



## 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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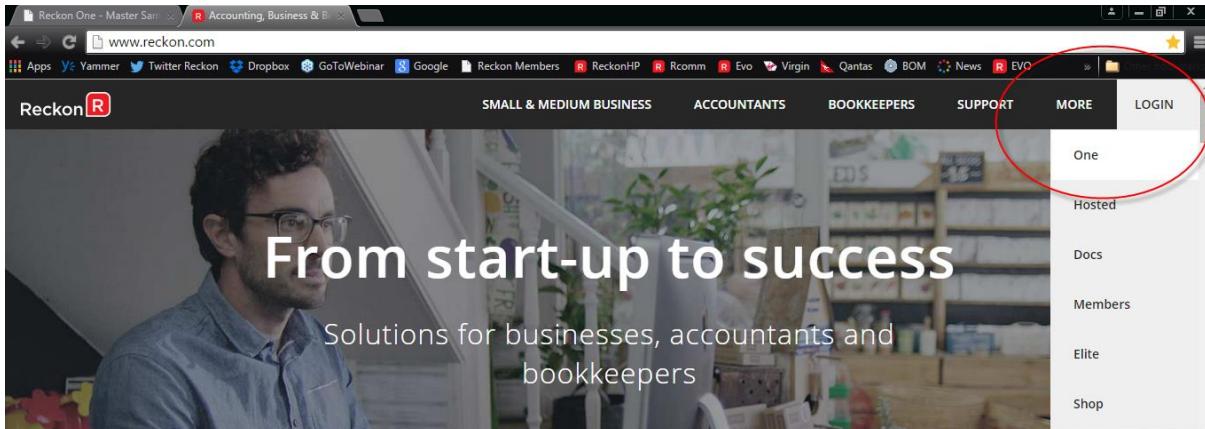
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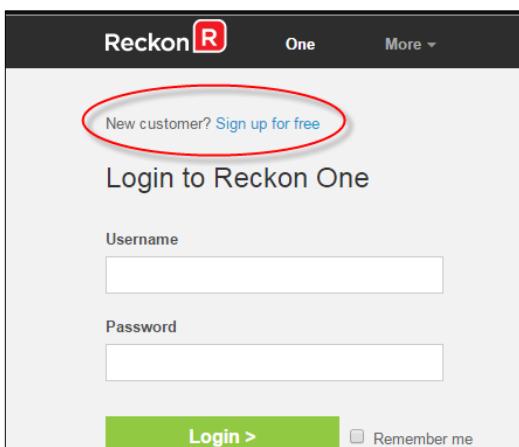
## Getting Started – New Users



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*.

Username
ReckonTraining1
<span style="color: green;">✓</span> Username is available!

<span style="color: red;">✗</span> Username already exists!
---

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

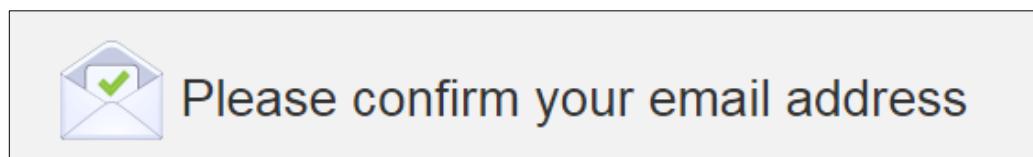
I have read and agree to the [terms of use](#).  
I understand that if I choose not to purchase, my trial data will be deleted 30 days after the trial ends.

>Password must contain at least:

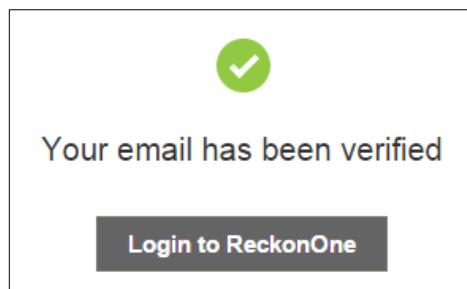
- 7 characters
- 1 capital letter
- 1 lowercase letter
- 1 number

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

Password

[Login >](#)  Remember me

## Getting Started - Existing Users

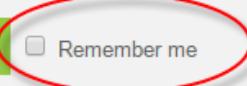
As an existing user you will have a Username and password to log into Reckon One.

**Login to Reckon One**

Username  
ReckonTraining1

Password  
.....

**Login >**  Remember me



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.

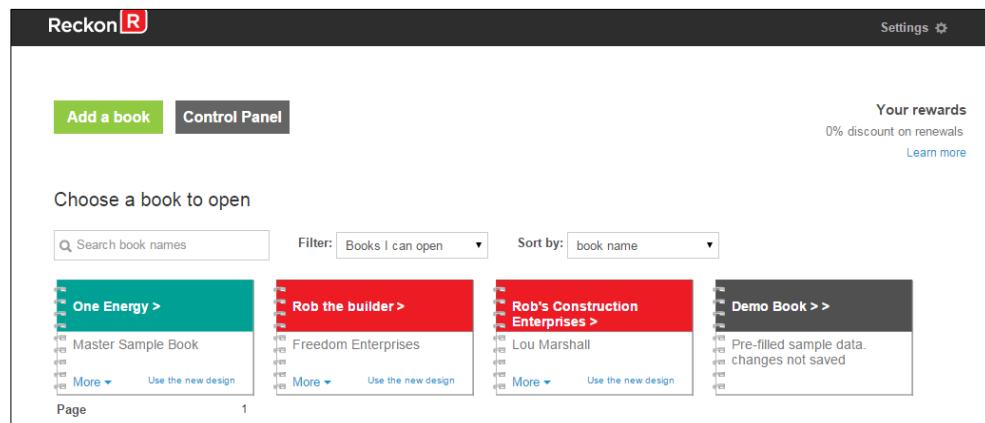
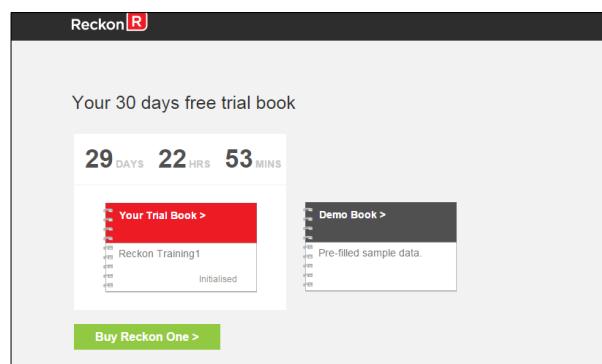
Remember to always have a separate User ID and password for your laptop log in to add an extra layer of security.

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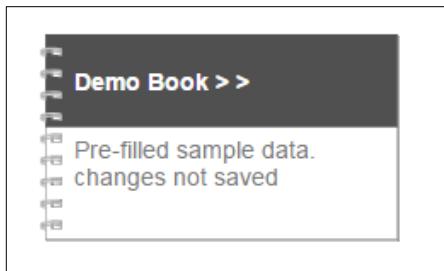
*\*\* Note you can only view shared books and access the Demo book when you have completed registration and purchase of Reckon One, fully validating and activating your account. Until this is completed you will only be able to access your Trial book but not the Demo book. \*\**

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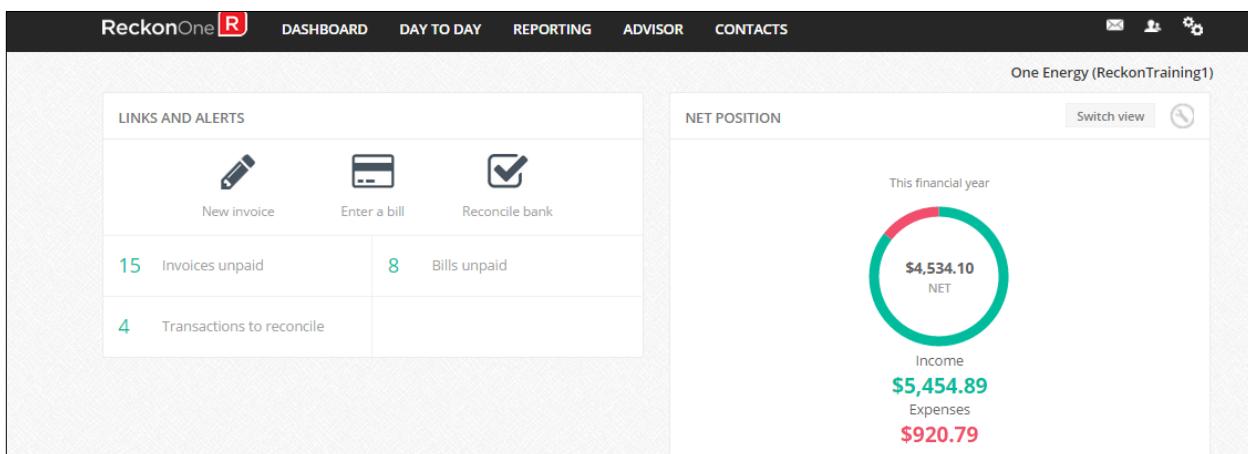


# Using the Demo Book

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.



Project name\*  
Kentucky Fried Fish

SUBPROJECT  
This is a subproject of  
Sydney Operations

Bill with main project  
Bill this subproject separately

ESTIMATED PROJECT POSITION

INCOME \$2,850.00	- EXPENSES \$413.64	= POSITION \$2,436.36
----------------------	------------------------	--------------------------

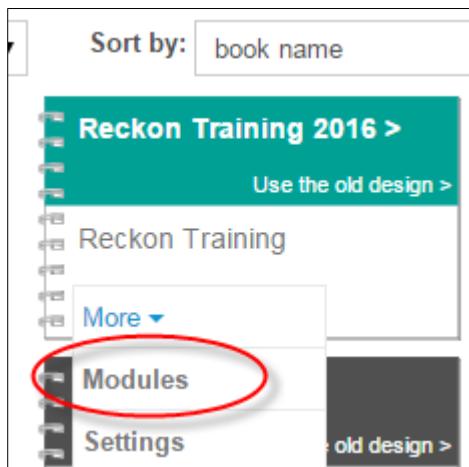
Add invoice    Add bill

Customers    Suppliers    Items

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

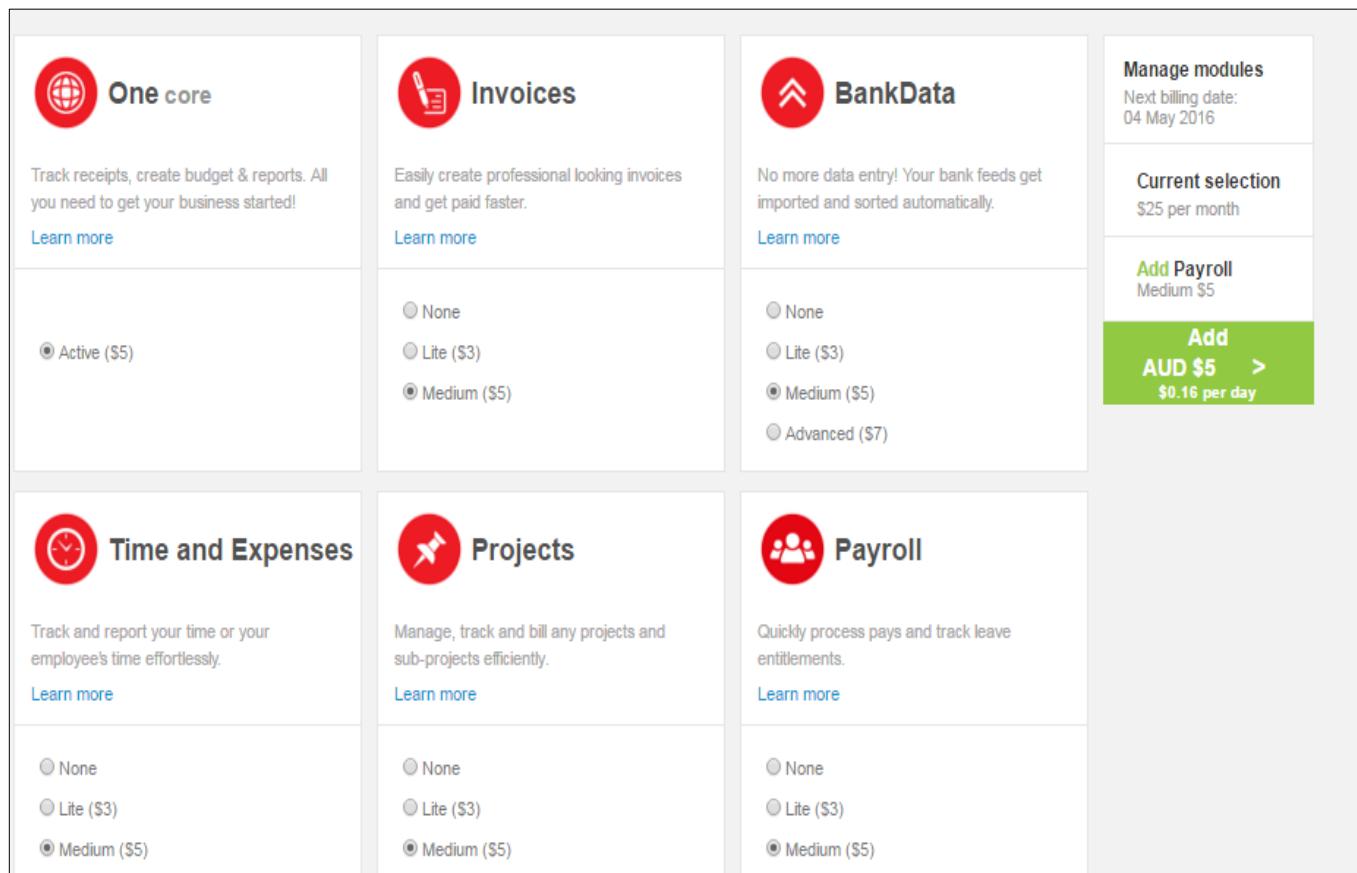
## Activate Payroll Module

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.



**Manage modules**  
Next billing date:  
04 May 2016

**Current selection**  
\$25 per month

**Add Payroll**  
Medium \$5  
**Add AUD \$5 > \$0.16 per day**

<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>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	
Current module selection	\$25 per month
<a href="#">Add Payroll</a>	\$5
Total \$30 per month on next billing date	

I have read and agree to the [terms of use](#)

I have read and agree to the [privacy policy](#)

[Confirm upgrade](#)

## 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.

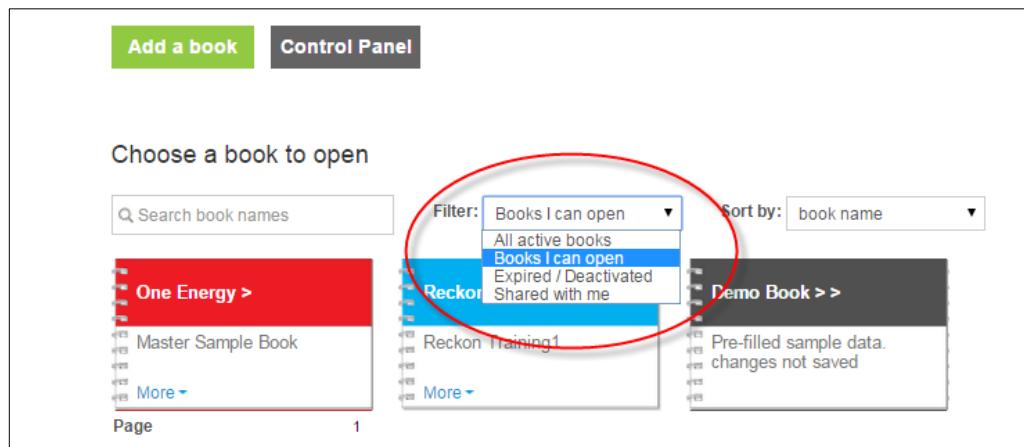
You can turn modules off or on, scale up and scale down the modular functionality at any time, giving you the freedom to customise your book to best suit your business.

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

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



Add a book   Control Panel

Choose a book to open

Filter: Books I can open

Sort by: book name

One Energy >

Master Sample Book

More >

Page 1

Reckon Training1

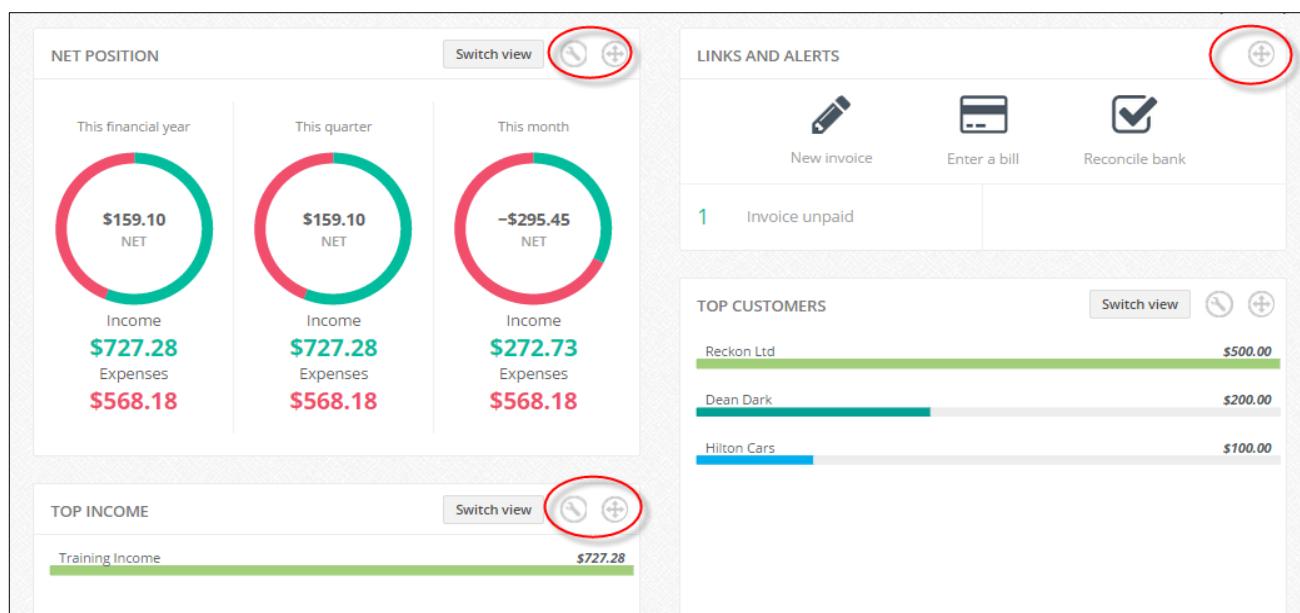
More >

Demo Book >>

Pre-filled sample data. changes not saved

## 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.



NET POSITION

Switch view

LINKS AND ALERTS

TOP CUSTOMERS

CUSTOMISE DASHBOARD

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.

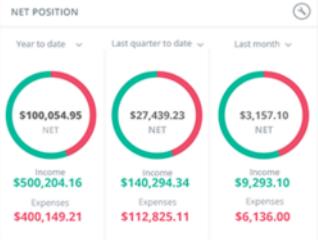
Cancel
Save

Available widgets:

- Net position (Profit and loss)
- Links and alerts
- Bank account
- Top income
- Top expenses
- Top customers
- Top suppliers

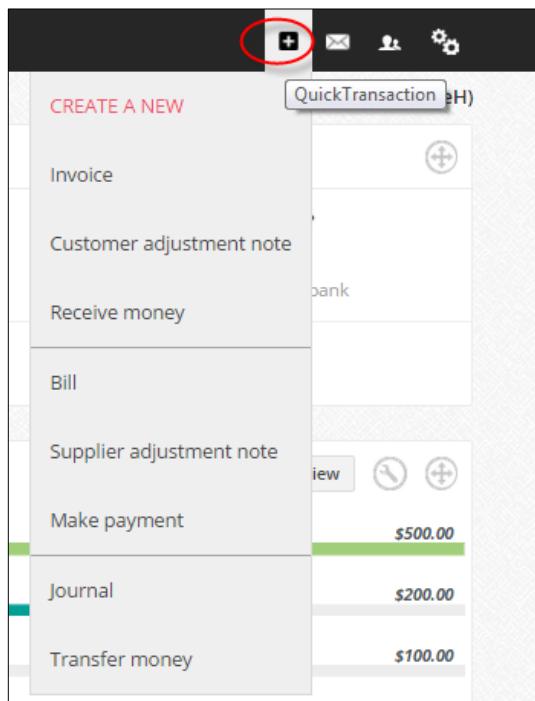
Net position (Profit and loss)

This shows income vs expenditure for a given period.



Period	Net	Income	Expenses
Year to date	\$100,054.95	\$500,204.16	\$400,149.21
Last quarter to date	\$27,439.23	\$140,294.34	\$112,825.11
Last month	\$3,157.10	\$9,293.10	\$6,136.00

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.

ReckonOne R DASHBOARD DAY TO DAY PAYROLL REPORTING

CONTACT - AUSTRALIAN TAX OFFICE

General Bank details

FINANCIAL INSTITUTION DETAILS

Bank account name: Reserve Bank Of Australia

BSB: 093003

Account number: 316385

These details are used to receive payments from Reckon One.

### Superfunds

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

ReckonOne R DASHBOARD DAY TO DAY PAYROLL REPORTING

CONTACTS

Customers Suppliers Employees Super funds

Active Inactive All

Reference	Superfund name	Type	ABN
-----------	----------------	------	-----

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\*   SunSuper

Display name\*   SunSuper

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

**ReckonOne R**   DASHBOARD   DAY TO DAY   PAYROL

**CONTACT - SUNSUPER**

General   Bank details   Super funds

**FINANCIAL INSTITUTION DETAILS**

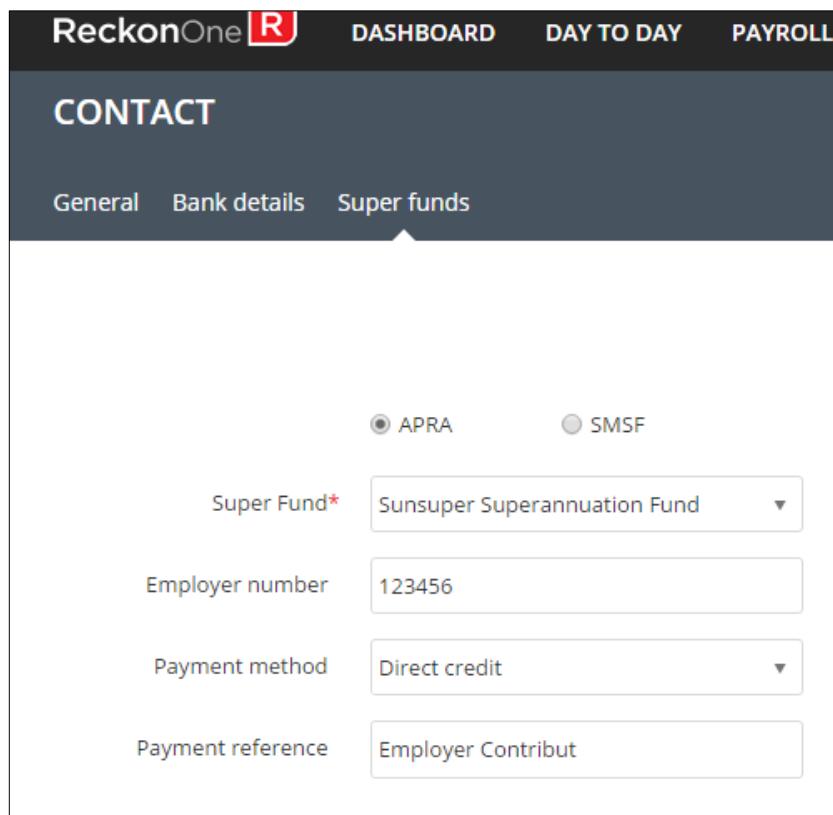
Bank account name  

BSB  

Account number  

These details are used to receive payments from Reckon One.

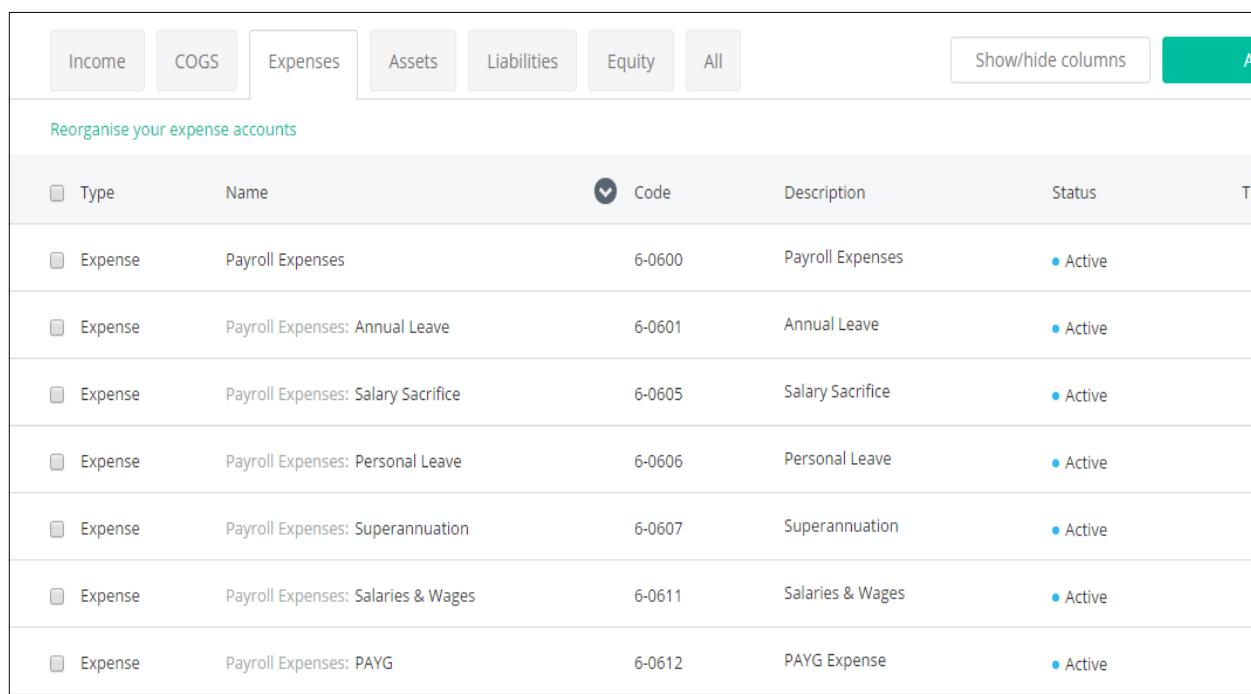
Complete the fields on the *Superfunds* tab and click Save.



The screenshot shows the ReckonOne Payroll software interface. At the top, there are tabs for DASHBOARD, DAY TO DAY, and PAYROLL. Below that, a sub-menu for CONTACT is open, with tabs for General, Bank details, and Super funds. The Super funds tab is active. On the left, there are two radio buttons: APRA (selected) and SMSF. Below them are four input fields: Super Fund\* (dropdown menu showing 'Sunsuper Superannuation Fund'), Employer number (text input '123456'), Payment method (dropdown menu showing 'Direct credit'), and Payment reference (text input 'Employer Contribut').

## 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.



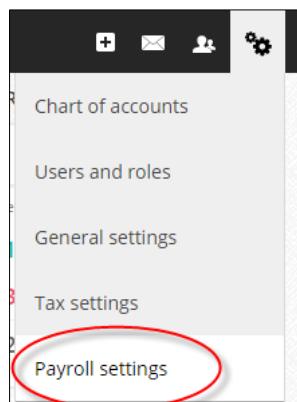
The screenshot shows the Chart of Accounts table in the ReckonOne Payroll software. The table has columns for Type, Name, Code, Description, Status, and Tax code. The rows list various expense accounts, all marked as Active:

Type	Name	Code	Description	Status	Tax code
Expense	Payroll Expenses	6-0600	Payroll Expenses	Active	
Expense	Payroll Expenses: Annual Leave	6-0601	Annual Leave	Active	
Expense	Payroll Expenses: Salary Sacrifice	6-0605	Salary Sacrifice	Active	
Expense	Payroll Expenses: Personal Leave	6-0606	Personal Leave	Active	
Expense	Payroll Expenses: Superannuation	6-0607	Superannuation	Active	
Expense	Payroll Expenses: Salaries & Wages	6-0611	Salaries & Wages	Active	
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								
	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.

A screenshot of the 'Payroll Settings' page in ReckonOne. The top navigation bar has tabs for 'DASHBOARD', 'DAY TO DAY', 'PAYROLL' (which is active and highlighted in blue), 'REPORTING', and 'ADVISOR'. Below this is a secondary navigation bar with tabs for 'Payroll settings', 'Pay items', 'Leave', 'Pay schedules', and 'YTD set up'. The 'Payroll settings' tab is selected and highlighted in blue. The main content area is titled 'Payroll settings'.

## 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\*

Round to nearest\*

**Bank accounts:**

for direct credit payments\*

for cash payments\*

for super payments\*

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.

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.

Edit pay item Earnings

Pay item type	Earnings
Earnings type	OTE
Name*	<input type="text" value="Ordinary"/>
Pay rate basis	Hourly
Description	<input type="text" value="Base Hourly Rate"/>
Expense account*	<input style="width: 150px;" type="text" value="Payroll Expenses:Salaries &amp; Wages"/> <span style="border: 1px solid #ccc; padding: 0 2px;">▼</span>
<input checked="" type="checkbox"/> <span style="color: #0070C0;">Include in time worked leave accruals</span>	
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*	<input type="text" value="Social club"/>	
Description	<input type="text" value="Social Club"/>	
Liability account	<input style="width: 150px;" type="text" value="Payroll Liabilities:Social Club"/> <span style="border: 1px solid #ccc; padding: 0 2px;">▼</span>	
Payee	<input style="width: 150px;" type="text" value="Select payee"/> <span style="border: 1px solid #ccc; padding: 0 2px;">▼</span>	
Calculation basis	Quantity	<input type="checkbox"/> Deduct from gross before calculating withholding
Default rate	<input type="text" value="\$5.00"/>	
Limit	<input type="text" value="\$200.00"/>	<input style="width: 100px;" type="text" value="Per annum"/> <span style="border: 1px solid #ccc; padding: 0 2px;">▼</span>

Complete all required fields including accounts, rates and limits.

Pay item type Super

Name\* Super guarantee

Sub type SG (Super Guarantee)

Description Super Guarantee

Expense account\* Payroll Expenses:Superannuation ▾

Default rate 9.5 %  Deduct from gross before calculating tax

Minimum \$450.00 *Won't be deducted if gross pay is below this amount*

Limit  Per pay

Pay items included\*  Double time  
 Ordinary  
 Salary  
 Time and a half  
 Xmas bonus  
 Travel allowance  
 FBT contribution  
 Social club  
 Vehicle lease payment

Complete all mandatory and required fields.

Edit pay item **Reimbursement**

Pay item type Reimbursement

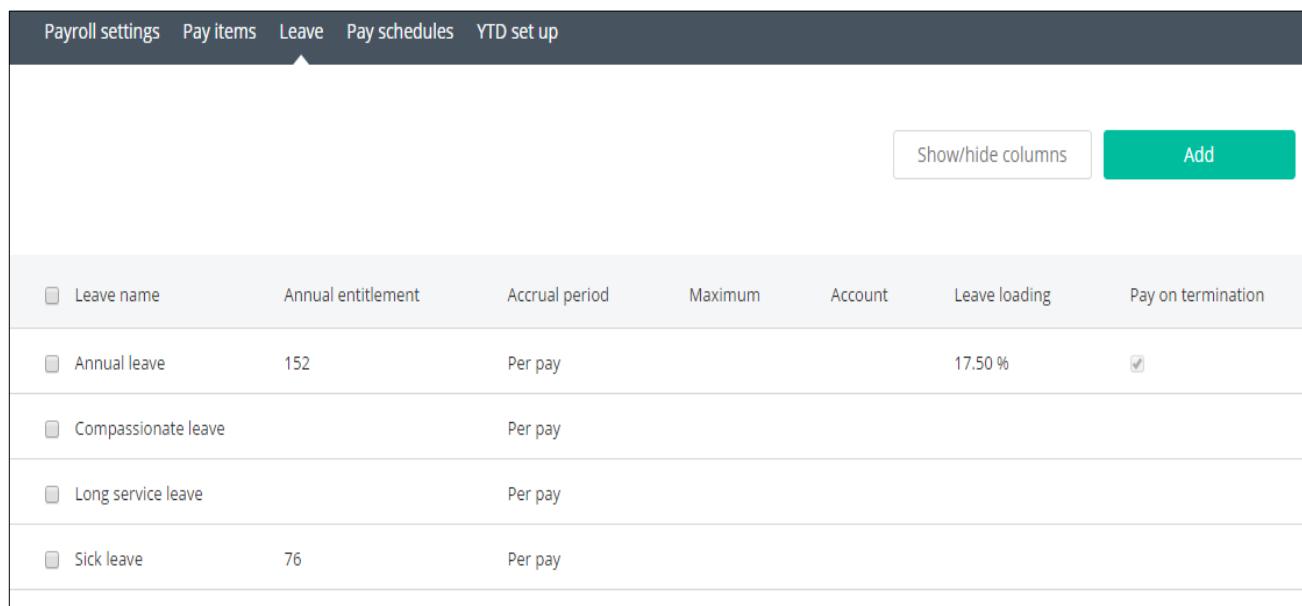
Name\* Taxi reimbursement

Description Staff Expenses

Account\* Payroll Expenses:Staff Expense Reim... ▾

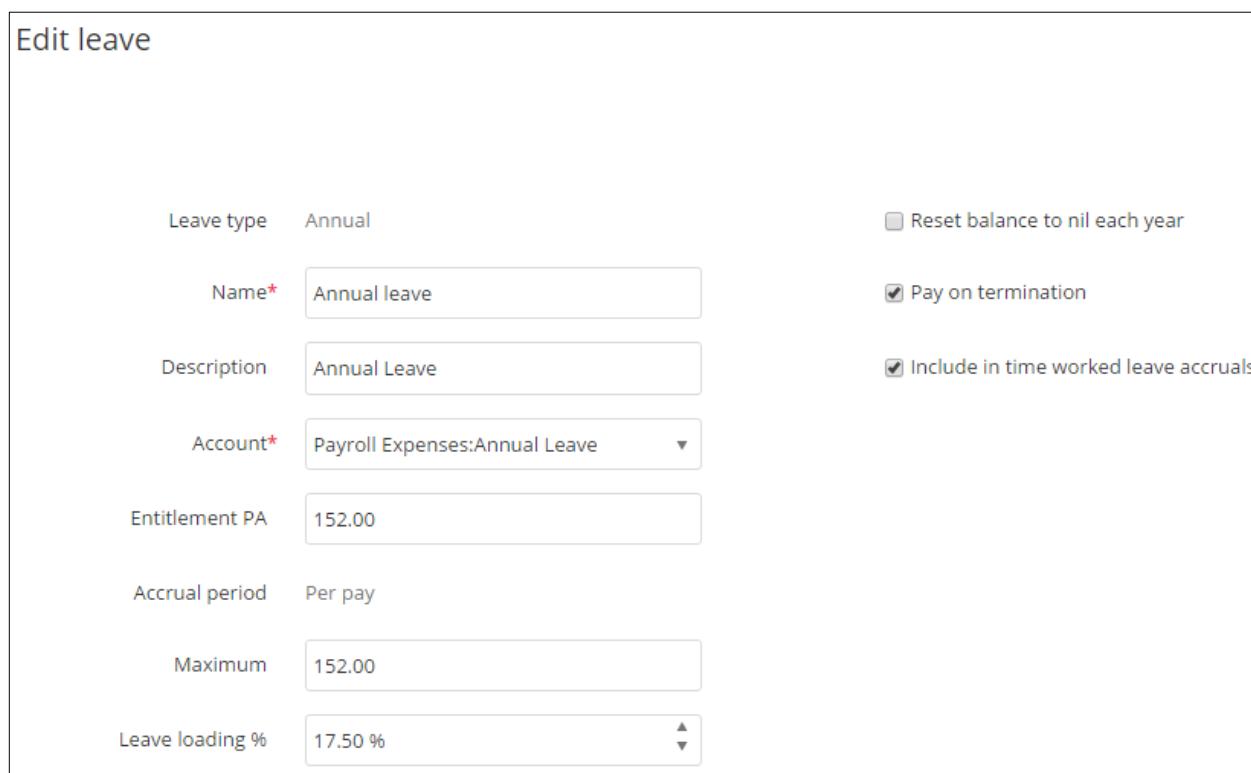
## Leave Tab

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



Leave name	Annual entitlement	Accrual period	Maximum	Account	Leave loading	Pay on termination
Annual leave	152	Per pay			17.50 %	<input checked="" type="checkbox"/>
Compassionate leave		Per pay				
Long service leave		Per pay				
Sick leave	76	Per pay				

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



Leave type: Annual  Reset balance to nil each year

Name\*: Annual leave  Pay on termination

Description: Annual Leave  Include in time worked leave accruals

Account\*: Payroll Expenses:Annual Leave

Entitlement PA: 152.00

Accrual period: Per pay

Maximum: 152.00

Leave loading %: 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\*

Pay frequency\*

First pay period start date\*

First pay period end date\*

First payment date\*

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

Edit pay schedule

Pay schedule\*

Pay frequency\*

Pay period start date\*

Pay period end date\*

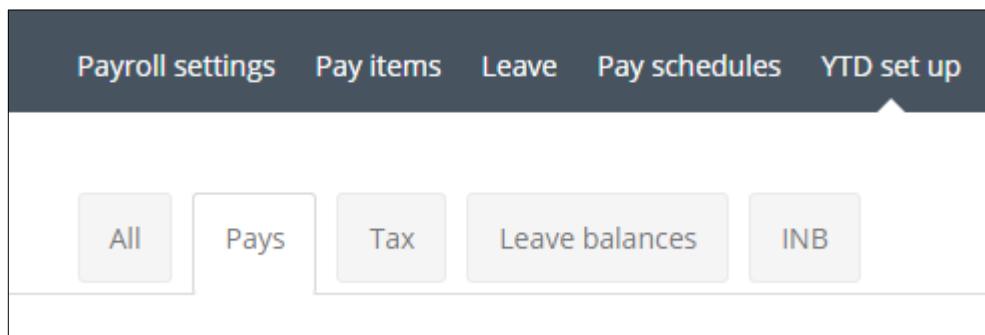
Next payment date\*

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

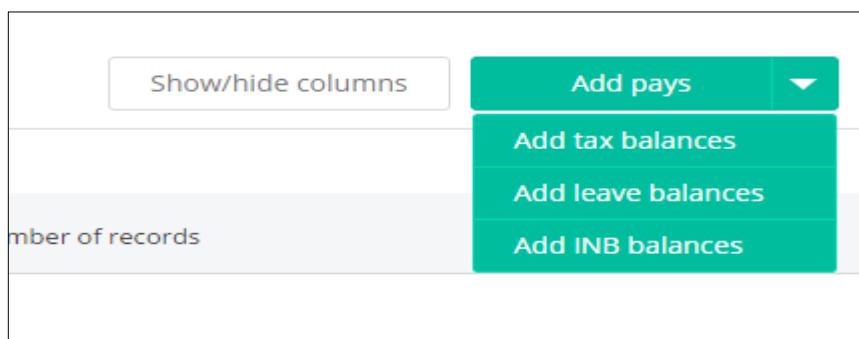
## YTD Setup Tab (Year To Date)

**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.

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			
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				
Employee	Pay item	Super fund product	Pay period end date	Amount
Renee Herbert	Super guarantee		30 Apr 2016	\$12,000.00
Enter negative value for deduction, super and tax pay items				
<a href="#">Add new row</a>				

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
<a href="#">Show/hide columns</a>				
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 in the 'General' tab. The top navigation bar includes tabs for General, Personal, Employment, Tax, Financial, and Leave, with 'General' selected. A 'Back to list' button is in the top right. The main section is titled 'Edit contact' with 'Cancel' and 'Save & close' buttons. The form fields include:

- Type of contact: Customer, Supplier, Employee (Employee is checked)
- Status: Active
- This contact is: A business, An individual (An individual is selected)
- Employee username: (input field)
- First name: Renee
- Last name: Herbert
- Display name: Renee Herbert
- ABN: (input field)
- Phone, Mobile, Fax: (input fields)
- Email: name@address.com

## Personal Tab

Complete all mandatory and required personal fields.

The screenshot shows the 'Edit contact' form in the 'Personal' tab. The top navigation bar includes tabs for General, Personal, Employment, Tax, Financial, and Leave, with 'Personal' selected. The main section is titled 'PERSONAL DETAILS' with 'Edit contact' and 'Save & close' buttons. The form fields include:

- Date of birth: 14/02/1981
- Age: 35
- Marital status: Not Disclosed
- Gender: Female
- Disability: (checkbox)
- PREFERRED SEND METHOD
- Pay slip: Print, Email (Email is checked)
- Payment summary: Print, Email (Email is checked)
- EMAIL SETTINGS
- Email address: renee.herbert@reckon.com
- PRIMARY EMERGENCY CONTACT
- Name: C Mooney
- Relationship: Partner
- Phone: 614, 12345678
- SECONDARY EMERGENCY CONTACT
- Name: (input field)
- Relationship: (input field)
- Phone: (input fields)

## Employment Tab

Complete *Employment Details*.

EMPLOYMENT DETAILS		JOB DETAILS	
Employee number	400001	Job title	National Training Specialist
Employment type	Full time	Manager	None
Award	Not applicable		
Classification	Select employment classification		
Pay frequency	Monthly	Job description	Training Awesomeness
Pay schedule	Monthly Standard		
Weekly hours	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
<a href="#">Add new row</a>						

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

Complete all required fields for tax.

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

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*.

FINANCIAL DETAILS					
EARNINGS					
Pay item	Rate basis	Qty	Rate	Customer	
Salary	Salary	164.67	\$95.000.0000		
<input type="button" value="Add new row"/>					
ALLOWANCES					
Pay item	Calc. basis	Qty	Rate	Limit	Customer
Travel allowance	Quantity	1	\$1.2500	\$3,000.00	
<input type="button" value="Add new row"/>					

## 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			
<input type="button" value="Add new row"/>								
SUPERANNUATION ACCOUNTS								
<input type="checkbox"/> 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
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"/>
<input type="button" value="Add new row"/>								

## Complete any *Company Contributions*.

COMPANY CONTRIBUTIONS						
Pay item	Calc. basis	Qty	Rate	Limit	Payee	
<input type="button" value="Add new row"/>						

## Leave Tab

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

General	Personal	Employment	Tax	Financial	Leave	<a href="#">◀ Back to list</a>	
						<input type="button" value="Cancel"/> <input type="button" value="Save &amp; 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		
<input type="button" value="Add new row"/>							

LEAVE BALANCE				Projected as at
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
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

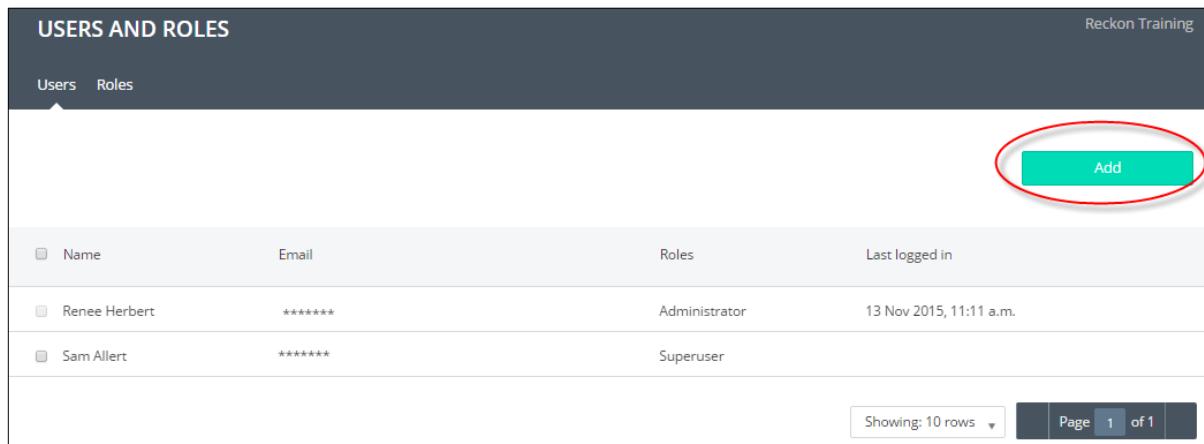
Once the opening balances have been completed – Leave can be projected from the current screen by using the *Projected as at* field.

Projected as at			
01/02/2017		<input type="button" value="Calendar"/>	
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*.



RECKON TRAINING

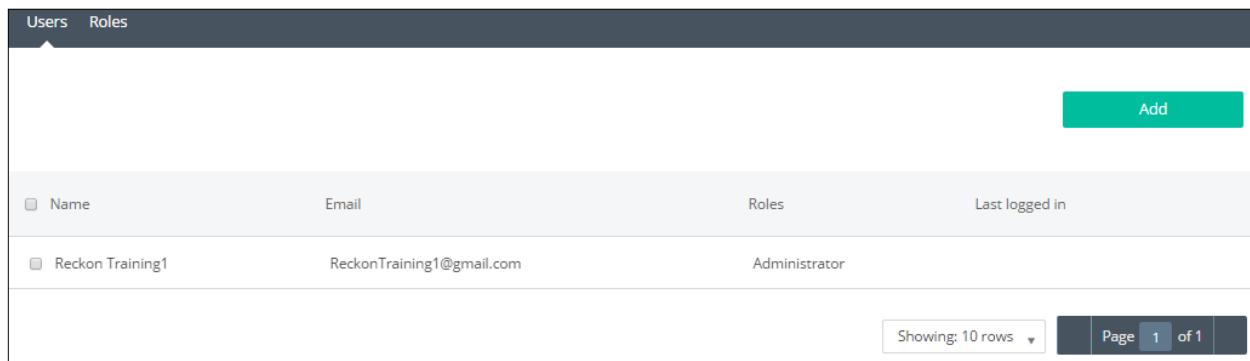
USERS AND ROLES

Users Roles

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

Show: 10 rows Page 1 of 1

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



RECKON TRAINING

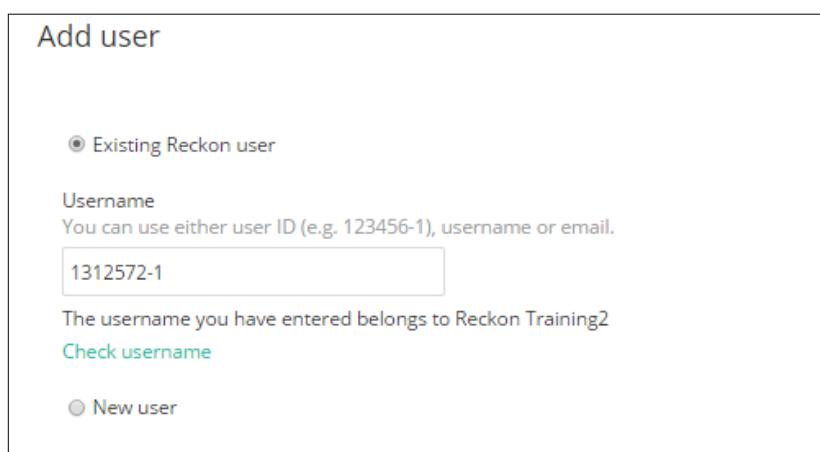
USERS AND ROLES

Users Roles

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

Show: 10 rows Page 1 of 1

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

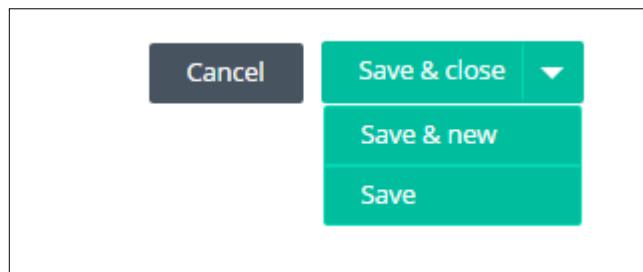
The username you have entered belongs to Reckon Training2  
Check username

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.	<a href="#">Show details</a>
<input type="checkbox"/> Limited	These users can only view the contents of the book.	<a href="#">Show details</a>
<input type="checkbox"/> No access		<a href="#">Show details</a>
<input type="checkbox"/> Sales Person	Sales Person role	<a href="#">Show details</a>
<input checked="" type="checkbox"/> Superuser	These users have full access to Reckon One, except they cannot edit other users' personal details.	<a href="#">Show details</a>

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.

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

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 type="checkbox"/> View	<input type="checkbox"/> Create and edit	<input type="checkbox"/> Delete	<input 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 type="checkbox"/> Create and edit	<input checked="" type="checkbox"/> Delete	
● SuperStream	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> View	<input type="checkbox"/> Create and edit	<input checked="" type="checkbox"/> Delete	
● Payroll Payments	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> View	<input 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 type="checkbox"/> Create and edit	<input type="checkbox"/> Delete	
● Payroll Settings	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> View	<input type="checkbox"/> Create and edit	<input checked="" type="checkbox"/> Delete	



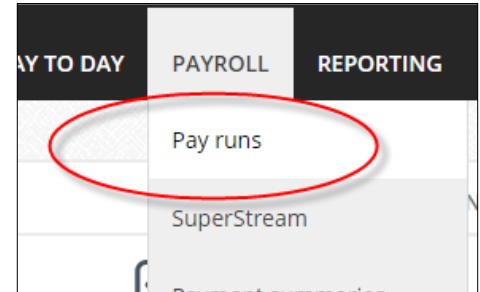
## Process a Pay Run

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**

[Cancel](#) [Create 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					
All	Unpaid	Paid	Show/hide columns		Add
<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

Click on the Payrun to view the details.

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

Pay run name	Monthly Standard 31/03/2016					
Payment date*	15/03/2016 <input type="button" value="Calendar"/>					
1 employees in this pay run						
Employee name	Earnings & leave	Allowances	Gross earnings	Tax	Super	Net pay
Renee Herbert	7,916.67	1.25	7,125.00	1,777.00	752.08	5,344.25 
<b>Pay run total</b>	<b>Earnings &amp; leave \$7,916.67</b>	<b>Allowances \$1.25</b>	<b>Gross earnings \$7,125.00</b>	<b>Tax \$1,777.00</b>	<b>Super \$752.08</b>	<b>Net pay \$5,344.25</b>

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

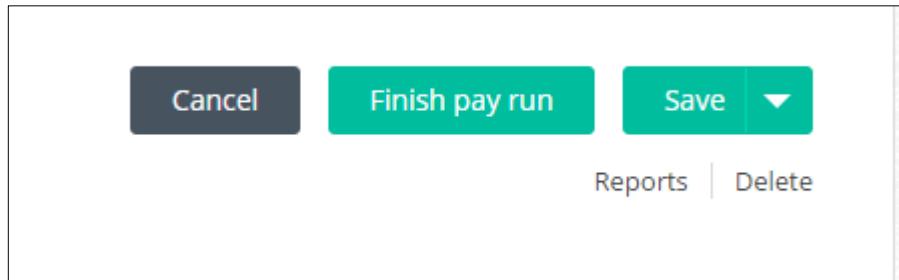
Employee name	Renee Herbert <input type="button" value="▼"/>	Pay frequency	Monthly	Print	Send via email																																																													
Pay start date	01/03/2016 <input type="button" value="Calendar"/>																																																																	
Pay end date	31/03/2016 <input type="button" value="Calendar"/>																																																																	
<b>EARNINGS &amp; LEAVE</b>																																																																		
<table border="1"> <thead> <tr> <th>Pay item</th> <th>Qty</th> <th>Rate</th> <th>Date from</th> <th>Date to</th> <th>Customer</th> <th>Cashout</th> <th>Amount</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Salary</td> <td>164.67</td> <td>\$48.0759</td> <td>28 Feb 2016</td> <td>29 Mar 2016</td> <td></td> <td></td> <td>\$7,916.67</td> <td>\$7,916.67 </td> </tr> <tr> <td>Annual leave</td> <td>15</td> <td>\$56.4892</td> <td>23 Mar 2016</td> <td>24 Mar 2016</td> <td></td> <td></td> <td>\$847.34</td> <td>\$847.34</td> </tr> <tr> <td colspan="6" style="text-align: right;"><b>Total</b></td><td></td><td><b>\$8,764.01</b></td><td><b>\$8,764.01</b></td></tr> <tr> <td colspan="6"> <input type="button" value="Add new row"/> </td><td></td><td></td><td></td></tr> <tr> <td colspan="7"> <table border="1"> <tr> <td>Earnings &amp; leave \$8,764.01</td> <td>Allowances &amp; reimbursements \$1.25</td> <td>Deductions &amp; other super \$796.67</td> <td>Tax \$2,106.00</td> <td>Company summary \$752.08</td> <td>Gross total \$7,972.34</td> <td>Net total \$5,862.59</td> </tr> </table> </td><td></td><td></td></tr> </tbody> </table>						Pay item	Qty	Rate	Date from	Date to	Customer	Cashout	Amount	YTD	Salary	164.67	\$48.0759	28 Feb 2016	29 Mar 2016			\$7,916.67	\$7,916.67 	Annual leave	15	\$56.4892	23 Mar 2016	24 Mar 2016			\$847.34	\$847.34	<b>Total</b>							<b>\$8,764.01</b>	<b>\$8,764.01</b>	<input type="button" value="Add new row"/>									<table border="1"> <tr> <td>Earnings &amp; leave \$8,764.01</td> <td>Allowances &amp; reimbursements \$1.25</td> <td>Deductions &amp; other super \$796.67</td> <td>Tax \$2,106.00</td> <td>Company summary \$752.08</td> <td>Gross total \$7,972.34</td> <td>Net total \$5,862.59</td> </tr> </table>							Earnings & leave \$8,764.01	Allowances & reimbursements \$1.25	Deductions & other super \$796.67	Tax \$2,106.00	Company summary \$752.08	Gross total \$7,972.34	Net total \$5,862.59		
Pay item	Qty	Rate	Date from	Date to	Customer	Cashout	Amount	YTD																																																										
Salary	164.67	\$48.0759	28 Feb 2016	29 Mar 2016			\$7,916.67	\$7,916.67 																																																										
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Earnings & leave \$8,764.01	Allowances & reimbursements \$1.25	Deductions & other super \$796.67	Tax \$2,106.00	Company summary \$752.08	Gross total \$7,972.34	Net total \$5,862.59																																																												

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.

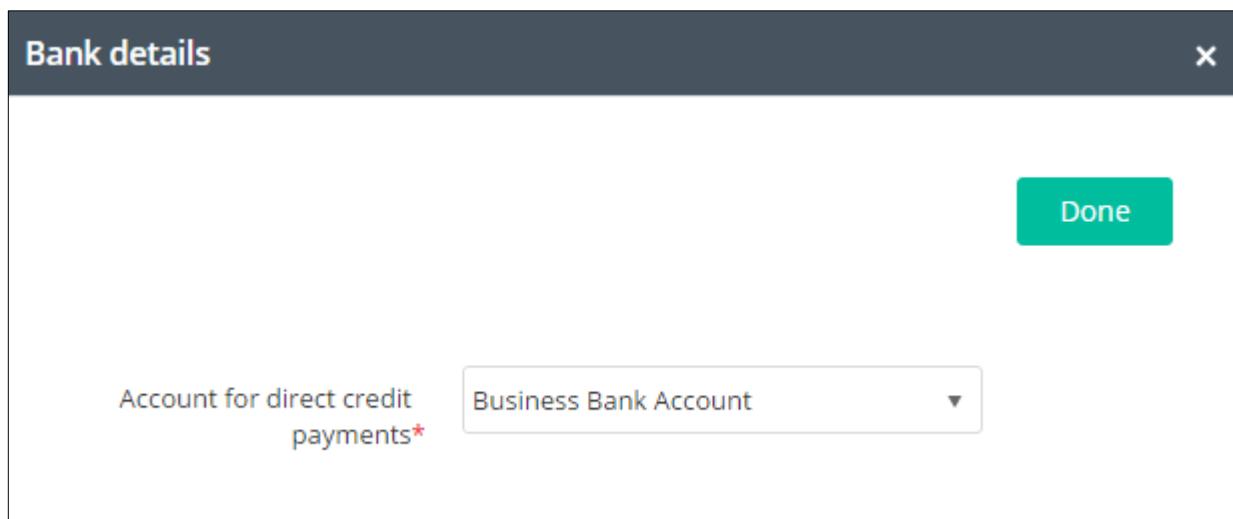
Once finished click *Back to Payrun*.

[Print](#)
[Send via email](#)

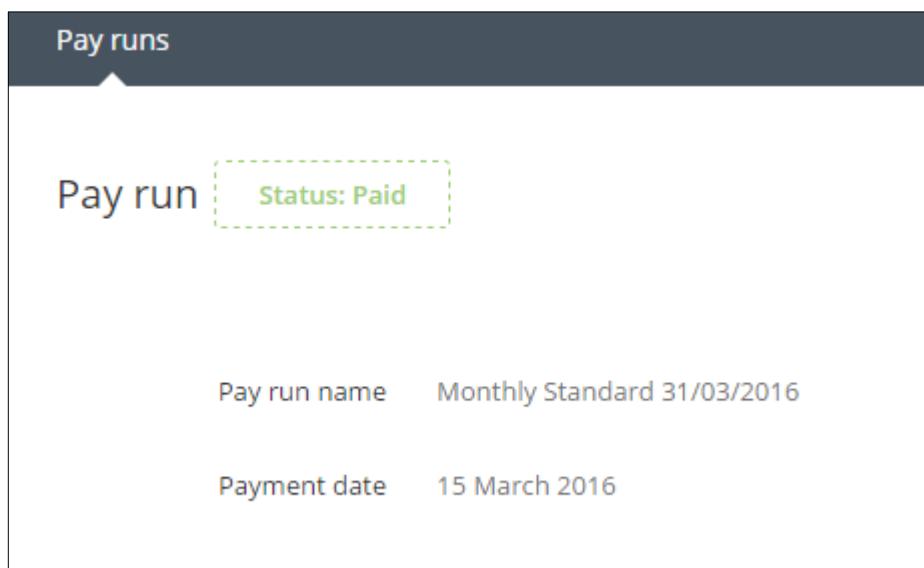
Once all changes have been made click *Finish Payrun*.



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



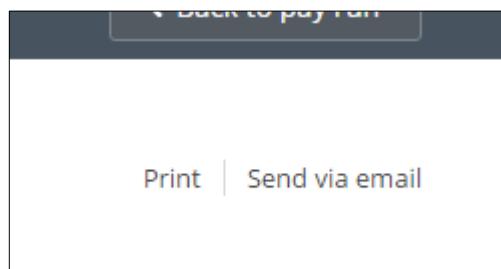
The status of the Payrun will change from Unpaid to Paid and payments can now be processed from your bank account.



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 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.

<b>Renee Herbert</b>		<b>Reckon Ltd</b> Level 12 65 Berry Street North Sydney NSW ABN: 14 003 348 730	
<b>EMPLOYEE DETAILS</b>		<b>PAY DETAILS</b>	
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
<b>PAY ITEMS</b>			
		Rate	Quantity
Salary		48.0759	164.67
Annual leave		56.4892	15.00
Travel allowance		1.2500	1.00
Gross			\$ 8765.26
PAYG tax			-\$ 2106.00
Social club		5.0000	1.00
Salary sacrifice for super - AustralianSuper		10.00 %	-\$ 791.67
<b>NET PAY</b>			\$ 5862.59
<b>SUPERANNUATION</b>			
		Rate	This Pay
Super guarantee - AustralianSuper		9.50 %	\$ 752.08
<b>LEAVE</b>			
Hours			
Annual leave		75.00	
Sick leave		60.00	

Send via email

To\*

Subject\*

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

All Processing Sent Failed Show/hide columns

Sent on	Type	Sent to	Subject	Status
5 May 2016	Payslip	:@reckon.com	Payslip	● Processing
5 May 2016	Payslip	t@reckon.com	Payslip	● Sent

Showing: 10 rows **Page 1 of 1**

# 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 adjustment	
ALLOCATE THIS MONEY TO AN EXISTING TRANSACTION			
Make payment			
Date	ID	Type	Total amount
Da	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	<input checked="" type="checkbox"/>
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			
Date	ID	Type	Total amount
14 Mar 2016	00008	Journal entry payables	2,106.00 2,106.00
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.

<a href="#">Close</a>	<a href="#">Save &amp; close</a>
Bank Account ▾	

## SuperStream

### NAB Super Pay

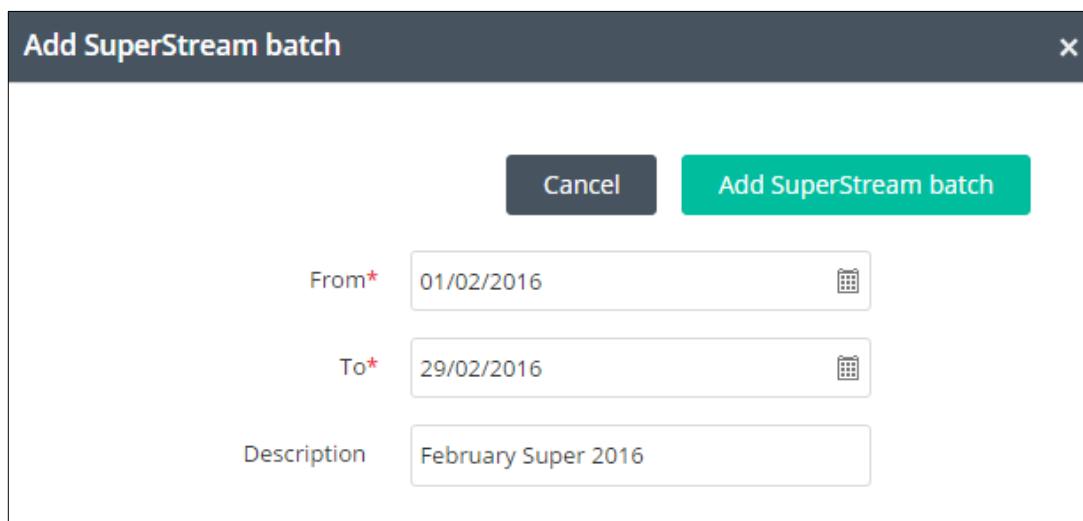
Reckon One has partnered with NAB to make your SuperStream compliance super easy with one click solution. This is available on the Medium level of Payroll which gives you full integration with NAB.

- 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

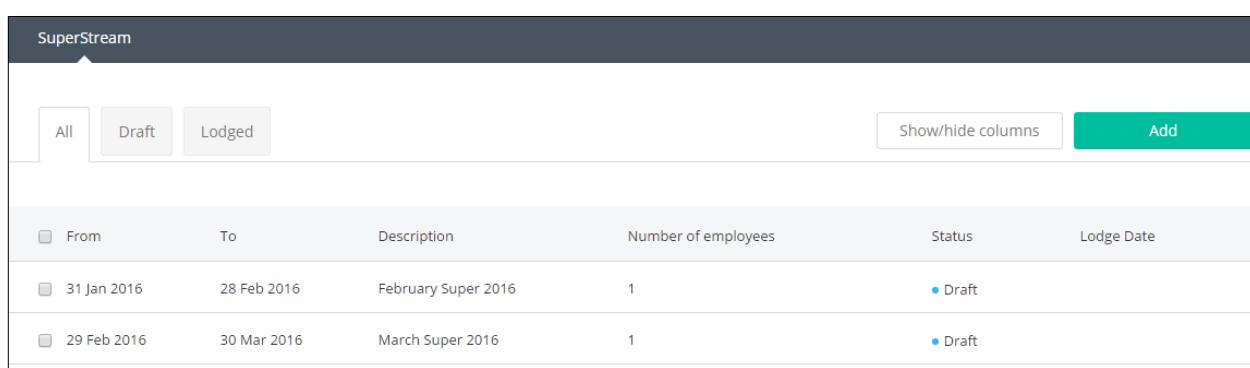
From the *Payroll* drop down menu, select *SuperStream*, click on the *Add* button to create a SuperStream Batch.

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



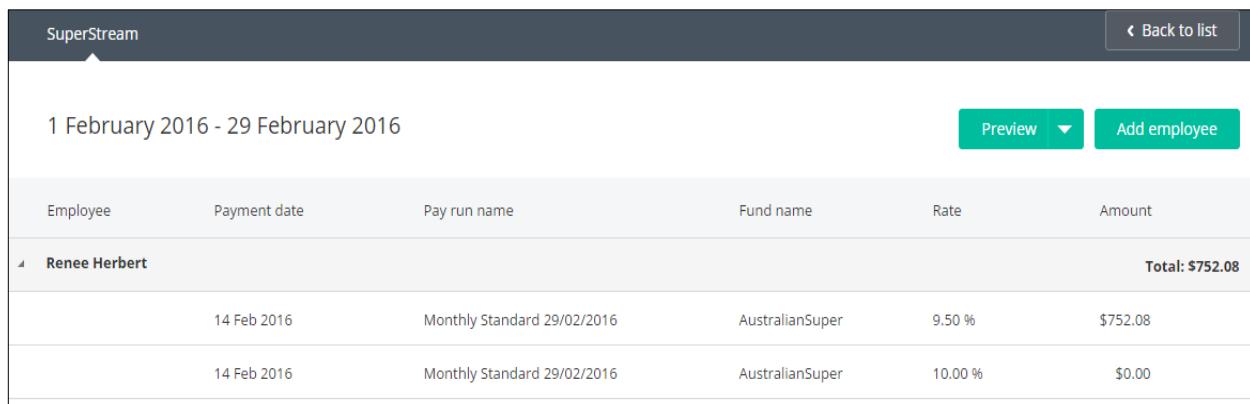
The dialog box has a dark header with the title 'Add SuperStream batch'. At the top right are 'Cancel' and a green 'Add SuperStream batch' button. Below are three input fields: 'From\*' with the value '01/02/2016' and a calendar icon; 'To\*' with the value '29/02/2016' and a calendar icon; and a 'Description' field with the value 'February Super 2016'.

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



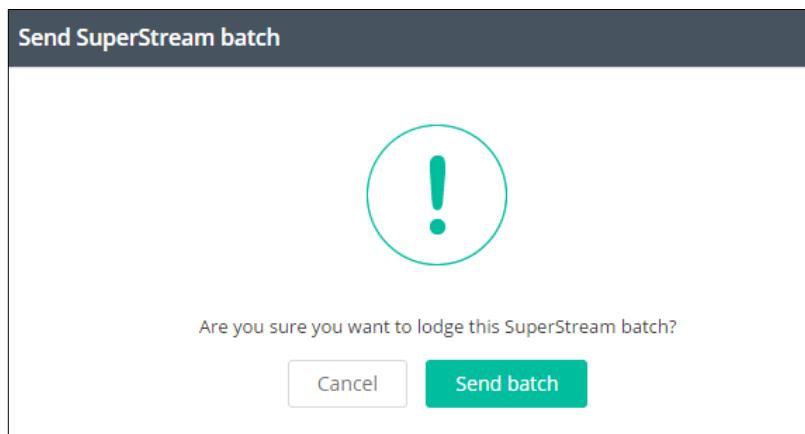
From	To	Description	Number of employees	Status	Lodge Date
31 Jan 2016	28 Feb 2016	February Super 2016	1	Draft	
29 Feb 2016	30 Mar 2016	March Super 2016	1	Draft	

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.



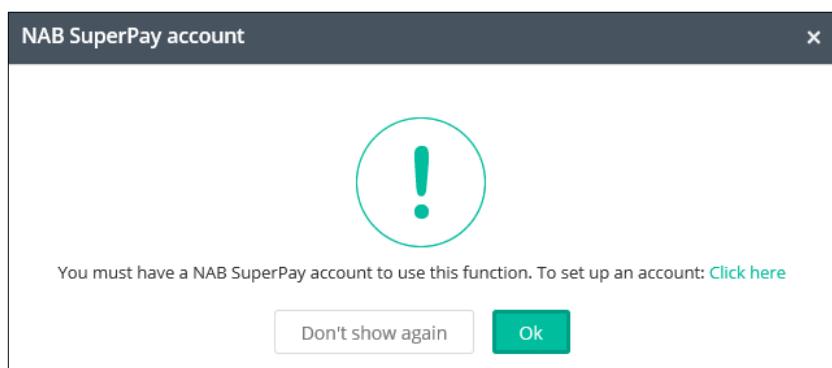
Employee	Payment date	Pay run name	Fund name	Rate	Amount
▲ Renee Herbert					<b>Total: \$752.08</b>
	14 Feb 2016	Monthly Standard 29/02/2016	AustralianSuper	9.50 %	\$752.08
	14 Feb 2016	Monthly Standard 29/02/2016	AustralianSuper	10.00 %	\$0.00

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.



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.

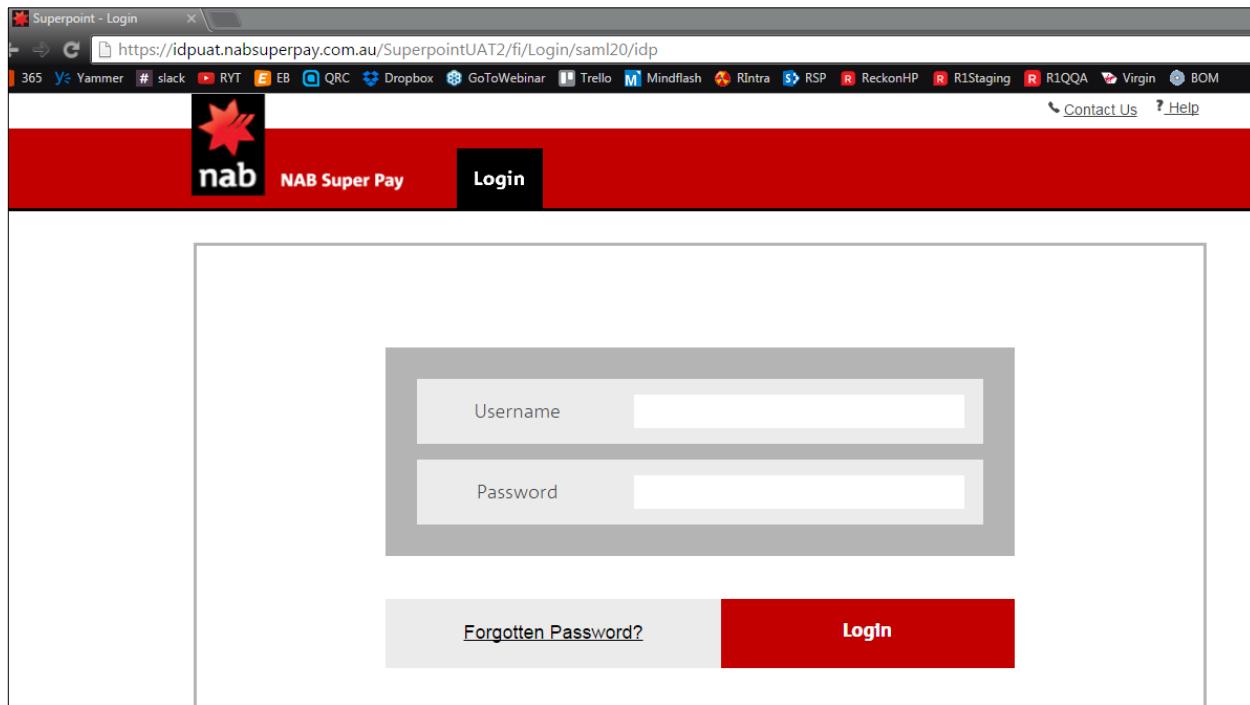
If you don't have a NAB SuperPay account you will see this message.



Alternatively you can sign up prior via this address –

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

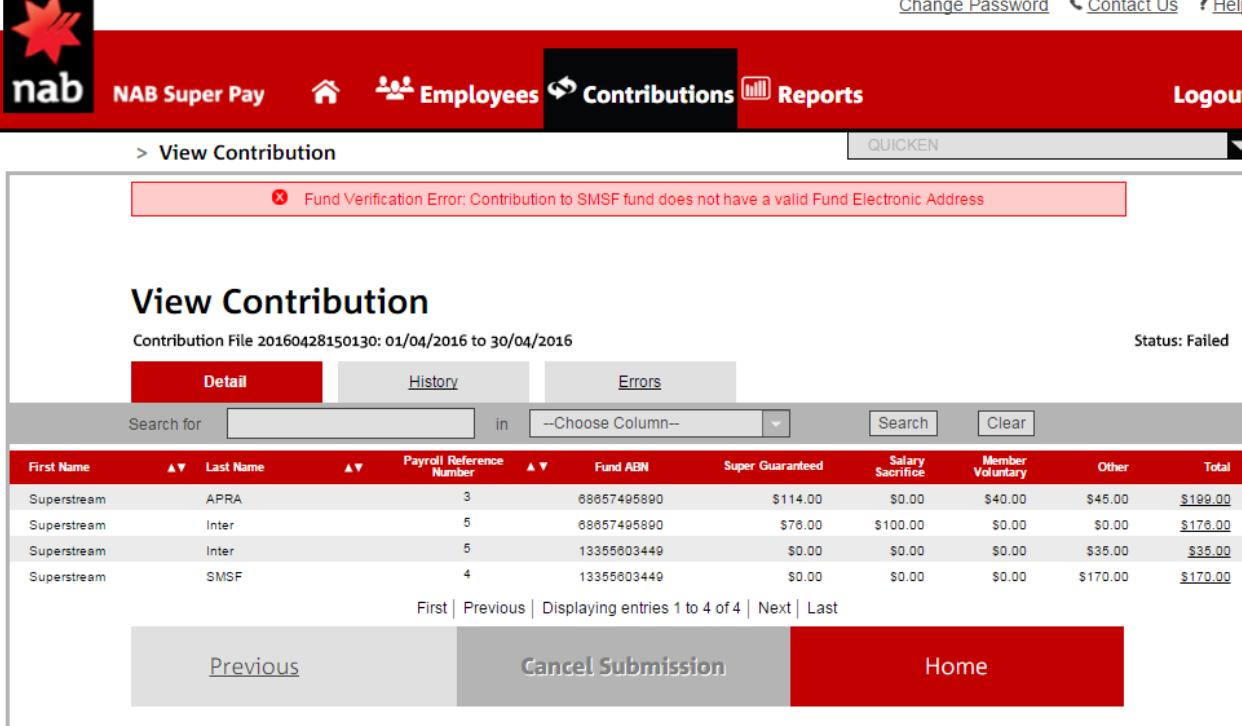
Once you have lodged the batch you can log into NAB SuperPay and manage the payments before approving. Log into portal – check payments and approve to disperse.



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.

A screenshot of the NAB Super Pay home page. The top navigation bar includes 'NAB Super Pay', 'Employees', 'Contributions', 'Reports', and 'Logout'. A dropdown menu is open under 'Reports' with 'QUICKEN' selected. The main content area is divided into several sections: 'Welcome' (last login on 04th May 2016), 'Action' (Approve 20160428154927), 'Status' (Submitted 20160428154927, Failed 20160428153427, Failed 20160428151927, Failed 20160428150130), 'Reports' (0 No. Employees, 0 Contributions Processed From July 1 2015), and a large red placeholder area for reports.

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. The top navigation bar includes links for 'Change Password', 'Contact Us', 'Help', 'Logout', 'NAB Super Pay', 'Employees', 'Contributions', and 'Reports'. A 'QUICKEN' button is also present. The main content area is titled 'View Contribution' and displays a table of contributions. A red error message box at the top states: 'Fund Verification Error: Contribution to SMSF fund does not have a valid Fund Electronic Address'. The table shows the following data:

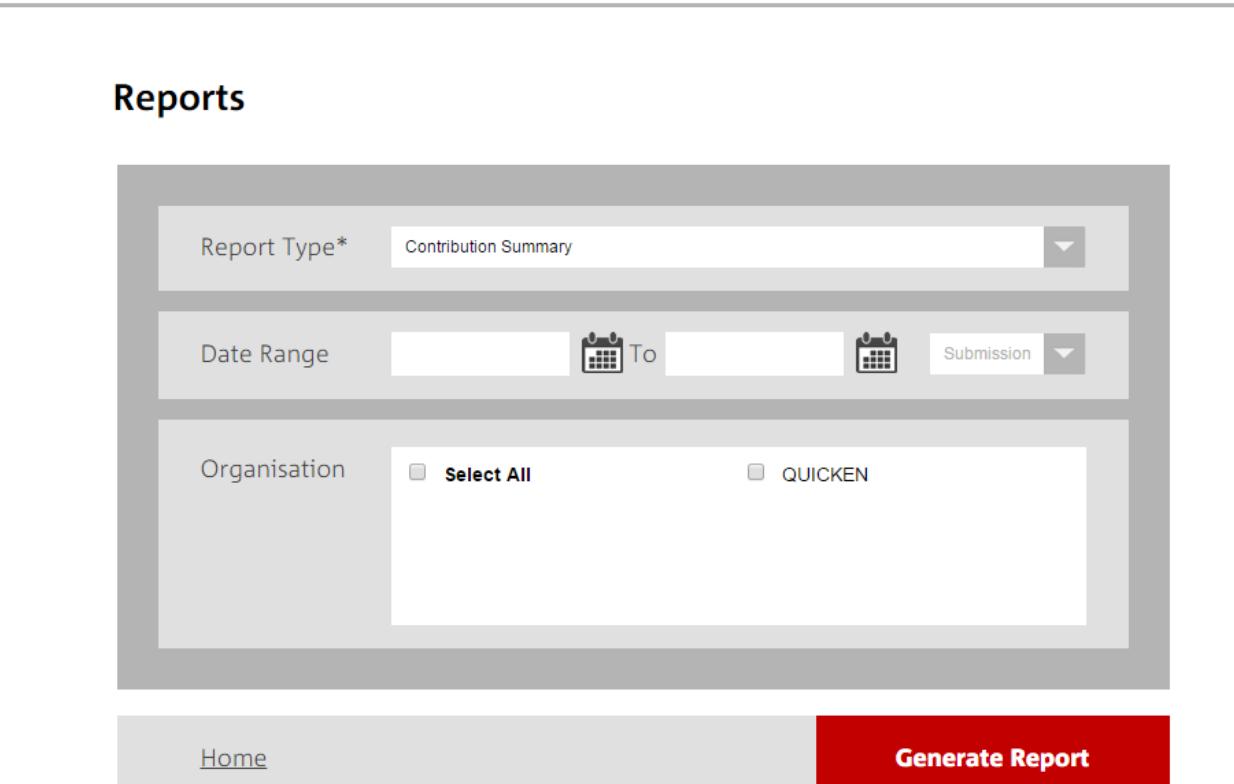
First Name	Last Name	Payroll Reference Number	Fund ABN	Super Guaranteed	Salary Sacrifice	Member Voluntary	Other	Total
Superstream	APRA	3	68657495890	\$114.00	\$0.00	\$40.00	\$45.00	\$199.00
Superstream	Inter	5	68657495890	\$76.00	\$100.00	\$0.00	\$0.00	\$176.00
Superstream	Inter	5	13355803449	\$0.00	\$0.00	\$0.00	\$35.00	\$35.00
Superstream	SMSF	4	13355803449	\$0.00	\$0.00	\$0.00	\$170.00	\$170.00

Below the table, status information indicates 'Status: Failed'. Navigation links include 'First', 'Previous', 'Displaying entries 1 to 4 of 4', 'Next', and 'Last'. At the bottom are buttons for 'Previous', 'Cancel Submission', and 'Home'.

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 disbursement

You can even run reports from here.



The screenshot shows the 'Reports' page. It includes fields for 'Report Type\*' (set to 'Contribution Summary'), 'Date Range' (with start and end date pickers and a 'Submission' dropdown), and 'Organisation' (with checkboxes for 'Select All' and 'QUICKEN'). At the bottom are 'Home' and 'Generate Report' buttons.

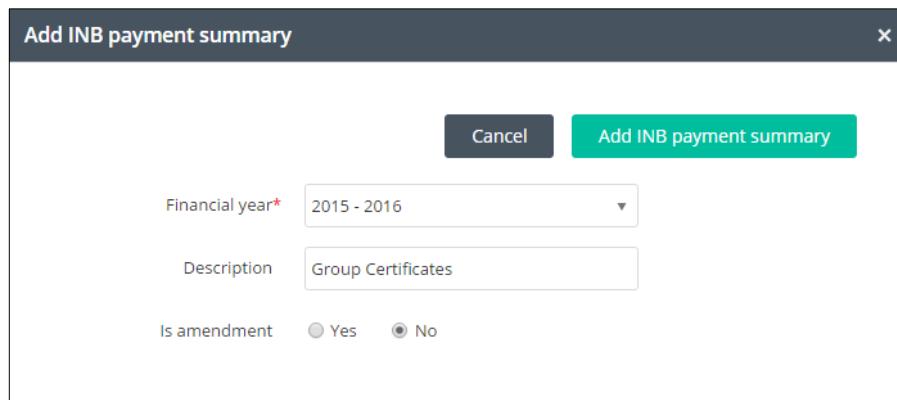
## PAYG Summaries

### 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.



Add INB payment summary

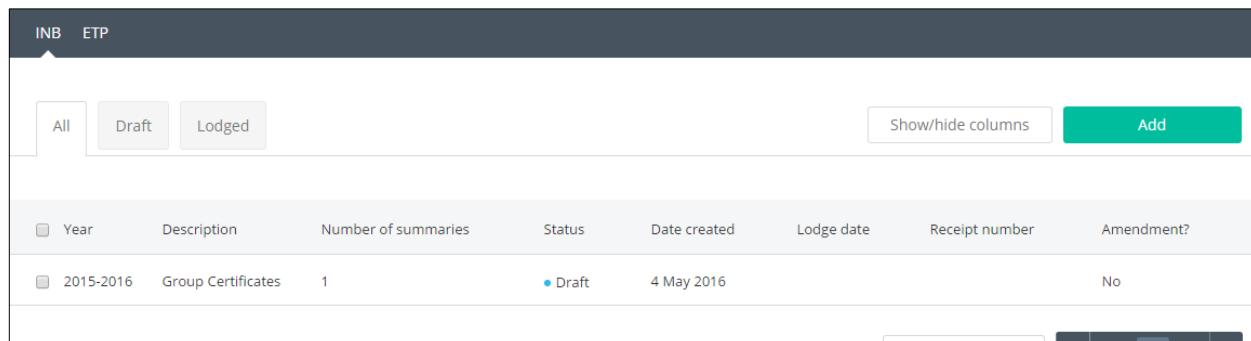
Cancel Add INB payment summary

Financial year\* 2015 - 2016

Description Group Certificates

Is amendment  Yes  No

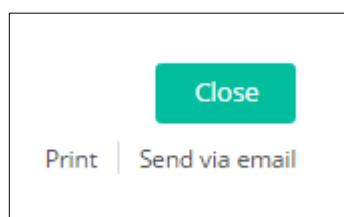
Click on the payment summary item to open the properties.



Year	Description	Number of summaries	Status	Date created	Lodge date	Receipt number	Amendment?
2015-2016	Group Certificates	1	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.



## 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.

	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 \$ <input type="text"/>	<input type="checkbox"/>
CDEP payments	\$ <input type="text"/>	B \$ <input type="text"/>	<input type="checkbox"/>
Reportable fringe benefits amount FBT year 1 April to 31 March	\$ <input type="text"/>	D \$ <input type="text"/>	<input type="checkbox"/>
Reportable employer superannuation contributions	\$ 791	E \$ <input type="text"/>	<input type="checkbox"/>
Total allowances	\$ <input type="text"/>	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 a 'Favourites' sidebar on the left with a heart icon. Below it is a list of report categories: Payroll, Financial, Tax, Customers, Suppliers, Analytics, Lists, Advisor, and Time and expenses. To the right are two report cards: 'PROFIT AND LOSS' and 'PAYROLL SUMMARY'. Each card has a heart icon, a description, and a 'Generate' button.

Report	Description	Action
PROFIT AND LOSS	This shows income vs expenditure for a given period.	Generate
PAYROLL SUMMARY	The payroll summary report shows totals for employees for selected pay runs	Generate

Payroll has its own tab.

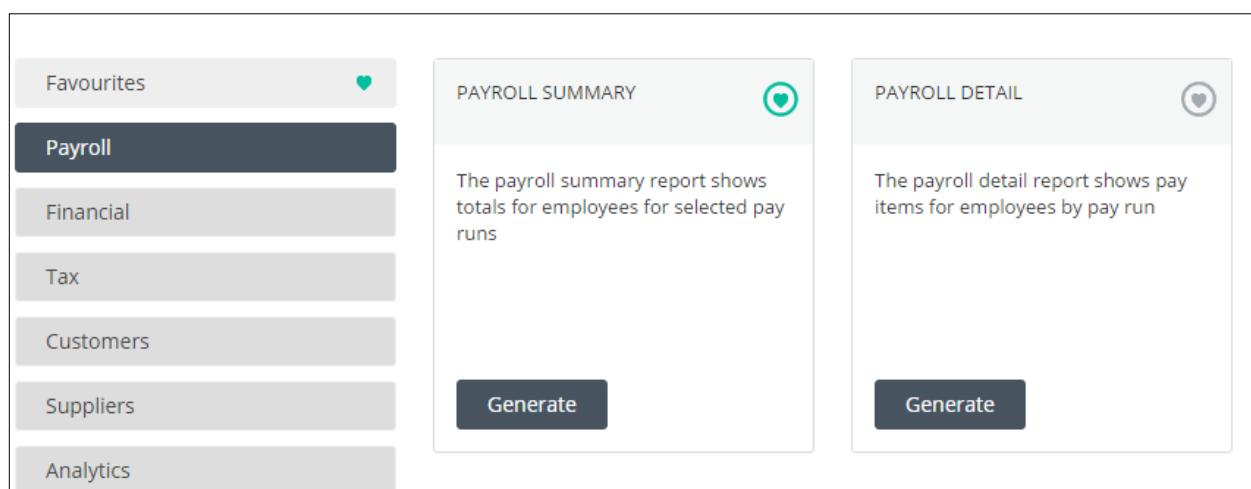
The screenshot shows a 'Favourites' sidebar on the left with a heart icon. Below it is a list of report categories: Payroll, Financial, Tax, Customers, Suppliers, and Analytics. The 'Payroll' category is highlighted with a dark grey bar. To the right are two report cards: 'PAYROLL SUMMARY' and 'PAYROLL DETAIL'. Each card has a heart icon, a description, and a 'Generate' button.

Report	Description	Action
PAYROLL SUMMARY	The payroll summary report shows totals for employees for selected pay runs	Generate
PAYROLL DETAIL	The payroll detail report shows pay items for employees by pay run	Generate

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  Refresh

Pay runs  All  Selected Show more options

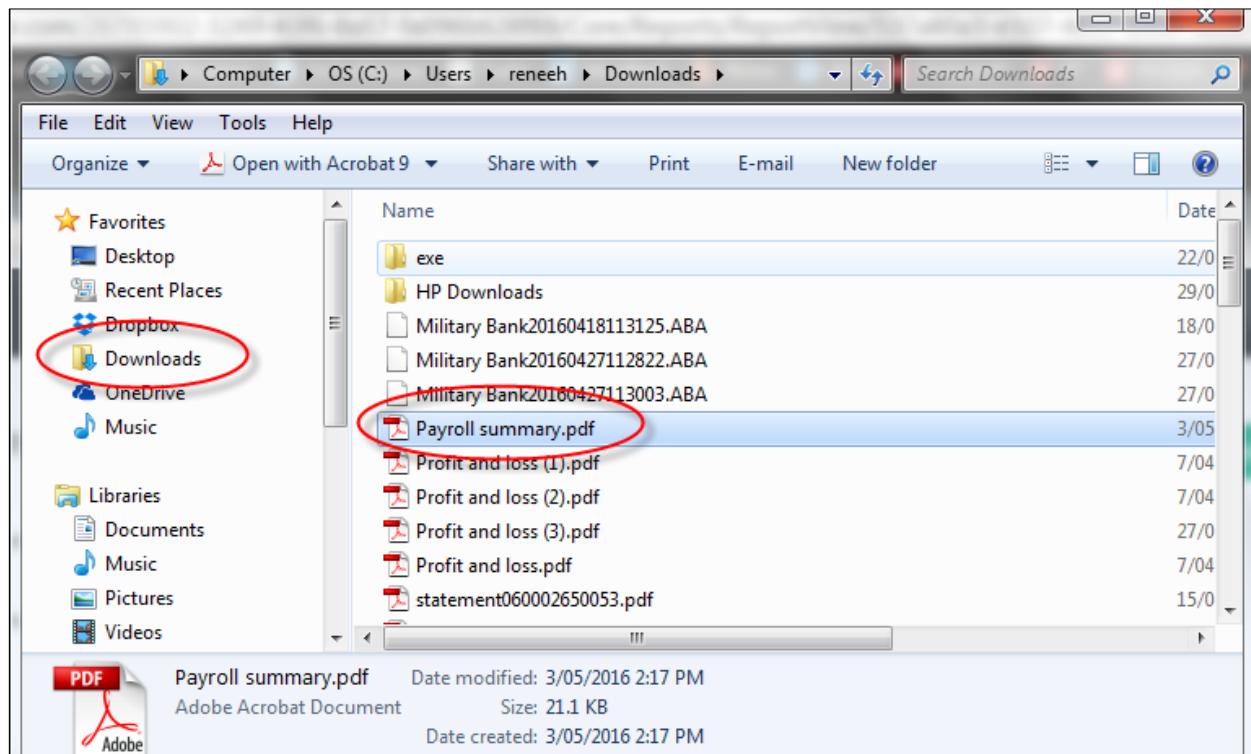
**Payroll summary**  
Reckon Ltd  
For the year ending 30 June 2016

EMPLOYEE	EARNINGS &		TAXABLE LEAVE 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	
<b>PAY TOTAL</b>	<b>\$8,764.01</b>	<b>\$0.00</b>	<b>\$791.67</b>	<b>\$7,972.34</b>	<b>\$2,106.00</b>	<b>\$1.25</b>	<b>\$5.00</b>	<b>\$5,862.59</b>	

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

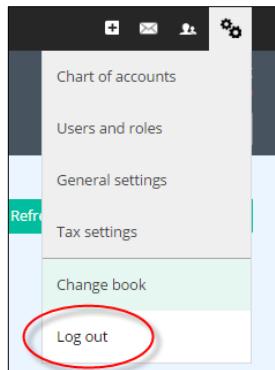


The report will download, once completed click the drop down arrow and select to open from within the browser or from your computers *Downloads* folder. You can double click on the report from the folder and launch it from there.



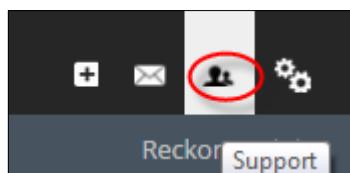
## Logging Out

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



## Support

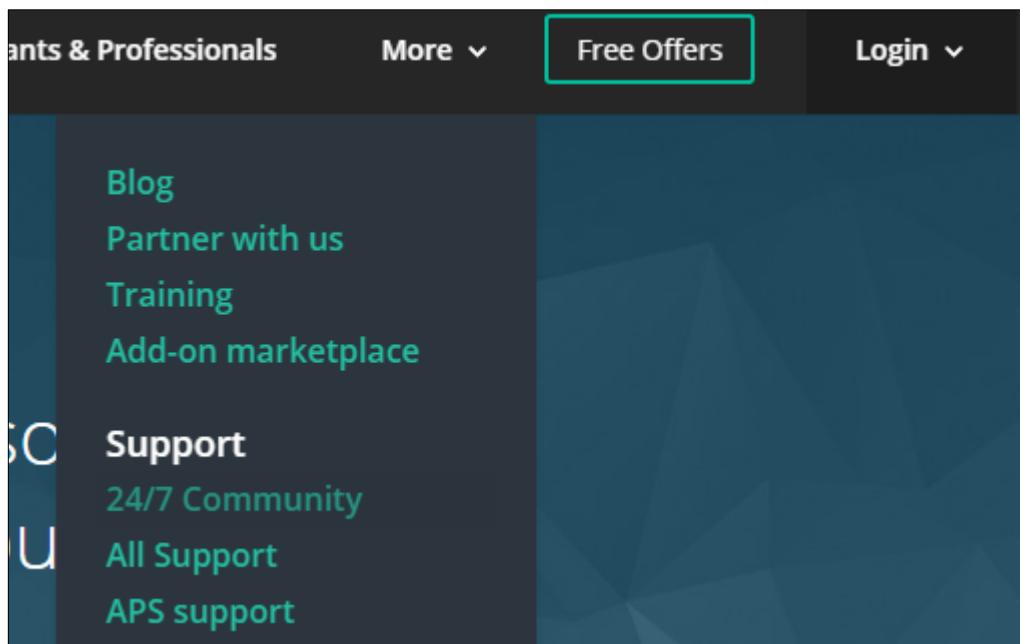
You can access support from within Reckon One by clicking on the *Support* icon.



This will take you to the Contact Us page.

A screenshot of the 'SUPPORT' page. The page is titled 'SUPPORT' at the top. Below the title, there is a section titled 'Contact us' with the following options: 'Ask the Reckon Community a question', 'Ask the support team a question', 'Ask the sales team a question', 'Submit a product suggestion', 'Reckon One user guide', and 'Contact us'. At the bottom of the page, there is a section titled 'Product information' with the following details: 'Reckon One', '2.0.1.28760', and 'Copyright © Reckon Limited 2015'.

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.

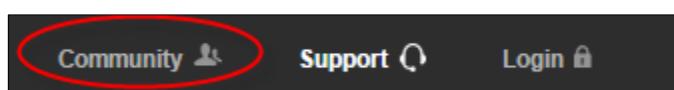


You can select *One* from the software options and access FAQ and suggestions or post your own question.

A screenshot of the Reckon One FAQ page. The title is 'Top FAQ's, ideas and problems'. Below it, a sub-instruction says 'Select your Reckon product below to see if we can address your question immediately.' A row of buttons for 'General', 'One' (which is circled in red), 'Hosted', 'Accounts', and 'POS' is shown. Below this is a search bar with 'Ask a question about Reckon One' and an 'Ask &gt;' button. Two columns of links are provided: 'Frequently asked questions (see more)' with links to bank feed requests, recurring transactions, customisable invoices, Windows compatibility, and PayPal feed facilities; and 'Top ideas under consideration (see more)' with links to mobile time sheet add-ons for plumbers, electrical contractors, and tradesmen; sugarCRM/suiteCRM usage; and invoice app add-ons for desktop and hosted accounts.

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

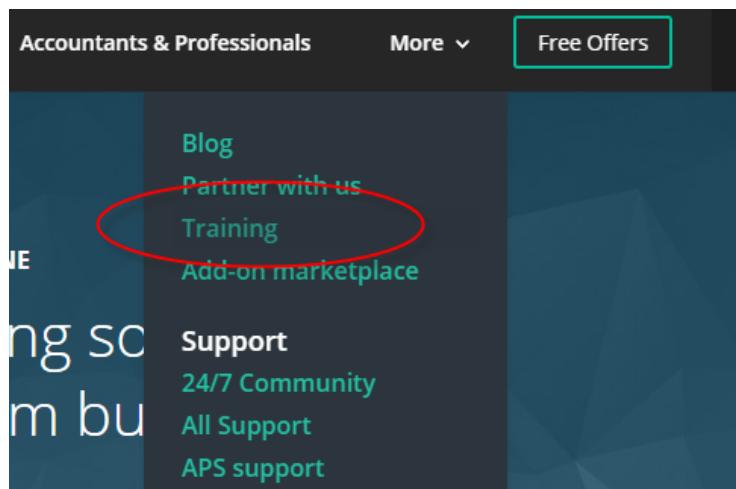
Click on the *Community* icon at the top of the page to navigate to the *Community* page.



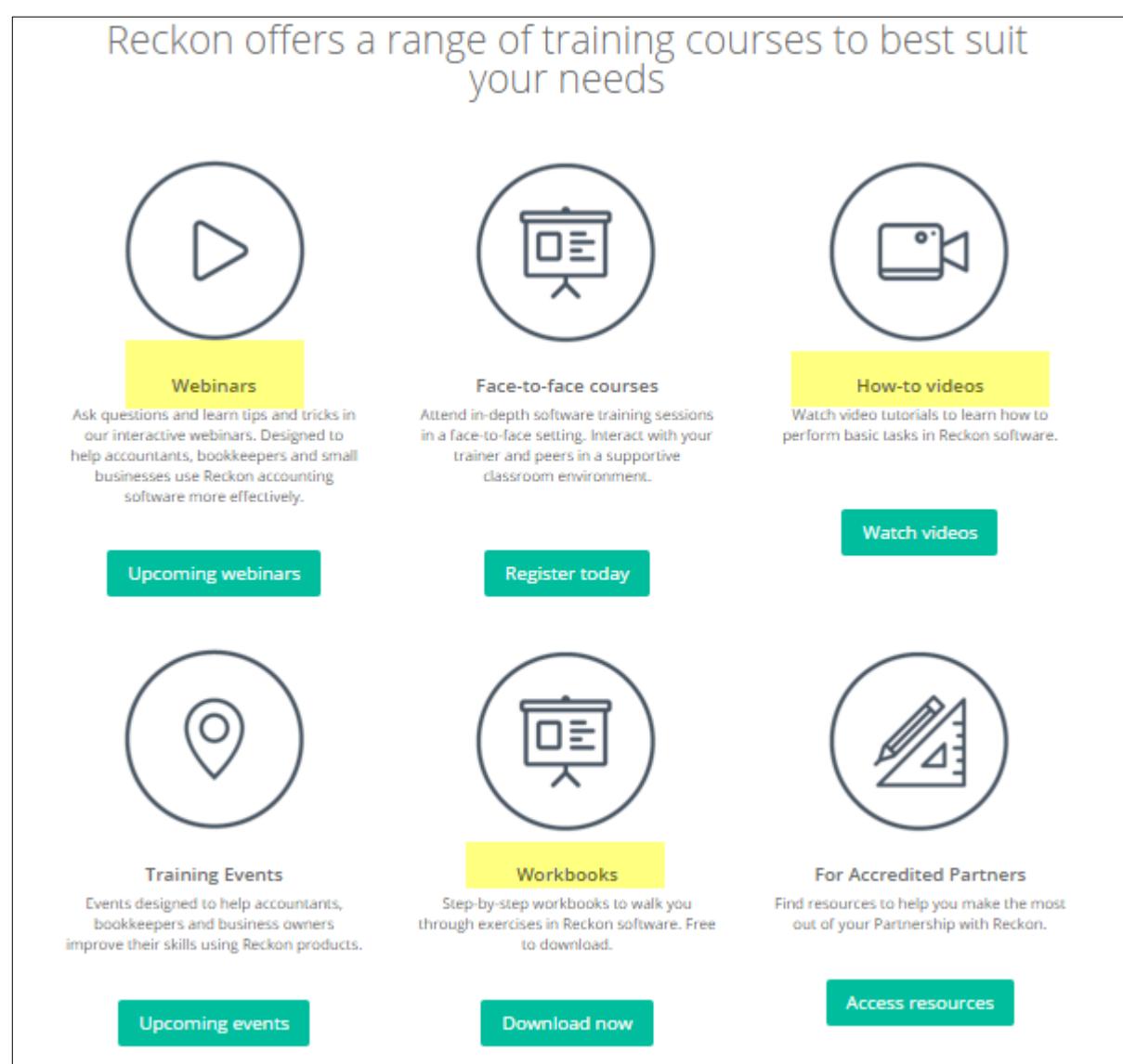
You can join for free and manage your email preferences easily, just click the Register link and follow the prompts.

## 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.



The screenshot shows the top navigation bar of the Reckon website. It includes a 'Accountants & Professionals' link, a 'More' dropdown menu, and a 'Free Offers' button. The 'More' menu is open, displaying several options: 'Blog', 'Partner with us', 'Training' (which is circled in red), 'Add-on marketplace', 'Support', '24/7 Community', 'All Support', and 'APS support'.



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

**Webinars**  
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.

**Upcoming webinars**

**Face-to-face courses**  
Attend in-depth software training sessions in a face-to-face setting. Interact with your trainer and peers in a supportive classroom environment.

**Register today**

**How-to videos**  
Watch video tutorials to learn how to perform basic tasks in Reckon software.

**Watch videos**

**Training Events**  
Events designed to help accountants, bookkeepers and business owners improve their skills using Reckon products.

**Upcoming events**

**Workbooks**  
Step-by-step workbooks to walk you through exercises in Reckon software. Free to download.

**Download now**

**For Accredited Partners**  
Find resources to help you make the most out of your Partnership with Reckon.

**Access resources**



## 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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