Interfacing with Praemium

This document covers transferring transactions from BankLink Practice into Praemium.

Praemium does not use a chart of accounts. This means that the data can be extracted prior to coding, or if coded using a chart from another system, that the coding information will be ignored.

To find out more about setting up the links to Praemium, or transferring transactions, see these topics:

- Setting up the link to Praemium
- Transferring transactions from BankLink Practice into Praemium

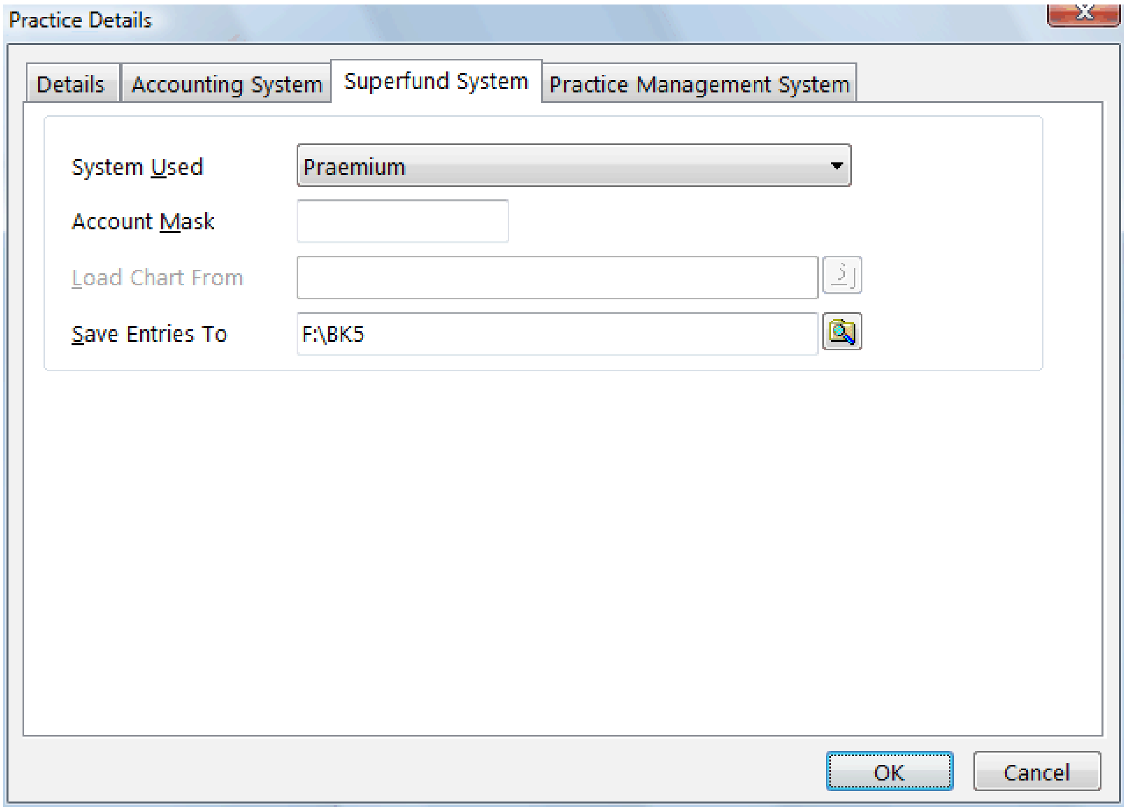
If you experience a problem interfacing BankLink Practice with Praemium please contact BankLink Support.

Setting up the link to Praemium

To set up the link to Praemium 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 **Praemium**

Praemium does not use a chart of accounts so the **Account Mask** and **Load Chart from** fields do not need to be completed.

4 Click on the **Browse** button in the **Save Entries To** field to locate the drive and folder where BankLink Practice is installed, for example **F:\BK5** and click **OK**

5 Click **OK**

To set up the link to Praemium at client level:

1 In BankLink Practice, open the required client file

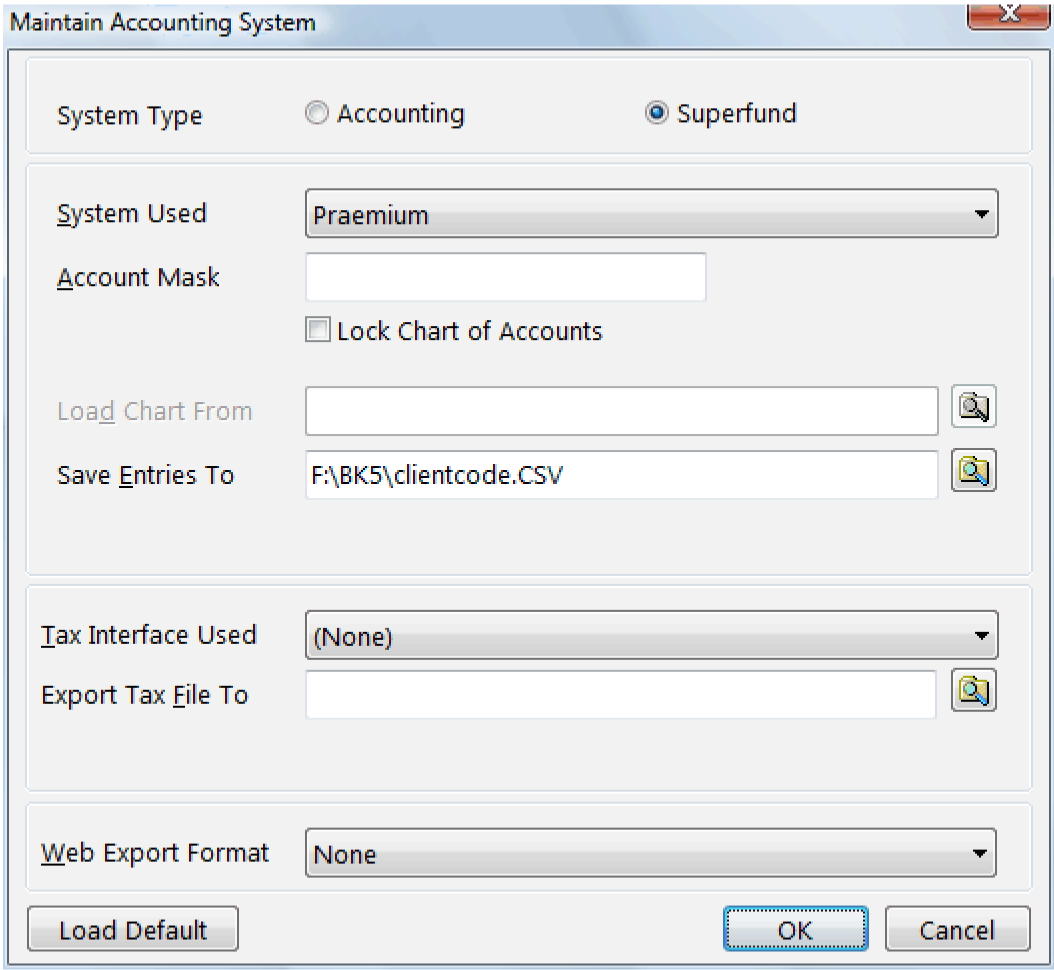
2 Click **Other Functions, Accounting System**

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 is displaying **Praemium**

Praemium does not use a chart of accounts so the **Account Mask** and **Lock Chart of Accounts** fields do not need to be completed.

6 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** where **F:** is the drive to which BankLink Practice is installed - Praemium requires this file to have the extension .CSV

7 Click **OK**

Setting up the Portfolio to process the transfer in V-Wrap

This process links the bank accounts in BankLink to the bank accounts for a Portfolio in V-Wrap. There are two aspects to setting up the bank account links:

- Assigning a unique BankLink code to each bank account in BankLink
- Assigning a unique BankLink code for a Portfolio's bank accounts in V-Wrap

To link a BankLink bank account to a V-Wrap Portfolio:

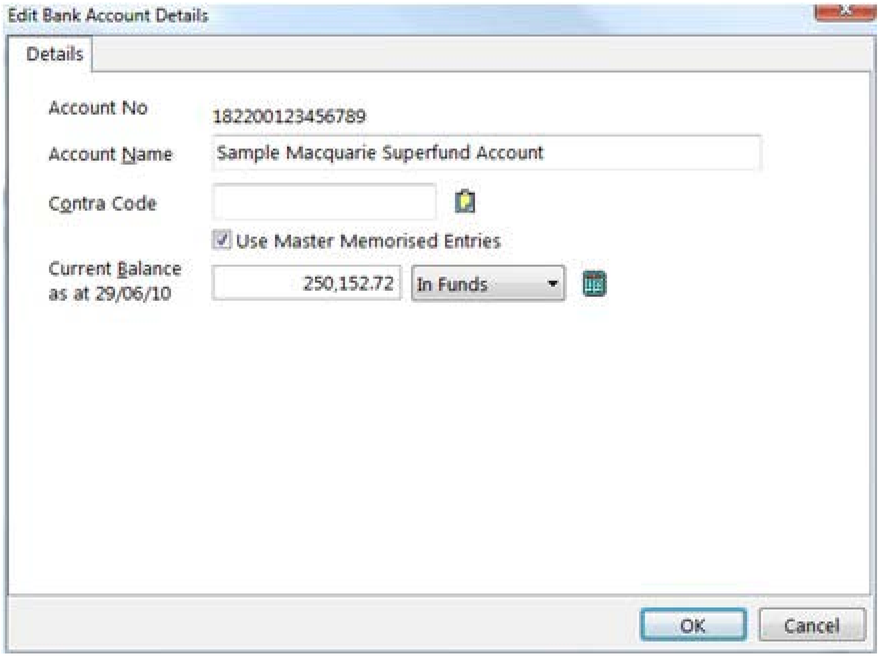
1 In BankLink Practice, open the required client file

2 Click **Other Functions, Bank Accounts**

BankLink Practice displays the **Maintain Bank Accounts** window

3 Select the bank account and click **Edit**

BankLink Practice displays the **Edit Bank Account Details** window



4 Click in the **Contra Code** field and type the unique BankLink code that identifies this bank account

Each bank account in the BankLink client file must be given its own unique BankLink code. You then need to assign this unique BankLink code to the bank account for the Portfolio within V-Wrap.

5 Click **OK**

BankLink Practice displays the **Maintain Bank Accounts** window

To link a bank account to BankLink within V-Wrap:

1 Log in to V-Wrap and select the required Portfolio

Before you can set up Bank Links, you need to set up the cash book as a service asset - if this hasn't already been done you can refer to the Praemium user manual for instructions.

2 Click **Maintenance, Portfolio Management, Portfolio Bank Links**

Praemium displays the **Add Bank Link details** window

3 Click **Add Bank Link Details**

4 Click in the **BSB Nbr** field and enter the BSB number - this will be the first 5 digits of the BankLink Practice bank account number

5 Click in the **Bank Account Nbr** field and enter the bank account number

6 Click in the **Bank Account Name** field and enter the bank account name

7 Click in the **Bank Link Code** field and enter the unique BankLink code as entered for this bank account in BankLink Practice

8 Click in the **Cask Book** field and enter the Praemium cash book code

9 Click **Save**

10 Click **Close**

Transferring transactions to Praemium

Transferring the transactions is a two-stage process:

1 In BankLink Practice - extract data to a .CSV file

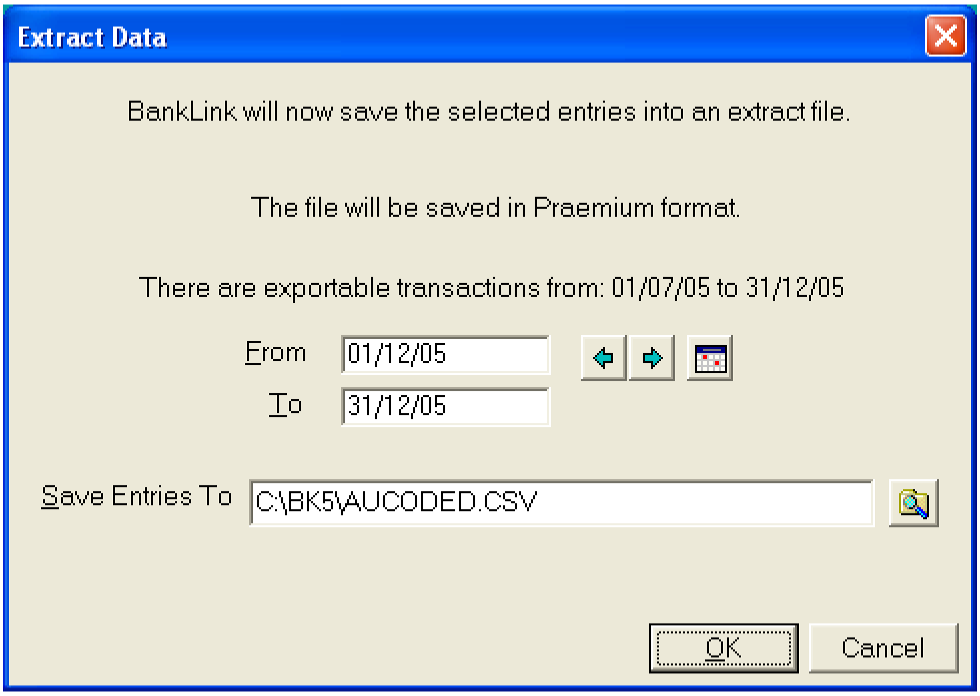
2 In Praemium - import the .CSV file

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

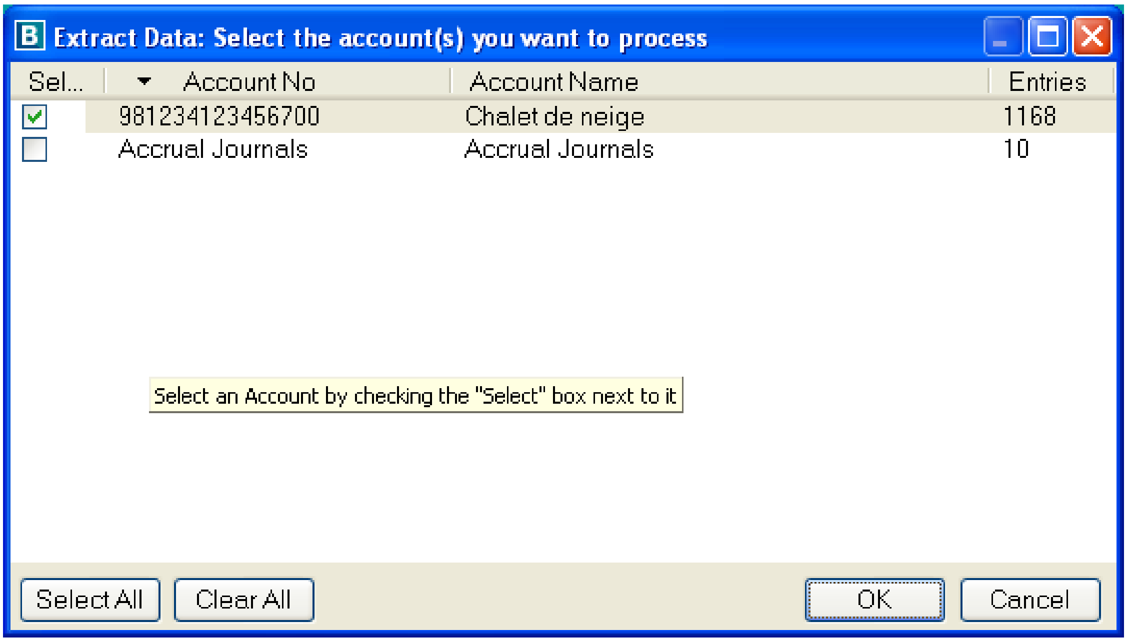
4 Click in the **To** field and enter the date to which you want to extract data

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\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 bank 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:\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 Praemium

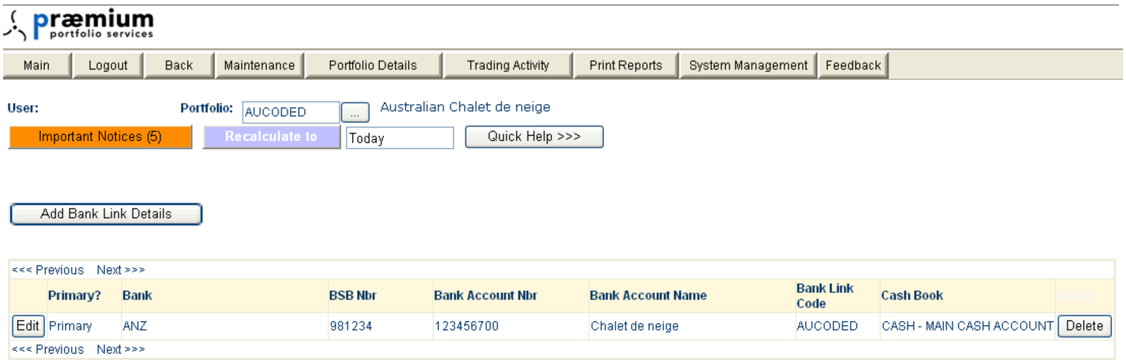
To set up the Portfolio to process the transfer in Praemium:

1 In Praemium, select the **Portfolio** for the BankLink Practice upload

Before you can set up Bank Links, you need to set up the cash book as a service asset - if this hasn't already been done you can refer to the Praemium user manual for instructions.

2 Click **Maintenance, Portfolio Management, Bank Links**

The **Add Bank Link details** window displays



3 Click **Add Bank Link Details**

4 Click in the **BSB Nbr** field and enter the BSB number - this will be the first 5 digits of the BankLink Practice bank account number

5 Click in the **Bank Account Nbr** field and enter the bank account number

6 Click in the **Bank Account Name** field and enter the bank account name

7 Click in the **BankLink Code** field and enter the BankLink Practice Client Code

8 Click in the **Cash Box** field and enter the Praemium Cash Book Code

9 Click **Save**

10 Click **Close**

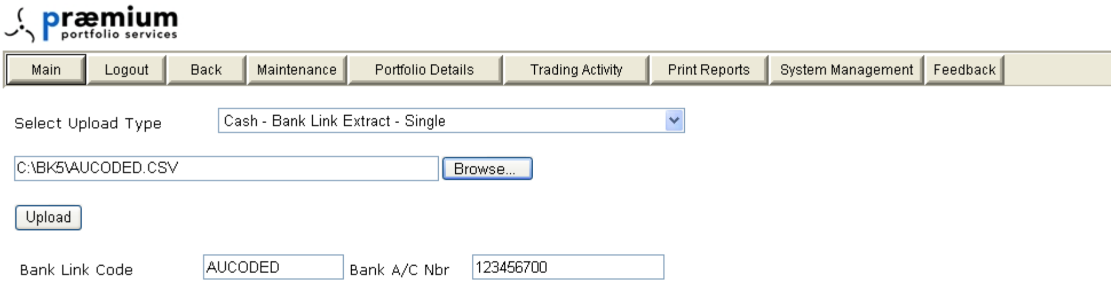
To Upload the BankLink Practice file in Praemium:

Transactions will not upload into Praemium if you have not set up the link between the BankLink bank accounts and the V-Wrap Portfolios. Refer to Setting up the Portfolio to process the transfer in V-Wrap.

1 In Praemium, select the **Portfolio** for the upload

2 Click **Maintenance, Data Upload**

The **Data Upload** window displays



3 Click in the **Select Upload Type** field and select **Bank Link Extract - Single**

4 Click the **Browse** button to locate the file created in the extract data process, for example: **F:\BK5\Clientcode.CSV**

5 Select the file to be imported and click **Open**

6 Click in the **BankLink Code** field and enter the BankLink Practice Client Code and a bank account number

7 Click the **Upload** button

The transactions upload into the nominated cash book

To view the imported transactions:

1 Click **Trading Activity, Cash Book**

2 Click in the **Select Cash Book** field and select the appropriate cash book

The transactions are displayed

3 The Portfolio needs to be recalculated before any transactions are matched