

CONFIGURING AN AUSKEY



Reckon APS and Elite Tax

Standard Business Reporting

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Setting up AUSkey details for SBR

SBR uses your AUSkey for authentication for any interaction with the ATO. This means every staff member who uses Tax to connect with the ATO will need access to an AUSkey. This includes any administration staff responsible for lodgement who may not already have an AUSkey to access the Tax Agents' Portal.

In preparation for SBR, Tax Manager will collect and store your AUSkey location and password and will use this information every time your system contacts the ATO.

Each user will need to have an AUSkey configured in Tax Manager under their own Reckon APS login.

Entering AUSkey details – for personal AUSkey, (those practice AUSkeys assigned to individual users)

1. In Tax Manager, select Action > SBR AUSkey Configuration

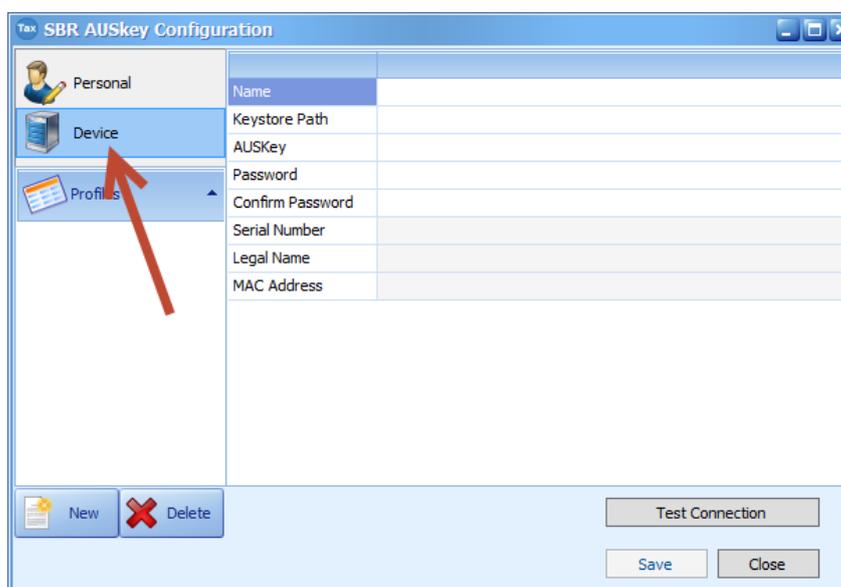
Section	Field	Value
Personal	Name	
	Keystore Path	
	AUSKey	
	Password	
	Confirm Password	
	Identifier	
	Legal Name	
	Position	

2. Enter the name of the user
3. In the Keystore Path field, select the ellipsis button and browse to the directory where the **ato.keystore.xml** file resides. The system must be able to locate and read this file to proceed.

Note: This is an ATO file that is installed when you set up your AUSkey. The system will open in the default directory to which it was installed. If it was installed in a different directory and you are unsure where it resides, you will need to search for it in your Windows Explorer.
4. Select the ato.keystore.xml file and the system will provide a list of available AUSkeys.
5. Select the AUSkey for the user
6. The system will pre-fill the Identifier and Legal Name fields.

7. Enter the password for the AUSKey
8. Confirm the password for the AUSKey. The system will confirm that the passwords entered are the same
9. Enter the position of the user, e.g. Partner, Manager, Accountant, Administrator
10. Click Save
11. Click on the "Test Connection" button to ensure that the system has updated the details correctly. Please note, you must click Save before you test your connection to ensure that the AUSKey details are updated in the system correctly.

For users to have a Device AUSKey – that is, and AUSKey linked to a specific machine rather than a user, please select the Device option and complete the details as above.



Once a profile is configured for a user, they can be reviewed under the Profiles area of the AUSKey window.

AUSKey access rights

For any staff who will be interacting with the ATO through the software (eg lodgement or activity statement pre-fill) they will need to have Lodge permission granted in Access Manager.

This permission is an ATO requirement. It will not change access rights within Batch Processing so users who are unable to lodge through the system will still be unable to lodge, however lodgement through the Portal would then be possible.