

Interfacing with Supercorp Superfund

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

- Copying a chart from Supercorp Superfund into BankLink
- Transferring transactions from BankLink to Supercorp Superfund



The **Client Code** in BankLink Practice must be the same as the **Fund Code** in Supercorp Superfund for the interface to be successful.



If you experience a problem interfacing BankLink Practice with Supercorp Superfund, 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 Supercorp Superfund into BankLink Practice

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

To copy a chart:

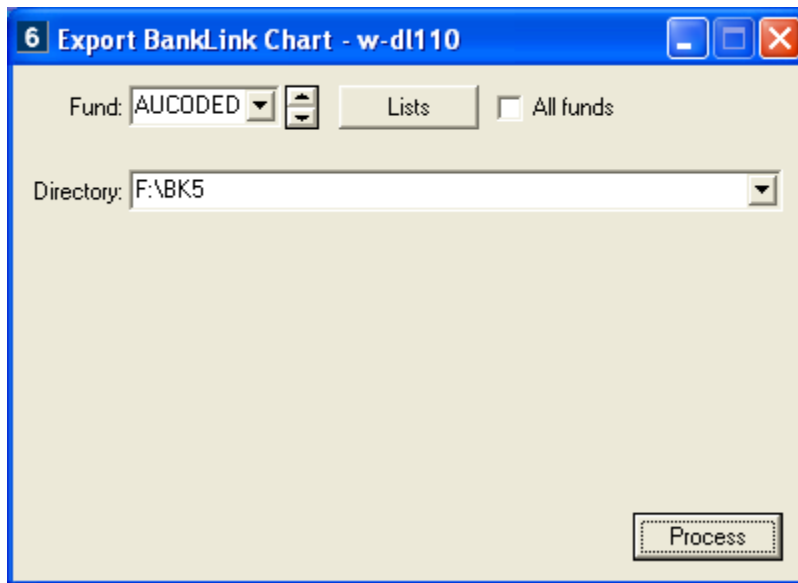
- 1 In Supercorp Superfund, export the required chart.
- 2 In BankLink Practice, set the **Superfund System** field to **Supercorp Superfund**



To export a chart from Supercorp Superfund:

- 1 In Supercorp Superfund, select the Fund for which you want to export a chart
- 2 Click **Tools, Load Programs, Export BankLink Chart**
The **Export BankLink Chart** window appears
- 3 Click in the **Directory** field and select **F:\BK5** where **F:** is the drive to which BankLink Practice is installed
- 4 Click **Process**.

The chart is exported, no confirmation message appears

5 Close the **Export BankLink Chart** window

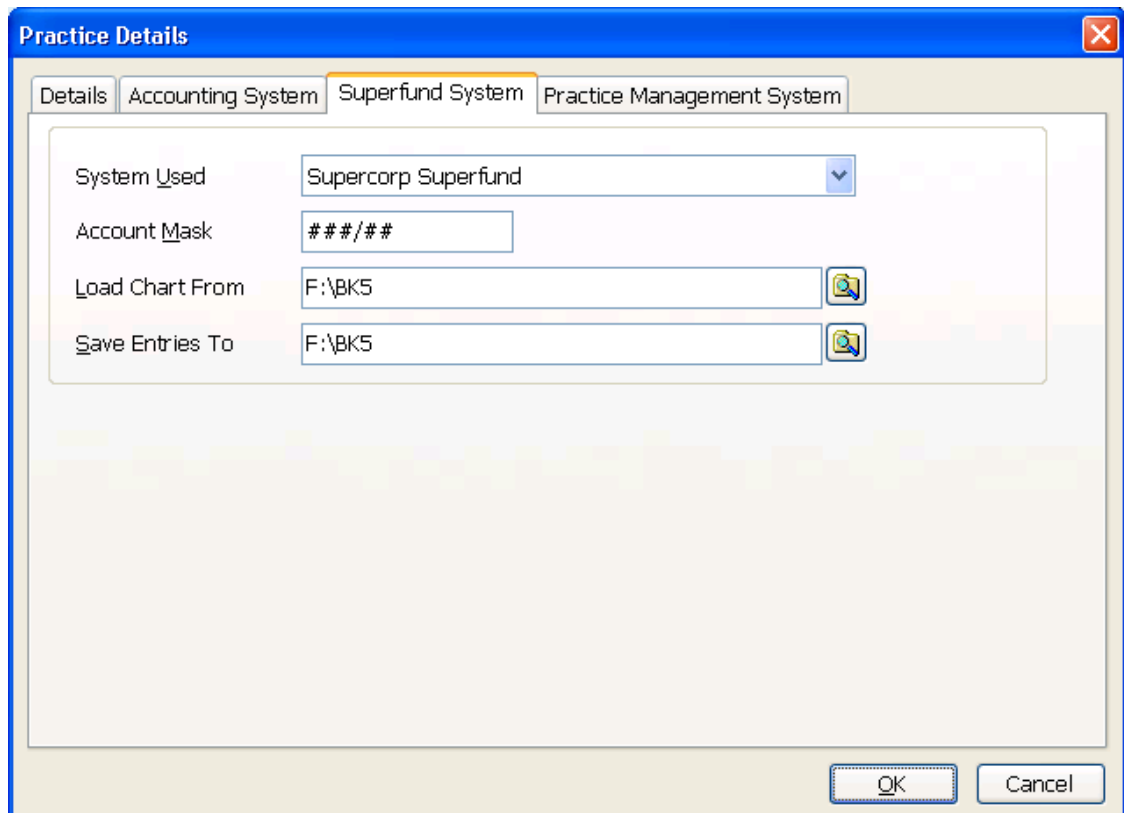



-  Supercorp Superfund exports the file to a CHT file at **F:\BK5\fundname.CHT** where **F:** is the drive to which BankLink Practice is installed.
-  Repeat this process each time a client's chart is changed in Supercorp Superfund. This ensures that the chart is the same in BankLink Practice and Supercorp Superfund.

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 Supercorp Superfund 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 **Supercorp Superfund**
 - 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 / 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 Supercorp Superfund.
- 5 Click the **Browse** button next to the **Load Chart From** field to locate the drive and folder where your exported Supercorp Superfund chart is stored, that is, the drive and folder where BankLink Practice is installed, for example **F:\BK5**, 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 Supercorp Superfund 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

The screenshot shows the 'Maintain Accounting System' dialog box with the following settings:

- System Type:** Accounting (unselected), Superfund (selected)
- System Used:** Supercorp Superfund
- Account Mask:** ###/##
- Lock Chart of Accounts
- Load Chart From:** F:\BK5\fundcode.CHT
- Save Entries To:** F:\BK5\clientcode.CSV
- Tax Interface Used:** (None)
- Export Tax File To:** (empty)
- Web Export Format:** None


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

5 Check that the **System Used** field displays **Supercorp Superfund**

6 Click in the **Account Mask** field if required and enter a mask



The account mask is a tool that will automatically insert separators if they are used in your chart codes. If you enter a hash (#) 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 should show as ###/##) - BankLink Practice then inserts the punctuation for you in all Account code fields. It does not affect the interface to Supercorp Superfund.


- 7 Make sure 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 path and file name where the chart is stored, for example **F:\BK5\fundcode.CHT**
-  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 Click in the **Save Entries To** field and enter the name of the file to be created when extracting data, for example: **F:\BK5\clientcode.CSV** - Supercorp Superfund 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

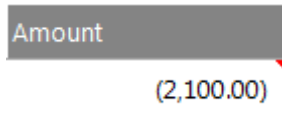
- 3 Click **OK**

 Member IDs are updated in the Member ID drop down list in the **Superfund Details** window each time a chart is refreshed.

Coding transactions for Supercorp Superfund

When you set up a client file with Supercorp Superfund 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 Supercorp Superfund.

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 fields



- When you refresh the chart of accounts the Member ID drop down list is updated in the **Superfund Details** window
- When you enter an amount in the **Franked Amount** field, BankLink Practice calculates:
 - The balance and enters it in the **Unfranked Amount** field
 - The **Imputation Credit** and enters it in the **Imputation 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 **Imputation 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 **Imputation Credit**
- You can override the value in the **Imputation 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 **Imputation 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 **Revenue Total** must equal the transaction **Amount** - press = in any of the **Revenue Items** fields to enter the **Remaining** amount.



BankLink Practice prevents the entry of negative amounts in the **Revenue Items** and **Tax Effect Items** fields as they will be rejected by the interface.

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 Practice to Supercorp Superfund

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

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 a .CSV file
- 2 In Supercorp Superfund, 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

Extract Data


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

The file will be saved in Supercorp Superfund format.

There are exportable transactions from: 01/07/08 to 30/09/09

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 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.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\ClientCode.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 Supercorp Superfund.

To import the .CSV file into Supercorp Superfund:

- 1 In Supercorp Superfund, open the **Fund** for which you want to import the data

- 2 Click **Tools, Load Programs, Transaction Data Load**

The **Transaction Data Load** window appears

- 3 Check that the date range to the entries to be imported has been specified

- 4 Click **Add**

Supercorp Superfund displays the **Transaction Load Details** window

- 5 Click in the **Supplier** field and select **BankLink**

- 6 Click in the **File Name** field and select the file where your entries were saved, for example **F:\BK5\clientcode.CSV**

7 Click **Import**

The **Transaction Load Details** window displays the list of transactions to be imported

The screenshot shows the 'Transaction Load Details' window. At the top, there are fields for 'Supplier' (BL), 'File Name' (aucoded.csv), 'Start Date', 'End Date' (03/08/2004), and 'Effective Date'. There is an 'Import' button and a checked 'Post Batches' checkbox. Below these is a table with the following data:

| Fund | Member | Bank | Amount | Narration | Account |
|---------|--------|------|------------|----------------------------|---------|
| aucoded | | 680 | 155.40 | TELSTRA 01 123 9990 | 411 |
| aucoded | | 680 | 287.08 | TELSTRA 01 123 9990 | 414 |
| aucoded | | 680 | 105.12 | SOUTHERN CROSS | 415 |
| aucoded | | 680 | 163.13 | LUXURY HOLIDAYS LTD LUXURY | 411 |
| aucoded | | 680 | (2,481.98) | SALES CHALETS | 411 |
| aucoded | | 680 | 88.22 | INSURANCE | 302 |
| aucoded | | 680 | 57.21 | | 301 |
| aucoded | | 680 | 1,104.25 | ELECPower ELECPower | 301 |
| aucoded | | 680 | 112.45 | | 316 |

At the bottom of the window, there are buttons for 'Update', 'Save', 'Process', and 'Cancel'.

8 Click **Process**

Entries are then posted to Supercorp Superfund

9 Close the **Transaction Load Details** window

If Supercorp Superfund displays the Information window **A valid member extension must be assigned:**

- 1 Click **Update** on the transaction to be edited

Supercorp Superfund displays the **Transaction Detail Update** window

A screenshot of a software dialog box titled "Transaction Detail Update". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains several input fields: "Fund:" with a dropdown menu showing "aucoded"; "Member:" with a dropdown menu showing "00000"; "Bank:" with a dropdown menu showing "681"; "Amount:" with a text box containing "57.21"; "Narration:" with an empty text box; "Account:" with a dropdown menu showing "301"; "Effective date:" with a dropdown menu showing "03/12/2003"; and "Reference:" with a text box containing "000000100218". At the bottom, there are two buttons: "Save" on the left and "Cancel" on the right.

- 2 Click in the **Member** field and select the **Member number**
- 3 Click **Save**
- 4 Click **Process**

Summary of the interface with Supercorp Superfund

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

To export a chart from Supercorp Superfund:

- 1** In Supercorp Superfund, select the **Fund** for which you want to export a chart
- 2** Click **Tools, Load Programs, Export BankLink Chart**
The **Export BankLink Chart** window appears
- 3** Click in the **Directory** field and select **F:\BK5** where **F:** is the drive to which BankLink Practice is installed
- 4** Click **Process**

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 **Supercorp Superfund**
- 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 file name and location of the chart exported from Supercorp Superfund, for example: **F:\BK5\fundname.CHT**
- 6** Click **OK**
- 7** Click **Other Functions, Refresh Chart**
BankLink Practice displays an Information window confirming that the chart has been refreshed
- 8** Click **OK**

Transferring Transactions from BankLink Practice to Supercorp Superfund

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\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 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\clientcode.CSV**
- 10 Click **OK**

To import the .CSV file into Supercorp Superfund

- 1 In Supercorp Superfund, open the **Fund** to which you want to import the data
- 2 Click **Tools, Load Programs, Transaction Data Load**
The **Transaction Data Load** window appears
- 3 Check that the date range to the entries to be imported has been specified
- 4 Click **Add**
Supercorp Superfund displays the **Transaction Load Details** window
- 5 Click in the **Supplier** field and select **BankLink**
- 6 Click in the **File Name** field and select the file where your entries were saved, for example **F:\BK5\clientcode.CSV**
- 7 Click **Import**
The **Transaction Load Details** window displays the list of transactions to be imported

BankLink Practice Guide for Australia

8 Click **Process**

9 Click **Close**