

## **BGL Simple Fund**

**This information supports the interface between BankLink Practice 2008 or later, and BGL Simple Fund version 11.0 or later.**

There are two aspects to the interface between BankLink Practice and BGL Simple Fund:

- Copying a chart from BGL Simple Fund into BankLink Practice
- Transferring transactions from BankLink Practice to BGL Simple Fund



In order to keep track of your client files, make the **Client Code** in BankLink Practice the same as the client reference in BGL Simple Fund.



If you experience a problem interfacing BankLink Practice with BGL Simple Fund 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 BGL Simple Fund into BankLink Practice

You can copy a client's chart of accounts from BGL Simple Fund into BankLink Practice so that BankLink Practice validates the account codes you enter.

### To copy a chart:

- 1 In BGL Simple Fund v11 or later, export the required chart
- 2 In the BankLink Practice client file, set the **System Used** field to **BGL Simple Fund** and enter the drive and folder to which the client chart is stored.



If your installation of BGL Simple Fund is earlier than v11, you do not need to export the chart.

### To export the chart in BGL Simple Fund v11 or later:

- 1 In BGL Simple Fund Explorer, click **Fund Selection**  
You see the **Fund Selection** window
- 2 Double click the Fund whose chart you want to export  
You see the Fund name in the title bar
- 3 Click **Chart of Accounts**  
You see the **Chart of Accounts Add/Edit** window for the Fund
- 4 Click the **Export Chart** button on the Chart toolbar



You see a window confirming that the chart has been exported

- 5 Click **OK**

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

### To set up the link to BGL Simple Fund as a practice default:

- 1 In BankLink Practice, click **System, Practice Details**  
BankLink Practice displays the **Practice Details** window
- 2 Click on the **Superfund System** tab
- 3 Click in the **Superfund System** field and select **BGL Simple Fund**
- 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 BGL Simple Fund chart is stored, for example **F:\SFUND** and click **OK**
- 6 Click the **Browse** button next to the **Save Entries To** field to locate **F:\SFUND\DATAIN** and click **OK**

**7** 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 **239/014 = ###/###**) - BankLink Practice then inserts the punctuation for you in all **Account** code fields. It does not affect the interface to BGL Simple Fund.

**To set up the link to BGL Simple Fund 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

**3** In the **System Type** section, click **Superfund**

**4** Click **Load Default**

BankLink Practice displays your practice's Superfund system defaults

**5** Make sure the **System Used** field displays **BGL Simple Fund**

**6** Click in the **Account Mask** field if required and enter a mask, for example **###/###**



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 / to reflect the format of the account codes in the chart of accounts (for example **239/014 = ###/###**) - BankLink Practice then inserts the punctuation for you in all **Account** code fields.

**7** Check that the **Lock Chart of Accounts** field is not ticked so that the chart can be refreshed

**8** Edit the **Load Chart From** field and enter the name of fund whose chart you require, for example **F:\SFUND\CLIENTCODE**

**9** Edit the **Save Entries To** field and enter the name of the file that will be created when extracting data, for example **F:\SFUND\DATAIN\clientcode.CSV**. BGL Simple Fund requires this file to have the extension .csv

**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**

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

**3** Click **OK**



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



During the Refresh Chart process, the GST classes assigned to account codes in the BGL Simple Fund chart are **not** brought into BankLink Practice. If you require BankLink Practice to calculate GST on a transaction as you code (and complete the BAS GST calculation sheet) then you must:

- 1 Add GST classes to the chart codes in BankLink Practice - as described in Chapter A4
- 2 Complete all the tabs in the **GST Set Up** window

## Coding transactions for BGL Simple Fund

When you set up a client file with **BGL Simple Fund** as the Superfund system, you can add extra information to coded transactions in the Code Entries Screen, Dissections, Memorisations and Journals. The extra information is added to superfund details fields which are included when you export coded information to BGL Simple Fund.


Transactions where superfund details have been added are shown with a red flag at the top right hand corner of the Amount field:

Amount
(2,100.00)

When you click on one of these transactions you see a yellow pop-up hint with the coding and superfund details displayed.

### Some points about superfund details



- When you enter an amount in the **Franked Amount** field, BankLink Practice calculates:
  - The balance and enters it in the **Unfranked Amount** field
  - The **Imputed Credit** and enters it in the **Imputed Credit** field
- If the amount you enter in the **Franked Amount** field is greater than the transaction amount, BankLink Practice replaces the amount entered with the transaction amount
- If the **Imputed Credit** amount is currently in line with the **Franked Amount** and the current Tax Rate, any change to the **Franked Amount** means that BankLink Practice automatically recalculates the **Imputed Credit**
- You can override the value in the **Imputed Credit** field if required - it is displayed in orange if the amount is not in line with the **Franked Amount** and current Tax Rate
- When the **Imputed Credit** is highlighted in orange, you can click  to recalculate it in line with the **Franked Amount** and current Tax Rate
- You can override the value in the **Unfranked Amount** field if required, but if you subsequently change the **Franked Amount**, the **Unfranked Amount** will not be recalculated
- You can click **Clear All** to remove all values from the superfund fields and start again

### To enter superfund details in the Code Entries Screen:

- 1 Click on the **Account** field of the transaction you want to add superfund details to
- 2 Click **Super (F11)**, or right click, **Edit Superfund Details**  
BankLink Practice displays the **Superfund Details** window
- 3 Enter the details as required
- 4 Use the **Prev** and **Next** buttons to move between transactions without returning to the **Code Entries Screen**, OR
- 5 Click **OK**



Codes and amounts entered in the **Account** and **Quantity** fields in the **Superfund Details** window are displayed in the **Account** and **Quantity** fields in the **Code Entries Screen**.

### To clear superfund details in the Code Entries Screen:

- 1 Click on the **Account** field of the transaction you want to remove superfund details from
- 2 Right click and select **Clear Superfund Details** from the context menu  
BankLink Practice displays the **Clear Superfund Details** window
- 3 Click **Yes**  
BankLink Practice removes the superfund details although the **Account** and **Quantity** remain

### To enter superfund details in the Dissect a Transaction window:

- 1 Click on the **Account** field of the transaction you want to dissect
- 2 Click **Dissect (/)**
- 3 Click **Super (F11, or right click, Edit Superfund Details)**  
BankLink Practice displays the **Superfund Details** window
- 4 Enter the details as required
- 5 Use the **Prev** and **Next** buttons to move between lines of the dissection without returning to the **Dissect a Transaction** window, OR
- 6 Click **OK**



Codes and amounts entered in the **Account** and **Quantity** fields in the **Superfund Details** window are displayed in the **Account** and **Quantity** fields in the **Dissect a Transaction** window.

### To enter superfund details in the Memorise Transaction window:

- 1 Click on the **Account** field of the transaction you want to memorise
- 2 Click **Mem (F4)**
- 3 Click **Super (F11, or right click, Edit Superfund Details)**  
BankLink Practice displays the **Superfund Details** window
- 4 Enter details as required
- 5 Use the **Prev** and **Next** buttons to move between lines of the memorisation without returning to the **Memorise Transaction** window, OR
- 6 Click **OK**



The code entered in the **Account** field in the **Superfund Details** window is displayed in the **Account** field in the **Memorise Transaction** window.

### To enter superfund details in the Enter Journal window:

- 1 Click on the **Account** field of the journal line you want to add superfund details to
- 2 Click **Super (F11, or right click, Edit Superfund Details)**  
BankLink Practice displays the **Superfund Details** window
- 3 Enter the details as required
- 4 Use the **Prev** and **Next** buttons to move between lines of the journal without returning to the **Enter Journal** window, OR
- 5 Click **OK**



Codes and amounts entered in the **Account** and **Quantity** fields in the **Superfund Details** window are displayed in the **Account** and **Quantity** fields in the **Enter Journal** window.

## Transferring transactions from BankLink Practice to BGL Simple Fund

Transferring the coded transactions is a two-stage process:

- 1 In BankLink Practice, extract data to a .CSV file.
- 2 In BGL Simple Fund, import the .CSV file.



To help you to identify bank accounts, you can edit the bank account names in BankLink Practice to include the BGL chart of accounts code for that bank account, for example, **John P Smith ATF Smith S/Fund 604**. See Editing bank account details in Chapter 2 for more information.

### To extract data to a .CSV file:

- 1 In BankLink Practice, open the required client file
- 2 Click **Other Functions, Extract Data**




BankLink Practice displays the **Extract Data** window

Extract Data


BankLink Practice will now save the selected entries into an extract file.

The file will be saved in BGL Simple Fund format.

There are exportable transactions from: 01/07/02 to 01/07/07

From    

To

Save Entries To  

- 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 that 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:\SFUND\DATAIN\clientcode.CSV already exists. Overwrite?**, click **Yes**

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

- 8 **Select** the row of the account or journal you want to extract
- 9 Click **OK**

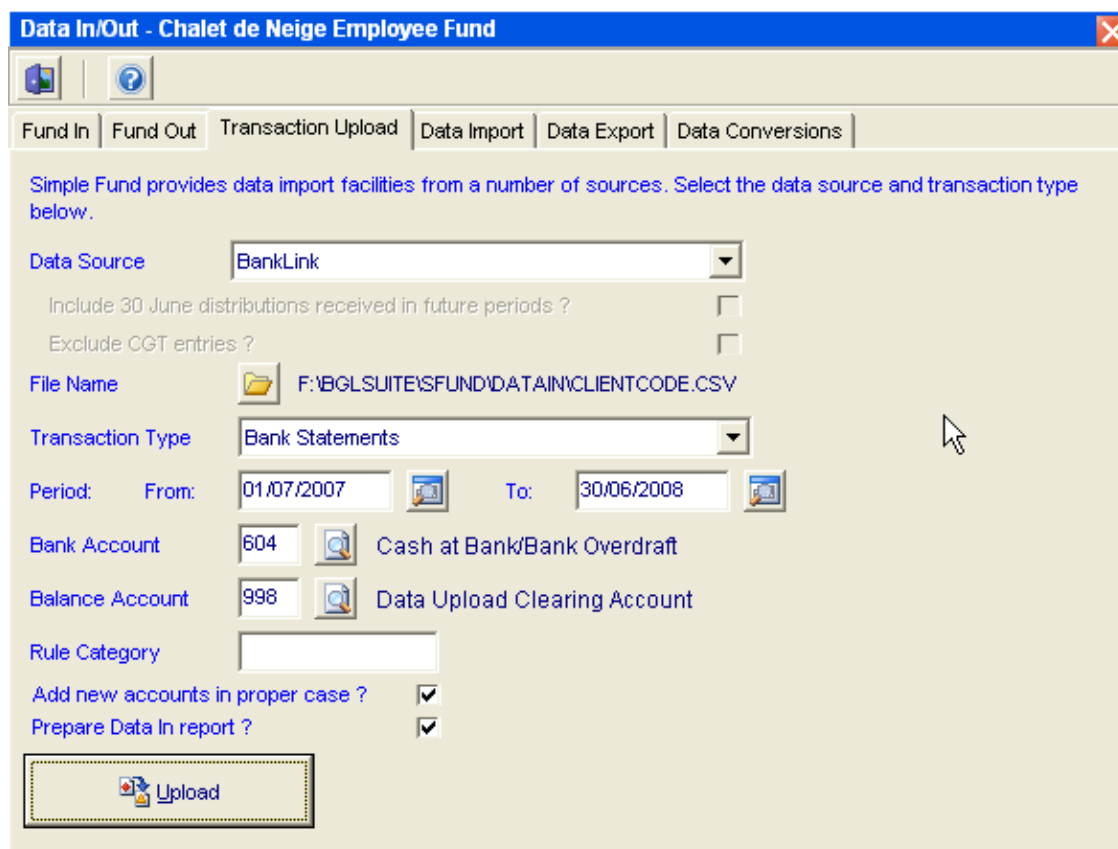
BankLink Practice displays an **Information** window with the message **Extract Data Complete. <number> Entries were saved in F:\SFUND\DATAIN\clientcode.CSV**

- 10 Click **OK**
- 11 Repeat from Step 2 for other bank accounts


 BankLink Practice sets transfer flags on all transactions in the specified range, indicating that they have been extracted to a .CSV file. This is to prevent duplications in BGL Simple Fund.

### To import the .CSV file into BGL Simple Fund:

- 1 In BGL Simple Fund, click **Fund Selection**
- 2 Double-click on the required fund
- 3 Click **Data In/Out**
- 4 Select **Transaction Upload**



- 5 Click in the **Data Source** field and select **BankLink**
- 6 Click the **Browse** button in the **File Name** field, select the **clientcode.CSV** file you exported and click **OK**
- 7 Click in the **Transaction Type** field and select the transaction type from the list
- 8 Check that the transactions you're importing fall within the range shown in the **Period From** and **To** fields

 Transactions outside the date range shown in the **From** and **To** fields are imported but not posted.

- 9 Click the **Browse** button if you need to change the account code in the **Bank Account** field - **Account 604** is selected by default

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- 10 Click the **Browse** button if you need to change the account code in the **Balance Account** field, any uncoded transactions will be coded to this account - **Account 998** is selected by default
- 11 Click **Upload** to import the data  
BGL displays a list of the imported transactions

## Summary of the interface with BGL Simple Fund

Previously in this document we have shown you how to set up BankLink Practice and BGL Simple Fund 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 BGL Simple Fund into BankLink Practice

#### To export the chart in BGL Simple Fund v11 or later:

- 1 In BGL Simple Fund Explorer, click **Fund Selection**  
You see the **Fund Selection** window
- 2 Double-click the Fund whose chart you want to export  
You see the Fund name in the title bar
- 3 Click **Chart of Accounts**  
You see the **Chart of Accounts Add/Edit** window for the Fund
- 4 Click the **Export Chart** button on the Chart toolbar  
You see a window confirming that the chart has been exported
- 5 Click **OK**

#### 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 **BGL Simple Fund**
- 4 Make sure that 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 drive and folders where the BGL Simple Fund chart file is stored, for example: **F:\SFUND\clientcode**
- 6 Click **OK**
- 7 Click **Other Functions, Refresh Chart**  
An **Information** window displays confirming that the chart has been refreshed
- 8 Click **OK**

### Transferring transactions from BankLink Practice to BGL Simple Fund

#### To extract data to a .CSV 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:\SFUND\DATA\clientcode.CSV already exists. Overwrite?**, click **Yes**  
BankLink Practice displays the **Extract Data: Select the account(s) you want to process** window
- 8 Enable the check box in the **Select** column next to the account or journal you want to extract
- 9 Click **OK**  
BankLink Practice displays an **Information** window with the message **Extract Data Complete. <number> Entries were saved in F:\SFUND\DATA\clientcode.CSV**
- 10 Click **OK**

### To import the .CSV file into BGL Simple Fund:

- 1 In BGL Simple Fund, click **Fund Selection**
- 2 Double-click the required fund
- 3 Click **Data In/Out**
- 4 Select **Transaction Upload**
- 5 Click in the **Data Source** field and select **BankLink**
- 6 Click the **Browse** button in the **File Name** field, select the **clientcode.CSV** file you exported and click **OK**
- 7 Click in the **Transaction Type** field and select the transaction type from the list
- 8 Check that the transactions you're importing fall within the range shown in the **Period From** and **To** fields
- 9 Click the **Browse** button if you need to change the account code in the **Bank Account** field - **Account 604** is selected by default
- 10 Click the **Browse** button if you need to change the account code in the **Balance Account** field - **Account 998** is selected by default
- 11 Click **Upload** to import the data  
BGL displays a list of the imported transactions