

CaseWare

There are two aspects to the interface between BankLink Practice and CaseWare:

- Copying a chart from CaseWare into BankLink Practice
- Transferring transactions from BankLink Practice to CaseWare



To help you keep track of your client files, make the **Client Code** in BankLink Practice the same as the **File name** in CaseWare.



If you experience a problem interfacing BankLink Practice with CaseWare please contact BankLink Support and advise the contents of the **Load Chart From** and **Save Entries To** fields in the **Maintain Accounting System** window. To view this window, click **Other Functions, Accounting System**.

Copying a chart from CaseWare into BankLink Practice

You can copy a client's chart of accounts from CaseWare into BankLink Practice so that BankLink Practice validates the account codes you enter. To copy a chart:

- 1 In CaseWare, export the required client chart
- 2 In BankLink Practice, set the **Accounting System** field to **CaseWare** and enter the drive and folder to which your client chart has been exported

You can enter the BankLink Practice details as practice defaults, so that BankLink Practice automatically enters them for all new client files.

To export a chart from CaseWare:

- 1 In CaseWare, select the CaseWare file for which you want to export a chart
- 2 Click **File, Export, BankLink Practice**
CaseWare displays the **Save As** window - CaseWare automatically names the chart file as **Banklink.TXT**
- 3 Click **Save**



CaseWare automatically exports the file to the location of the data directory, for example: **F:\CaseWare\Data\ClientFolder\Banklink.TXT** where **F:** is the drive to which CaseWare is installed.



Repeat this process each time you change a client's chart in CaseWare. This ensures that the client's chart is the same in BankLink Practice and CaseWare.

To set up the link to CaseWare as a practice default:

- 1 In BankLink Practice, click **System, Practice Details**
BankLink Practice displays the **Practice Details** window
- 2 Click the **Accounting System** tab

The screenshot shows a 'Practice Details' dialog box with three tabs: 'Details', 'Accounting System', and 'Superfund System'. The 'Accounting System' tab is active. It contains several fields: 'Accounting System' is a dropdown menu set to 'CaseWare'; 'Account Mask' is a text box containing '###/##'; 'Load Chart From' is a text box with 'F:\CaseWare\Data' and a browse button; 'Save Entries To' is a text box with 'F:\BK5' and a browse button; 'Tax Interface Used' is a dropdown menu set to '(None)'; 'Export Tax File To' is a text box with a browse button; and 'Web Export Format' is a dropdown menu set to 'None'. At the bottom right, there are 'OK' and 'Cancel' buttons.

- 3 Click in the **Accounting System** field and select **CaseWare**
- 4 Click in the **Account Mask** field if required and enter a mask, for example: **###/##**
- 5 Click the **Browse** button next to the **Load Chart From** field to locate the drive and folder where your exported CaseWare chart is stored, for example: **F:\CaseWare\Data**
- 6 Click the **Browse** button next to the **Save Entries To** field to locate the drive and folder where BankLink Practice is installed for example: **F:\BK5**, and click **OK**
- 7 Click in the **Tax Interface Used** field and select **None**
- 8 Leave the **Export Tax File To** field blank
- 9 Click **OK**



The account mask is a tool that automatically inserts separators if they are used in your chart codes. You enter a hash symbol (#) for each digit and other punctuation symbols such as / and - to reflect the format of the account codes in the chart of accounts (for example **230/01 = ###/##**) - BankLink Practice then inserts the punctuation for you in all **Account** code fields. It does not affect the interface to CaseWare.

To set up the link to CaseWare 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 with the following settings:

- System Type:** Accounting (selected), Superfund
- System Used:** CaseWare
- Account Mask:** ###/##
- Lock Chart of Accounts:**
- Load Chart From:** F:\CaseWare\Data\Client Folder\BankLink.TXT
- Save Entries To:** F:\BK5\clientcode.ASC
- Tax Interface Used:** (None)
- Export Tax File To:** (blank)
- Web Export Format:** None

Buttons at the bottom: Load Default, OK, Cancel.

System Type defaults to Accounting

- 3 Click in the **System Used** field and select **CaseWare**
- 4 Click in the **Account Mask** field if required and enter a mask, for example: **###/##**
- 5 Make sure the **Lock Chart of Accounts** field is not ticked so that the chart can be refreshed
- 6 Click in the **Load Chart From** field and enter the file name of the exported chart for example: **F:\CaseWare\Data\Client Folder\BankLink.TXT**
- 7 Click in the **Save Entries To** field and enter the name of the file that will be created when extracting data, for example: **F:\BK5\clientcode.ASC** - CaseWare requires this file to have the extension **.ASC**
- 8 Click in the **Tax Interface Used** field and select **None**
- 9 Leave the **Export Tax File To** field blank
- 10 Click **OK**
- 11 As you changed the details in the **Load Chart From** field, BankLink Practice asks **Do you want to Load the Chart Now?** - click **Yes** to refresh the chart into BankLink Practice
BankLink Practice displays an **Information** window confirming that the chart has been refreshed
- 12 Click **OK**

To refresh a client chart into BankLink Practice:

- 1 In BankLink Practice, open the required client file

2 Click **Other Functions, Refresh Chart (Alt+O,R)**

BankLink Practice displays an **Information** window confirming that the chart has been refreshed

3 Click **OK (Alt+O)**



During the Refresh Chart process, GST classes assigned to account codes in the CaseWare chart are **not** brought into BankLink Practice. If you require BankLink Practice to calculate the GST on a transaction as it is coded and go on to complete the BAS then you must:

- Add the GST Classes to the chart code in BankLink Practice
- Complete all tabs in the GST Set Up window

For further information see Chapter A4.

Transferring transactions from BankLink Practice to CaseWare

You must code all transactions in BankLink Practice before transferring the data to CaseWare.

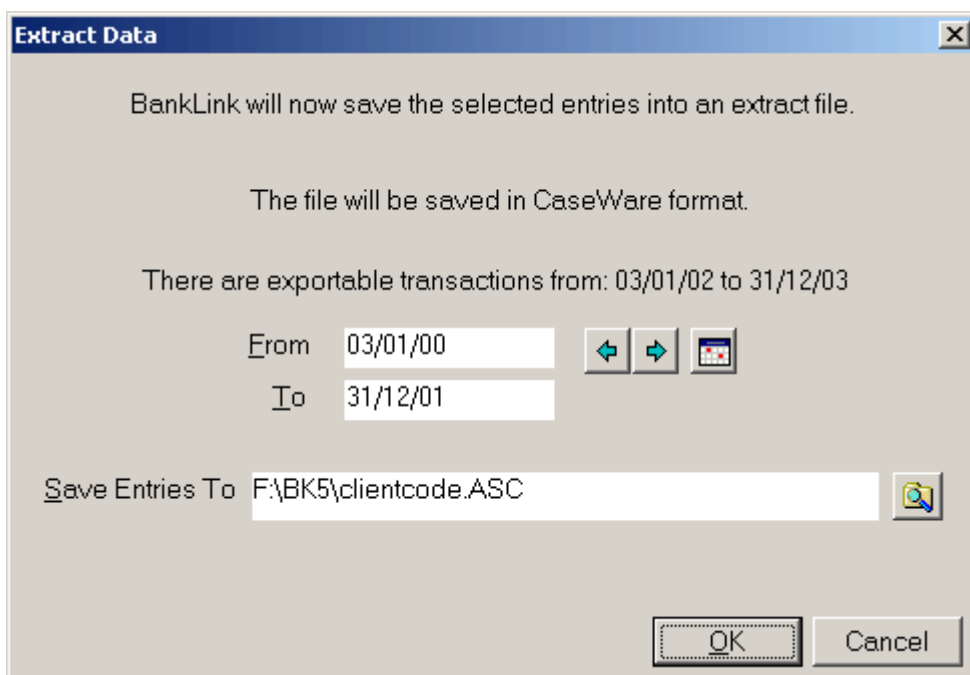
Use the **F8** function key in the **Code Entries Screen** to check whether all transactions have been correctly coded. Transferring the coded transactions is a two-stage process:

- 1 In BankLink Practice, extract data to an .ASC file.
- 2 In CaseWare, import the .ASC file.

To extract data to an .ASC 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**
- 7 If BankLink Practice displays the **Overwrite File** window asking **The file F:\BK5\clientcode.ASC already exists. Overwrite?**, click **Yes**

BankLink Practice displays the **Extract Data: Select the account(s) you want to process** window

- 8 Enable the check boxes in the **Select** column next to the bank accounts and/or journals you want to extract (transfer)
- 9 Click **OK**

BankLink Practice displays an **Information** window appears with the message **Extract Data Complete. <number> Entries were saved in F:\BK5\clientcode.ASC**

- 10 Click **OK**



BankLink Practice sets transfer flags on all transactions in the specified range, indicating that they have been extracted to an .ASC file. This is to prevent duplications in CaseWare.

To import the .ASC file into CaseWare:

- 1 Open the file in CaseWare
- 2 Click **File, Import, Accounting Software**
- 3 Select **BankLink** in the **Import From** field
- 4 Select **5.0** in the **Version** field
- 5 Click on the **Browse** button in the **Import ASCII File** field to locate the file created in the extract data process, for example: **F:\BK5\clientcode.ASC**
- 6 Click **OK** to import the entries



Transactions imported from BankLink Practice can be included in the BAS calculation in CaseWare. For instructions on how to include BankLink Practice transactions, please refer to CaseWare Support.

Summary of the Interface with CaseWare

Previously in this document we have shown you how to set up BankLink Practice and CaseWare to facilitate the transfer of information, and how to carry out the regular data transfer activities such as exporting a chart or creating an extract file. This summary reviews the regular data transfer activities.

Copying a chart from CaseWare into BankLink Practice

To export a chart from CaseWare:

- 1 In CaseWare, select the CaseWare file for which you want to export a chart
- 2 Click **File, Export, BankLink**
CaseWare displays the **Save As** window - CaseWare automatically names the chart file as **Banklink.TXT**
- 3 Click **Save**

To refresh a client chart into BankLink Practice:

- 1 In BankLink Practice, open the required client file
- 2 Click **Other Functions, Accounting System**
- 3 Check the **System Used** is **CaseWare**
- 4 Make sure the **Lock Chart of Accounts** field is not ticked so that the chart can be refreshed
- 5 Check the **Load Chart From** field contains the filename and location of the chart exported from CaseWare, for example: **F:\CaseWare\Data\clientcode\Banklink.TXT**
- 6 Check that the **Tax Interface Used** is **None**
- 7 Click **OK**
- 8 Click **Other Functions, Refresh Chart**
BankLink Practice displays an **Information** window confirming that the chart has been refreshed
- 9 Click **OK**

Transferring transactions from BankLink Practice to CaseWare

To extract data to an .ASC 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**
- 7 If BankLink Practice displays the **Overwrite File** window asking **The file F:\BK5\clientcode.ASC already exists. Overwrite?**, click **Yes**
BankLink Practice displays the **Extract Data: Select the account(s) you want to process** window

- 8 Enable the check boxes in the **Select** column next to the bank accounts and/or journals you want to extract (transfer)
- 9 Click **OK**
BankLink Practice displays an **Information** window appears with the message **Extract Data Complete. <number> Entries were saved in F:\BK5\clientcode.ASC**
- 10 Click **OK**

To import the .ASC file into CaseWare:

- 1 Open the file in CaseWare
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- 3 Select **BankLink** in the **Import From** field
- 4 Select **5.0** in the **Version** field
- 5 Click on the **Browse** button in the **Import ASCII File** field to locate the file created in the extract data process, for example: **F:\BK5\clientcode.ASC**
- 6 Click **OK** to import the entries