Setting preferences for payroll

Where to find these preferences ▣

1. Go to the **Edit** menu and click **Preferences**.
2. In the **Preferences** window, click **Payroll & Employees** in the list on the left.
3. Click the **Company Preferences** tab.

Company-wide preferences

These affect all users. Only the Reckon Accounts Administrator can change them.

Reckon Payroll Features ▣

Determines which payroll features are turned on in Reckon Accounts.

- **Full payroll:** Select this option if you are currently using or plan to use Reckon Accounts for your payroll but plan the payroll features in Reckon Accounts. You'll be able to:

  - Process and print pay cheques.
  - Create payroll reports.
  - Track and pay your payroll-related liabilities.

- **No payroll:** Select this option if you don't have payroll, or if you do not plan to integrate your payroll data into Re Reckon Accounts. (**Note:** If you have previously entered payroll information, the payroll data will remain in your R an outside payroll service. Reckon recommends this option.

Pay slip and Voucher Printing ▣

Use this window to adjust your preferences for printing or emailing pay slips. The Payroll Printing Preferences window print on your vouchers or pay slips, or display on pay slips when you send them via email (as PDF attachments) to emp display on your pay cheques and/or pay slips.

Pay slips and vouchers

- **Print holiday used and holiday available**. Select this option to print an employee's used and available holiday
- **Print personal leave used and personal available**. Select this option to print personal leave used and persona
- **Print Other 1 used and Other 1 available**. Select this option to print Other 1 leave used and Other 1 leave ava defined variable)
- **Print Other 2 used and Other 2 available**. Select this option to print Other 2 leave used and Other 2 leave ava defined variable)
- **Hours for salaried employees.** Select this option to print hours worked for salaried employees.
- **Standard font size.** Select this option to print the pay cheque details in a standard font size.
- **Large font size.** Select this option to print the pay cheque details in a larger font size.

Pay slips only

- **Print Employment Status**. Select this option to print the employment status as specified in Position Details.
- **Print Agreement**. Select this option to print employment award agreement details specified in Position Details.
- **Print Classification**. Select this option to print an employee's award classification as specified in Position Details.

Vouchers only

- **Print employee address.** Select this option to print the employee's address on the voucher portion of each pay
- **Print company address**. Select this option to print your company address on the voucher portion of each pay sli
- **Print pay period in cheque memo**. Select this option to print the pay period dates in the Memo line of each pay

Enable SuperLink ▣ (Australia only)

This option must be selected for all SuperLink users. When this is selected, the **Product ID** button will be activated in the Employee's Super Details screen.

Copy last pay cheque earnings when creating new one. ▣

Determines if Reckon Accounts copies earnings items, their rates, and hours from your employees' previous pays onto

Benefits of using this preference

- If your employees' hours usually do not change from pay to pay, this preference saves you the trouble of having t
- If you track pay expenses by Customer:Job or by class, this preference saves you the trouble of having to re-crea

What happens when you select this preference

- Reckon Accounts automatically carries forward earnings items, their rates, and the hours from the previous pay.

  Important: If you change an employee's pay rate on their employee record, you will also have to make the chang turned on. Reckon Accounts does not transfer the new rate to the new pay; instead, it carries forward the old rate

- Reckon Accounts also carries forward any Annual or Personal leave payroll items from the previous pay

Recall quantity field on pay cheques ▤

Determines whether Reckon Accounts automatically carries forward quantities from the pay cheques with the biggest t

Select this option when you have a fixed quantity that recurs from pay cheque to pay cheque and you want this quanti

If you select "Recall quantity field on pay cheques", Reckon Accounts carries forward quantities for all payroll items tha

Restriction: To carry the quantity forward to the next pay cheque, the item must be on the employee record.

Where to find this preference:

1. Open the Payroll and Employees preferences. ▤

   1. Go to the **Edit** menu and click **Preferences**.
   2. In the **Preferences** window, click **Payroll & Employees** in the list on the left.
   3. Click the **Company Preferences** tab.

Job Costing, Class & Item tracking for pay cheque expenses ▤

Note: The wording of this option varies according to whether you have enabled class tracking, time tracking, or both.

This preference lets you track payroll costs by job, class, or service item.

What happens when you select this option

- Reckon Accounts prorates company-paid taxes by your jobs, classes, and/or service items, using the ratios it deriv

- When you create or edit payroll items that are additions or company contributions, Reckon Accounts displays a ch

    Example ⊞

    After you turn on this preference, go to the Employees menu and click Payroll Item list. Select any addition and cor

Bonus (one-time cash award)	Bonus
Payroll Item ▾	Activities ▾
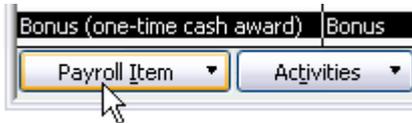
Tracking payroll costs by class

- You need to turn on class tracking in order to job cost by class.

- You can set a preference ⊟ to assign a class either to an entire payment or to individual earnings items.

    Reckon Accounts displays this option if you have class tracking turned on.

    Determines if Reckon Accounts assigns one class to an entire pay, or a separate class to each payroll item that a

    Entire pay: Click this option to have Reckon Accounts assign a class you specify to all payroll expenses, includin

    Earnings item: Click this option to have Reckon Accounts add a Class column to the Earnings section of the **Pre**

    If you select this option, Reckon Accounts also assigns classes to any additions or company contributions on emp

    Where to find this preference:

    Open the payroll and employees preferences. ⊟

    1. Go to the **Edit** menu and click **Preferences**.
    2. In the **Preferences** window, click **Payroll & Employees** in the list on the left.
    3. Click the **Company Preferences** tab.

- The assigned amounts show up in the Profit & loss by class report to give you a more complete picture of how mu

Effect on existing transactions

Turning on this option does not affect existing transactions.

Where to find this preference:

Open the payroll and employees preferences. ⊟

1. Go to the **Edit** menu and click **Preferences**.
2. In the **Preferences** window, click **Payroll & Employees** in the list on the left.
3. Click the **Company Preferences** tab.

Assign one class per ⊟ (appears when class tracking is enabled)

Reckon Accounts displays this option if you have class tracking turned on.

Determines if Reckon Accounts assigns one class to an entire pay, or a separate class to each payroll item that appears

Entire pay: Click this option to have Reckon Accounts assign a class you specify to all payroll expenses, including com

Earnings item: Click this option to have Reckon Accounts add a Class column to the Earnings section of the **Preview**

If you select this option, Reckon Accounts also assigns classes to any additions or company contributions on employee

Where to find this preference:

Open the payroll and employees preferences. ▣

1. Go to the **Edit** menu and click **Preferences**.

2. In the **Preferences** window, click **Payroll & Employees** in the list on the left.

3. Click the **Company Preferences** tab.

Display Employee List by ▣

You can set a default preference to have the Employee list display your employees by first or last name. Your employee

1. Open the Payroll and Employees preferences. ▣

    1. Go to the **Edit** menu and click **Preferences**.

    2. In the **Preferences** window, click **Payroll & Employees** in the list on the left.

    3. Click the **Company Preferences** tab.

2. Tell Reckon Accounts whether to display your Employee list by first name or last name.

3. Click **OK**.

Employee Defaults ▣

When you set up your employee defaults, you enter payroll information that most employees have in common, such as
the information so that you won't have to re-enter it when you set up the payroll record for an individual employee. If
individual basis whenever you need to.

Note: Any changes you make to the default setup will appear every time you enter information for a new employee.

Mark new employees as sales reps ▣

1. Add the employee.

2. Go to the **Lists** menu, choose **Customer & Supplier Profile Lists**, and then click **Sales Rep List**.

3. Click the **Sales Rep** menu button, then click **New**.

4. Click the **Sales Rep Name** drop-down list and choose the name of the new employee.

5. Click **OK** when you're finished.

Print Employee List one per page ▣

Determines whether Reckon Accounts prints each employee's payroll information on a separate page when you print y

Where to find this preference:

1. Open the Payroll and Employees preferences. ⊟

   1. Go to the **Edit** menu and click **Preferences**.
   2. In the **Preferences** window, click **Payroll & Employees** in the list on the left.
   3. Click the **Company Preferences** tab.

Calculate RESC difference for SA and/or CA payroll items ⊟ (**Note**: this option is available to Reckon Accounts Australian versions only)

If this option is turned On:

- all amounts associated with Salary Sacrifice (SS) will be sent to the RESC field in the payroll transaction every time a pay is generated;

- all amounts associated with Employer Additional (EA) will be sent to the RESC field in the payroll transaction every time a pay is generated;

- Reckon Accounts will automatically calculate the difference and add it to any existing value in the RESC field, where the employee rate or amount which appears on every paycheque is greater the then the default rates as specified for the payroll items of type SGA (SA) or Collective Agreement (CA). Please note that the rate/amount for SA or CA that shows on every employee paycheque will be the default rate/amount as specified in the Employee Super Details window unless dynamically changed when the pay is created.

If this option is turned Off:

- All amounts associated with Salary Sacrifice (SS) will be sent to the RESC field in the payroll transaction every time a pay is generated;

- All amounts associated with Employer Additional (EA) will be sent to the RESC field in the payroll transaction every time a pay is generated;

- Reckon Accounts will not automatically calculate, i.e. $0.00 will be passed to RESC where the employee rate or amount which appears on every paycheque is greater the then the default rates as specified for the payroll items of type SGA (SA) or Collective Agreement (CA)

ESCT Paid By the Employer ⊟ (**Note**: this option is available to Reckon Accounts New Zealand versions only)

If this option is turned On:

- the employer will pay the employer superannuation contribution tax (ESCT) on behalf of the employee and the amount of superannuation paid will not reduce.

If this option is turned Off:

- the employee will pay the employer superannuation contribution tax (ESCT) and the superannuation payment will be reduced as per the amount.

Super Payment Date on Payslips ⊟

In the 2011 Federal Budget the Government announced changes (as part of the Stronger Super reform package in response to the Cooper review) to payslips to give employees more information about when their Superannuation payments will be made.
This is to ensure that employers are meeting their obligations and that employees can act against employers that are not paying their superannuation payments in a more timely fashion.
This particular measure is still proposed and has not passed Federal Parliament yet. Hence it is not yet a requirement for you to include this date on payslips.

If this option is turned On:

- the **Super Payment Date** field will be available in the 'Payroll Information' section and the 'Review and Create Pay cheques' window when you pay your employees. Date fields in the Pay run will be available for input and the date will display on the payslips.

If this option is turned Off:

- the **Super Payment Date** selection will not be available when you pay your employees. Data fields in the Pay run will be hidden and the date will not display on the payslips

See also

- [Using the Payroll Centre](#)