

Business Products Interface

You can extract uncoded BankLink Practice data to OFX (versions 1 & 2) or QIF files for import into your clients' business products software. You send the data uncoded as business product software does not accept GST information from BankLink Practice.


These are the formats used by internet or PC banking products for transactional reporting. In order to import the files into your business products software you should go to the section in your product's Help or Guide for bank account imports and follow the same steps.




Only delivered data is extracted to OFX and QIF files, for example the file contains Statement Details instead of Narration, and unrepresented items and journals are excluded

Producing .OFX Files (Versions 1 & 2)

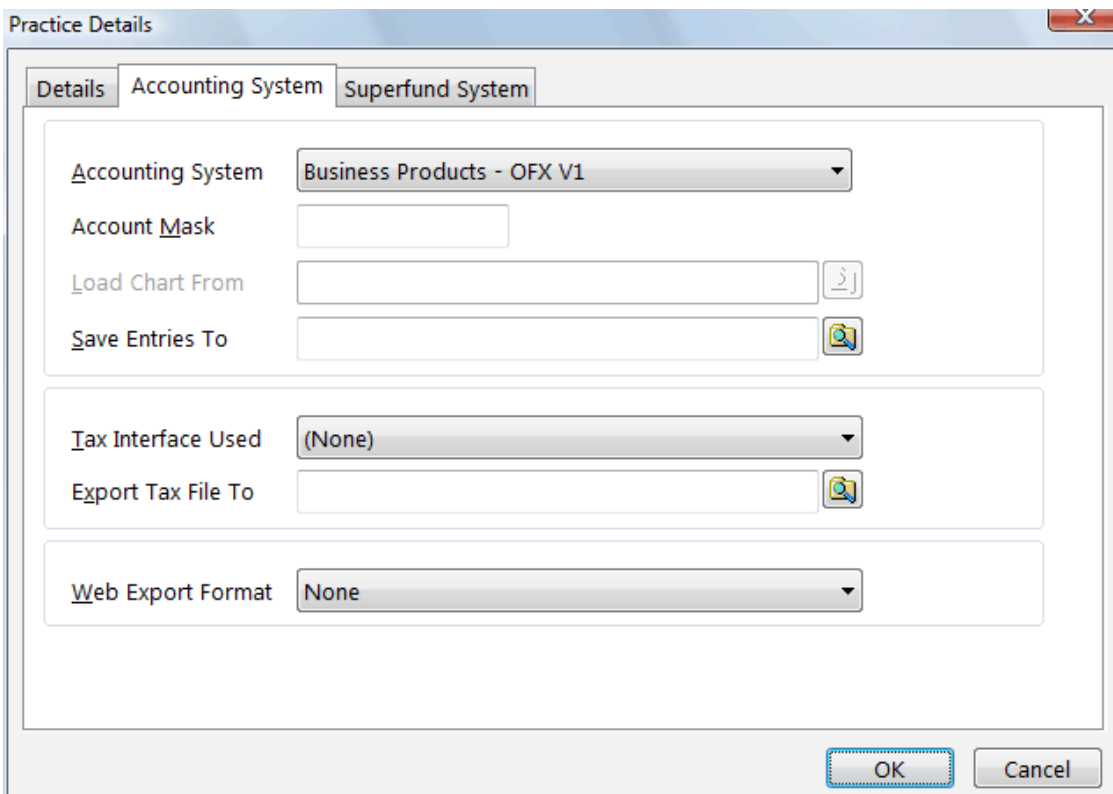
You can extract uncoded BankLink Practice data to .OFX files (versions 1 & 2) for import into your client's business products software.

 Only delivered data is extracted to OFX files, for example the file contains **Statement Details** instead of **Narration**, and unpresented items and journals are excluded. No coding or GST information is included in the file

 When extracting to an OFX file the data is extracted to a single file whether the BankLink Practice client has one, or many bank accounts attached.

To set up the link to produce .OFX files as a practice default:

- 1 In BankLink Practice, click **System, Practice Details**
BankLink Practice displays the **Practice Details** window
- 2 Click on the **Accounting System** tab
- 3 Click in the **Accounting System** field and select **Business Products - OFX V1** or **Business Products - OFX V2**



The screenshot shows the 'Practice Details' window with the 'Accounting System' tab selected. The 'Accounting System' dropdown menu is set to 'Business Products - OFX V1'. Below it are fields for 'Account Mask', 'Load Chart From', and 'Save Entries To', each with a browse button. Further down are 'Tax Interface Used' (set to '(None)') and 'Export Tax File To' (with a browse button), and 'Web Export Format' (set to 'None'). At the bottom right are 'OK' and 'Cancel' buttons.

- 4 Click the **Browse** button next to the **Save Entries To** field to locate the drive and folder where you want to save the extracted files to and click **OK**
- 5 Click **OK**

To set up the link to produce .OFX files for a single client:

- 1 In BankLink Practice, open the required client file
- 2 Click **Other Functions, Accounting System**
BankLink Practice displays the **Maintain Accounting System** window

Maintain Accounting System

System Type Accounting Superfund

System Used Business Products - OFX V1

Account Mask

Lock Chart of Accounts

Load Chart From

Save Entries To

Tax Interface Used (None)

Export Tax File To

Web Export Format None

Load Default OK Cancel

System Type defaults to Accounting

- 3 Click in the **System Used** field and select **Business Products - OFX V1** or **Business Products - OFX V2**

The **Load Chart From** field is greyed out as the data to be extracted will be uncoded

- 4 If you have specified a folder for the **Save Entries To** field at practice level it will be displayed in the **Save Entries To** field in this window. If no folder has been specified you can click the **Browse** button to locate the folder you want to save exported files to.
- 5 If you chose **Business Products - OFX V1** or **Business Products - OFX V2** in the System Used field you can enter a filename, though if you leave it blank you will be prompted for one when you extract the data
- 6 Click **OK**

Transferring the transactions is a two-stage process:

- 1 In BankLink Practice, extract data to an .OFX file
- 2 In the business products software, import the .OFX file



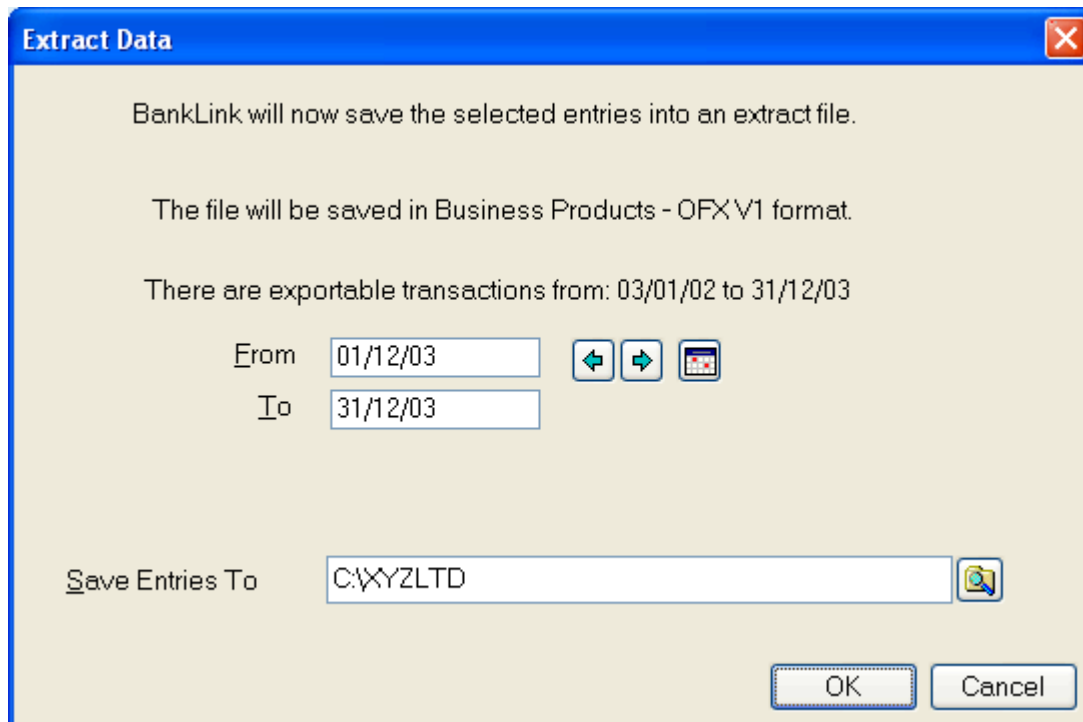
You can extract uncoded data to an OFX file. This is because the business products handle GST differently and do not accept GST information from BankLink Practice. If you extract coded data where you have overridden GST amounts this will not be reflected in the business product software.

To extract data to an .OFX file:

- 1 In BankLink Practice, open the required client file

2 Click **Other Functions, Extract Data**

BankLink Practice displays the **Extract Data** window



3 Click in the **From** field and enter the date from which you want to extract data

4 Click in the **To** field and enter the date to which you want to extract data

5 Check the **Save Entries To** field contains the correct details

6 Click **OK**



BankLink Practice displays an **Information** window with the message **Extract Data Complete. <number> Entries were saved in C:\clientcode.OFX**



7 Click **OK**

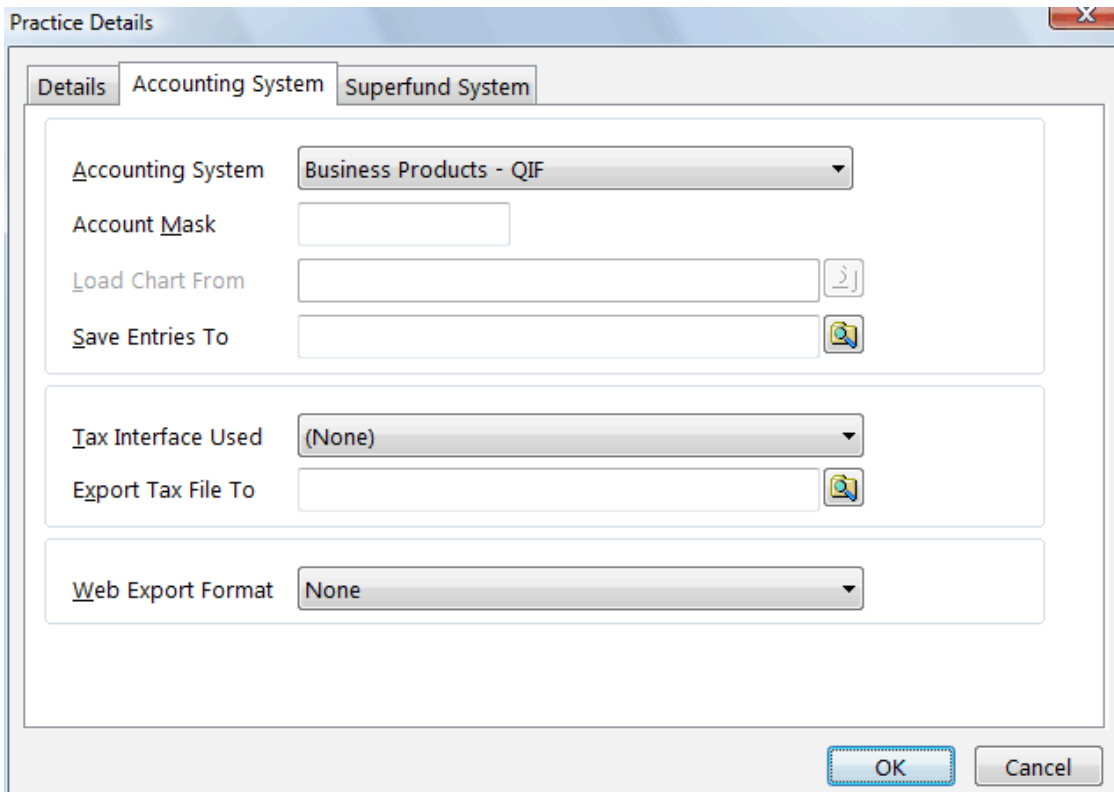
Producing .QIF files

You can extract uncoded BankLink Practice data to .QIF files for import into your client's business products software.

-  Only delivered data is extracted to QIF files, for example the files contain **Statement Details** instead of **Narration**, and unrepresented items and journals are excluded. No coding or GST information is included in the file
-  When extracting to a QIF file the data is extracted to a separate file for each bank account attached to the BankLink Practice client

To set up the link to produce .QIF files as a practice default:

- 1 In BankLink Practice, click **System, Practice Details**
BankLink Practice displays the **Practice Details** window
- 2 Click on the **Accounting System** tab
- 3 Click in the **Accounting System** field and select **Business Products - QIF**




- 4 Click the **Browse** button next to the **Save Entries To** field to locate the drive and folder where you want to save the extracted files to and click **OK**
- 5 Click **OK**

To set up the link to produce .QIF files for a single client:

- 1 In BankLink Practice, open the required client file
- 2 Click **Other Functions, Accounting System**
BankLink Practice displays the **Maintain Accounting System** window

The screenshot shows the 'Maintain Accounting System' dialog box. It has a title bar with a close button. The main area is divided into several sections. The first section has 'System Type' with two radio buttons: 'Accounting' (selected) and 'Superfund'. The second section has 'System Used' (dropdown menu showing 'Business Products - QIF'), 'Account Mask' (text box), and a checkbox for 'Lock Chart of Accounts'. The third section has 'Load Chart From' (text box with a browse button) and 'Save Entries To' (text box with a browse button). The fourth section has 'Tax Interface Used' (dropdown menu showing '(None)') and 'Export Tax File To' (text box with a browse button). The fifth section has 'Web Export Format' (dropdown menu showing 'None'). At the bottom, there are three buttons: 'Load Default', 'OK', and 'Cancel'.

System Type defaults to **Accounting**

- 3 Click in the **System Used** field and select **Business Products - QIF**
The **Load Chart From** field is greyed out as the data to be extracted will be uncoded
- 4 If you have specified a folder for the **Save Entries To** field at practice level it will be displayed in the **Save Entries To** field in this window or you can click the **Browse** button to locate the folder you want to save extracted files to.
 If you don't select a folder BankLink Practice enters the **Client Code** in the **Save Entries To** field and prompts you to create the folder when you extract the data. If you do this the folder is created as a sub-folder within your BankLink Practice installation, for example **F:\BK5\XYZLTD**, where **F:\BK5** is the folder where BankLink Practice is installed and **XYZLTD** is the **Client Code**.
- 5 When you choose **Business Products - QIF** you do not need to enter a filename as BankLink Practice will create one in the format **XYZLTD_981234123456700_311203.QIF** where **XYZLTD** represents the BankLink Practice client code, **981234123456700** is the bank account number and **311203** is the **To** date chosen when you extract data
- 6 Click **OK**

Transferring the transactions is a two-stage process:

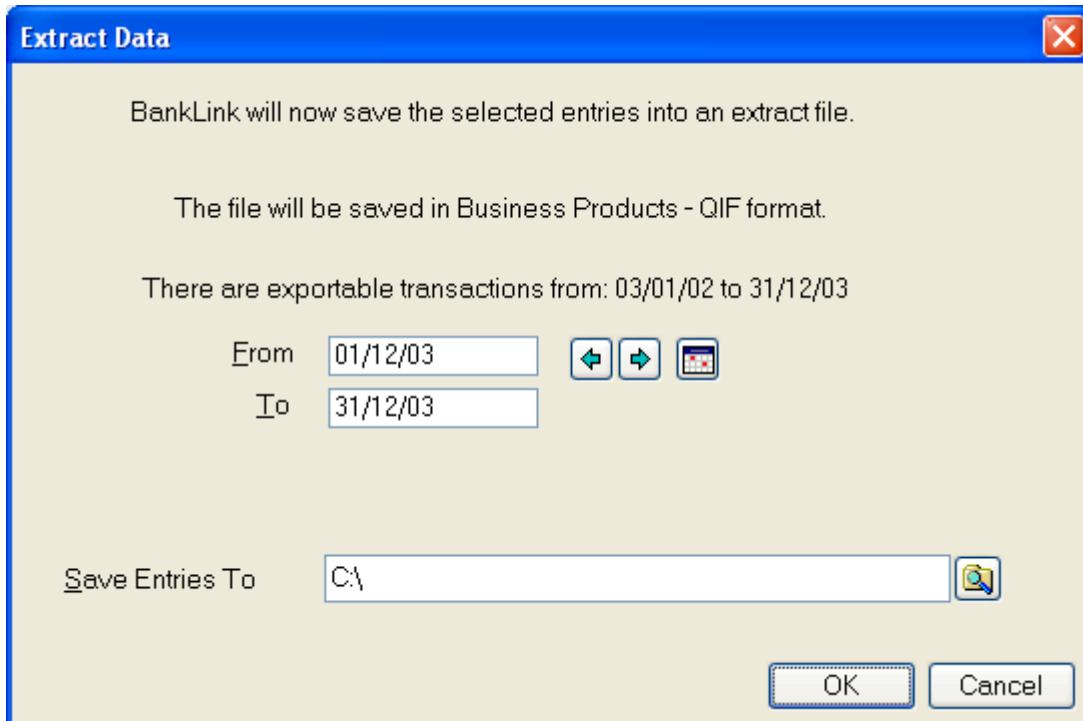
- 1 In BankLink Practice, extract data to a .QIF file
- 2 In the business products software, import the .QIF file

To extract data to a .QIF file:

1 In BankLink Practice, open the required client file

2 Click **Other Functions, Extract Data**

BankLink Practice displays the **Extract Data** window



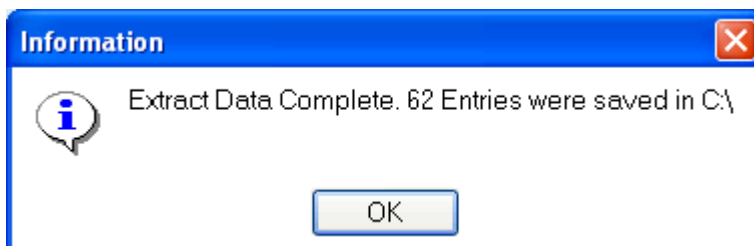
3 Click in the **From** field and enter the date from which you want to extract data

4 Click in the **To** field and enter the date to which you want to extract data

5 Check the **Save Entries To** field contains the folder you want to save the file to

6 Click **OK**

BankLink Practice displays an **Information** window with the message **Extract Data Complete. <number> Entries were saved in C:**



BankLink Practice saves the file with a name in the format **XYZLTD_981234123456700_311203.QIF** where **XYZLTD** represents the BankLink Practice client code, **981234123456700** is the bank account number and **311203** is the **To** date chosen when you extract data

7 Click **OK**