BankLink Books Clients

This document is for those practices installing BankLink Books. The BankLink Service Agreement permits licensed BankLink practices to install the software in as many locations as they require. This may be on office laptops, staff members' home computers or at client sites. Installing BankLink Books at a client site allows the client to code their own transactions.

There is no extra charge from BankLink to install the software at a client's site, but there are some limitations to consider:

- Your practice is responsible for the actual installation of BankLink Books at a client's site and, where applicable, the set up and testing of BankLink Secure.
- Your practice is responsible for supporting a client. BankLink Support is not designed to offer support to your clients. The type of questions asked exceeds BankLink's range of expertise. The BankLink Support team is not in the business of offering accounting advice.

BankLink Support will offer whatever assistance your practice requires to resolve any questions on behalf of a client.

The BankLink Books Software

Unlike BankLink Practice, BankLink Books software does not contain an administration system, i.e. it does not have a system menu. Access to the system menu is not required by clients in order to work with their own client file(s).

BankLink Books will run on any stand-alone PC running a 32-bit operating system such as Windows 98, 2000, XP or Vista. If you require assistance please contact BankLink Support.

Installing BankLink Books at a Client's Site

To install BankLink Books

1 Insert the BankLink Books CD-ROM into the CD drive and then wait a few moments while the auto-run program loads

If this program does not automatically start, the auto-run facility is probably disabled. In this case, click **Start, Run** and then double-click **Setup.exe** from the **Client** folder on the BankLink CD. You may need to use the browser.

The **BankLink Books Installation** window appears

2 Click the **Install BankLink Books** button

The **Welcome** window appears - it is advisable to close all other applications before proceeding

3 Click **Next**

The **Licence Agreement** window appears

4 Enable the **I accept the agreement** radio button and click **Next** to accept the terms of the agreement and proceed with the installation

The **Select Destination Directory** window appears. The default destination is C:\BK5. If you would like to install BankLink Books in another location, click the Browse button and select the new location

5 Click **Next**

The **Select Start Menu Folder** window appears. By default, BankLink will be the name given to the program added to the Start Menu group. The set up procedure adds the software to the Start Menu, accessible by clicking on **Start**, **Programs**, **BankLink**

6 Click **Next**

The **Select Additional Tasks** window appears

7 Enable the **Create a desktop icon** checkbox and click **Next**

The **Ready To Install** window appears

8 Click **Install** to install BankLink Books

The **Completing the BankLink Books Setup Wizard** window appears

9 Click **Finish** to close the set up application

BankLink Books should be installed into a folder, which is directly beneath a root directory, e.g. C:\BK5. Do not install the software into C:\Program Files\BK5 or any other folder that has space characters in its name, e.g. BANK LINK.

Delivering Data to your Clients

Having installed BankLink Books at a client's site, there are two options for delivering data to the client:

1 Processing client files in BankLink Books

2 Creating a BankLink Books with BankLink Secure client

Processing Client Files in BankLink Books

In BankLink Practice, a client's data resides in an individual file, which can be checked out to be processed in BankLink Books.

Your practice downloads all the client data into BankLink Practice on a monthly basis. You then check out a client file from the BankLink Practice and send this file to the client.

The client file must be returned to your practice in order for new transactions to be attached. However, it doesn't matter if the client file is not checked into BankLink Practice in time for the next download. New transaction data will be stored in BankLink Practice's administration system during the download. When you next check in, and then open the client file in BankLink Practice, you will be prompted to update the client file with the new transaction data.

The Check Out Facility: removes a client file from BankLink Practice and saves it to a floppy diskette or another location.

The Check In Facility: retrieves a client file into BankLink Practice.

The Send To Facility: emails client files from BankLink Practice to the client and vice versa.

For detailed instructions on the **Check Out**, **Check In** and **Send To** facilities refer to Chapter A2 BankLink Books clients in the BankLink Guide.

A user requires administrator rights (access to the system menu) to use the above facilities in BankLink Practice. Altering the bk5prac.ini file will allow all users access to the **Check Out**, **Check In** and **Send To** facilities. For further information regarding the bk5prac.ini file refer to Chapter A6 Security in the BankLink Guide or contact BankLink Support.

Checking out a client file does not remove it from your administration system. If the client file is lost, you can always recover the client file from BankLink Practice. For further information refer to Chapter A9: The system menu in the BankLink Guide or contact BankLink Support.

Registering BankLink Secure Clients

Your practice can register a client to use BankLink Secure. BankLink will then deliver data directly to your client using BankLink Secure. This benefits your practice since it avoids staff time in actually managing the data flow between the practice and the client. For this to work, the client must be on the Internet, with an Internet email account. A small additional charge is made to your practice for this service, which is charged per client file. BankLink will **NOT** charge your client directly.

When a client is registered to use BankLink Secure, they receive a unique BankLink code. This allows them to download their monthly data via the Internet into their own copy of BankLink Books. Your client will receive an email from BankLink each month informing them that their data is ready to be downloaded.

Once a client has downloaded their data they can use BankLink Books to code their data and produce monthly reports. At year-end, or whenever you wish to review your client's data, your client can send you their file.

To register your client to use BankLink Secure:

1. Photocopy the BankLink Secure Client Order Form onto your practice letterhead. You require a separate form for each client file.
2. Complete all sections of the form.
3. Check that the form has been signed by an authorised person at your practice and fax it to BankLink on 1800 123 807.

Once the form has been received and processed, BankLink Support will contact your practice to inform you that your client has been registered and advise you of your client's PIN and their BankLink Secure code. Test that BankLink Secure is working at your client's site prior to their first download. Contact BankLink Support if you require any further assistance.

A copy of the **BankLink Secure Client Order Form** is attached to the end of this document.

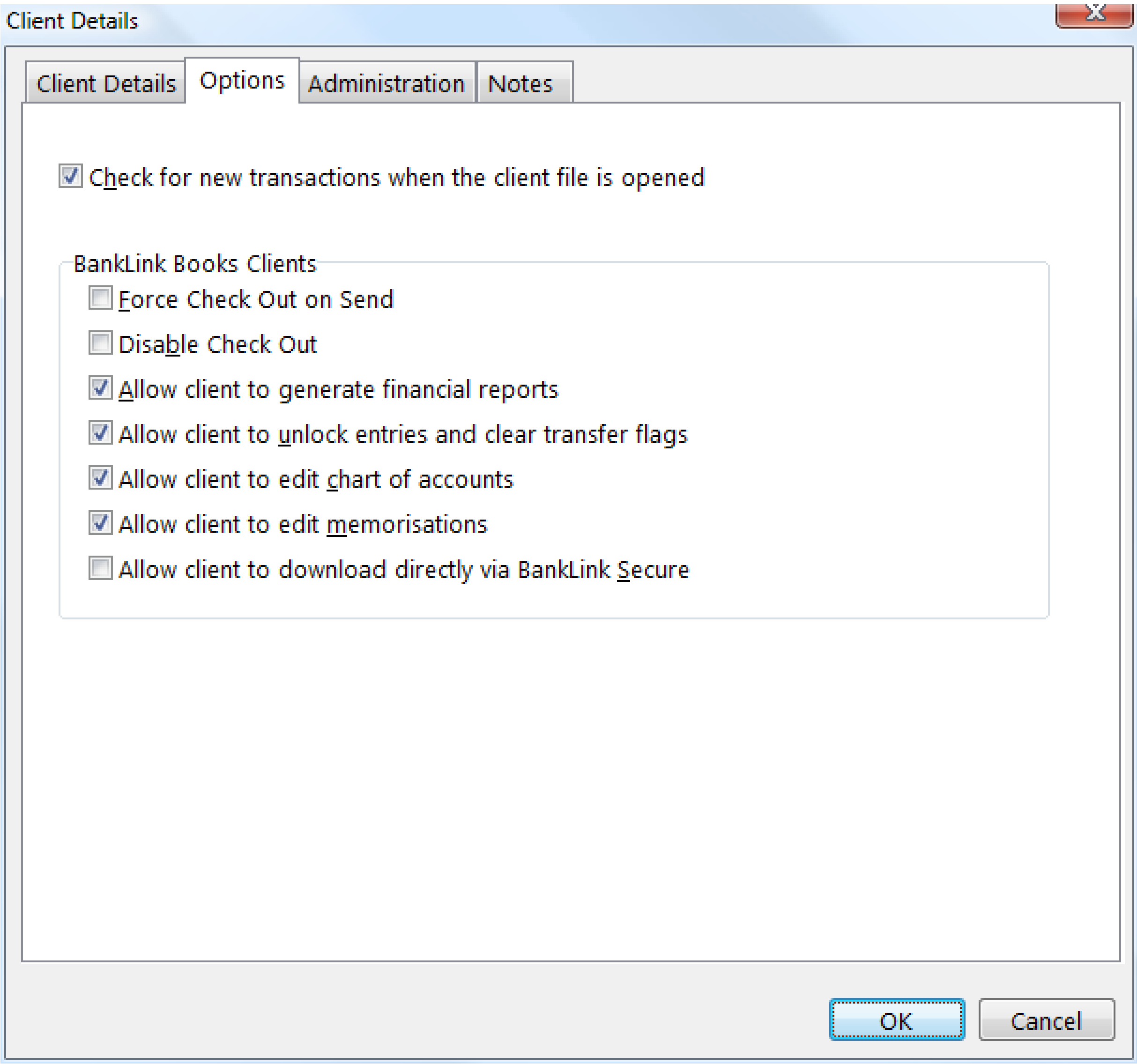
Creating a BankLink Secure Client

You must set up the client file in BankLink Practice to allow downloading directly via BankLink Secure.

To create a BankLink Secure client in the BankLink Practice

1. Open the required client file
2. Click **Other Functions**, **Client Details**

   BankLink Practice displays the **Client Details** window
3. Select the **Options** tab



4. Enable the **Force Check Out on Send** checkbox if you want to ensure that your BankLink Books client checks the file out each time it is sent back to the practice

When you select **Force Check Out on Send**

- the file is always checked out when your client chooses **File**, **Send**
- the **Check out attached client files after sending** checkbox is enabled & greyed out

5 Enable the **Disable Check Out** checkbox if you want to prevent your client from checking the file out

When you select **Disable Check Out**

- if your client tries to check the file out they see a message during the Check Out progress dialog informing them that the file may not be checked out

6 The **Allow client to generate financial reports** checkbox is enabled by default - remove the tick if you don't want your client to be able to produce Cash Flow, Profit & Loss, Trial Balance and Balance Sheet reports

7 The **Allow client to unlock entries and clear transfer flags** is enabled by default - disable it if you don't want to give your client this access

8 The **Allow client to edit chart of accounts** checkbox is enabled by default - disable it if you don't want your client to be able to make changes to the chart you send

Books users see only the codes in the chart of accounts which are flagged to **Show in Basic Chart**.

9 The **Allow client to edit memorisations** checkbox is enabled by default - disable it if you don't want your client to be able to edit or create memorisations

If the **Allow client to edit memorisations** checkbox is disabled **Other Functions, Memorisations** does not appear in the **Other Functions** menu, and the **Memorise Entry** button is not present in the **Code Entries** screen.

10 Enable the **Allow client to download directly via BankLink Secure?** check box - this is only for BankLink Books clients who download their own data

BankLink Practice displays the **Download Settings** panel

- Enter your client's **BankLink Secure Code** as supplied by BankLink Support in the relevant field
- The **Last Download No Processed** field contains **000** - this number increments automatically as downloads are performed - only edit this field if you have been advised to do so by BankLink Support

11 Click **OK**

See the instructions in the previous section on how to check in and check out client files.

Once the file has been checked out of BankLink Practice, you can check that the client has been given an off-site status in your administration system by clicking **System, Maintain Clients** to display the **Maintain Clients** window.

As long as you enable the **BankLink Books Client** check box, you can add the **BankLink Secure Code** later - for example if you need to set up the file and install the software at the client before you receive the code from BankLink Support.

You must enable the **BankLink Books Client** check box in BankLink Practice - you cannot do it in BankLink Books.

Downloading into BankLink Books using BankLink Secure

BankLink sends an email directly to your client informing them that their data is available for downloading.

The first step is to open the client file in BankLink Books and check that the **BankLink Secure Settings** panel has been completed. This panel is found in the **Options** tab of the **Client Details** window.

The transaction data can now be downloaded.

To download using BankLink Secure

1. In BankLink Books, open the required client file
2. Click **Other Functions**, **Download New Data**

   BankLink Books displays the **BankLink Secure** window
3. Click the **Connect** button. The very first time you use BankLink Secure you will be prompted for your password. This is the password on the BankLink Secure client order form
4. Enter your password and then confirm it
5. Click **OK**

   The BankLink Secure program connects to the BankLink website, verifies your password and downloads the transactions. The progress is tracked using green lights. If there is a problem with any part of the download process a red light will appear. Contact BankLink Support and inform them at which stage the red light appeared.

   The download will usually take less than a minute - BankLink Books informs you when it has been completed and then advises you the number of files received.

The first time you download, you will be prompted for a PIN.

1. Enter the PIN, which was supplied to the practice by BankLink Support. If the PIN has not been advised your practice will need to fax BankLink Support
2. Click **OK**

   BankLink Books informs you how many bank accounts were downloaded and also the number of entries
3. Click **OK** to return to the main menu

Multiple bank accounts can be attached to a client file and downloaded together. However, the BankLink Books client will be required to perform a separate download if they have more than one client file.

BankLink Secure Client Order Form

Please register the following client as a BankLink Secure client so that they can retrieve their transaction data via BankLink Secure. I/We acknowledge that a monthly charge will be made to us for this service.

Client Name:

Client Contact:

Client Email:

***Initial Password:**

***** Please use a mixture of alpha and numeric characters. Passwords are case sensitive, so 'PASSWORD' and 'Password' are treated differently. The first time your client uses BankLink Secure they will be prompted to enter their password.

Bank Account Number	Bank Account Name	Data from?

Multiple bank accounts can be attached to a client file. However, a separate download must be performed if your client has more than one client file. A separate form is required for each client file.

To register a client's bank account(s), copy this form onto your practice letterhead. Complete the above details clearly and sign the form before faxing it to BankLink.

Please allow two weeks for this application to be processed. Once the form has been processed, a BankLink Consultant will contact you to advise your client's BankLink Secure Code and Pin.

When data is ready to be downloaded, your client will be advised by email at the address you provided above.

Practice Name: ______________________________

Contact Name: ______________________ **Date:** ____________

Signature: ______________________

Fax to BankLink Support: 1800 123 807

Office Use Only:

Client Services Processed	BankLink Secure Code	PIN	BankLink Consultant	Practice Advised