Chapter 3: Start coding

You do not have to **enter** transactions in BankLink Practice as these have already been entered at the bank and sent to you electronically. BankLink data is a copy of the same data that banks hold, and as such:

- is complete in every detail with the same or more detailed narratives than banks use in printed statements
- contains the exact date of presentation (except for a small number of non-bank institutions)
- contains full and accurate amounts

You only need to **code** your data, which you do in the **Code Entries Screen**. This Chapter shows you how to select data for viewing and coding, provides a tour of the features of the window, shows how to do basic coding, and explains how to sort entries to make coding easier.

This chapter covers:

- Selecting data for coding
- Using the Code Entries Screen
- Manual coding
- Coding GST
- Sorting entries

Selecting data for coding

Before you can open the data in BankLink Practice, you must select what data you need.

This section covers:

- Selecting the client and date range
- Selecting from multiple bank accounts

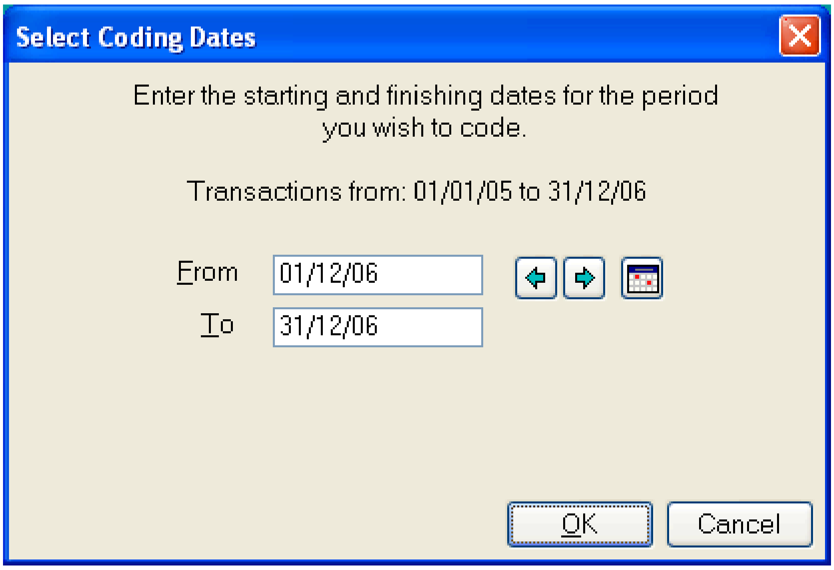
Selecting the client and date range

To open the Code Entries Screen:

1 Open the client file you want to work on

2 Click **Data Entry, Code Entries**

BankLink Practice asks you to specify the start and finish dates for the period you want to code



3 Enter the dates you want to code in the **From** and **To** fields - the dates must be in dd/mm/yy format or use the **Calendar** button (see below)

4 Click **OK**

BankLink Practice displays the client’s transactions for the selected period - you can select another period by clicking the **Coding** button again.

Unlike your main accounting system, BankLink Practice does not work with set periods. In BankLink Practice you can select any dates to code from one day to every day for which you have transactions.

Using the Calendar button

Instead of manually entering the dates to access your data, you can use the **Calendar** button ( ) to speed data selection. The options, except Last Month, are based on the month entered in the Financial Year Start Date for each client, along with the PC date.

To use the Calendar button:

1 While in the **Select Coding Dates** window, click the **Calendar** button

2 Select from:

- **Last Month** (**M**) to display the dates for the previous calendar month
- **Last Quarter** (**Q**) to display the dates for the last complete quarter
- **This Year** (**T**) to display the dates for the whole financial year as per the year start date in Client Details
- **Last Year** (**L**) to display the dates for the whole financial year as per the year start date in Client Details

- **All Data** (**A**) to display the dates for all the data that your BankLink system holds for this client

3 Click **OK**

4 Once you have selected your coding dates you can use the left and right arrow buttons to move to the following or previous equivalent ranges

For example: if you have entered a quarterly date range (for example: from **01/07/07 - 30/9/07**):

- Click the right arrow button (+) to select the next quarter (**01/10/07 - 31/12/07**)
- Click the left arrow button (-) to select the previous quarter (**01/04/07 - 30/06/07**)

You can use the processing indicators on the Home page to select and open data in the Code Entries Screen - see Bank accounts, journals and GST in Chapter 2 for more information.

Selecting from multiple bank accounts

If there is more than one bank account attached to the client file, BankLink Practice prompts you to select the bank accounts you want to work on when you select dates for coding.

Each bank account you select then appears as a separate window inside the **Code Entries Screen**.

To code multiple bank account transactions:

1 Click **Data Entry, Code Entries**

BankLink Practice asks you to specify the period for which you wish to code entries

2 Enter the dates you want to code

3 Click **OK**

BankLink Practice only displays bank accounts for this client file with transactions within the selected dates. BankLink Practice prompts you to select the accounts you want to code

4 By default all bank accounts in the window are selected - you can:

- Click **Clear** to deselect all bank accounts
- Click **Select All** to select all bank accounts
- Click in the **Select** column (or double-click on the bank account) to remove or add the selection tick

5 Once you have selected the bank account(s) you want to work with, click **OK**

If you initially did not open all bank accounts for the client, you can open one or all of the remaining bank accounts.

To open the Code Entries Screen for another bank account within the same client file:

1 Click **Data Entry, Code Entries**

2 Select the bank account(s) you want to open

3 Click **OK**

You can switch between the windows, keeping the windows full screen.

To move between the Code Entries windows for individual bank accounts:

1 Click **Window**

2 Click the bank account you wish to work with

or:

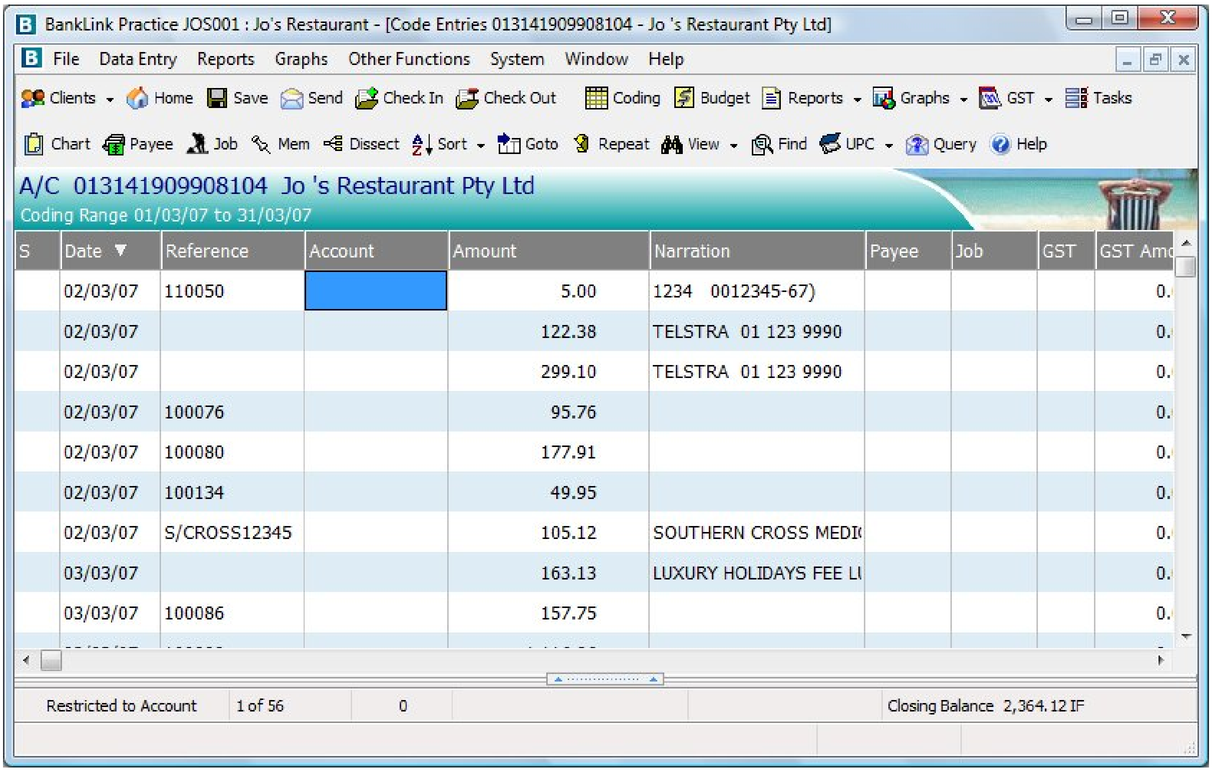
- Press **Ctrl+F6** or **Ctrl+Tab**

Using the Code Entries Screen

The **Code Entries Screen** is the heart of BankLink Practice and is where you do most of your work. The information presented is the same as the data provided in the client's bank statements with presentation dates, amounts, references and narrations.

The transactions have been retrieved directly from the bank, and delivered to your BankLink Practice system through the regular download process.

Here is an example BankLink Practice **Code Entries Screen**



This section covers the various components of the screen:

- BankLink Practice toolbar buttons
- Client file toolbar buttons
- Code Entry toolbar buttons
- The Separation bar and Notes panel
- The Status bar
- Keyboard shortcuts
- The transaction data columns
- Edit all columns facility
- Configure columns
- Layout template files
- Restoring column defaults
- Filtering transactions - coded or uncoded
- Finding a transaction
- Finding uncoded transactions

BankLink Practice toolbar buttons

The BankLink Practice toolbar displays beneath the menu bar when you open BankLink:

Clients	Display the Clients page	**Shift+F12**
Clients	Display up to the last 9 client files worked on	**Alt+F, (number)**
Home	Display the client's Home page	**Shift+F11**
Save	Save the client file you are working on and continue working on it	**Alt+F, S**
Send	Send a client file to another BankLink site	**Alt+F, E**
Check In	Check a client file in from another BankLink site	**Alt+F, H**
Check Out	Check a client file out to another BankLink site	**Alt+F, U**

When you put the cursor over a toolbar button, BankLink Practice displays a hint for the button at the bottom of the screen.

BankLink Practice client file toolbar buttons

The client file toolbar displays when you open a client file:

You can use these buttons to carry out the following functions:

Coding	Code bank statement transactions.	**Alt+D, C**
Budget	Create Edit or Delete Budgets for this client.	**Alt+D, B**
Reports	Access to all Client Reports.	**Alt+R**
Graphs	Access to Client Graphs.	**Alt+G**
GST	Access to all client GST functions.	**Alt+O, G** (for GST Set Up)
Tasks	Show the tasks for the current client.	**Alt+O, S**

When you put the cursor over a toolbar button, BankLink Practice displays a hint for the button at the bottom of the screen.

Code Entry toolbar buttons

The Code Entry toolbar displays beneath the other toolbars when you are coding:

Chart	Look up client's chart of accounts	- (Minus) or F2 or Ctrl+L
Payee	Look up client's Payee List	F3 or Ctrl+P
Job	Look up the client's Job list	F5
Mem	Memorise this entry	F4 or Ctrl+M
Dissect	Dissect [split] this Entry between several accounts	/ or Ctrl+D
Sort	Sort the entries: by Account Code, by Amount, by Cheque Number, by Coded By, by Date Effective, by Date Presented, by Entry Type, by Narration, by Payee, by Reference, by Statement Details	F9 or Ctrl+T and underscored letter
Goto	Go to the next uncoded or invalid entry and each subsequent uncoded entry. If all entries have been coded, and all those codes exist in the chart, BankLink Practice displays a message that all the entries are coded	F8 or Ctrl+G
Repeat	Copy this field from the previous transaction	+
View	All Entries	Ctrl+W, A
	Uncoded Entries Only	Ctrl+W, U
	Entries with Notes	Ctrl+W, O
	Entries with Unread Notes	Ctrl+W, N
	Entries without Notes	Ctrl+W, T
	Edit Codes Only	Ctrl+W, C
	Edit All Columns	Ctrl+W, D or * or Ctrl+A
	Configure Columns	Ctrl+W, I
	Restore Column Defaults	Ctrl+W, R
Find	Find an entry by date, reference, amount, or combination of the three	Ctrl+F
UPC	Add Unpresented Cheques	Ctrl+Insert or Ctrl+I, C
	Add Unpresented Deposits	Ctrl+I, D
	Match Unpresented Items	Ctrl+I, M or Ctrl+U
	Add Initial Cheques	Ctrl+I, I
	Recombine Entries	Ctrl+I, R
Query	Send an email containing uncoded transactions as a Query to this client	Ctrl+Y
Help	Access the context sensitive BankLink Practice Guide	F1

You can also display several toolbar buttons and other commonly-used features by right-clicking the mouse anywhere in the transaction part of the **Code Entries Screen**.

When you put the cursor over a toolbar button, BankLink Practice displays a hint for the button at the bottom of the screen.

Working with Notes

Transactions in the Code Entries Screen may have notes attached. Notes are added to transactions either via the Code Entries Screen, BankLink Notes or when a Query is sent (see Chapter 8 for more about BankLink Notes and Queries), and a yellow or red note flag is displayed.

Notes can be viewed in the account description pop-up by clicking on the transaction's account field. They can also be viewed and edited in the Notes panel. Once you have viewed and dealt with the notes you can mark them as read, or delete them altogether.

Notes which show with a yellow flag can be edited if required, and can be marked as read, displaying then with a white note flag. They can also be deleted.

Notes with a red flag cannot be edited or deleted, but can be marked as read and will then display the white note flag.

Note symbols

A yellow note flag indicates a note on a transaction.

A double yellow note flag indicates that a line within a dissection has a note.

A red note flag indicates either:

- an adjustment has been made to the GST in the GST amount column in BankLink Notes
- the client has added a payee to the payee list in BankLink Notes

A double red flag indicates either:

- a dissection contains a line where the GST amount has been adjusted in BankLink Notes
- a dissection contains a line where the client has added a payee to the payee list in BankLink Notes

A white note flag indicates that the note on a transaction has been marked as read.

A double white note flag indicates that the notes on a dissection have all been marked as read - if there are two or more notes and one has not been marked as read the double yellow note flag will still display.

To view the Notes Panel:

- Click in the middle of the **Separation Bar** at the foot of the screen

Hold down the **Ctrl** key and press the letter **B** (**Ctrl+B**) to view the **Notes Panel** - the cursor moves simultaneously into the field.

To hide the Notes Panel:

- Click in the middle of the **Separation Bar** (**Ctrl+B**)

To always view the Notes Panel:

1. Click in the middle of the **Separation Bar** at the foot of the screen
2. Click the **Pin** button at the top left hand corner of the **Notes Panel**

   The button transforms into the button

Or:

- Right-click in the **Notes Panel** and then click **Notes Always Visible** (**Ctrl+N**)

When you move to the next transaction the **Notes Panel** is still visible.

To re-size the Notes Panel:

1. Position the mouse pointer on the **Separation Bar**

   The pointer transforms to indicate that the size of the **Notes Panel** can be changed

2. Drag the **Separation Bar** upwards to increase the size of the Notes Panel or lower it to decrease its size

3. Right-click in the **Notes Panel** and then click **Reset** to return the panel to its default size

To move between the Code Entries Screen and the Notes Panel:

- Right-click in the **Code Entries Screen** and then click **Goto Notes** (**Ctrl+B**)

Or:

- Right-click in the Notes Panel and then click **Return to Grid** (**Ctrl+B**)

To go to the next note:

- Press **F12** or right-click and select **Goto next note** from the menu

  BankLink takes you to the next note in the **Code Entries Screen**.

When you have read and dealt with the notes you can choose to mark them as read, or for those showing a yellow flag, delete them. If you accidentally mark a note as read you can mark it as unread using the same menu option.

To mark a note as read/unread:

1. Right-click the transaction

2. Click **Notes**, **Mark note as read/unread** (**Shift+Ctrl+M**)

   BankLink Practice changes the note flag from yellow or red to white

If you edit a note that has already been marked as read the flag will remain white (read) - to change the note to unread you will need to manually mark it as unread.

To mark all notes as read:

1. Right-click a transaction

2. Click **Notes**, **Mark all notes as read** (**Shift+Ctrl+A**)

   BankLink Practice changes all note flags to white

To delete a note:

1. Right-click the transaction

2. Click **Notes**, **Delete note** (**Shift+Ctrl+X**)

   BankLink Practice removes the note flag from the transaction

Only notes that start out yellow can be deleted - red notes cannot be deleted, even if they have been marked as read.

If a client file contains a lot of notes that you want to delete, you can specify a date range and delete all notes within that range

To delete all notes for a period:

1. Click **Other Functions, Housekeeping, Delete Notes for a Period**

   BankLink Practice displays the **Delete all notes for a period** window

2. Check that the date range is correct - enter different dates or use the arrows and calendar icon to select a different range if required
3. Click **OK**

   BankLink Practice deletes all notes available for deletion in the period selected

The Status bar

At the foot of the screen is the **Status Bar**:

Status Bar field	Description
Edit mode	**Restricted to Account** = Restricted to Account column only. **All Editable Columns** = All editable columns (Account, Narration, Payee, GST ID, GST Amount, Quantity, Tax Invoice).
Line of Lines	The line you are on and the total number of transactions in the current window
Coded	Indicates the number of coded entries
Transaction information	Information about the currently selected transaction: **M** = this transaction has been coded using a memorisation **MM** = this transaction has been memorised at a master level **H** = this transaction has been entered using the Historical Data Entry facility - refer to Chapter 7 for more information **L** = this transaction has been entered via Manual Data Entry - refer to Chapter 7 for further information **P** = this transaction has been coded using a payee **R** = reversal **B** = BankLink Notes entry **G** = this is a transaction which is either an unpresented item or a balancing transaction created from the manual matching process - refer to Chapter 6 for more information on unpresented items
Account Code and Description	For example: **<380> Insurance** is the number and description of the account code
GST ID	The GST ID that applies to the transaction
GST Amount	The GST amount that applies to the transaction
Closing Balance	Closing ledger balance for the current Code Entries Screen period - this may be the same as the closing bank balance, but will include unpresented items if they are present in the range of transactions selected

Below the Status Bar is a line containing hints:

This is what it looks like when you put the cursor in the Account field. When you put the cursor over a toolbar button, it displays a hint for the button.

The transaction data columns

The main part of the **Code Entries Screen** contains the client's transactions for the bank account and period you select. BankLink Practice displays the transaction details in columns across the screen.

By default, BankLink Practice sorts the transactions in date order and only the **Account** column is available for editing. The **Account** column holds the chart of accounts code applied to the transaction.

You can enter the account code directly from the keyboard. In many cases, BankLink Practice automatically generates this code through Memorisation. For more information, see Chapter 5.

Status	If ticked, this column indicates that the transaction has been transferred to your main accounting system. If a locked padlock symbol, this column indicates that the transaction has been finalised for GST purposes.
Date	The Effective Date of the transaction. This is usually the date of presentation except for Unpresented Items.
Reference	The Bank's reference for this transaction. For cheques, the Cheque Number.
Account	Chart of accounts code allocated to this transaction. This is entered either manually or from using BankLink Practice's automated coding techniques.
A/c Desc	Account description as per the chart (can be displayed when you leave the mouse cursor over the Account code)
Amount	Monetary amount of the transaction as processed by the bank.
Balance	The balance of the bank account at the time of this transaction
Statement Details	The **Statement Details** column contains the description as it appears on the statement, but it cannot be edited, thus preserving the bank's original description of the transaction. By default this column is not visible, but you can make it visible if you require (see Configure columns).
Narration	The **Narration** column also contains a copy of the description of the transaction as it appears on the bank statement. The **Narration** column is displayed by BankLink Practice by default and can be edited if you want to change the description. If you code by payee (see Chapter 3) the payee name replaces the contents of the **Narration** column.
Payee	The **Payee** number for Payee coded transactions.
Payee Name	The **Payee Name** for Payee coded transactions.
Job	The **Job** code assigned to the transaction
Job Name	The **Job Name** for transactions where Job codes have been assigned (can also be displayed when you click the Job code)
GST Class ID	GST Class assigned to the account code in the chart of accounts.
GST Amount	GST value of the coded transaction, either calculated using the rate defined by the GST Class or manually overridden by the user.

Tax Invoice	Indicates if a tax invoice is available for this transaction
Quantity	For livestock and other farming transactions, the number of units.
Entry Type	The transaction type is a code derived from the transaction as recorded in the banking system. It expands on the simple transaction types normally associated with printed statements.
Date Presented	The date of presentation of the transaction at the bank.
Coded By	Indicates how the transaction was coded.

Keyboard shortcuts

	F1	Help
Ctrl+L	**F2**	Chart Look up
Ctrl+P	**F3**	Payee Look up
Ctrl+M	**F4**	Memorise an Entry
	F5	Job Look up
	F6	Edit contents of current field
	F7	GST Class Look up
Ctrl+G	**F8**	Go to the next uncoded Entry
Ctrl+T	**F9**	Sort the Entries
Ctrl+W		Displays the View menu (View All Entries or Uncoded Only)
Ctrl+A	*****	Switch between Restricted to Account and All Editable Columns
Ctrl+D	**/**	Dissect an Entry
	+	Copy this field from the previous transaction
Ctrl+F		Find an Entry
Ctrl+Insert		Add Unpresented cheques
Ctrl+U		Match Unpresented Items
Ctrl+N		Clear Transfer Flags, or in the Notes field, locks the view with the Notes open
Ctrl+B		Show Notes
Ctrl+J		Replace Narration with Notes
Ctrl+Shift+J		Append Notes to Narration
Ctrl+H		Reinstate Statement Details to Narration
Ctrl+Shift+H		Append Statement Details to Narration
Ctrl+Q		Recalculate GST
Ctrl+Y		Send an email to your client querying uncoded transactions
Ctrl+F4		Close current bank account / budget window
Ctrl+F6, Ctrl+Tab		Toggle Bank Accounts
Ctrl+Delete		Delete a whole line in journals, dissections or Historical Data, and also deletes unmatched UPCs
	=	Enter the remaining value in a dissection, memorisation or journal. or alter and add amount in Historical Data Entry or Unpresented Items
Shift+F11		Display the client's Home page
Shift+F12		Display the Clients page

Free Quick Reference Cards are available from BankLink on request - these describe all of the keyboard shortcuts, including quick keys for report groups.

Edit All Columns facility

A BankLink transaction contains more information columns than are immediately visible on the **Code Entries Screen**. By default, you can edit only the account code column when you open the **Code Entries Screen**. In order to be able to edit other columns you select the Edit All Columns facility.

Using **Edit All Columns**, you can also edit the Payee, GST Class ID, GST Amount (if using the simplified Method - see Coding GST), Quantity, Tax Invoice and Narration columns.

To edit all columns:

- Click **Restricted to Account** on the Status Bar at the bottom left of the screen (* or **Ctrl+A**)

or:

- Click **View, Edit All Columns**

The indicator changes to **All Editable Columns** to show that editing of all fields is now active. You may then click on a field in any editable column and change the information it contains.

Once you have finished editing the other columns you may wish to revert to editing the account column only, to facilitate coding.

To edit account codes only:

- Click **All Editable Columns** on the Status Bar at the bottom left of the screen (* or **Ctrl+A**)

or:

- Click **View, Edit Codes Only**

The indicator changes to **Restricted to Account** to show that the **Code Entries Screen** has returned to its original state with only the Account column active.

Configure columns

A BankLink transaction contains more fields than can normally be displayed in the **Code Entries Screen**. You can view hidden columns by scrolling to the right.

There are several ways to alter the appearance of the columns in your **Code Entries Screen**. The changes you make to the appearance of the **Code Entries Screen** only affect the bank account and remain in place until you reset to the default settings. The default settings can be restored at any time.

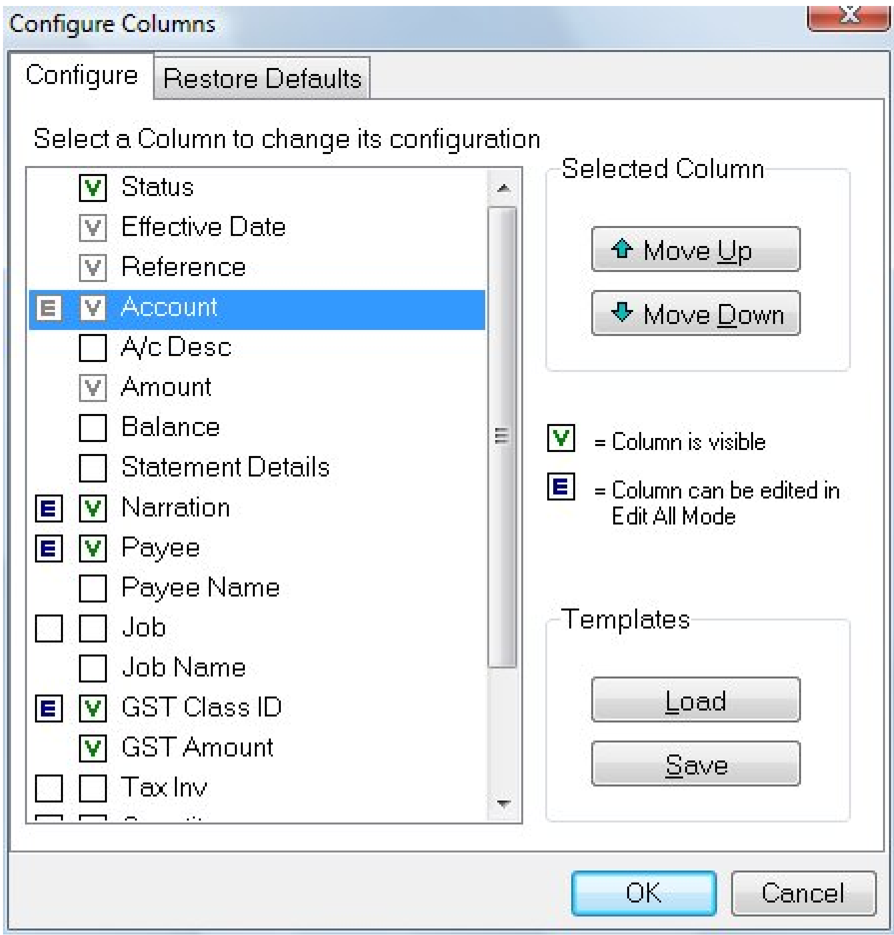
The default settings for the layout of the **Code Entries Screen** are that:

- Only the **Account** column can be edited (**Restricted to Account**)
- The **Account**, **Narration**, **Payee**, **GST ID**, **GST Amount** (if using the simplified Method - see Chapter A4) and **Quantity** columns can be edited when you select **Edit All Columns** (**All Editable Columns**)

To configure the columns in the Code Entries Screen:

1. Right-click anywhere within the **Code Entries Screen** and click **Configure Columns** or click **View, Configure Columns**

   BankLink Practice displays the **Configure Columns** window



2. Click on the **Configure** tab if not already displayed
   - **E** next to a column description means that it is possible to edit this column
   - **V** next to a column means that it is possible to view this column
   - When an **E** or **V** is greyed out it cannot be altered

3 Click on the **E** next to a column description and the **E** disappears - this means that this column cannot be edited when **Edit All Columns** mode is activated in the **Code Entries Screen**

4 Click on the **V** next to a column description to remove it - this means that this column is no longer visible in the **Code Entries Screen**

5 Click on a column description to highlight it and click the **Move Up** button to move that column further to the left or the **Move Down** button to move that column further to the right in the **Code Entries Screen**

You can also drag the columns up or down with the mouse

- Click the column name and drag it to the desired position

  BankLink Practice shows an outline where the column will be shifted to

- Release the mouse

6 Click **OK**

To size the columns:

1 Place the mouse on the right hand edge of the column header

2 Drag the column edge to resize

BankLink Practice retains the adjusted column widths

Template files

You can save a template of a **Code Entries Screen** layout you find useful and want to apply to other accounts. Other users can also use the template you define.

The templates includes saved settings for

- which columns are visible
- which columns are editable
- the order of columns
- the width of columns
- the sort order

To save a layout template:

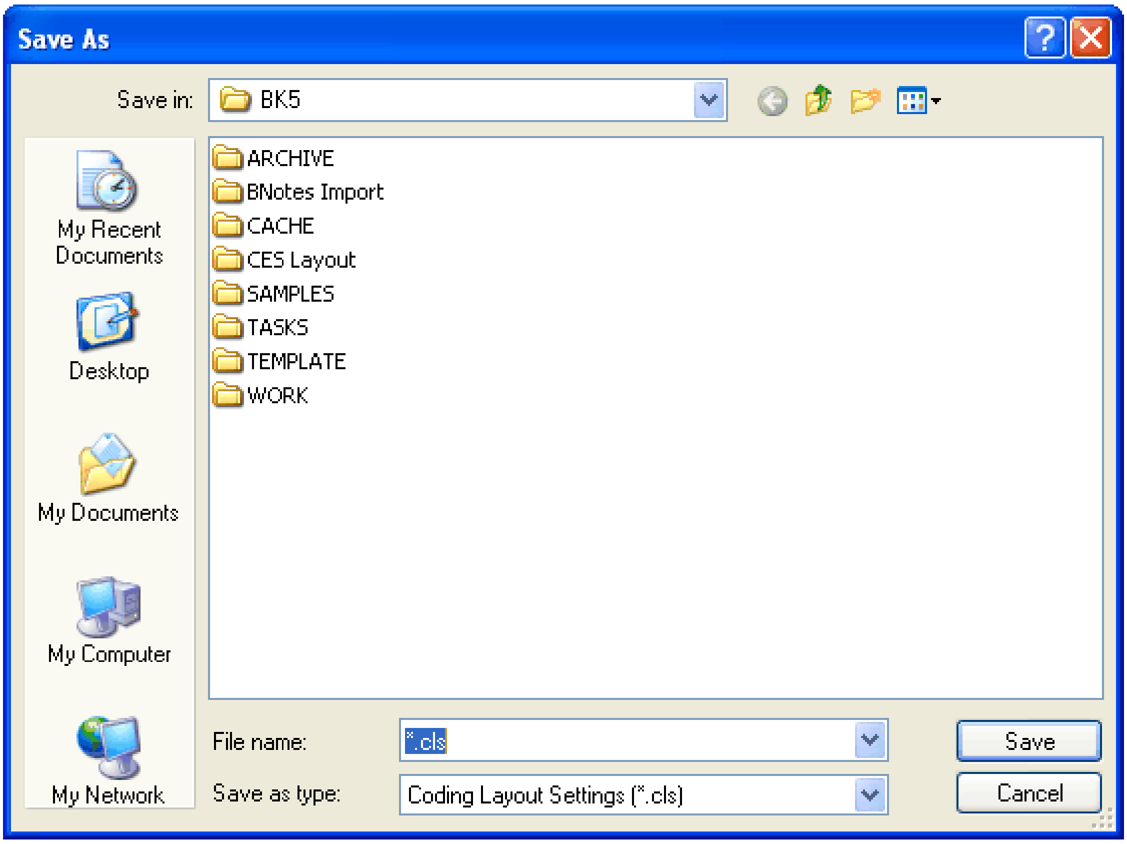
1 View a bank account in the **Code Entries Screen**

2 Click **View, Configure Columns** or **right click, Configure Columns**

3 Change the layout as required

4 Click **Save**

BankLink Practice displays the **Save As** window



5 Click in the **Save in** field and select a folder - by default BankLink Practice saves the template in the BK5 folder but you can add a new folder if required, for example: **CES LAYOUTS**

6 Click in the **File name** field and type your template name

7 Click **Save**

8 Click **OK**

You (and all other users) can now apply the template to any other bank account by loading it when the other account is displayed.

The default sort for the **Code Entries Screen** is **Effective Date**. If you have changed the sort order before saving a layout template, BankLink Practice will save that order as part of the template and use it to display the data when you next open a file that you have applied the template to.

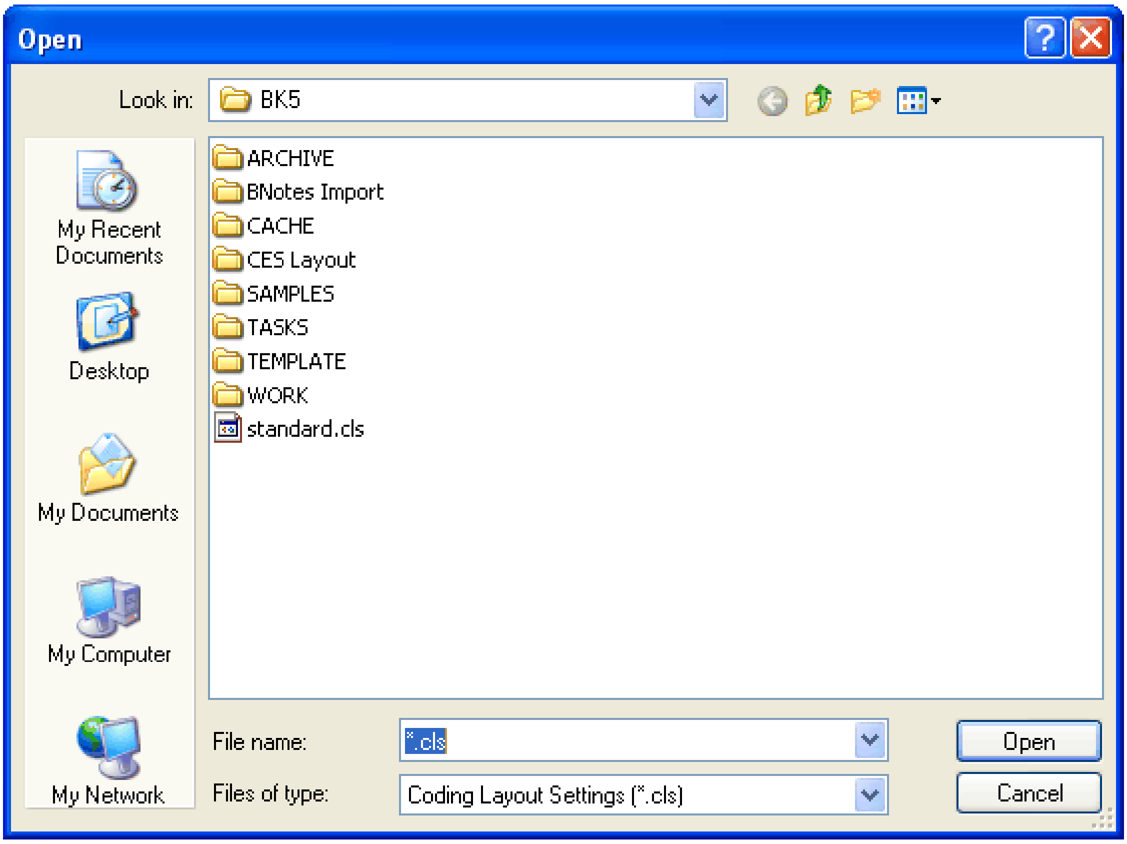
To load a layout template into another bank account:

1 View a bank account in the **Code Entries Screen**

2 Click **View, Configure Columns** or **right click, Configure Columns**

3 Click **Load**

BankLink Practice displays the **Open** window



4 Click in the **Look in** field and select a folder, if you have saved your layout template to a folder other than **BK5**, which is the default

5 Click in the **File name** field and select a file

6 Click **Open**

7 Click **OK**

A layout template can also be applied to multiple clients and bank accounts simultaneously by Administrators - see Chapter A9.

Restoring column defaults

To restore column defaults:

1. Right click and select **Configure Columns** or click **View, Configure Columns** (**Ctrl+W, O**)
2. Click the **Restore Defaults** tab
3. To restore the default order, click the **Default Order** button
4. To restore the default widths to all columns, click the **Default Widths** button
5. To restore the default editing settings to all columns, click the **Default Editing** button

   The **E** reappears next to all the relevant columns
6. To restore the default visibility settings to all columns, click the **Default Visibility** button

   The **V** reappears next to all the relevant columns
7. To restore all default settings:
   - Click the **Restore All** button, or
   - Click **View**, **Restore Column Defaults** (**Ctrl+W, R**) or
   - Right click and select **Restore column defaults**

Filtering transactions - coded or uncoded

You can display either all transactions or only the uncoded transactions in the **Code Entries Screen**.

This option is available whatever sort sequence has been selected. Filtering does not alter the data in any way - it only changes how BankLink Practice displays it on the screen.

The ability to filter out coded transactions is an extremely useful tool when a set of accounts has memorised transactions that you do not have to deal with. For more information on memorisations see Chapter 5.

To display Uncoded Transactions only:

- Click **View, Uncoded Entries Only** (**Ctrl+W, U**)

  The **Code Entries Screen** shows only the uncoded and invalidly coded transactions, and the total number of transactions on the Status Bar is the total of the uncoded transactions displayed

To display All Transactions:

- Click **View, All Entries** (**Ctrl+W, A**)

  The **Code Entries Screen** shows both coded and uncoded entries

Remember that if you select a filter, it remains in force during a coding session until you change it or finish the coding session.

Finding a transaction

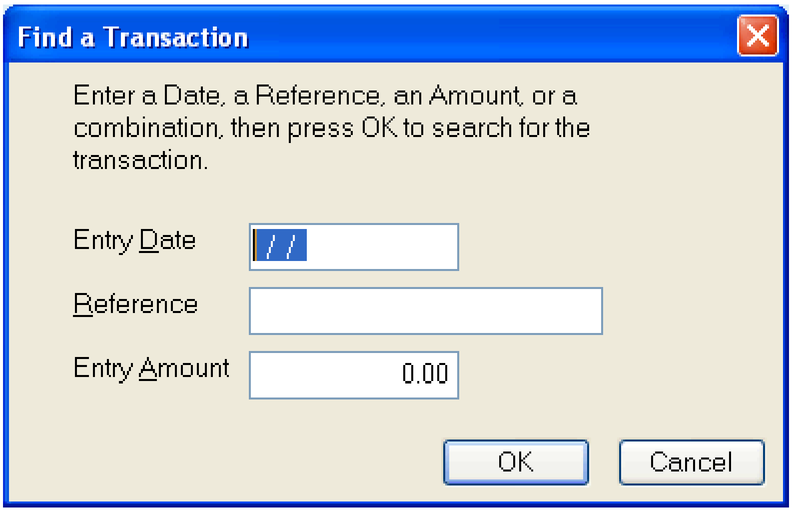
You can find an entry in the **Code Entries Screen** using:

- **Entry Date**
- **Reference**
- **Entry Amount**

To find a transaction:

1 Click **Find** (**Ctrl+F**)

BankLink displays the **Find a Transaction** window



2 Enter a date, reference, amount or combination of all three

3 Click **OK**

If BankLink Practice finds an exact match, it takes you to the transaction.

You can also find entries by sorting by a column and using the vertical scroll bar. As you pull the vertical scroll bar up or down the detail in the sorted column of each transaction appears on the right hand side. Release the mouse to move the record with the displayed detail to the top of the **Code Entries Screen**.

Finding uncoded transactions

While in the **Code Entries Screen,** you may want to go straight to the next uncoded entry or check that all entries for this period have been coded.

To go to the next uncoded transaction:

- Click **Goto** (**F8** or **Ctrl+G**)

BankLink Practice takes you to the next uncoded entry in the **Code Entries Screen**. If all the entries have been coded BankLink Practice tells you this.

Manual coding

Using BankLink Practice you can code entries directly from the keyboard (**manual coding**). Entries are validated against the client's chart of accounts.

This section covers:

- Entering a code
- Looking up a code in the chart of accounts

Entering a code

In most practices, BankLink Practice is set up with a direct link to your main accounting system's chart of accounts. This means that the same Chart used in your main accounting system is used by BankLink Practice to verify account codes as you enter them.

Setting up a link to your main accounting system is usually a BankLink Administrator task, for more information see Chapter A1: Installing BankLink.

Once the direct link is established, each time you select the **Refresh Chart** option BankLink Practice reads the existing chart of accounts from your main accounting system into the BankLink Practice client file.

When you change the chart of accounts in your main accounting system, you must remember to refresh the chart into BankLink Practice.

To select the refresh chart option in BankLink:

- Click **Other Functions, Refresh Chart**

  BankLink Practice displays a message confirming that the chart has been refreshed

It may be that your practice has extensive charts in your main accounting system, and only a reduced chart set up in BankLink Practice even though there is a link. If this is the case, the **Refresh Chart** option needs to be used carefully. If in doubt consult your BankLink administrator before carrying out a refresh.

If, in your practice, there is no direct link to a chart of accounts, you need to create a chart in BankLink Practice in order to verify the codes entered. For information on creating a chart of accounts see **Maintaining client chart of account information** in Chapter 2.

To enter an account code for the current entry:

1. In the **Code Entries Screen**, select the transaction to code

   BankLink Practice confirms that it is ready for you to enter a code with a blue highlight

2. Enter the account code in the **Account** column against the relevant entry

   If it is a valid code, BankLink Practice accepts it and the cursor moves to the next line

Where sub-codes are used and a base number is entered, if you want to apply the base number BankLink Practice does not immediately accept it and move the cursor - you need to press **Enter**. For example: you have a base number of **230** and a sub-code of **230-01**, you type **230**, but because you could still type **01** BankLink Practice waits for you to confirm the number by pressing **Enter**.

When the cursor is on a coded transaction the Code, Description and GST details are displayed at the foot of the **Code Entries Screen** on the Status Bar.

To repeat the account code from the previous transaction:

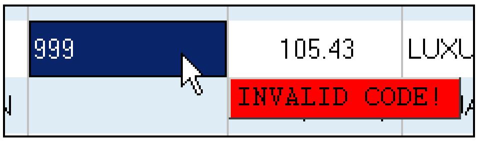
- Click **Repeat** Repeat (or **+** key on the numeric keypad)

  BankLink Practice repeats the code in the previous transaction and moves to the next transaction line

Invalid codes

If BankLink Practice does not find a match between the entered code and the chart of accounts, when you press **Enter** to insert the code, the cursor moves to the next cell and BankLink Practice sounds a warning.

Instead of a code description, **INVALID CODE** displays on the Status Bar at the foot of the screen, and the **Account** field colours red. If the cursor is placed over this invalid code a red message box displays in the **Code Entries Screen** stating **INVALID CODE**.



You can now:

- Change the code to a valid one
- Delete the invalid code by pressing **Delete**
- Press **Enter** to move to the next transaction, and leave the code as invalid (you will have to change it to a valid code before importing it to your main accounting system)

Chart lookup

Once the client has been set up with a chart of accounts, you can use it as a reference in the **Code Entries** window.

To look up the chart of accounts at the Code Entries Screen:

1 There are several ways of displaying the **Select an Account** window:

- Click the **Chart** button
- Press **F2** or **Ctrl+L** or **-**
- Right click, and click **Lookup Chart**

2 Click required code and press **Enter** (or double-click)

Finding an account code

By default the chart of accounts is sorted in account code order, but you can sort the chart of accounts in ascending order by account code or description to help you find a particular code.

To sort the chart of accounts by code or description:

1 Display the **Select an Account** window using one of the methods described above

2 Click on the column header that you want to sort the codes by

BankLink Practice sorts the chart by the column you select

The chart look up also has a fast find feature to help find a code when you don’t remember exactly what it is. For example, you may know that the **Leasing Charges** code is in the 300s, but cannot remember exactly what the code is. You can use fast find to find it.

To look up an account code using the fast find feature:

1 Display the **Select an Account** window

The chart appears with the cursor positioned at the top of the chart

2 Enter the first character of the account description you require (for example **L**)

The cursor moves to the code for **Laundry and Dry Cleaning**

3 Enter the second character you require (for example **E**)

The cursor moves to the code for **Leasing charges**, because it has matched on the L and the E that you entered

4 Click on required code and press **Enter** (double-click)

You can also use the fast find feature with the code numbers - BankLink Practice automatically switches to a code or description search depending on whether the first key you press is a number or a letter.

Entering Job Codes

Job coding in BankLink Practice allows you to set up a job list for each client. BankLink Practice uses the information in the job list to code transactions so that they can be grouped together for reporting purposes. Job coding can be seen on the Custom Profit and Loss and Cash Flow reports.

The Job column is available in the Code Entries Screen, dissections, journals, historic and manual data entry, but is hidden by default. To display the Job column in any of these windows you need to configure the columns.

To display the Job column in the Code Entries Screen, dissections, journals, historic or manual data entry:

1 Right-click and select **Configure Columns** from the context menu

BankLink Practice displays the **Configure Columns** window

2 Click the check boxes next to **Job** to enable editing and viewing of the column

3 Click **OK**

BankLink Practice displays **Job** column in the window

You can also display the **Job Name** column, although BankLink Practice displays the job name as a hint when you click on the Job column.

To enter a Job code in the Code Entries Screen, dissections, journals, historic or manual data entry:

1 Click on the **Account Code** field of the transaction to code

2 Click **Jobs** (**F5** or right-click, **Lookup Job**)

BankLink Practice displays the Client's job list

3 Click the job to use and press **Enter** (or double-click) to attach the job to that transaction

You can use the fast find facility in the Job list - key in the first letter of the job name to move directly to that job.

You can use the **+** key in the **Job** field to copy the job from the previous transaction or line.

When you use different job codes in a dissection, BankLink Practice displays **split** in the Job column.

If during a job look up you find that the required job is not present, click **Add Job** to set it up - see Adding new jobs in Chapter 2.

An alternative method for entering Job codes:

1 Turn on the edit all columns facility (***** or **View, Edit All Columns**)

2 Click the Job cell and enter the Job number manually in the **Job** column of the **Code Entries** window (You can also use the **F5** lookup)

Assigning jobs to memorisations

When you memorise an entry, you can assign a job to the memorisation at the same time. For information on assigning a job to a memorisation, see memorisations. These entries are matched with the correct job, the job code displays in the **Job** column in the **Code Entries Screen**, and the transactions are included against the relevant job in the client's coding by job report.

You can also assign jobs in a dissection or journal.

Coding by payee

When coding cheques, you look at the payee on the cheque butt to decide which account code to apply to the transaction. Once you have determined this, you enter the code into BankLink Practice.

It is common for cheques made out to a particular payee to be always coded to the same account code.

Payee coding in BankLink Practice recognises this and allows you to set up a payee list for each client, or range of clients. BankLink Practice uses the information in the payee list to code transactions by payee in the **Code Entries Screen**.

It is useful to sort the transactions in **Cheque Number** order when coding by payee.

To code by payee:

1 Click on the **Account Code** field of the transaction to code

2 Click **Payees** (**Ctrl+P** or **F3** or right-click, **Lookup Payee**)

BankLink Practice displays the client's payee list

3 Click on the payee to use and press **Enter** (or double-click) to attach the payee to that transaction

The payee list has a fast find facility that allows you to key in the first letter of the payee's name to move directly to that payee.

If during a payee look up you find that the required payee is not present, click **Add New Payee** to set it up - see Adding a payee in Chapter 2.

When you code by payee, BankLink Practice:

- Codes the transaction to the default ledger code set up for this payee in the payee list
- Enters the payee number in the **Payee** field of the transaction
- Displays the Payee Name in the **Payee Name** field of the transaction
- Adds the payee narration details to the transaction's **Narration** field(s), either at transaction level or in a dissection

When creating a new **Payee** the **Payee Name** defaults into the **Narration** field. This field can be edited as required. If the **Narration** field is left blank the transaction narration is used.

Added benefits:

- Because BankLink Practice can replace the transaction narration with the payee narration details, the client's ledger is more detailed and hence more informative.
- BankLink Practice has a detailed or a summarised report for your clients showing the amount they have spent with each of their suppliers (payees) for any period. For information see Spending by payee reports in Chapter 13: Producing reports.

An alternative method of coding by payee:

1 Turn on the edit all columns facility (**Ctrl+A**)

2 Enter the Payee number manually in the **Payee** column at the **Code Entries** window

Note that if you delete a payee this does not affect data already coded using this payee.

Attaching payees to memorisations

When you memorise an entry, you can allocate a payee to the memorisation at the same time. For information on attaching a payee to a memorisation, see memorisations. These entries are matched with the correct payee, the payee number displays in the **Payee** column in the **Code Entries Screen**, and the transactions are included against the relevant payee in the client's payee spending report.

You can also code by payee in a dissection or journal.

Coding GST

BankLink Practice is able to produce the BAS according to either of two authorised methods, called **Full** and **Simplified** in the BankLink software.

The Full method: This method follows the original ATO guidelines and uses the GST class applied to a transaction to populate the relevant **G** boxes of the BAS with the gross amount of the transaction. For more information refer to the ATO's Business Activity Statement Instructions - **GST calculation sheet option**.

The Simplified method: The ATO have since produced BAS instructions offering another option when completing the GST section of the BAS. For more information refer to the ATO's Business Activity Statement Instructions - **GST derived from accounts option**.

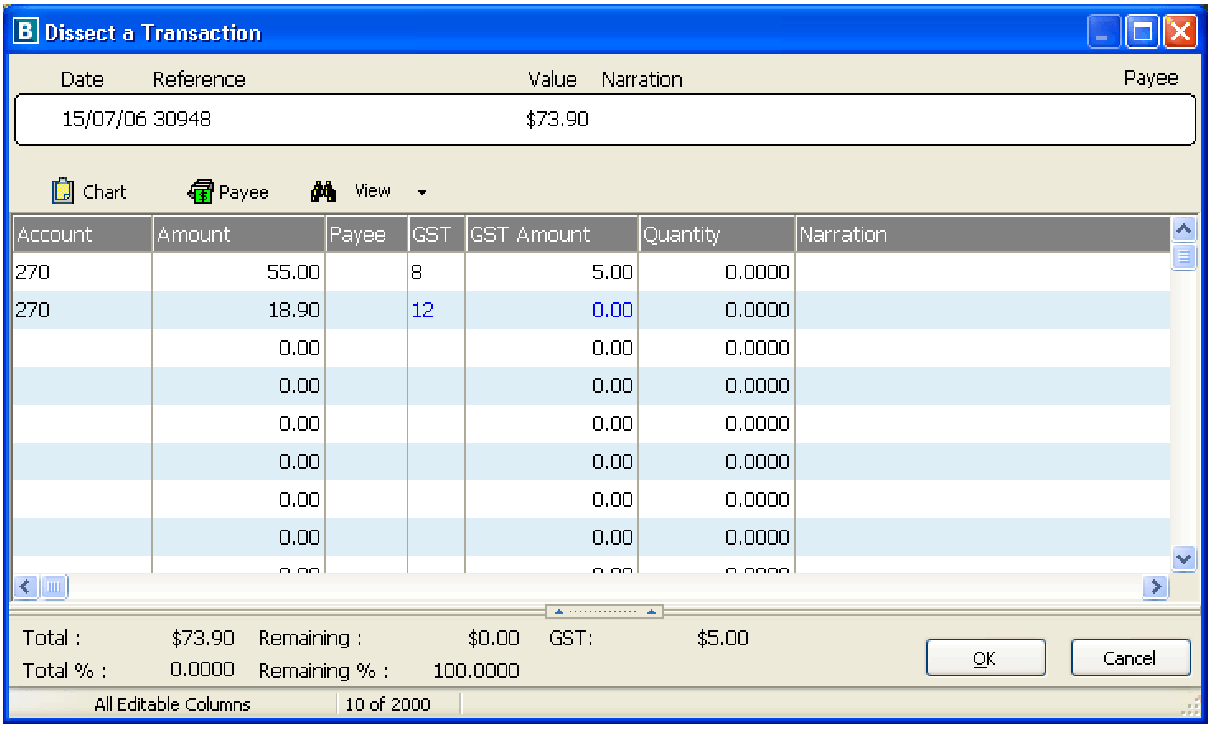
If you set the client to use the Simplified method, you can override the GST amount in the **Code Entries Screen** for transactions where the GST is not exactly 10%.

You cannot override the GST amount for a transaction that uses a GST class with a rate of 0 %.

You can configure the columns in the **Code Entries Screen** so that only the Account and GST Amount column are active when you select the Edit All Columns **ALL** mode. This can save you time when coding transactions using this method.

Example: A cheque for $190 pays an invoice for purchases where the GST amount is $10. In this example the purchases code used is 270, which has GST class 8 (GST on Taxable Acquisitions - Other) allocated to it. GST Class 12 indicates acquisitions with no GST in the price.

Using the **Full** method, you must dissect every transaction where the GST is not the standard 10% of the full transaction so that the BAS is correct. You would dissect the example transaction as follows:

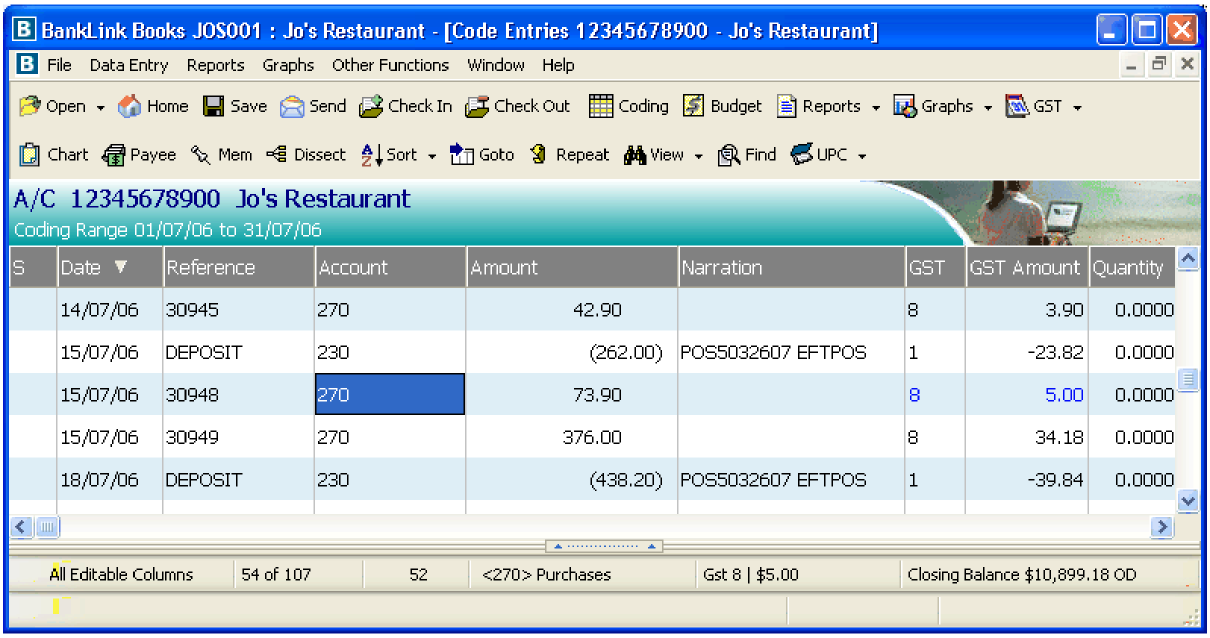


To speed up coding you can enter the GST amount of the transaction in the **Amount** field and press the ***** key. This multiplies the amount by 11 and automatically updates the Amount field with the gross amount. Use the equals key (**=**) on the last line to enter the remaining value of the dissection in the Amount field. Override the default GST class with GST class 12 to obtain zero GST.

Alternatively, if you know the amount is a percentage of the gross total you can key (for example) 70.00 and then the **%** key, and BankLink Practice enters 70% of the gross total in the Amount field and calculates any GST applicable.

When you produce the BAS, the gross amount of $110 appears in box G11 of the GST calculation sheet and the gross amount of $80 is added to box G11 and also appears in box G14. The amount in box G17 is $110 and in G12, $190. In this case, the gross amount of other acquisitions in the GST calculation sheet, G12, matches the amount in the BankLink Practice ledger.

Using the **Simplified** method, alter the edit mode from Edit Codes Only **R** to Edit All Columns **ALL**. Code the transaction and override the GST amount putting $10 in the GST Amount field:



When you produce the BAS, BankLink Practice multiplies the GST amount of $10 by 11 to populate box G17. The GST free portion of the transaction does not appear in the calculation sheet - box G14 is not populated. The amount in G17, $110, also appears in box G11 and G12 to estimate the gross amount of other acquisitions. In this case, the gross amount of other acquisitions in the BAS calculation sheet is $110 while the amount in the BankLink Practice ledger is $190.

For information on setting up GST see Chapter 16.

Remember that if BankLink Practice reads the chart of accounts for each client from your main accounting system, as long as you refresh the chart on a regular basis, the treatment of GST is consistent and up to date with your main accounting system.

Overriding GST

You can edit the GST Class ID as part of normal transaction coding in the Code Entries Screen, dissections, journals, memorisations, payees, historical and manual data entry by:

- using the GST look up to select a different GST class

or:

- manually editing the GST ID field - if you are in the **Code Entries Screen** or the **Enter Journal** window you first need to select to edit all columns

To look up and select GST classes:

1. Click on the transaction
2. Press **F7** or right-click and select **Lookup GST Class**

   BankLink displays the **Select GST Class** window
3. Double-click a GST class, or click it and press **Enter**, to assign it to the transaction

If there is no GST applicable to a transaction, you can select **No Rate**

To override the default GST Rate:

1. Ensure **Edit All Columns** is enabled - click **View, Edit All Columns** (***** or **Ctrl+A**) if it is not
2. Click on the **GST** field of the transaction you want to edit
3. Enter the alternative GST rate - you can press **F7** to look it up

You can override the **GST Amount** applied to a transaction if the client's GST Calculation Method is set to **Simplified** and the **Edit** checkbox is enabled in **Configure Columns**.

To override the GST amount:

1. Click on the **GST Amount** field of the transaction you want to edit
2. Enter the alternative GST amount

If you override the GST class or GST amount of a transaction, BankLink Practice colours the values in the GST and GST Amount fields blue. The GST classes or amounts you amend appear in the **GST Overrides Report** described in Chapter 13: Producing reports.

Recalculating GST according to the default settings

If you override a GST rate or GST amount in the **Code Entries Screen** and want to revert to the default GST rate and amount according to your chart of accounts, you can have BankLink Practice recalculate GST for **all** transactions in the window using the default GST rate for the account code used to code the transaction.

To recalculate GST:

1. Right-click in the column header for **GST** or **GST Amount**, c**lick Recalculate GST**

   or:

   Press (**Ctrl+Q, R**)

   BankLink displays an **Information** window confirming the recalculation

2. Click **OK**

This recalculates the GST for all entries in the **Code Entries Screen** that have not been flagged either as being transferred to the main accounting system or locked for GST purposes. For more information on locking data for GST purposes see Chapter 16: Transferring coded data to your accounting system.

Sorting entries

BankLink Practice provides advanced sorting facilities in the **Code Entries Screen** to enhance the efficiency of transaction coding.

Sorting is particularly powerful in coding transactions that have not already been memorised.

Sorting does not alter the data in any way - BankLink Practice just re-displays the data in the **Code Entries Screen**, changing the order to assist you in the task you are performing.

To sort entries by a different column (the quick way):

1 Move the cursor over the column header by which you want to sort

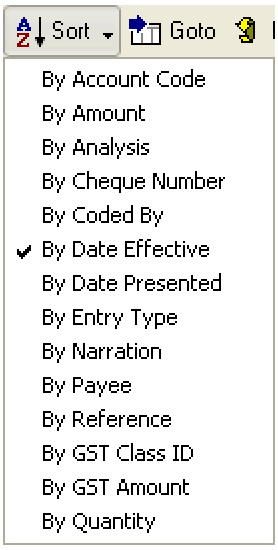
The cursor changes to a hand symbol if you can sort by that column.

2 Click on the column header

To sort entries via the menu:

1 Click **Sort** (**Ctrl+T** or **F9**)

BankLink Practice displays all the columns **you currently have visible** that you can sort by:



To configure non-visible columns to make them visible, see Configure columns.

2 Click on the column name by which you want to sort

Columns which are not visible do not appear in the sort menu. To make a column visible, see the configure columns facility earlier in this Chapter.

For all sort options, blank fields are sorted in date order and appear before non-blank fields.

See these sections to find out how to each of these sort orders can help you to work more efficiently:

- Account Code
- Amount
- Cheque Number
- Coded by
- Date Effective

- Date Presented (Bank Statement Date)
- Entry Type
- Narration
- Reference
- Statement Details

Sorting by Account Code

After all transactions are coded, it is useful as a final check on data quality to look at the transactions in **Account Code** order to identify any anomalies.

You may code all cheques to Purchases and/or all deposits to Sales as this matches most transactions. Sorting by **Account Code** groups all like-coded transactions together so that you can easily identify the exceptions.

Another useful aspect of sorting by **Account Code** is that it lists all the still-uncoded entries together at the top.

To sort transactions by Account code:

- Click on the **Account** column header

or

- Click **Sort, By Account Code** (**Ctrl+T, Y** or **F9,Y**)

  BankLink Practice re-displays the transactions in ascending **account code** order with uncoded transactions appearing at the top of the screen

Sorting by Amount

Sorting transactions by **Amount** lists them in dollar value sequence.

You can easily identify payments of a constant amount suitable for memorisation as these are grouped together when sorted by **Amount**.

When you code all deposits to Sales you can use this sort order to check for any anomalies.

To sort transactions by Amount:

- Click on the **Amount** column header

or

- Click **Sort, By Amount** (**Ctrl+T, A** or **F9, A**)

  BankLink Practice re-displays the transactions, sorted by credits (largest to smallest), then debits (smallest to largest).

Sorting by Cheque Number

This is a very useful sort sequence when you are coding cheques.

By sorting in cheque number sequence using the **Reference** column, you list cheques in the same order as they were written. Transactions that do not have an **Entry Type** of **Cheque**, are sorted at the end in **Date** order.

You can code transactions directly from cheque butts or from other source documentation such as the BankLink Coding Report. For more information on the BankLink Coding Report see Chapter 8.

To sort transactions by Cheque Number:

1. Right-click on the **Reference** column header
2. Select **Sort by Cheque Number**

or

- Click **Sort, By Cheque Number** (**Ctrl+T, C** or **F9, C**)

  BankLink Practice re-displays the transactions in ascending **Cheque Number** order - all other transactions are displayed in **Date** order

See also Sorting by Reference

Sorting by Coded By

This can be useful if you have clients coding in BankLink Notes. The **Coded By** field contains **Notes** if a chart code is used or **Notes Payee** if a payee code is used. Sorting by **Coded By** separates out the practice coding from the client coding.

To sort transactions by Coded By:

- Click on the **Coded By** column header

or

- Click **Sort, By Coded By** (**Ctrl+T, O** or **F9, O**)

  BankLink Practice re-displays the transactions in ascending **Coded By** order, with uncoded transactions listed first

Sorting by Date Effective

When the **Code Entries Screen** first displays, the transactions are in **Date Effective** order.

For presented items this sequence is the same as the sequence used by banks to list transactions on statements.

To sort transactions by Date:

- Click on the **Date** column header

or

- Click **Sort, By Date** (**Ctrl+T, D** or **F9, D**)

  BankLink Practice re-displays the transactions in ascending **Date Effective** order

Sorting by Date Presented (Bank Statement Date)

If during coding you have entered unpresented Items, sorting by **Date** does not provide an exact bank statement order, while sorting by **Date Presented** does. You can use the **Date of Presentation** order to directly compare BankLink Practice data with printed statements.

To sort transactions by Date Presented (BS Date):

- Click on the **Date Presented** column header

or

- Click **Sort, By Date Presented** (**Ctrl+T, T** or **F9, T**)

  BankLink Practice re-displays the transactions in **Date Presented** order

Sorting by Entry Type

Sort transactions **Entry Type** is a good starting point when deciding which transactions to memorise as memorisations always include Entry Type in their criteria.

To sort transactions by Entry Type:

- Click on the **Entry Type** column header

or

- Click **Sort, By Entry Type** (**Ctrl+T, E** or **F9, E**)

  BankLink Practice re-displays the transactions in ascending **Entry Type** order

Sorting by Narration

Sorting transactions by **Narration** lists them in ascending numeric then alphabetic order according to the **Narration** field.

This is useful for reviewing the coding for consistency, and memorising transactions where part of the text in the **Narration** field is identical.

To sort transactions by Narration:

- Click on the **Narration** column header

or

- Click **Sort, By Narration** (**Ctrl+T, R** or **F9, R**)

  BankLink Practice re-displays the transactions in ascending **Narration** order

Sorting by Reference

This is a very useful sort sequence when deciding what transactions could be memorised. See Chapter 5 for more on memorisations.

Sorting by Reference in the **Reference** column, you list items in strict alphanumeric order.

To sort transactions by Reference:

1. Right-click on the **Reference** column header
2. Select **Sort by Reference**

or

- Click **Sort, By Reference** (**Ctrl+T, F** or **F9, F**)

  BankLink Practice re-displays the transactions in ascending **Reference** order

See also Sorting by Cheque Number

Sorting by Statement Details

Sorting transactions by **Statement Details** lists them in ascending numeric then alphabetic order according to the **Statement Details** field.

This is useful for memorising transactions where part of the text in the **Statement Details** field is identical.

To sort transactions by Statement Details:

- Click on the **Statement Details** column header

or

- Click **Sort, By Statement Details** (**Ctrl+T, S** or **F9, S**)

  BankLink Practice re-displays the transactions in ascending **Statement Details** order