

# Desktop Super

This document covers transferring transactions from BankLink Practice into Desktop Super.

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

- Copying a chart from Desktop Super into BankLink Practice
- Transferring coded transactions from BankLink Practice into Desktop Super.



If you experience a problem interfacing BankLink Practice with Desktop Super please contact BankLink Support.

## **Copying a chart from Desktop Super into BankLink Practice**

You can copy a client's chart of accounts from Desktop Super into BankLink Practice so that BankLink Practice will validate the account codes you enter.

### **To copy a chart:**

- 1 In Desktop Super, export the required chart



We recommend that you set up a folder within your BankLink Practice installation to export your clients' Desktop Super chart files to, for example F:\BK5\DesktopSuper.

- 2 In BankLink Practice, set the **Superfund System** field to **Desktop Super**



After refreshing the chart for the first time you need to set up links between the bank accounts in BankLink Practice and the Funds in Desktop Super.

### **To export the chart from Desktop Super:**

- 1 In Desktop Super, click **File, Import, BankLink, Create Mapping Export File**

You see the **Browse for Folder** window

- 2 Select the drive and folder **BankLink is using**, for example **F:\BK5\DesktopSuper** where **F:\** is the drive to which BankLink Practice is installed

The network location is remembered - this saves you time when you need to export the files again

- 3 Click **OK**

- 4 If you are asked whether you want to replace or overwrite existing files, click **Yes**

The chart is exported



When the chart is exported, there are also files for Transaction Types, Investment Types and Members. This is so BankLink Practice knows which funds, investments and members belong to each other.

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

### **To set up the link to Desktop Super 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

The screenshot shows a 'Practice Details' dialog box with four tabs: 'Details', 'Accounting System', 'Superfund System', and 'Practice Management System'. The 'Superfund System' tab is active. It contains the following fields:

- System Used:** A dropdown menu currently showing 'Desktop Super'.
- Account Mask:** A text input field containing '###-###'.
- Load Chart From:** A text input field containing 'F:\BK5\DesktopSuper' with a browse button (magnifying glass icon) to its right.
- Save Entries To:** A text input field containing 'F:\BK5' with a browse button (magnifying glass icon) to its right.

At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.

3 Click in the **Superfund System** field and select **Desktop Super**

4 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 **105-010 = ###-###**) - BankLink Practice then inserts the punctuation for you in all **Account** code fields.

5 Click the **Browse** button next to the **Load Chart From** field to locate the drive and folder where your exported Desktop Super chart is stored, for example **F:\BK5\DesktopSuper**, and click **OK**

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 **OK**

### To set up the link to Desktop Super 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 Click to select **Superfund** as the **System Type**

4 Click **Load Default**

BankLink Practice displays your practice's Superfund system defaults

- 5 Check that the **System Used** field displays **Desktop Super**
- 6 Click in the **Account Mask** field and enter a mask if required



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 **105-010 = ###-###**) - BankLink Practice then inserts the punctuation for you in all **Account** code fields.

- 7 Make sure that the **Lock Chart of Accounts** field is not ticked so that the chart can be refreshed
- 8 Check that the **Load Chart From** field shows the path where the chart is stored, for example **F:\BK5\DesktopSuper**



Whenever you change the details in the **Load Chart From** field, after clicking **OK** BankLink Practice asks **Do you want to Load the Chart Now?** - click **Yes** to refresh the chart into BankLink Practice.

- 9 Edit the **Save Entries To** field and enter the name of the file to be created when extracting data, for example: **F:\BK5\THISFUND.CSV** - Desktop Super requires this file to have the extension .CSV
- 10 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**

After refreshing the chart for the first time you need to set up links between the bank accounts in BankLink Practice and the Funds in Desktop Super.

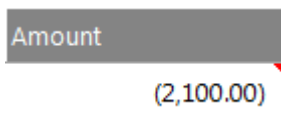
**To link the bank accounts in BankLink Practice to the Funds in Desktop Super :**

- 1 In BankLink Practice, open the required client file
- 2 Click **Other Functions, Bank Accounts**  
BankLink Practice displays the **Maintain Bank Accounts** window
- 3 Click to select a bank account
- 4 Click **Edit**  
BankLink Practice displays the **Edit Bank Account Details** window
- 5 Click **Select Fund**  
BankLink Practice displays the **Select Fund** window
- 6 Click in the **Select Fund** field to choose the **Fund** to which this bank account relates from the drop-down list
- 7 Click **Select**
- 8 Click **OK**
- 9 Repeat steps 3 to 8 for each bank account attached to the client file

## Coding transactions for Desktop Super

When you set up a client file with Desktop Super 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 Desktop Super.


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



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 fields



- When you enter an amount in the **Franked Amount** field, BankLink Practice calculates:
  - The balance and enters it in the **Unfranked Amount** field
  - The **Franking Credit** and enters it in the **Franking 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 **Franking 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 **Franking Credit**
- You can override the value in the **Franking 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 **Franking 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



The sum of the **Gross Breakdown** less the sum of the **Tax Credits** must equal the **Transaction Total**.



You can press = to enter the remaining amount in any of the **Gross Breakdown** or **Tax Credit** fields.

- 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 **Units** 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 **Units** 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 the 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 **Units** fields in the **Superfund Details** window are displayed in the **Account** and **Quantity** fields in the **Enter Journal** window.


## Transferring transactions from BankLink to Desktop Super


Transferring the coded transactions is a two-stage process:

- 1 In BankLink Practice, extract data to a .CSV file
- 2 In Desktop Super, import the .CSV file.

### 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:\BK5\ThisFund.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 boxes in the **Select** column next to the accounts and/or journals you want to extract (transfer) - click **Select All** to extract all at once
- 9 Click **OK**  
BankLink Practice displays an **Information** window with the message **Extract Data Complete. Entries were saved in F:\BK5\ThisFund.CSV**
- 10 Click **OK**

 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 Desktop Super.

 Before you import BankLink Practice data to Desktop Super, the bank account must exist in the Bank Accounts table in Desktop Super and be linked to its fund.

- Accounts must be set up with a BSB and account number - these details must match exactly.
- If there is no BSB, then the BSB should be left blank, but the account numbers must match exactly.
- If journals have been posted in BankLink Practice, you need to set up a bank account with no BSB, and use **Cash Journal** or **Accrual Journal** for the account number as appropriate.

### To import the .CSV file into Desktop Super:

- 1 In Desktop Super, click **File, Import, BankLink, Import Transactions**  
You see the **BankLink Data Import Wizard**
- 2 Click **Browse** to locate the file you exported from BankLink Practice

## BankLink Practice Guide for Australia

You see the bank accounts, number of transactions and date range

**3** Click **Next**

Desktop Super validates the file

**4** Check the **Errors** tab to make sure there are no errors listed

**5** Check the **Warnings** tab to make sure there are no warnings that require investigation

**6** Check the **Transactions** tab - transactions causing errors are flagged red, warnings are flagged yellow, and OK to import are flagged green

**7** If there are errors or warnings you should resolve these or contact Desktop Super Support for assistance



During import, transaction types, account codes, member codes, investment codes and quantity can be changed. This allows you to set new codes up during the import process.

**8** Click **Import**

You see the **Import Data** confirmation window

**9** Click **Yes** to complete the import

You see the **BankLink Import** progress window

**10** When the import is complete, you see a log - if there are any important messages you should print or save a copy of the log file

**11** Click **Close**

**12** Click **Close** to exit the Wizard

## Summary of the interface with Desktop Super

Previously in this document we have shown you how to set up BankLink Practice and Desktop Super 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 Desktop Super into BankLink Practice

#### To export the chart from Desktop Super:

- 1 In Desktop Super, click **File, Import, BankLink, Create Mapping Export File**  
You see the **Browse for Folder** window
- 2 Select the drive and folder **BankLink is using**, for example **F:\BK5\DesktopSuper** where **F:\** is the drive to which BankLink Practice is installed
- 3 Click **OK**  
The chart is exported, no confirmation message appears

#### 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**

### Transferring transactions from BankLink Practice to Desktop Super

#### 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:\BK5\ThisFund.CSV already exists. Overwrite?**, click **Yes**  
BankLink Practice displays the **Extract Data: Select the account you want to process** window
- 8 Enable the check boxes in the **Select** column next to the accounts and/or journals you want to extract (transfer) - click **Select All** to extract all at once
- 9 Click **OK**  
BankLink Practice displays an **Information** window with the message **Extract Data Complete. Entries were saved in F:\BK5\ThisFund.CSV**
- 10 Click **OK**

### To import the .CSV file into Desktop Super:

- 1** In Desktop Super, click **File, Import, BankLink, Import Transactions**  
You see the **BankLink Data Import Wizard**
- 2** Click **Browse** to locate the file you exported from BankLink Practice  
You see the bank account(s), number of transactions and date range
- 3** Click **Next**  
Desktop Super validates the file
- 4** Check the **Errors** tab to make sure there are no errors listed
- 5** Check the **Warnings** tab to make sure there are no warnings that require investigation
- 6** Check the **Transactions** tab - transactions causing errors are flagged red, warnings are flagged yellow, and OK to import are flagged green
- 7** If there are errors or warnings you should resolve these or contact Desktop Super Support for assistance
- 8** Click **Import**  
You see the **Import Data** confirmation window
- 9** Click **Yes** to complete the import  
You see the **BankLink Import** progress window
- 10** When the import is complete, you see a log - if there are any important messages you should print or save a copy of the log file
- 11** Click **Close**
- 12** Click **Close** to exit the Wizard