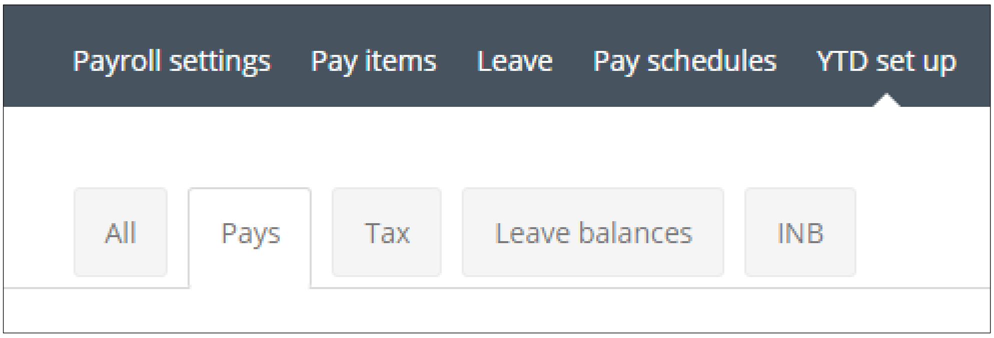


Pay schedule name	Pay frequency	Pay period start	Pay period end	Next payment date
Monthly Standard	Monthly	1 Mar 2016	31 Mar 2016	15 Mar 2016
Weekly Expenses Staff	Weekly	29 Feb 2016	4 Mar 2016	29 Feb 2016
Weekly Standard	Weekly	29 Feb 2016	4 Mar 2016	7 Mar 2016

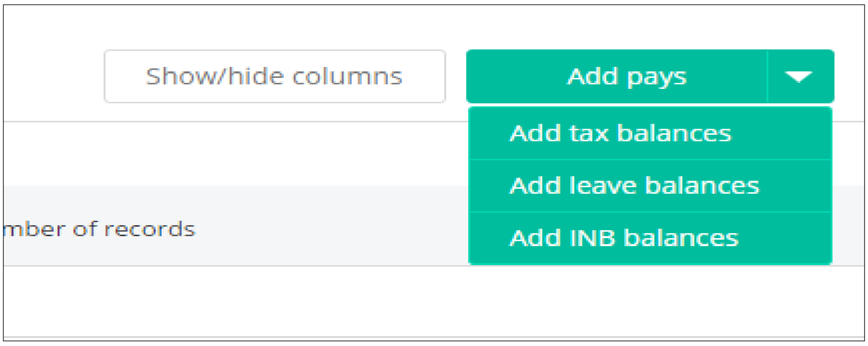
YTD Setup Tab (Year To Date)

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.

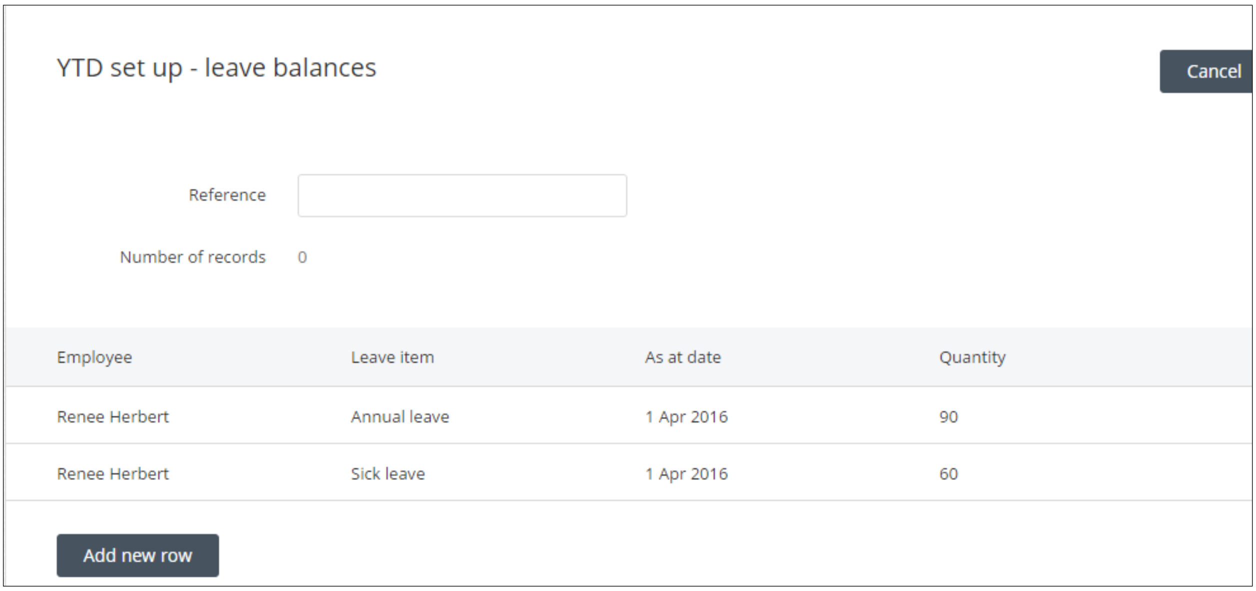
This is where opening balances are entered. Work through the four tabs to enter all required opening balances.



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

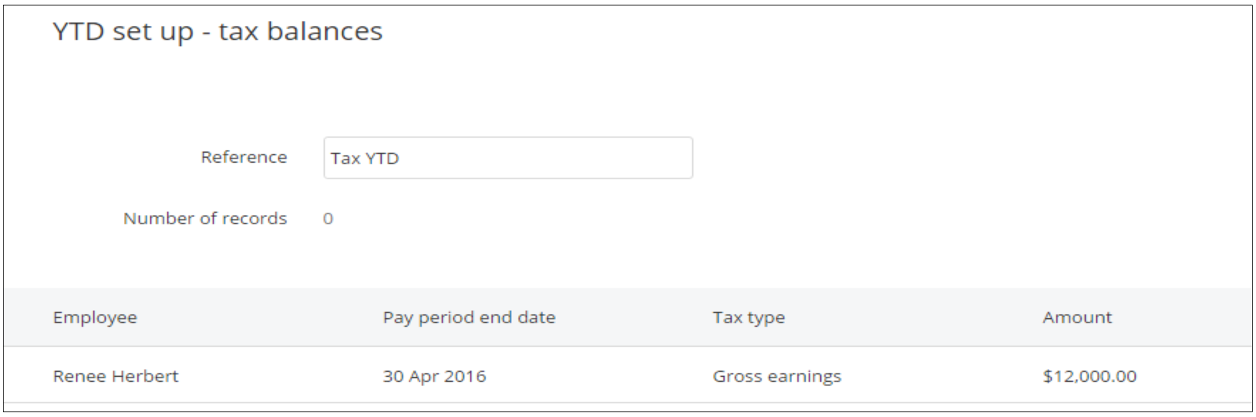


Click on the *Add New row* button and enter all the leave balances for the selected employee.

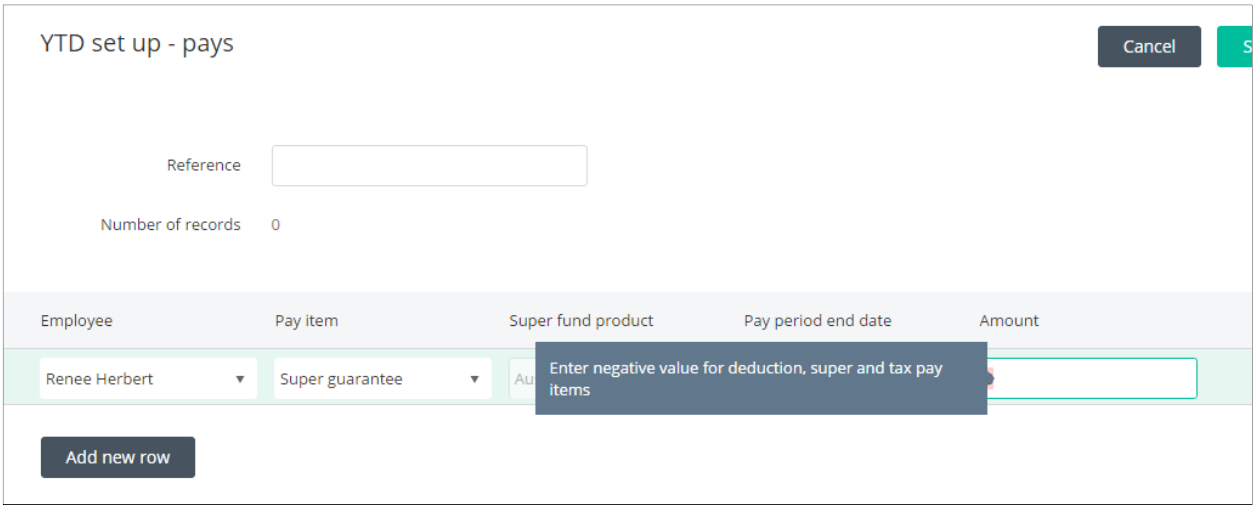


The pay period end date is the date we use to incorporate the value in reports (pay slips, payment summaries etc.).

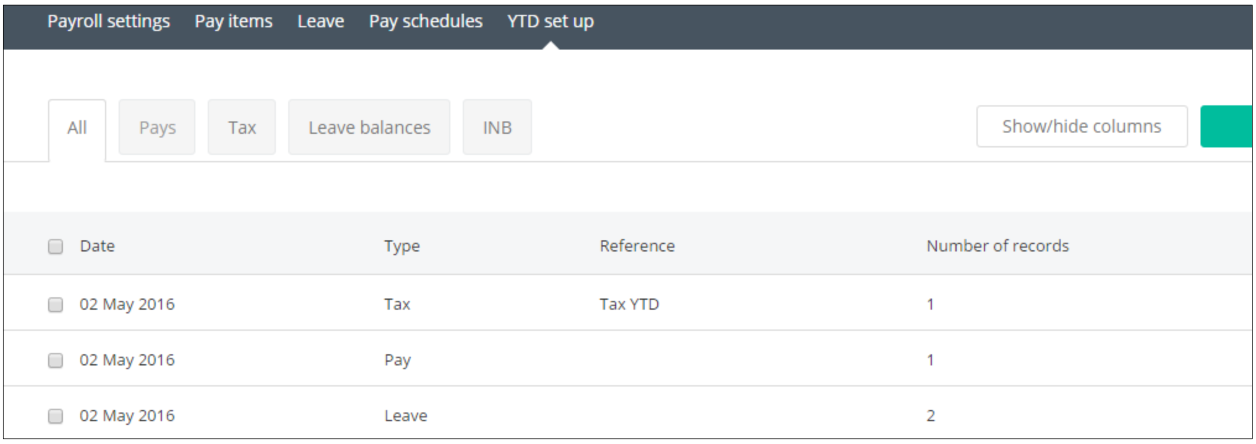
You can bring in a line for each pay run done outside the module or one YTD value for each employee/pay item combination.



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



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



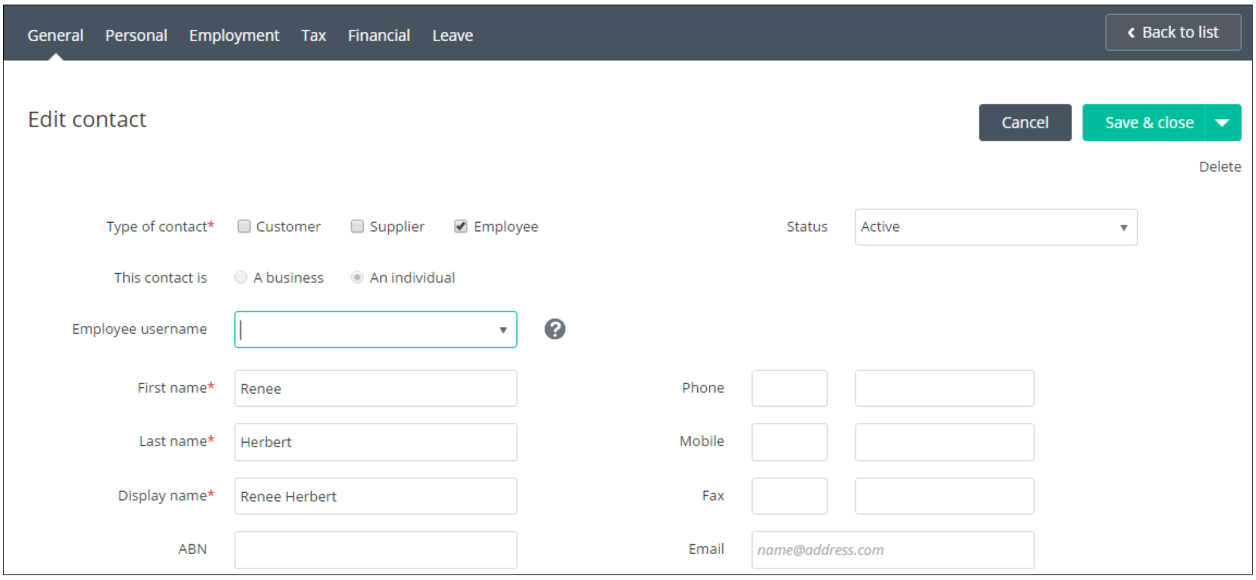
Once completed return to the *Contacts* > *Employee* > *Leave* tab.

CREATE EMPLOYEES

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

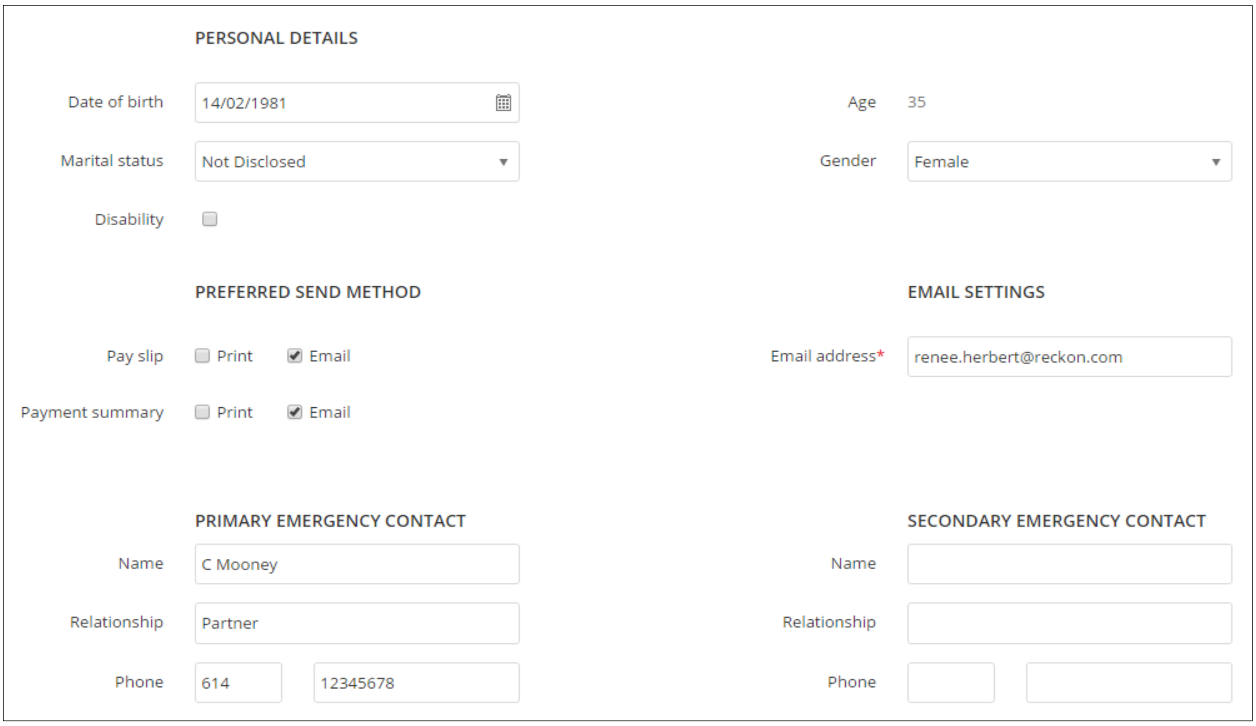
General Tab

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



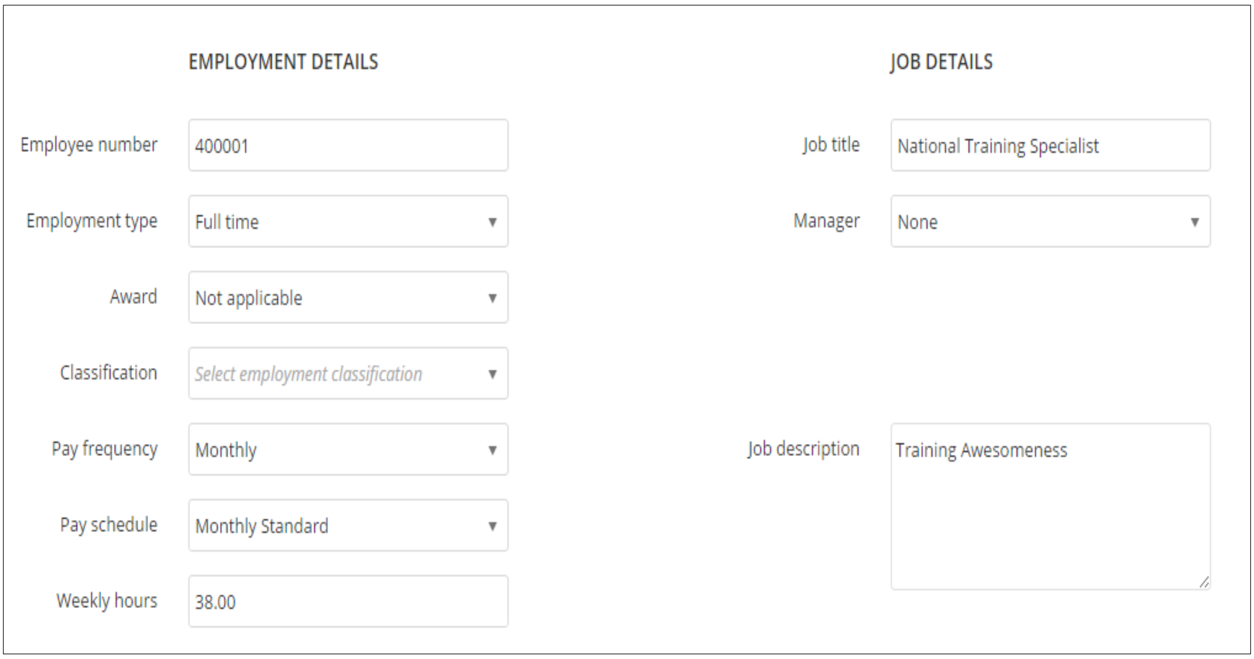
Personal Tab

Complete all mandatory and required personal fields.

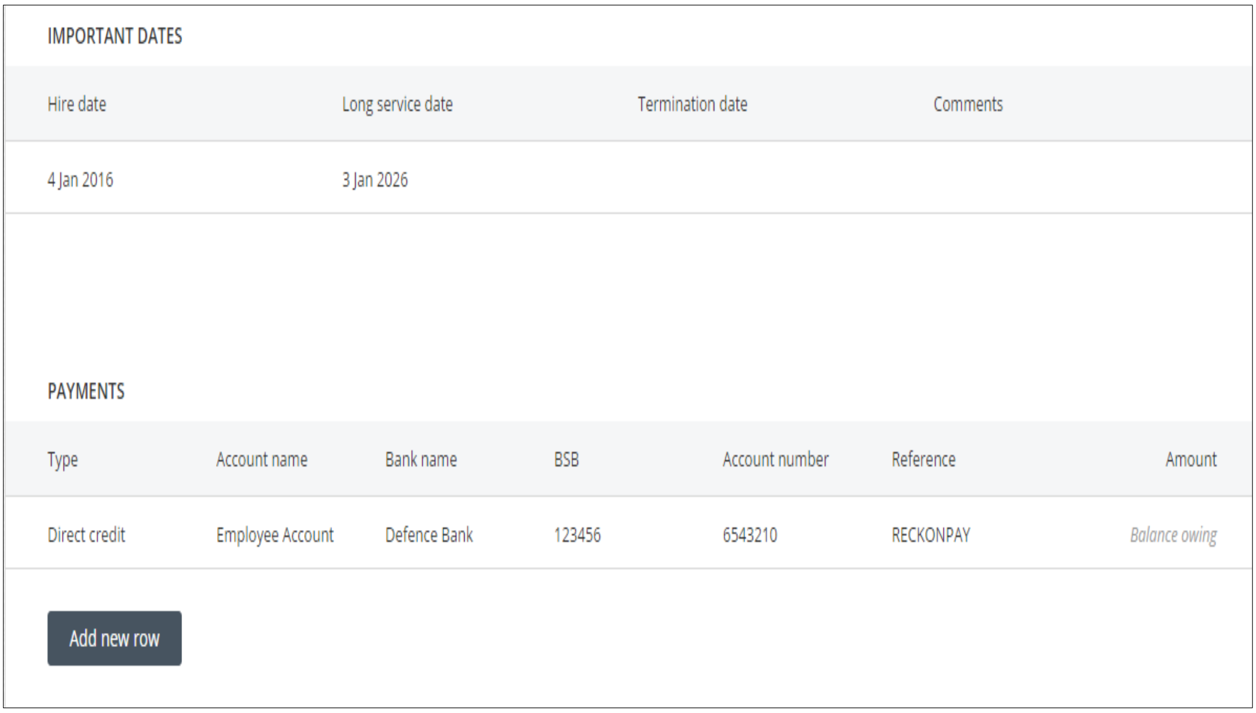


Employment Tab

Complete *Employment Details.*

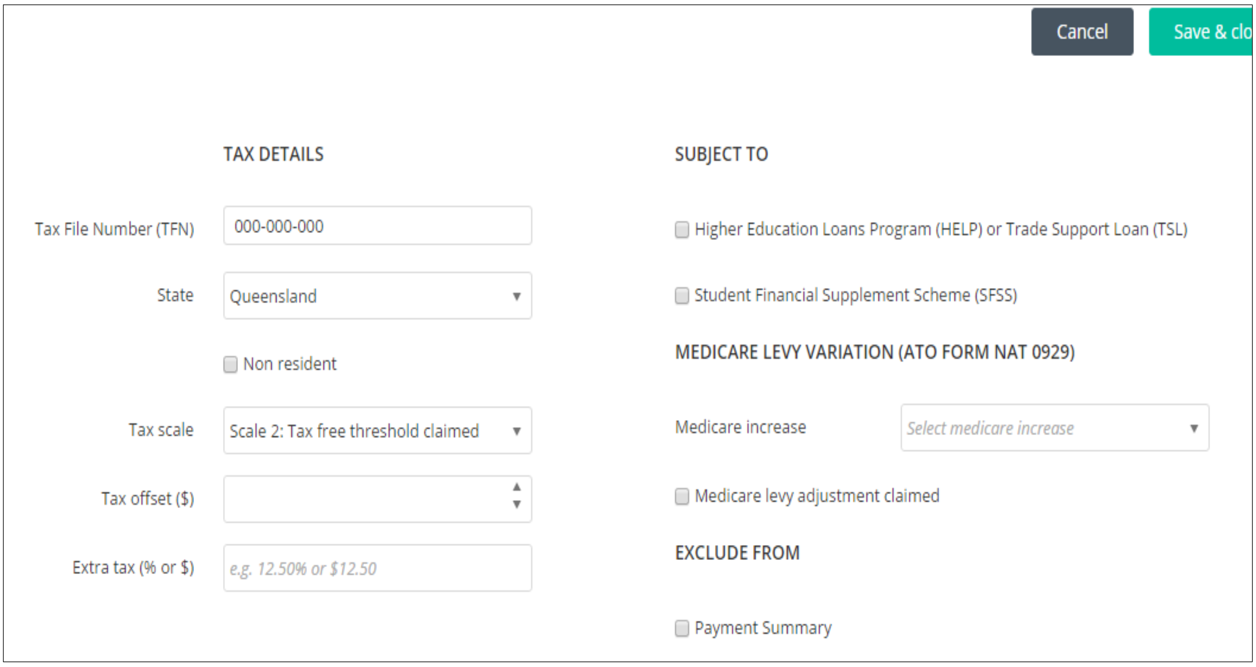


Complete and *Important Dates* and *Payments.*



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

Complete all required fields for tax.

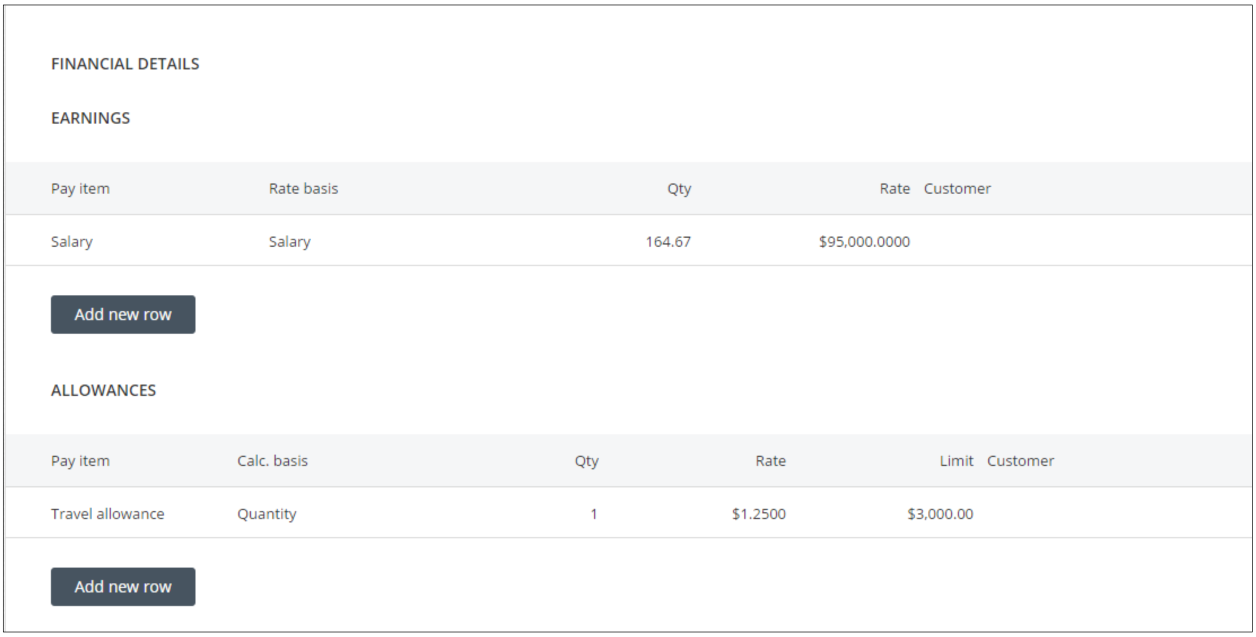


Unless you receive a Medicare Levy Variation Form leave this field blank.

Financial Tab

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

Complete *Earnings* and *Allowances*.



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		☐	☐
Salary sacrifice for super	AustralianSup...	AustralianSup...	123456	10.0000 %		4 Jan 2016		☐	☐

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 %	✓
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.

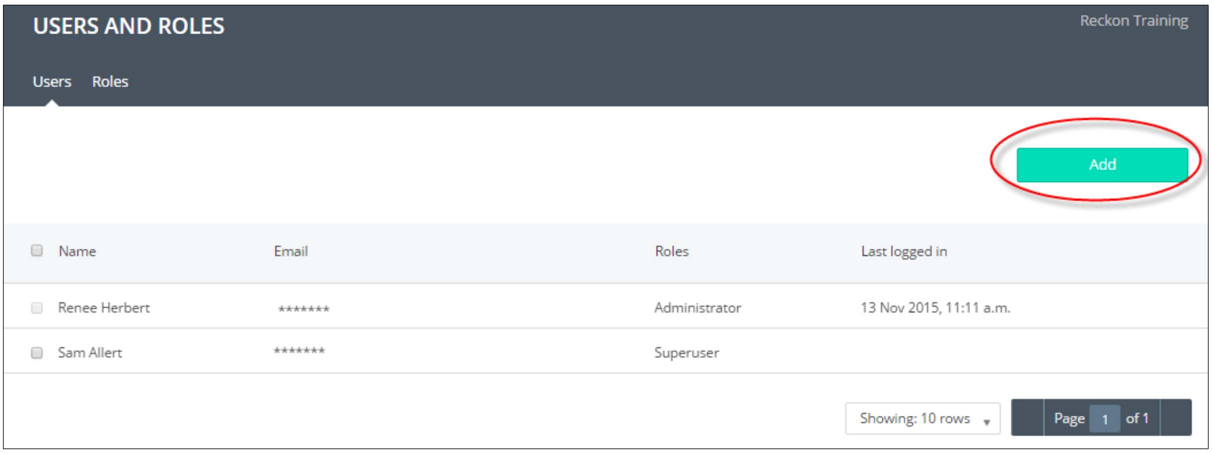
Projected as at

01/02/2017

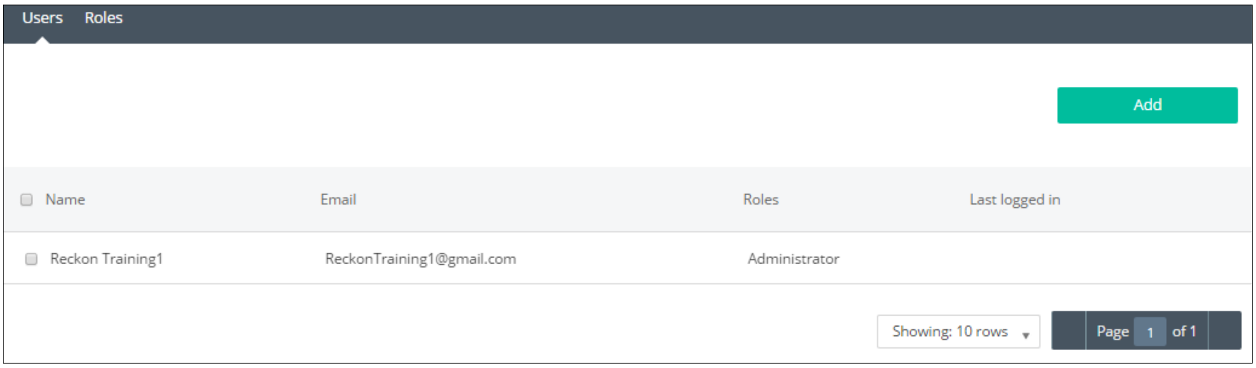
Available	
90.00000	242.00000
60.00000	136.00000

USERS

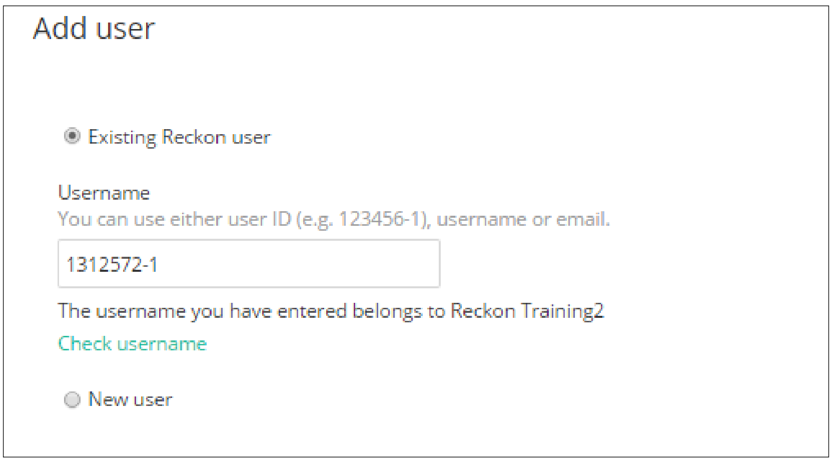
For employees to use timesheets and expense claims they need to be set up as a user in the book. This must be done first before creating them as an employee in *Contacts*. This is done through *Administration* > *Users & Roles* > *User* and *Add user.*



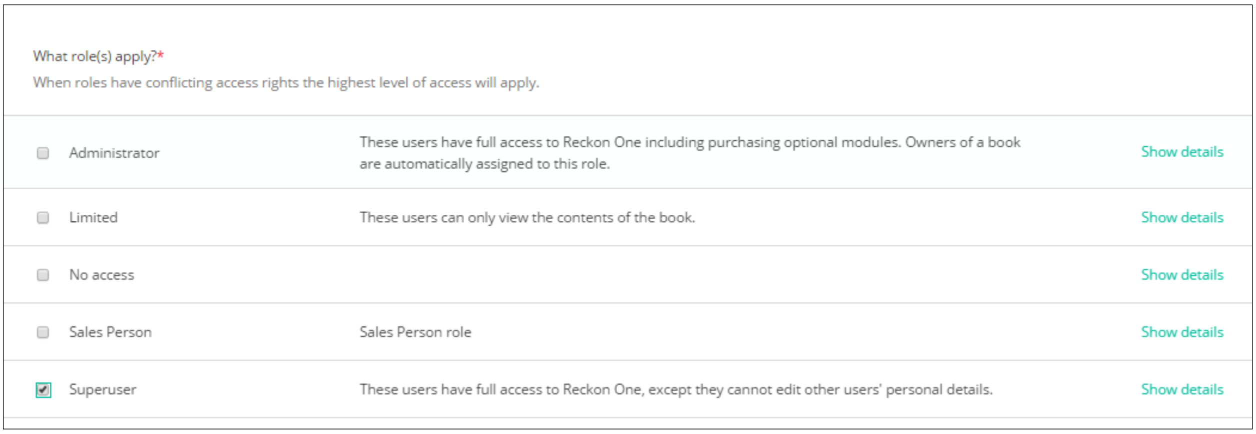
When a book is first created you will be the only user and by default be assigned an Administrator role.



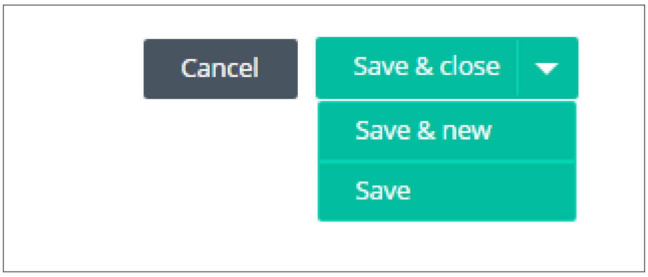
To add a new user click on the green *Add* a user button in the bottom right corner of the screen. Add / search for an existing user by Username or UserID by entering it in the field and clicking on the blue *Check username* button.



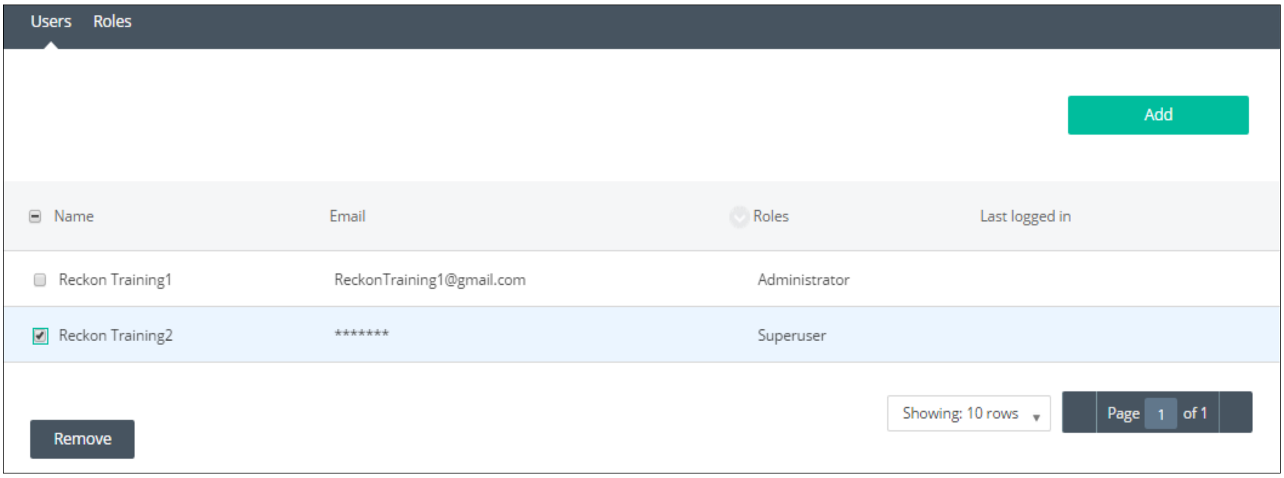
Select the role to assign to the user.



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



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.



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.

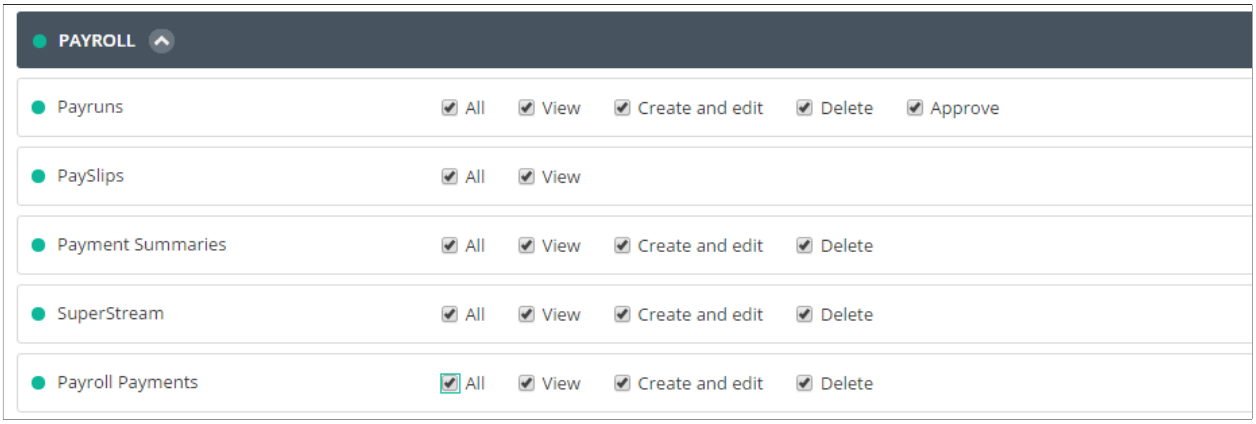
ROLES / USER ACCESS

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.

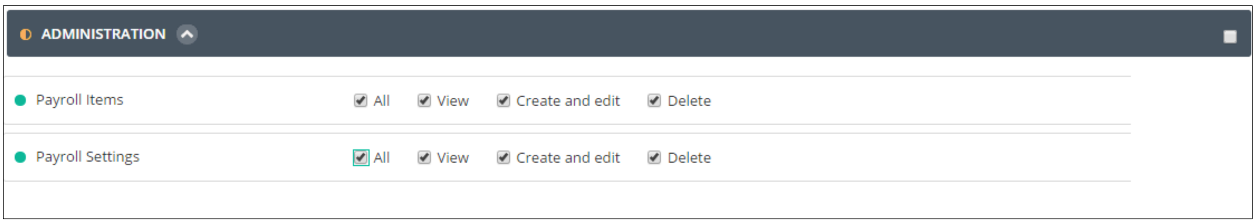
- **Payruns =** Allows users to create, edit, delete and approve payruns.
- **Payslips=** Allows users to create new and view payslips.
- **Payment Summaries=** Allows users to create, edit, view and delete Payment Summaries.
- **SuperStream =** Allows users to create, view, edit and delete SuperStream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

Payroll



Administration

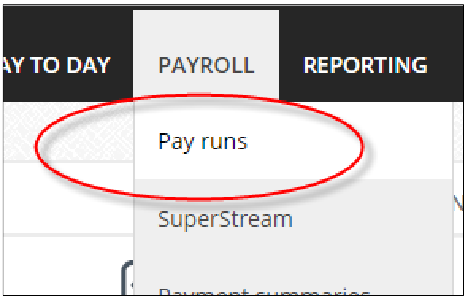
- **Payroll Items=** Allows users to create new payroll items and edit / delete existing ones.
- **Payroll Settings=** Allows users to create, view, edit and delete Payroll setting for the book.



Process a Pay Run

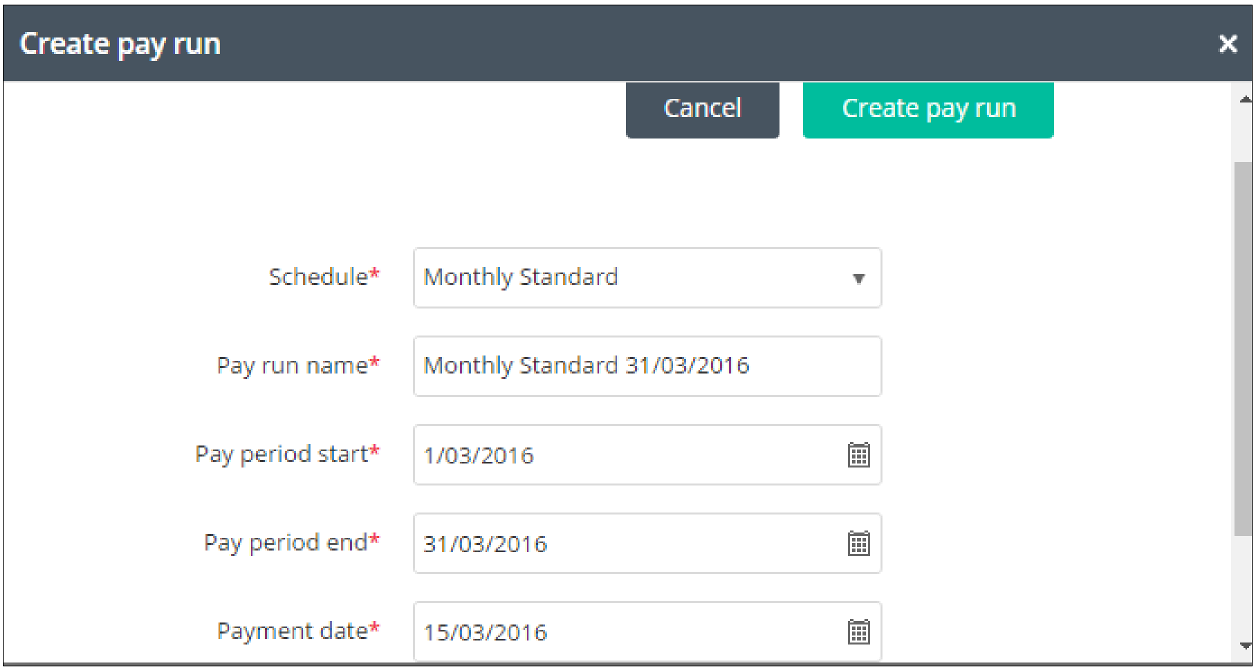
Once you have set up the book Pay Runs can now be processed.

Process Pays

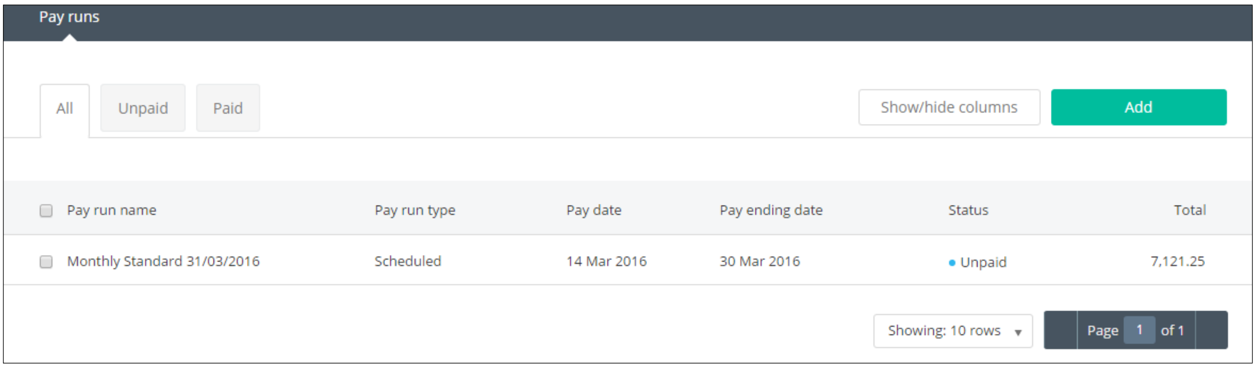


From the *Payroll* drop down menu select *Pay runs*

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

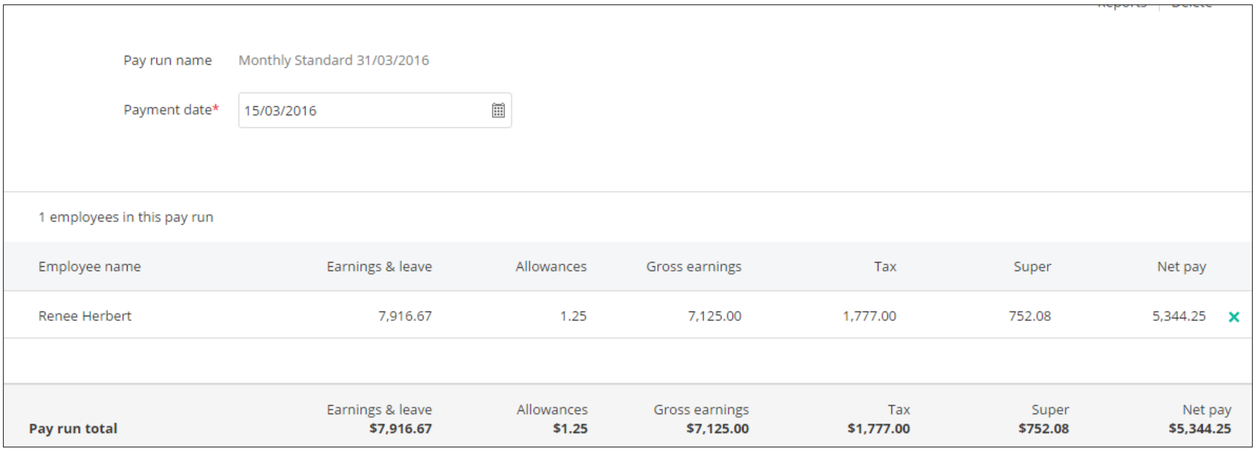


You can run a scheduled or non-scheduled payment. Once selected click the *Create pay run* button to continue.

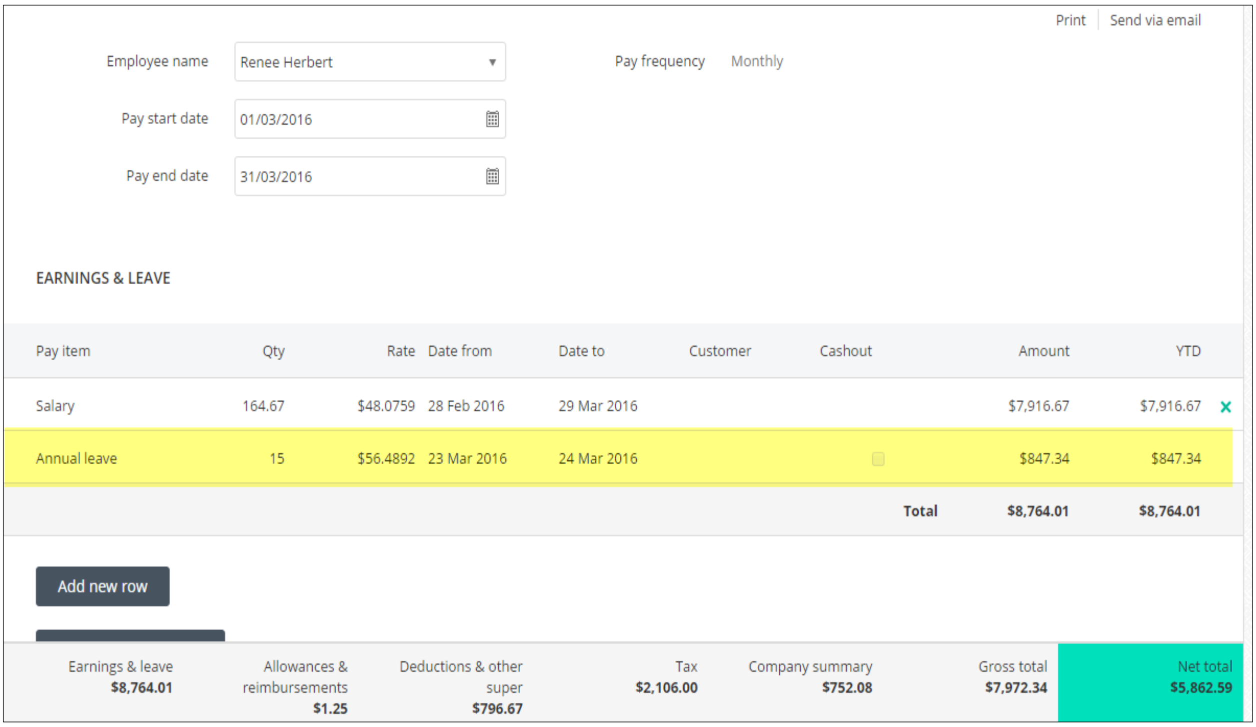


Click on the Payrun to view the details.

This screen will give you a breakdown and overview of the payrun.

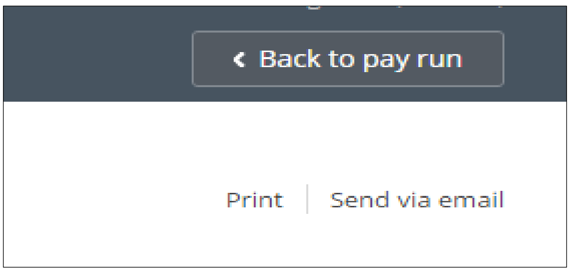


Click on the employee to drill into the record and edit / make any changes for example add leave hours.

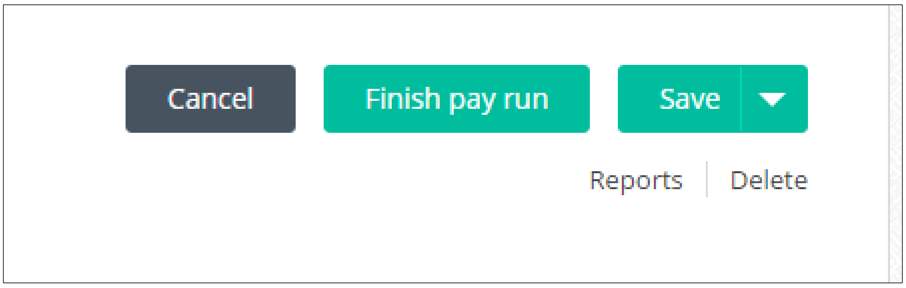


Scroll through the Pay Items and to add a new row click *Add new row* and make selections from relevant drop down menus and entry fields.

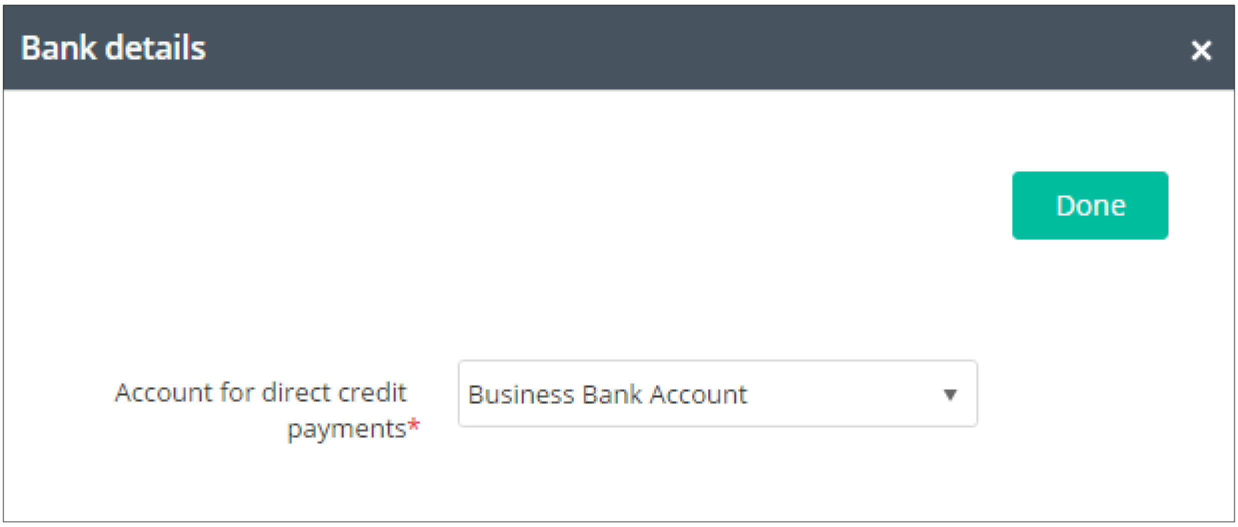
Once finished click *Back to Payrun.*



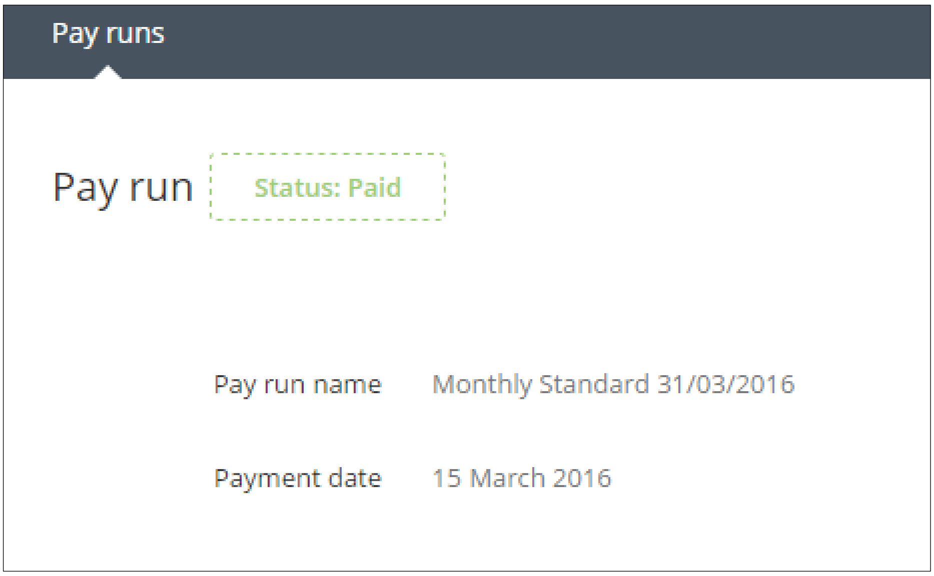
Once all changes have been made click *Finish Payrun.*



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



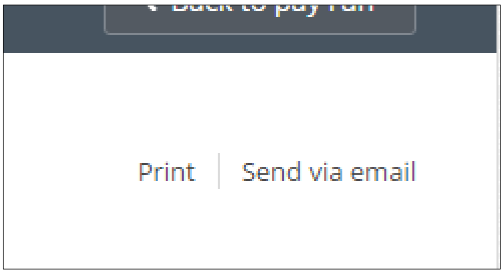
The status of the Payrun will change from Unpaid to Paid and payments can now be processed from your bank account.



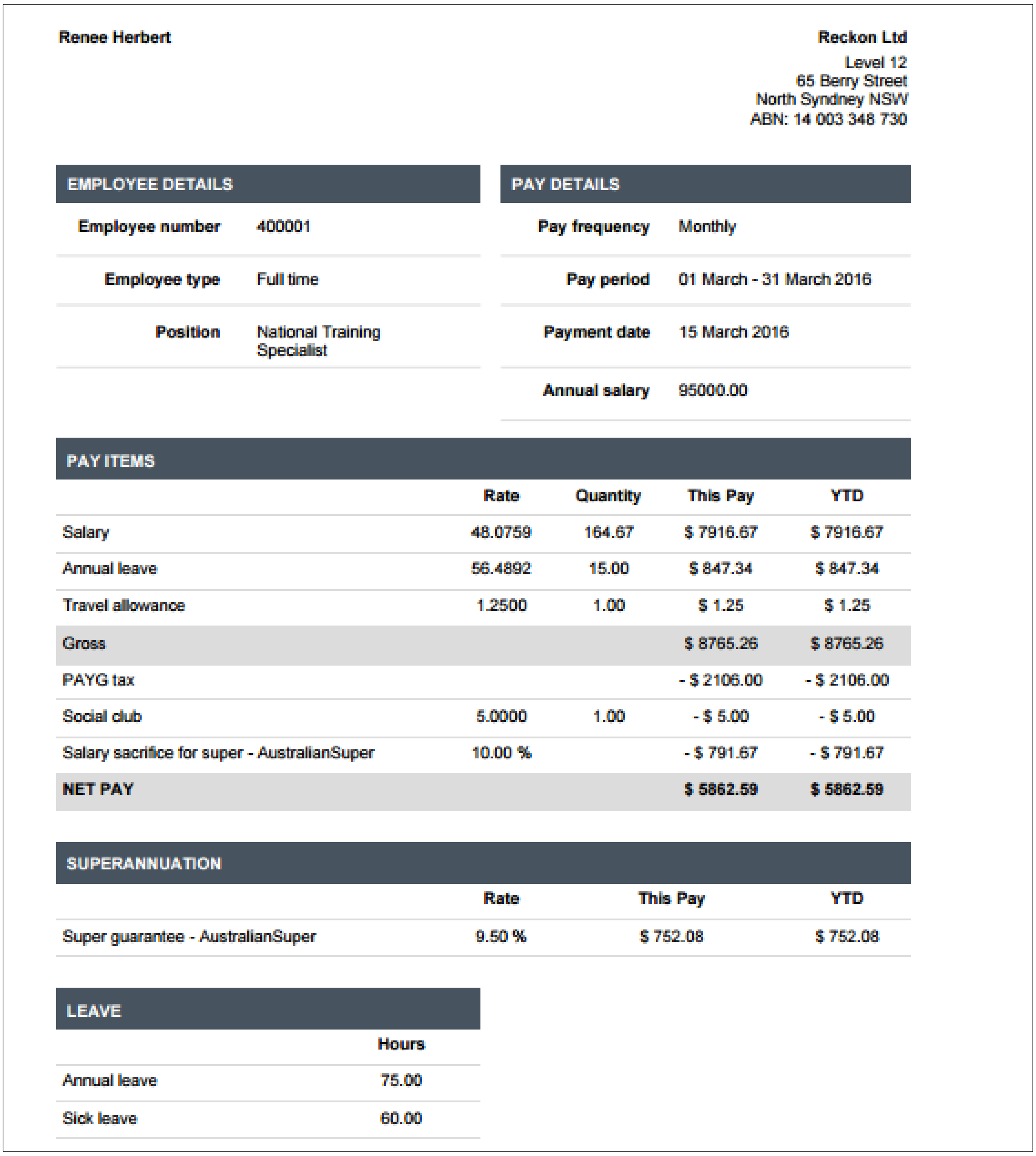
You must complete the pay run and have a status of Paid before another scheduled pay run can be pressed for the next time period for a payrun of the same schedule. A new or unscheduled pay run can be done.

View / Print Payslips

From and 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 Syndney NSW
ABN: 14 003 348 730

EMPLOYEE DETAILS	
Employee number	400001
Employee type	Full time
Position	National Training Specialist

PAY DETAILS	
Pay frequency	Monthly
Pay period	01 March - 31 March 2016
Payment date	15 March 2016
Annual salary	95000.00

PAY ITEMS

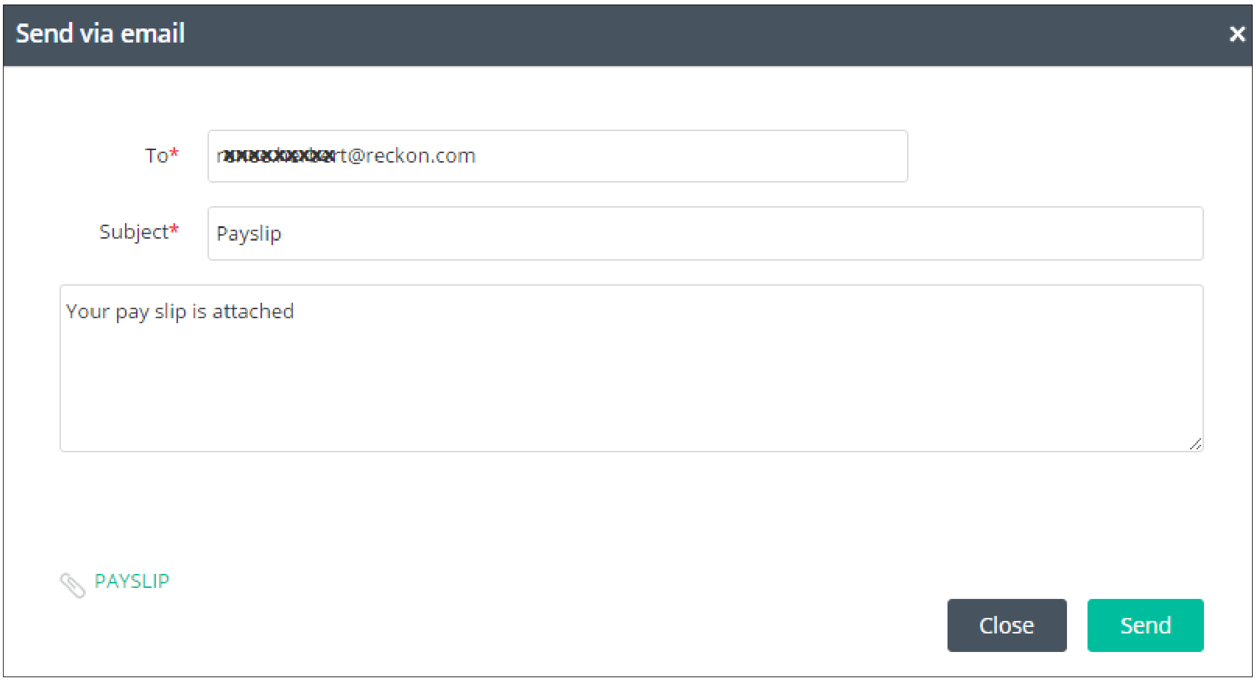
	Rate	Quantity	This Pay	YTD
Salary	48.0759	164.67	$ 7916.67	$ 7916.67
Annual leave	56.4892	15.00	$ 847.34	$ 847.34
Travel allowance	1.2500	1.00	$ 1.25	$ 1.25
Gross			$ 8765.26	$ 8765.26
PAYG tax			- $ 2106.00	- $ 2106.00
Social club	5.0000	1.00	- $ 5.00	- $ 5.00
Salary sacrifice for super - AustralianSuper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

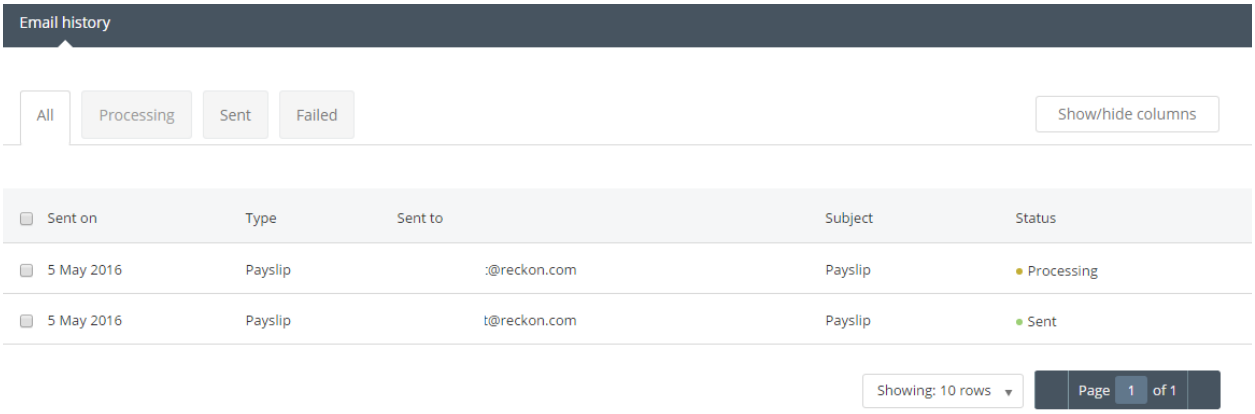
	Hours
Annual leave	75.00
Sick leave	60.00



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.



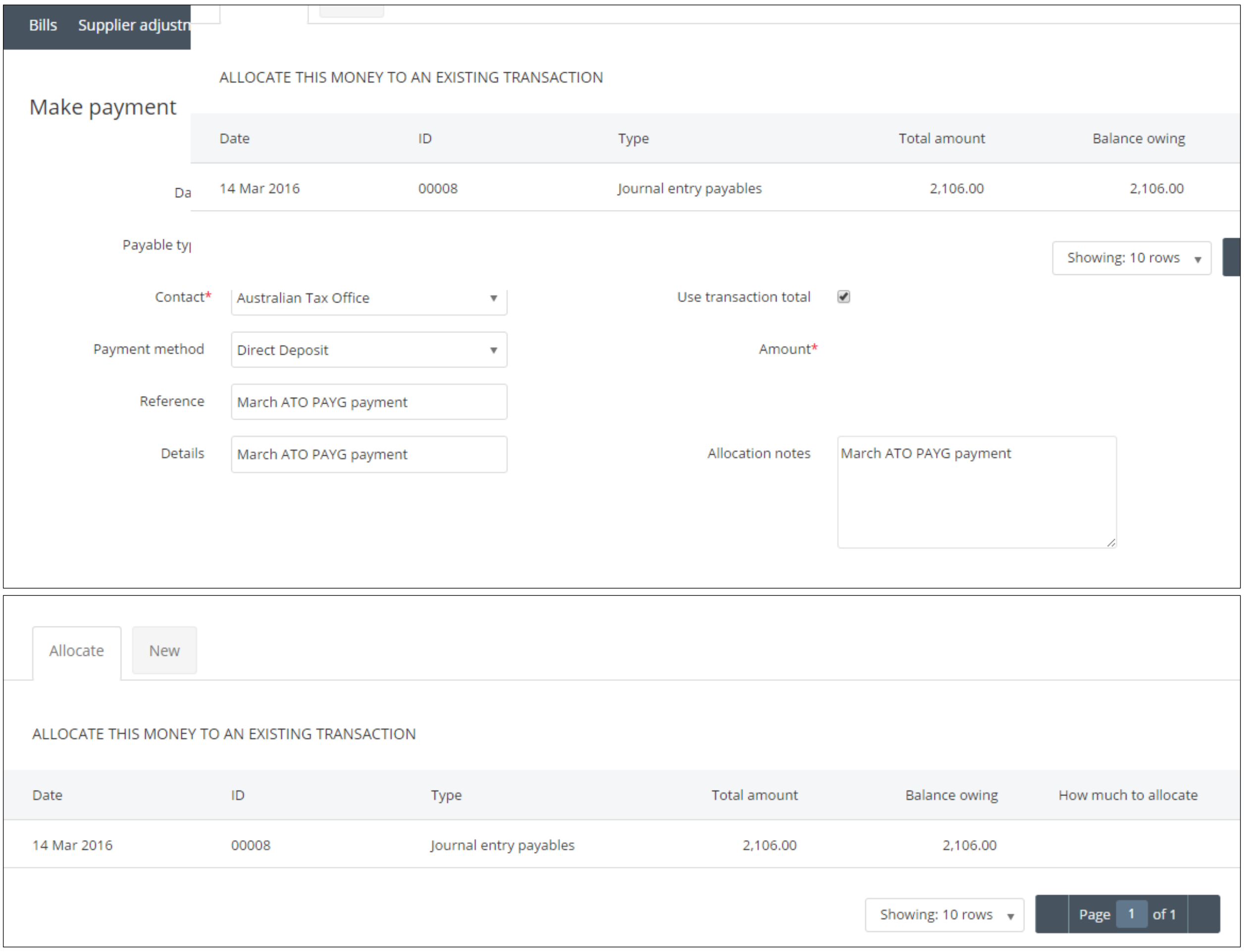
Payroll Payments

ATO

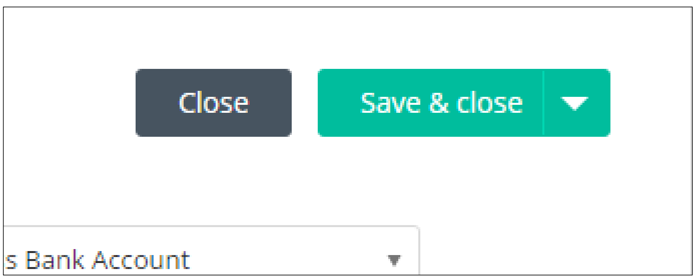
If you have set up the Australian Tax Office as a Supplier you can create an .ABA file to process payment.

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.



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.



SuperStream

NAB Super Pay

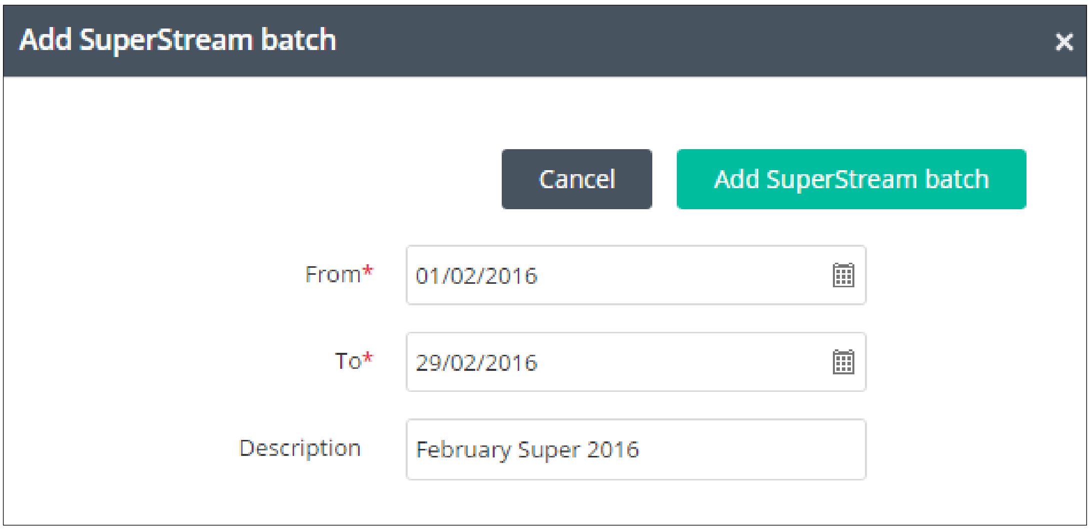
Reckon One has partnered with NAB to make your SuperStream compliance super easy with one click solution. This is available on the Medium level of Payroll which gives you full integration with NAB.

- 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/

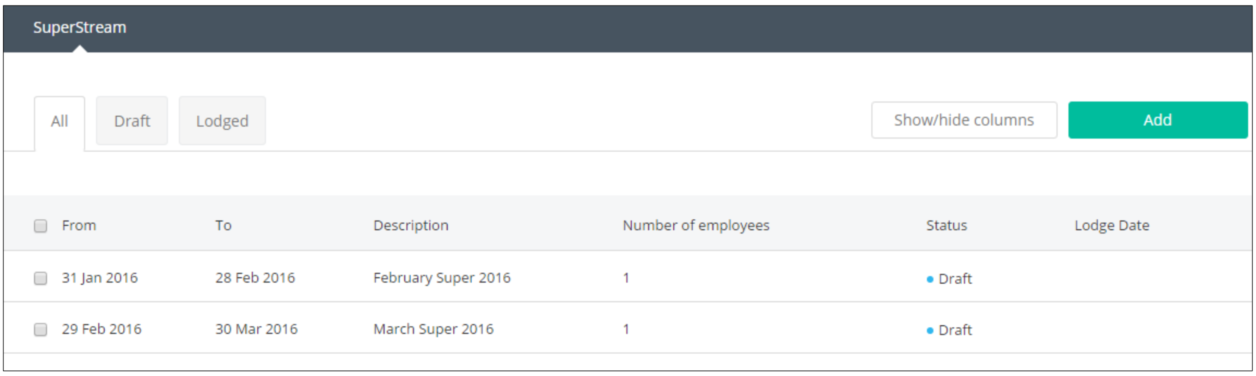
Processing

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

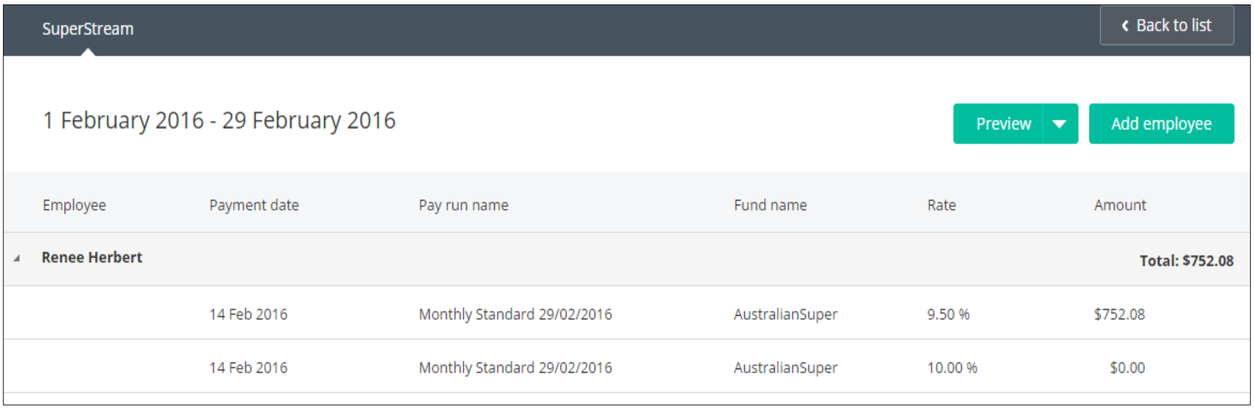
Complete all required fields and click *Add SuperStream batch* button.



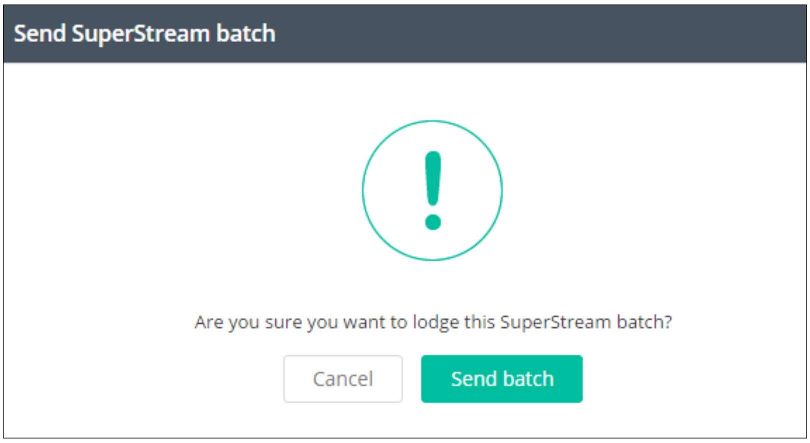
This will create a SuperStream batch payment in a Draft status.



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.

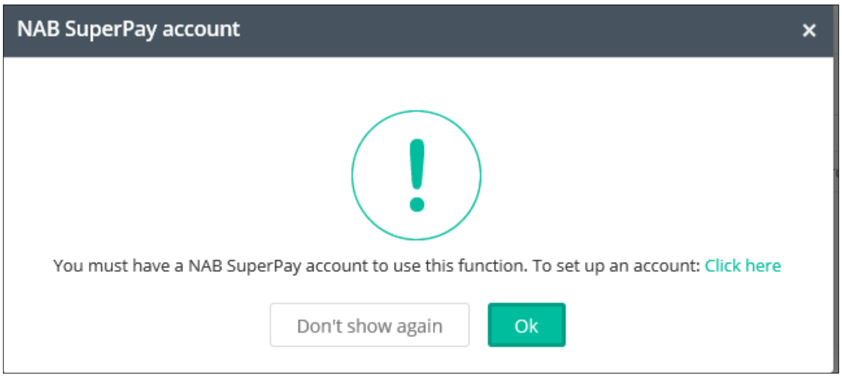


Once confirmed all details are correct click on the dropdown arrow beside the *Preview* button and select *Lodge.* Clicking lodge goes to NAB instantly, no need to import /export files just one click.



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.

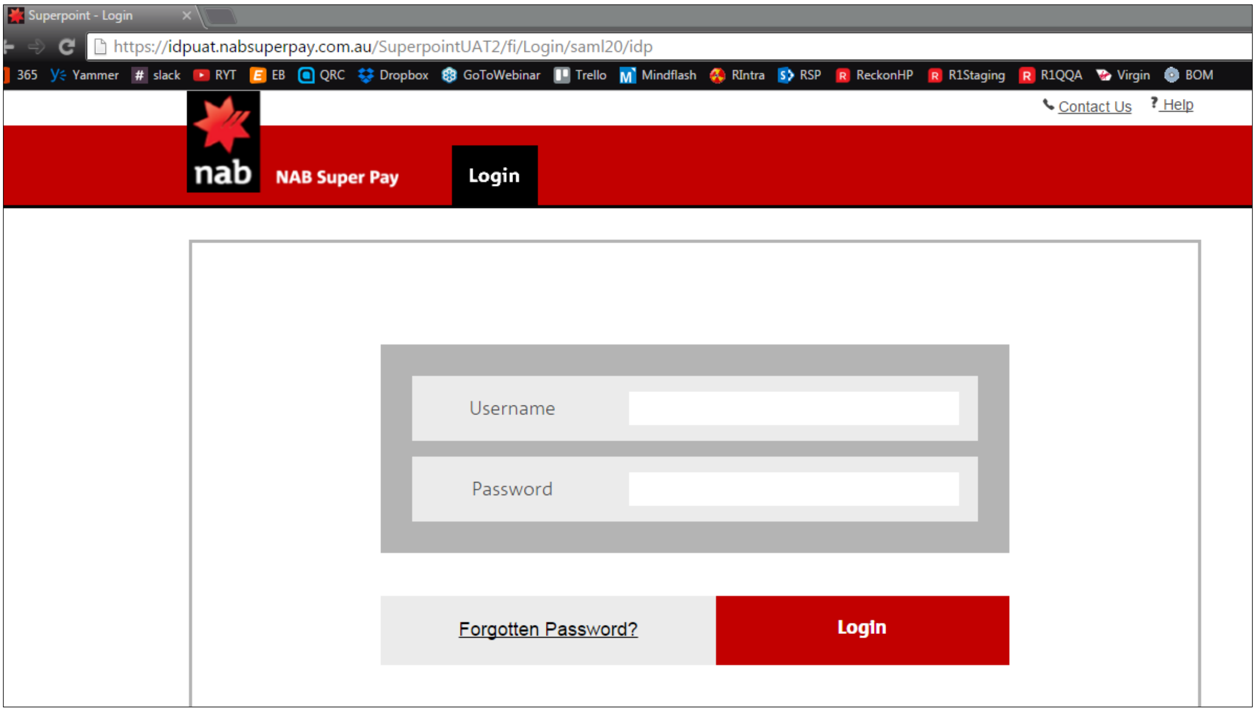
If you don't have a NAB SuperPay account you will see this message.



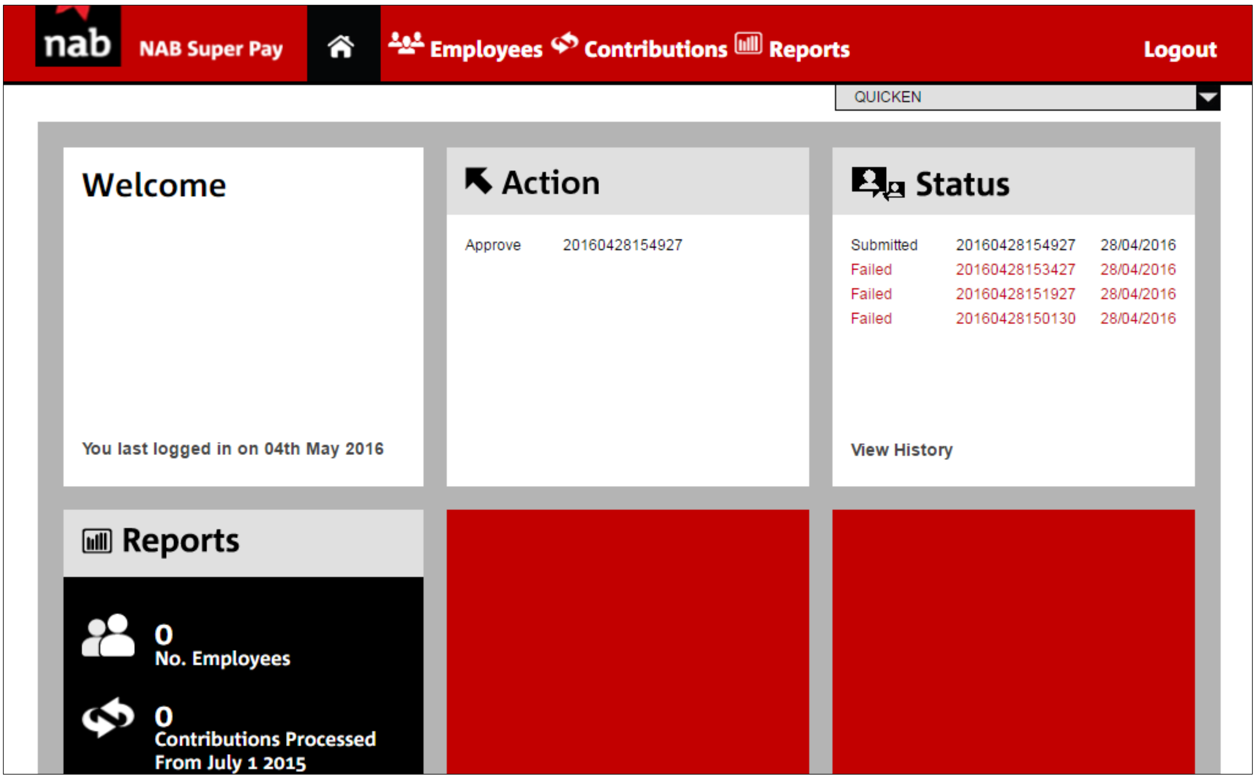
Alternatively you can sign up prior via this address –

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

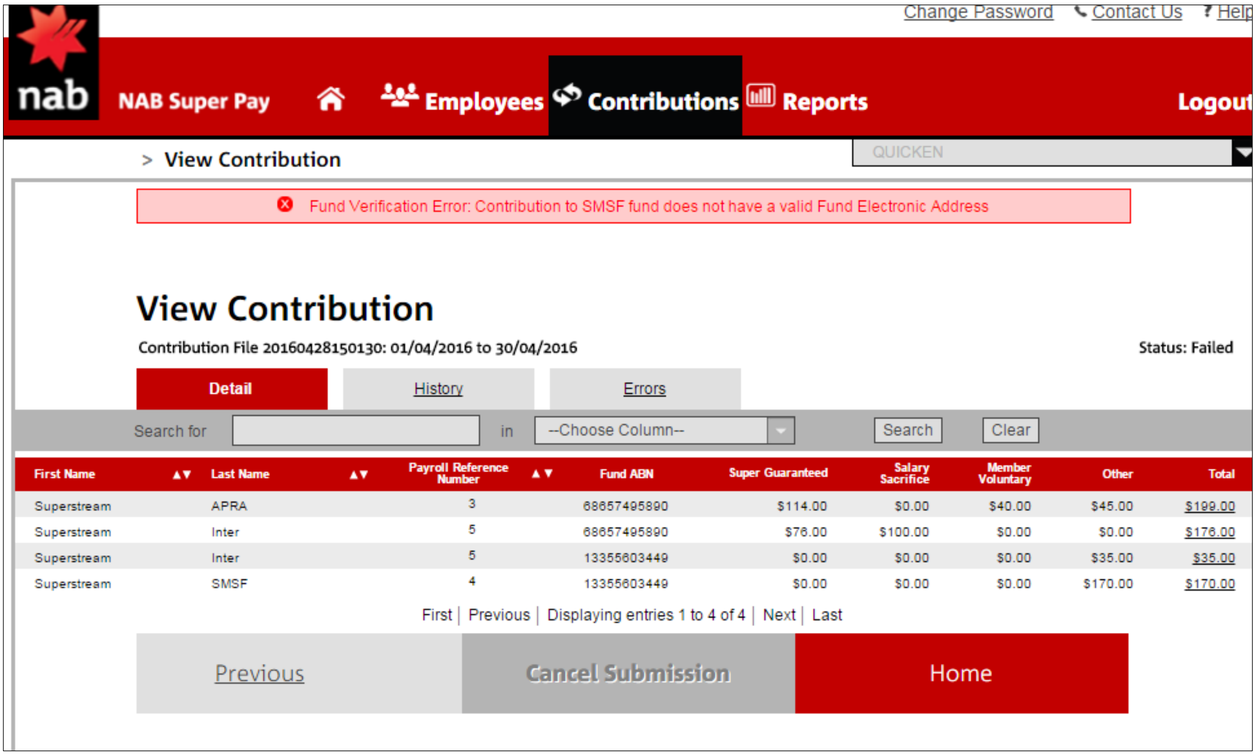
Once you have lodged the batch you can log into NAB SuperPay and manage the payments before approving. Log into portal – check payments and approve to disperse.



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.



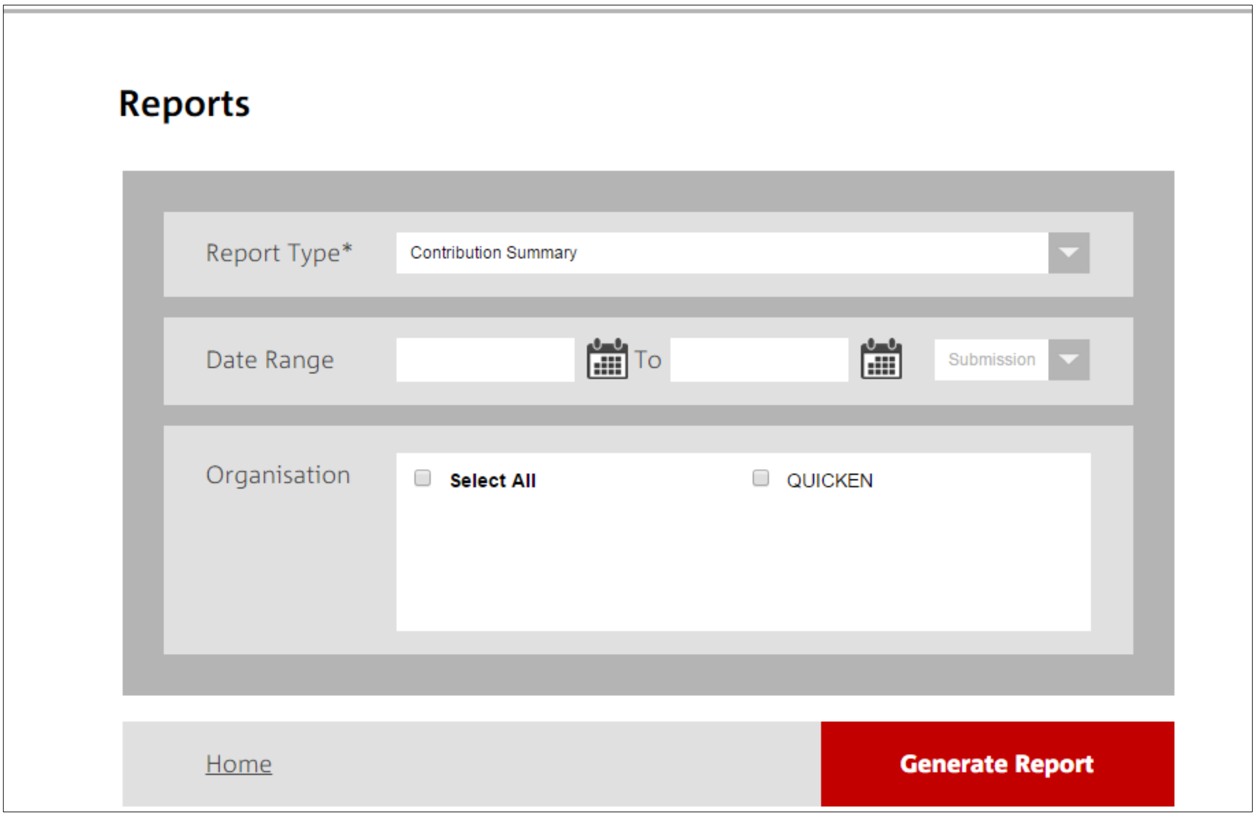
You will be able to see why a batch failed with the error displayed at the top of the screen.



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.



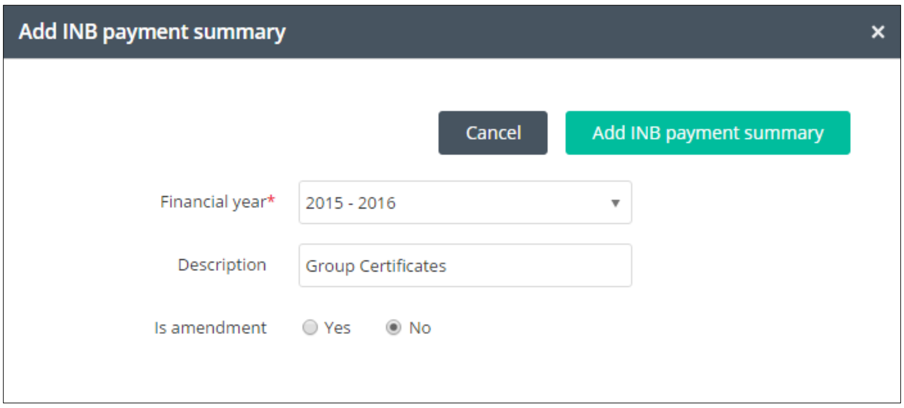
PAYG Summaries

Lodging

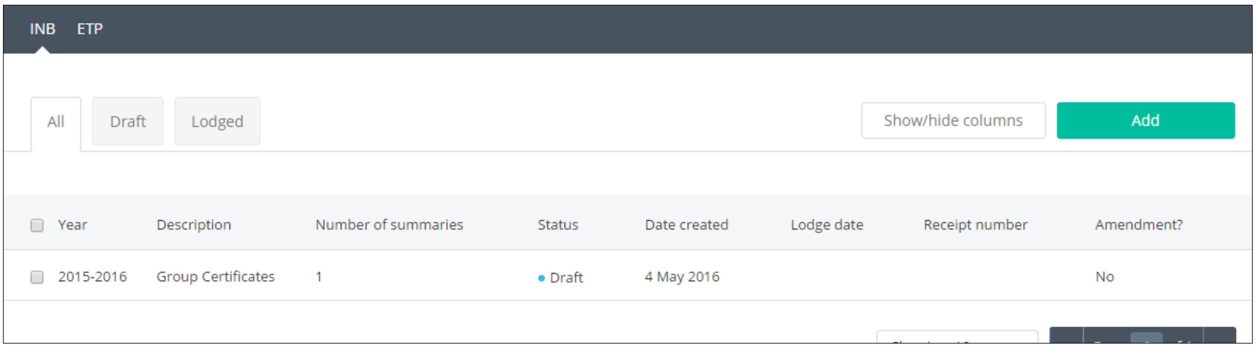
From the *Payroll* drop down menu select *Payment Summaries.*

Click the green *Add* button.

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

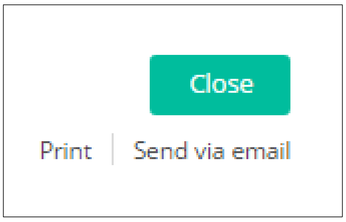


Click on the payment summary item to open the properties.



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.



PAYG payment summary - individual non-business

Payment summary for year ending 30 June 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**
- phone **13 28 61** between 8.00am and 6.00pm.

	Day/Month/Year		Day/Month/Year
Period of payment	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**

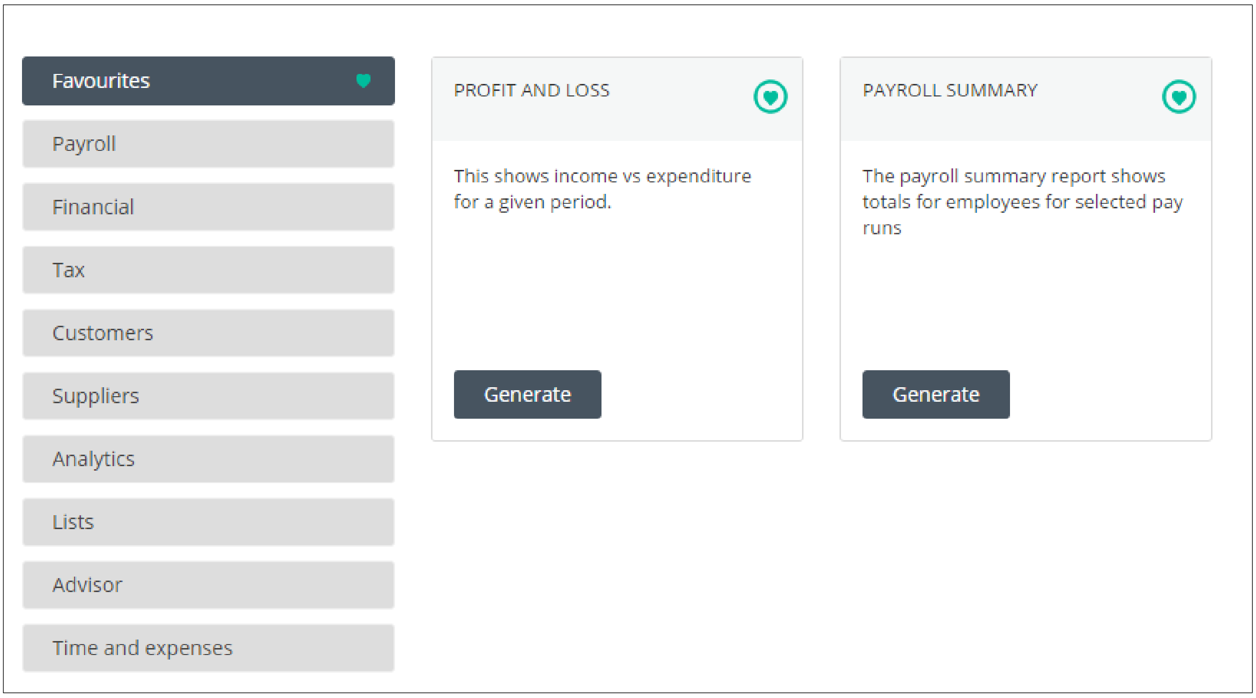
Signature of authorised person John Doe Date 4/05/2016

Reports

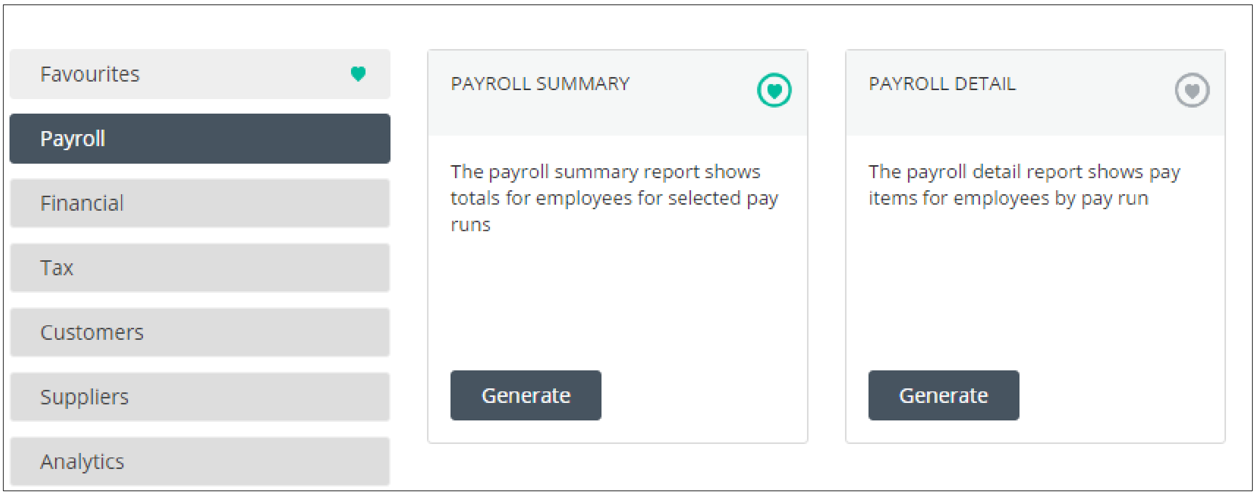
Reckon One has a range of reports designed to help analyse and understand a business's financial position. Reports are available by Clicking the *Reporting* tab. Reports can be printed or exported.

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.



Payroll has its own tab.



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

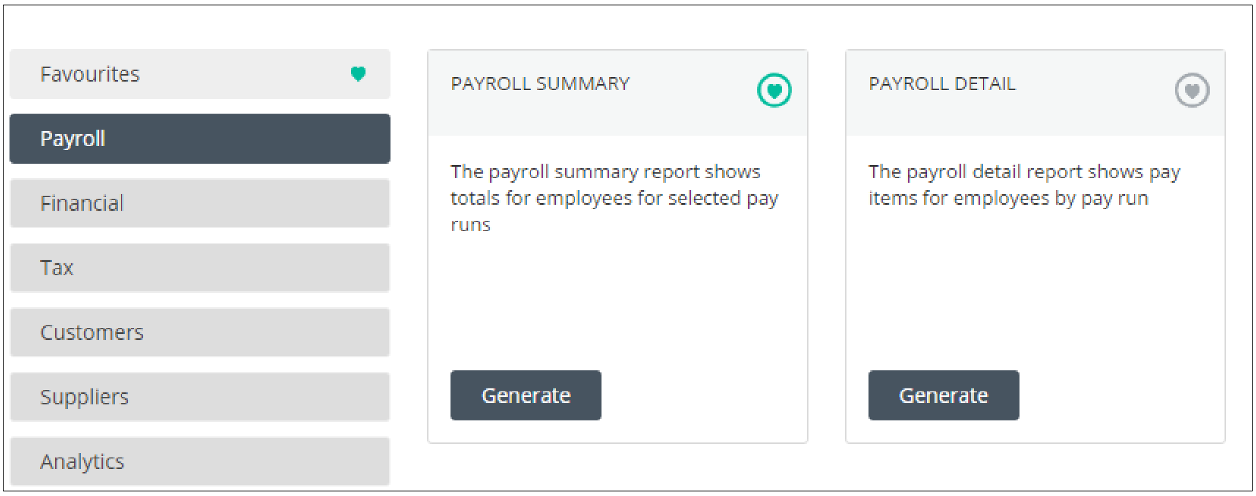
- Financial
  - Profit and Loss, Balance Sheet, Trial Balance, Account Enquiry

- Payroll
  - Payroll Summary
  - Payroll Detail

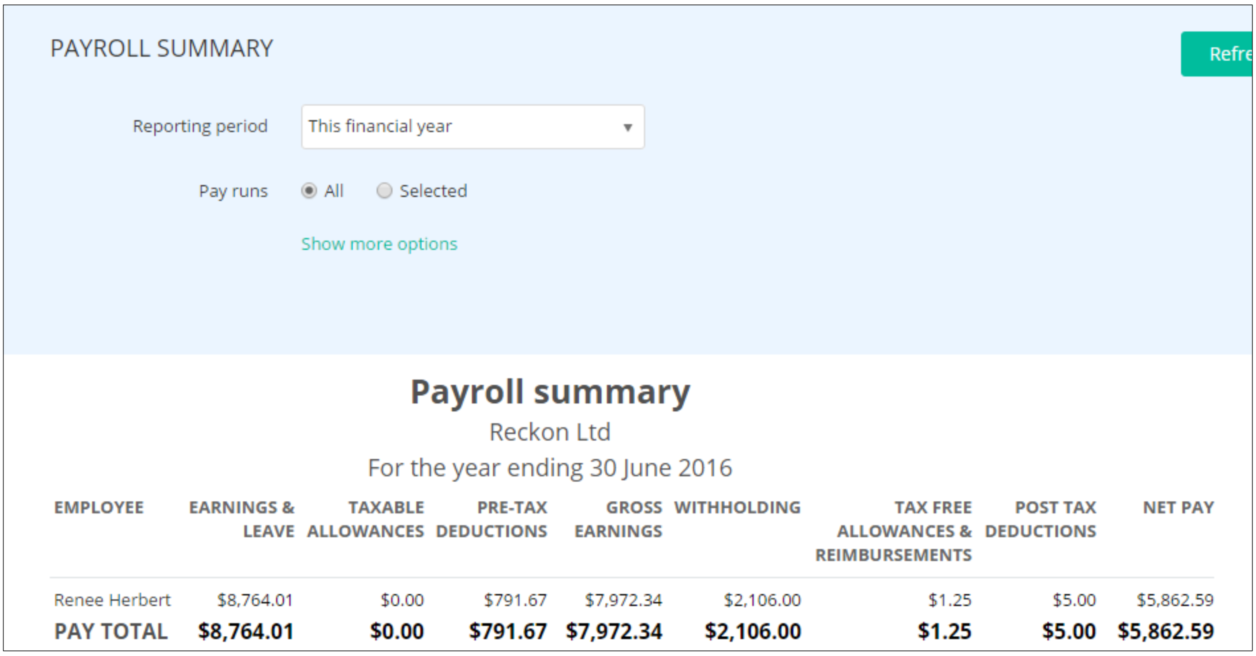
- Tax
  - GST Summary, Tax Code Transactions
- Customers
  - Aged Debtors, Aged Debtor Transactions, Invoice List, Customer Transactions, Unpaid Invoices
- Suppliers
  - Aged Creditors, Aged Creditor Transactions, Bill List, Supplier Transactions, Unpaid Bills
- Analytics
  - Aged Creditor Summary, Aged 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.*

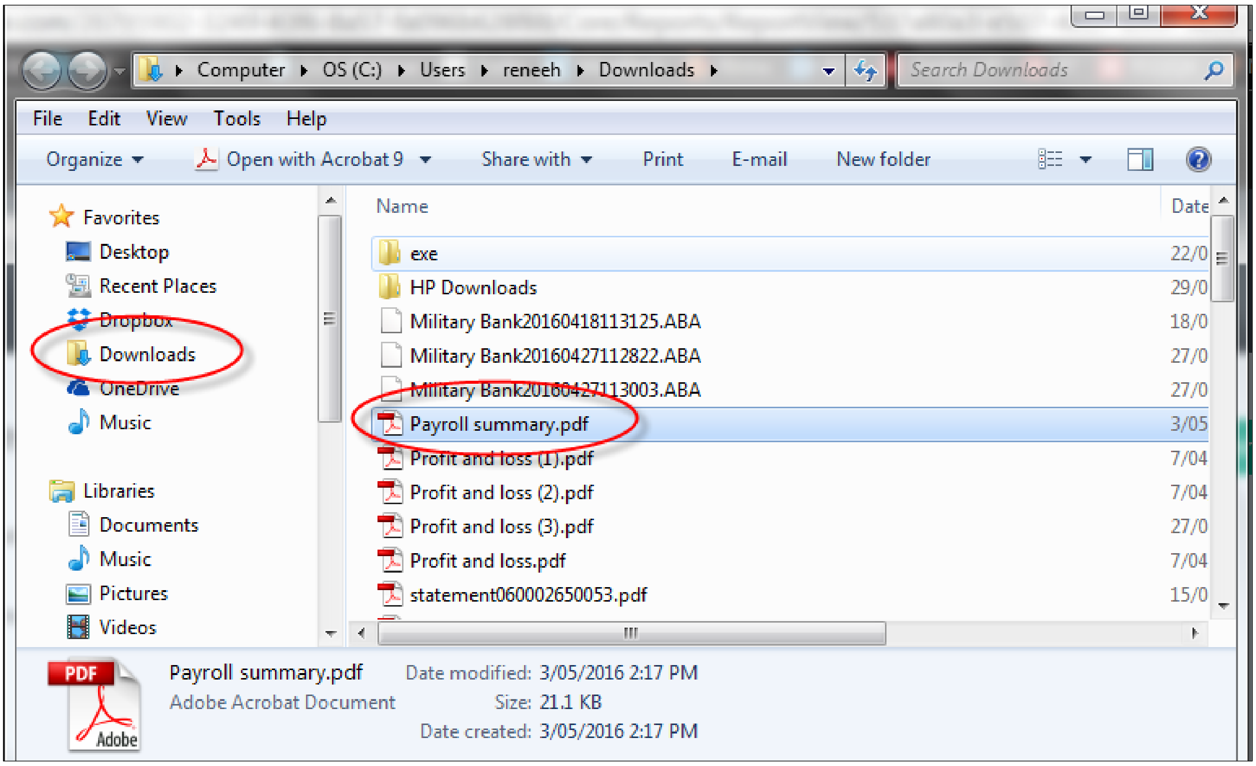


Select options and if changes are required click *Refresh* or you can export the report.



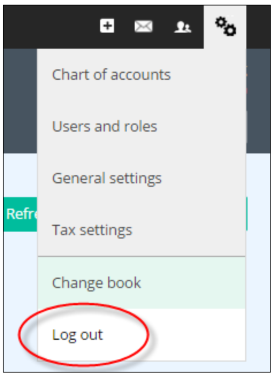
To export click the drop down arrow beside the green *Export to PDF* button and choose the required format.

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.



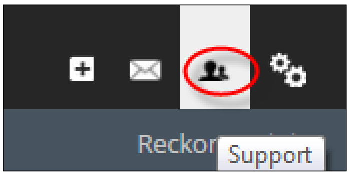
Logging Out

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

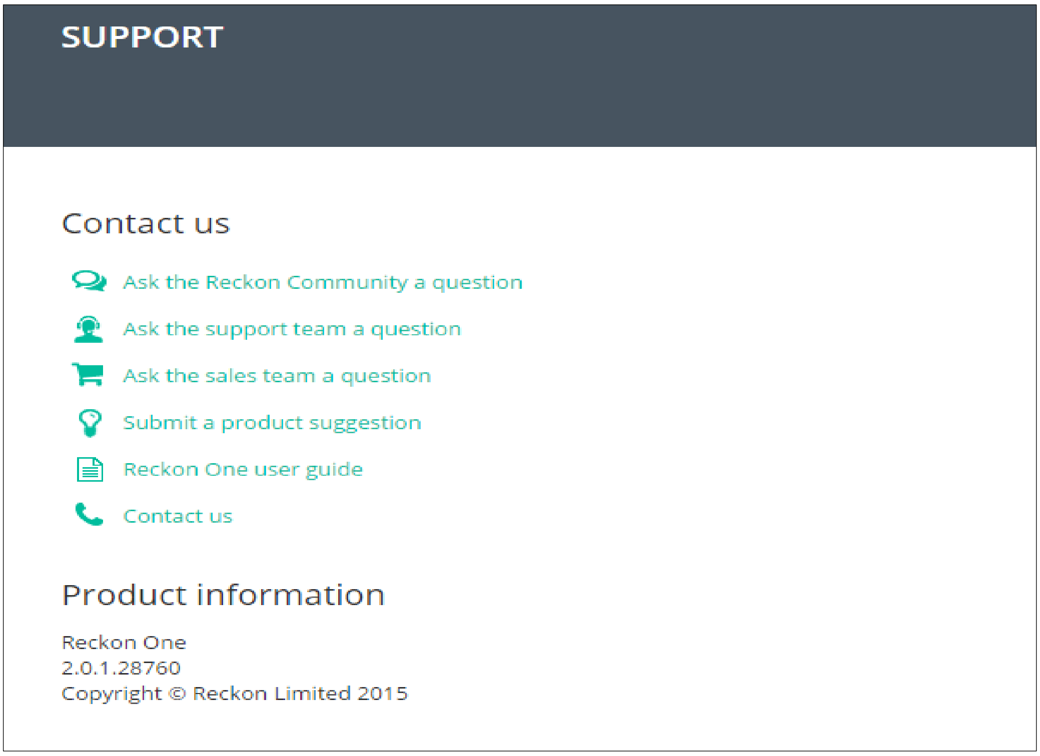


Support

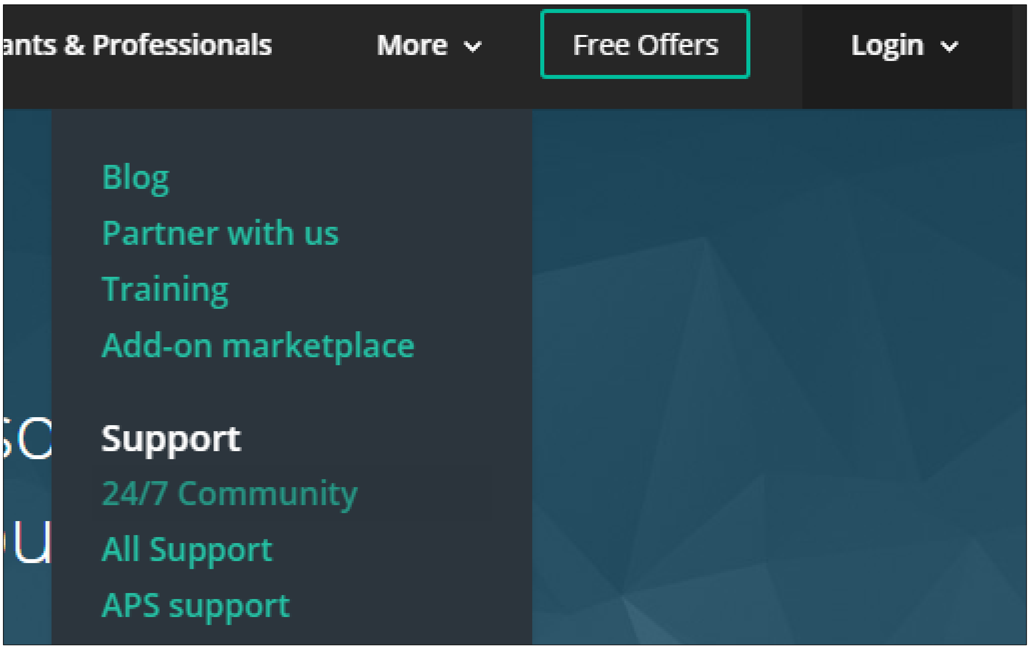
You can access support from within Reckon One by clicking on the *Support* icon.



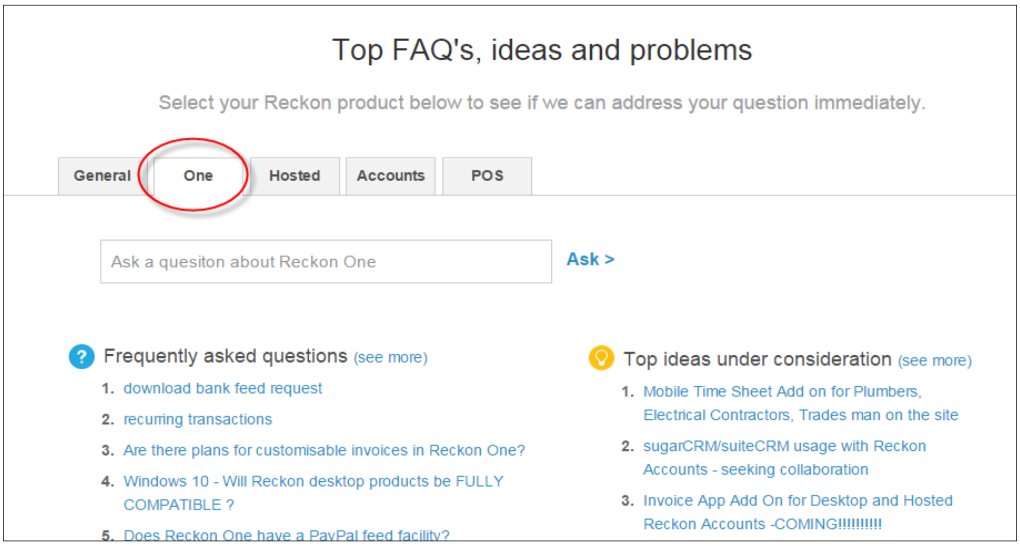
This will take you to the Contact Us page.



You can also access help via the Reckon website. From the main page at www.Reckon.com 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.



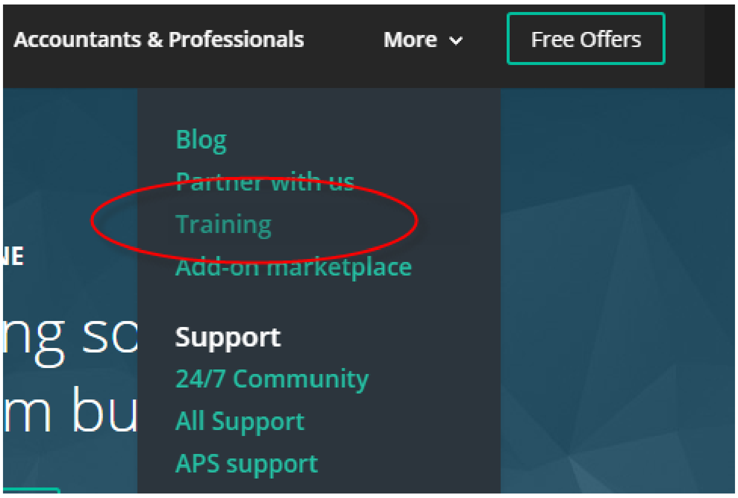
You can also view and join the Reckon Community where you can post, participate and follow questions and conversations.

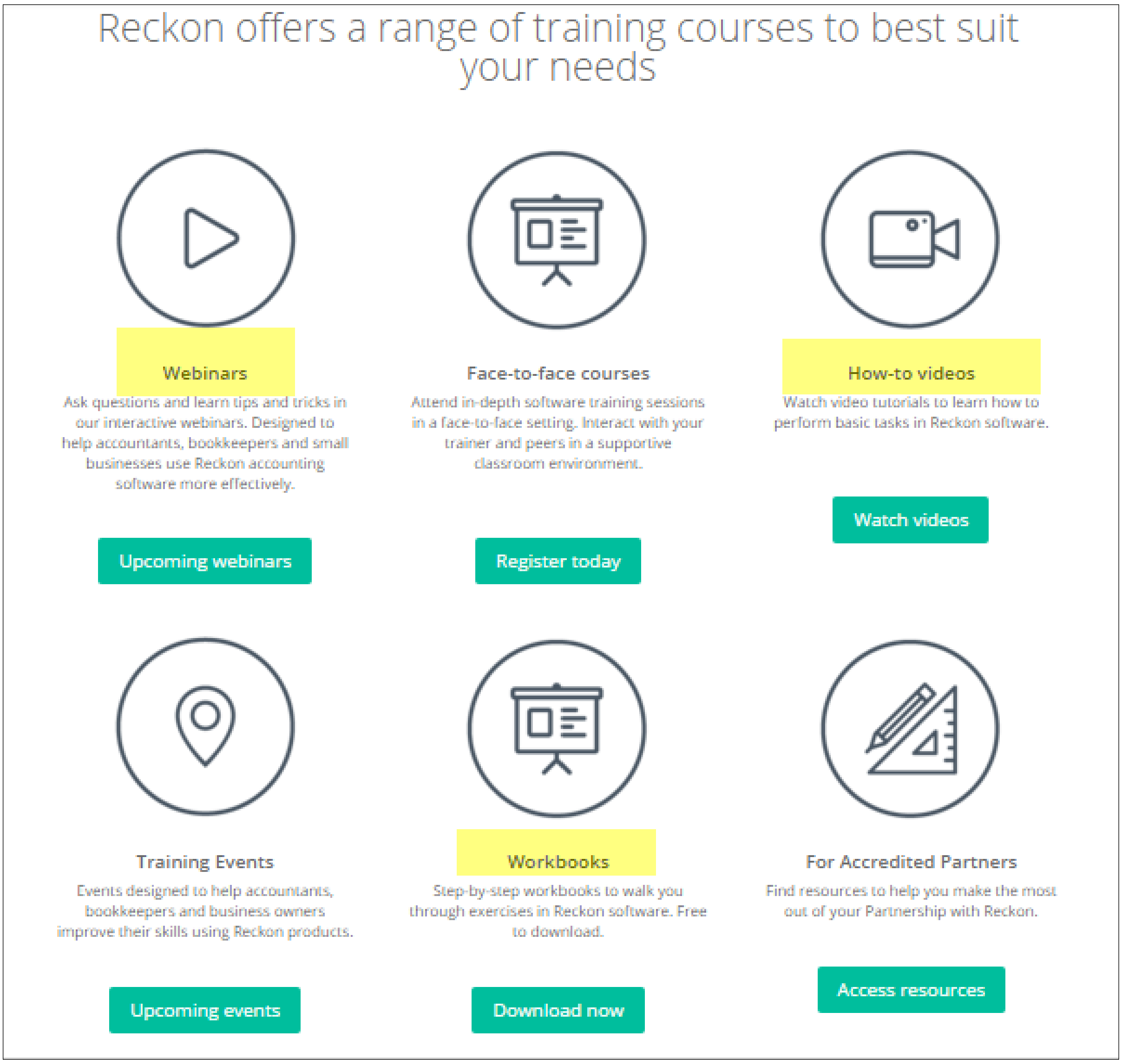
Click on the *Community* icon at the top of the page to navigate to the *Community* page.

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 click on *More* and select *Training* from the drop down menu.





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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