

If you run payroll in Reckon One or Reckon Accounts, work through this list before 1 July 2026. Reckon's free clearing house is bundled with payroll subscriptions.

Pre-1 July 2026 setup checks for Reckon

- Confirm Reckon Super (Reckon's clearing house, powered by beam) is active and authorised.
How to: Reckon One: Settings → Payroll Settings → Superannuation → Register. A signatory must complete the bank-account authorisation.
- Review pay items — confirm the super classification and Single Touch Payroll Phase 2 reporting category.
How to: Settings → Pay Items → open each one → check "Include in Super Guarantee" and the Australian Taxation Office reporting category.
- Confirm every employee has a valid fund and member number on file.
How to: Payroll → Employees → Super tab. Validate the Unique Superannuation Identifier or Australian Business Number, plus the member number for each employee.
- Move from quarterly to per-pay-event super submission from 1 July 2026.
How to: Add "submit super" to your pay-run checklist. Approve the super batch the same day you finalise the pay run.

Transition checks — before 30 June 2026

- Mark all super already paid for periods up to 30 June 2026 as "paid" in your Rekon cashbook.
Reconcile: Reconciles every super batch up to and including the June 2026 quarter so the new payday-super system doesn't try to lodge them again. Open the Pay Super or Superannuation Payments screen and confirm each batch shows as settled.
- Reconcile your Super Payable account on 30 June 2026 against your general ledger.
Reconcile: Run a balance sheet on 30 June and confirm the Super Payable account agrees with what's outstanding to funds. Fix any errors before the new system starts — they are much harder to unwind once payday super is running.
- In mid-to-late June 2026, run a live super submission for one pay cycle as a final dry run.
Reconcile: Lodge a real super batch through your clearing house close to the changeover. Confirm timing, signatory authorisation and bank settlement all work end-to-end before the 7-business-day rule kicks in.

► **Want a walk-through?** Watch the official Reckon Payday Super guide:

www.reckon.com/au/small-business-resources/payday-super/