

superMate

Interfacing with superMate

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

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



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



If you experience a problem interfacing BankLink Practice with superMate, 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 superMate into BankLink Practice


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


To copy a chart:

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

To export a chart from superMate:

- 1 In superMate, select the **Bulk** option on the left hand taskbar
 - 2 Click **Tasks, Interfaces, Export BankLink Chart**
The **Export BankLink Chart** window appears
 - 3 Select the fund required and click **Submit**
 - 4 Close the **Export BankLink Chart** window once the job has been run
 - 5 Go to **Dashboard, My Work, My Jobs** to locate the file
 - 6 Select the file and right click, choose **Save As**
The **Save As** window appears
 - 7 Browse to the location you want to save the file to e.g. **F:\BK5** where **F:** is the drive to which BankLink Practice is installed
-  The file name should be **fundcode.CHT** where **fundcode** is the code associated with the fund to which you exported the chart.
- 8 Click **OK** to save the file

 superMate exports the file to a CHT file at **F:\BK5\fundcode.CHT** where **F:** is the drive to which BankLink Practice is installed.

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

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 superMate 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 the 'Practice Details' dialog box with the 'Superfund System' tab selected. The 'System Used' dropdown is set to 'superMate'. The 'Account Mask' field contains '###-####'. Both the 'Load Chart From' and 'Save Entries To' fields are set to 'F:\BK5' and have browse buttons next to them. The 'OK' and 'Cancel' buttons are at the bottom right.

- 3 Click in the **Superfund System** field and select **superMate**
- 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 superMate.

- 5 Click the **Browse** button next to the **Load Chart From** field to locate the drive and folder where your exported superMate 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 superMate 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. At the top, there are two radio buttons for 'System Type': 'Accounting' (unselected) and 'Superfund' (selected). Below this, there are several fields: 'System Used' is a dropdown menu showing 'superMate'; 'Account Mask' is a text box containing '###-####' with a checkbox for 'Lock Chart of Accounts' below it; 'Load Chart From' and 'Save Entries To' are text boxes containing file paths 'F:\BK5\funcode.CHT' and 'F:\BK5\clientcode.CSV' respectively, each with a search icon; 'Tax Interface Used' is a dropdown menu showing '(None)'; 'Export Tax File To' is an empty text box with a search icon; and 'Web Export Format' is a dropdown menu showing 'None'. At the bottom, there are three buttons: 'Load Default', 'OK', and 'Cancel'.

- 3 Click to select **Superfund** as the **System Type**
- 4 Click the **Load Default** button

BankLink Practice displays your practice's Superfund system defaults

- 5 Check that the **System Used** field displays **superMate**
- 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 superMate.

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 and click **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** - superMate 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**

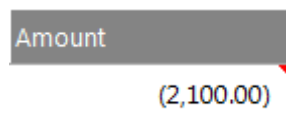


Member IDs are updated in the Member ID drop down list in the **Superfund Details** window each time a chart is refreshed.

Coding transactions for superMate

When you set up a client file with superMate 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 superMate.

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




A screenshot of a software interface showing a text input field labeled 'Amount'. The field contains the value '(2,100.00)'. A small red flag icon is positioned at the top right corner of the input field, indicating that superfund details have been added to this transaction.

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 **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 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 superMate

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

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 superMate, 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 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 superMate.

To import the .CSV file into superMate:

- 1 In superMate, select the **Bulk** option on the left hand taskbar
- 2 Click **Tasks, Interfaces, Interface Load**
The **Interface Load** window appears
- 3 Click in the **Load Type** field and select **Cash Transactions**
- 4 Click in the **Interface Supplier** field and select **BankLink**
- 5 Click in the **File Name** field and select the file where your entries were saved, for example **F:\BK5\clientcode.CSV**
- 6 Click in the **Fund** field and select the fund you want to import
- 7 Click **Submit**

Entries are then posted to superMate



To check for errors go to **Dashboard, My Work, My Jobs**.

Summary of the interface with superMate

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

To export a chart from superMate:

- 1 In superMate, select the **Bulk** option on the left hand taskbar
- 2 Click **Tasks, Interfaces, Export BankLink Chart**
The **Export BankLink Chart** window appears
- 3 Select the fund required and click **Submit**
- 4 Close the **Export BankLink Chart** window once the job has been run
- 5 Go to **Dashboard, My Work, My Jobs** to locate the file
- 6 Select the file and right click, choose **Save As**
- 7 Browse to the location you want to save the file to e.g. **F:\BK5** where **F:** is the drive to which BankLink Practice is installed
- 8 Click **OK** to save the file

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 **superMate**
- 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 superMate , 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 superMate

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 superMate

- 1** In superMate, select the **Bulk** option on the left hand taskbar
- 2** Click **Tasks, Interfaces, Interface Load**
- 3** Click in the **Load Type** field and select **Cash Transactions**
- 4** Click in the **Interface Supplier** field and select **BankLink**
- 5** Click in the **File Name** field and select the file where your entries were saved, for example **F:\BK5\clientcode.CSV**
- 6** Click in the **Fund** field and select the fund you want to import
- 7** Click **Submit**