

Chapter 7: Historical and manual data entry

Historical data is comprised of transactions that are dated before the first transaction downloaded for a bank account. You can only enter historical data for prior periods after the bank account has been attached to the client file.

Manual data is entered into manual bank accounts which you create to hold transactions for accounts that are not available as yet on the BankLink service. Transactions can be added for any date, and if the account becomes available for download the manual data can be combined with delivered transactions to allow full account history.

You enter historical and manual data using windows similar to the **Code Entries Screen**. To make data entry faster, you have the option of adding ranges of blank cheques and functions allowing you to repeat information.

You enter transactions directly from bank statements. Once you have entered them, they form part of the BankLink Practice client file and can be viewed in the **Code Entries Screen** as though they had been electronically downloaded.

An **H** appears on the status bar whenever an historic transaction is selected; an **L** denotes a manual transaction.

The toolbar buttons and right-click menus function in the same way as the **Code Entries Screen**, except for cheques (see **Adding cheque ranges**).



Only use Historical Data Entry to key data from printed bank statements. Do not account for unrepresented items or non-bank transactions using this function.



Once you have added the data, you can add unrepresented items in the usual way.

This Chapter covers:

- Adding historical data
- Saving historical data
- Deleting and editing historical data
- Adding manual data
- Saving manual data
- Deleting and editing manual data
- Adding cheque ranges
- Checking the bank balance
- Configuring columns for historical and manual data entry

Adding historical data

To access the Historical Data Entry window:

- 1 Open the file to which you want to add historical data
- 2 Click **Data Entry, Historical Entries**
- 3 If the client file has more than one bank account BankLink Practice displays the **Select Account to add Historical Transactions to** window - select the required account and click **OK**

BankLink Practice displays the **Add Historical Entries** window

To enter an opening balance for the account:

- 1 Double click in the **Opening Balance From Statement** field and enter the opening balance from the bank statement on the date you will start to enter transactions
- 2 Click in the **IF/OD** field and select **IF** for In Funds or **OD** for Overdrawn

BankLink Practice prompts you to enter transactions **up to, but excluding, the day the first transactions were electronically downloaded**. You cannot enter transactions dated after this date in order to eliminate the possibility of duplicate entries.

To enter transactions:

- 1 Click in the **Date** field to commence entering transactions
- 2 Press the **Enter** key to move across the screen to edit each column

You can enter information in all columns or select specific columns to edit and view – see Configure columns in Chapter 3: Start coding.



To insert a line, press **Shift+Insert** or right click and select **Insert a new line** from the menu

As each transaction is entered, the **Calculated Closing Balance** field is updated automatically. Once you have entered an initial opening balance the amount in the **Calculated Closing Balance** field can be compared with the bank statement to ensure that you are entering correct amounts.

This balance acts only as a control total to ensure the data has been keyed correctly. It does not affect the balance stored in the client file for the account.

Adding Historical Entries columns:

Date	The effective date of the transaction.
Reference	The cheque number if the transaction is a cheque.
Account	Accounts code allocated to this transaction. You can manually enter an account code or use BankLink Practice's look up options to code the transaction. Click the Chart button (F2) to look up the chart of accounts. You can choose to leave this field blank and code the transaction once the entries have been transferred to the Code Entries window.
Amount	Enter the monetary amount of the transaction as processed by the bank. Enter a minus sign (-) to show the correct sign on deposits.

Narration	Enter the narration from the statement or enter the information you want to see for the transaction - if you code by payee (see below) the payee name replaces the narration
Payee	Enter the payee number or press F3 to select from the payee list.
GST	GST ID associated with the account code. BankLink Practice automatically enters the default GST class assigned to the account code when you code a transaction. You can choose to override the GST ID. Press the F7 key to look up the GST classes.
GST Amount	GST value of the coded transaction, calculated using the rate defined by the GST class, which is attached to each account code.
Quantity	The number of units related to this transaction. The quantity has the same sign as the transaction amount. BankLink Practice anticipates this and enters a minus sign (-) for you if the transaction amount is a credit. This may be used to enter livestock quantities.
Entry Type	BankLink Practice assigns an entry type of Deposit , Withdrawal or Cheque depending on the contents of the Reference field and the sign on the amount.

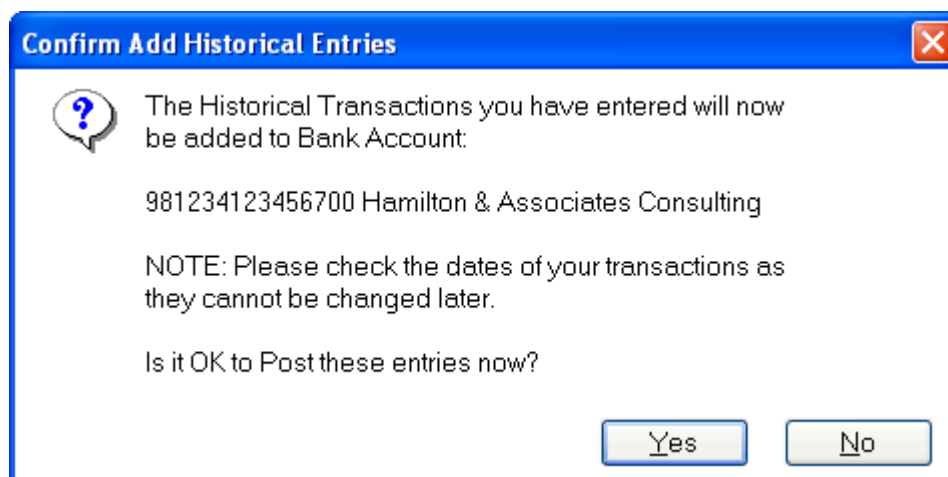
Saving historical data

Prior to saving your data you need to check that the **Calculated Closing Balance** is the same as the closing balance on the statement you're keying from. If they do not match you need to review your transactions for missing or incorrect entries.

To save historical data:

- 1 Click **Post** at the bottom of the **Historical Data Entry** window

BankLink Practice displays the **Confirm Add Historical Entries** window



- 2 Click **Yes**

BankLink Practice confirms how many entries have been added and that **Add Historical Entries** is complete

- 3 Click **OK**

BankLink Practice displays the main menu window, showing the client file you have open

- 4 Click **File, Save**



BankLink Practice automatically prompts you to save after 100 historical entries are added:

1. Click **OK**
2. Exit the **Historical Data Entry** window using the above steps
3. Click **File, Save** to save the client file

BankLink Practice also saves the data automatically via the auto-save feature. On installation, the auto-save period is set to 5 minutes, but an Administrator can change this.



Only use Historical Data Entry to key data from printed bank statements. Do not account for unrepresented items or non-bank transactions using this function.



If the bank account balance differs when all transactions are correctly entered you may need to edit the account balance - see Chapter 2: Clients, charts of accounts, and bank accounts, **Editing bank account details** for information on how to do this.

Once historical data has been added to the bank account you can then account for any unrepresented items in the **Code Entries Screen** using the same methods used for downloaded transactions.

Deleting and editing historical data

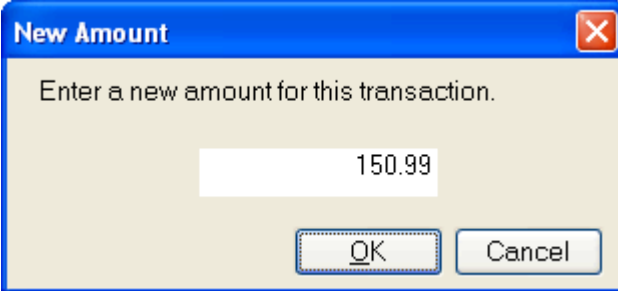
Once you have saved historical data, it forms part of the coding window. Unlike downloaded transactions, you are able to delete or edit the amount of an historical entry. Historical entries are identified by an **H** in the **Code Entries Screen** status bar when you select them.

To delete historical data entry transactions:

- 1 In the **Code Entries Screen**, click on the transaction you want to delete (it must have an **H** indicator on the status bar)
- 2 Press the control and delete keys together (**Ctrl+Delete**)
BankLink Practice displays the **Delete Entry?** window
- 3 Click **Yes** to delete the entry

To edit the amount of historical data entry transactions:

- 1 In the **Code Entries Screen**, click on the transaction you want to edit the amount for (it must have an **H** indicator on the status bar)
- 2 Press the equals key (=)
BankLink Practice displays the **New Amount** window



- 3 Enter the new amount
- 4 Click **OK**



You cannot edit or delete entries that have been transferred or finalised.

Adding manual data

To access the Historical Data Entry window:

- 1 Open the file to which you want to add historical data
- 2 Click **Data Entry, Manual Entries**
- 3 If the client file has more than one manual bank account BankLink Practice displays the **Select Account to add Manual Transactions to** window - select the required account

BankLink Practice displays the **Add Manual Entries** window

To enter an opening balance for the account:

- 1 Double click in the **Opening Balance from Statement** field and enter the opening balance from the bank statement on the date you will start to enter transactions
- 2 Click in the IF/OD field and select **IF** for In Funds or **OD** for Overdrawn

To enter transactions:

- 1 Click in the **Date** field to commence entering transactions
- 2 Press the **Enter** key to move across the screen to edit each column

You can enter information in all columns or select specific columns to edit and view – see **Configuring Columns for historical and manual data entry**.



To insert a line, press **Shift+Insert** or right click and select **Insert a new line** from the menu

As each transaction is entered, the **Calculated Closing Balance for MDE** field is updated automatically. Once you have entered an initial opening balance the amount in the **Calculated Closing Balance for MDE** field can be compared with the bank statement to ensure that you are entering correct amounts.

This balance acts only as a control total to ensure the data has been keyed correctly. It does not affect the balance stored in the client file for the account.

Adding Manual Entries columns:

Date	The effective date of the transaction.
Reference	The cheque number if the transaction is a cheque.
Account	Accounts code allocated to this transaction. You can manually enter an account code or use BankLink Practice's look up options to code the transaction. Click the Chart button (F2) to look up the chart of accounts. You can choose to leave this field blank and code the transaction once the entries have been transferred to the Code Entries window.
Amount	Enter the monetary amount of the transaction as processed by the bank. Enter a minus sign (-) to show the correct sign on deposits.
Narration	Enter the narration from the statement or enter the information you want to see for the transaction - if you code by payee (see below) the payee name replaces the narration
Payee	Enter the payee number or press F3 to select from the payee list.

GST	GST ID associated with the account code. BankLink Practice automatically enters the default GST class assigned to the account code when you code a transaction. You can choose to override the GST ID. Press the F7 key to look up the GST classes.
GST Amount	GST value of the coded transaction, calculated using the rate defined by the GST class, which is attached to each account code.
Quantity	The number of units related to this transaction. The quantity has the same sign as the transaction amount. BankLink Practice anticipates this and enters a minus sign (-) for you if the transaction amount is a credit. This may be used to enter livestock quantities.
Entry Type	BankLink Practice assigns an entry type of Deposit , Withdrawal or Cheque depending on the contents of the Reference field and the sign on the amount.

Saving manual data

Prior to saving your data you can check that the **Calculated Closing Balance** is the same as the closing balance on the statement you're keying from. If they do not match you need to review your transactions for missing or incorrect entries.

To save manual data:

- 1 Click **Post** at the bottom of the **Manual Data Entry** window

BankLink Practice displays the **Confirm Add Manual Entries** window



- 2 Click **Yes**

BankLink Practice confirms how many entries have been added and that **Add Manual Entries** is complete

- 3 Click **OK**

BankLink Practice displays the main menu window, showing the client file you have open

- 4 Click **File, Save**



BankLink Practice automatically prompts you to save after 100 manual entries are added:

1. Click **OK**
2. Exit the **Manual Data Entry** window using the above steps
3. Click **File, Save** to save the client file

BankLink Practice also saves the data automatically via the auto-save feature. On installation, the auto-save period is set to 5 minutes, but an Administrator can change this.



If the bank account balance differs when all transactions are correctly entered you may need to edit the account balance - see Chapter 2: Clients, charts of accounts, and bank accounts, **Editing bank account details** for information on how to do this.

Deleting and editing manual data

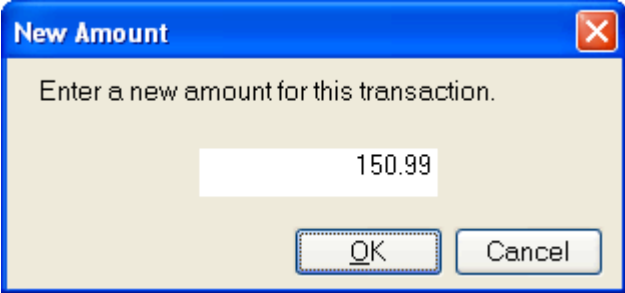
Once you have saved manual data, it forms part of the Code Entries Screen. Unlike downloaded transactions, you are able to delete or edit the amount of a manual entry. Manual entries are identified by an **L** in the **Code Entries Screen** status bar when you select them.

To delete manual data entry transactions:

- 1 In the **Code Entries Screen**, click on the transaction you want to delete (it must have an **L** indicator on the status bar)
- 2 Press the control and delete keys together (**Ctrl+Delete**)
BankLink Practice displays the **Delete Entry?** window
- 3 Click **Yes** to delete the entry

To edit the amount of manual data entry transactions:

- 1 In the **Code Entries Screen**, click on the transaction you want to edit the amount for (it must have an **L** indicator on the status bar)
- 2 Press the equals key (=)
BankLink Practice displays the **New Amount** window



- 3 Enter the new amount
- 4 Click **OK**

To edit manual data entry transactions:

- 1 In the **Code Entries Screen**, click on the transaction you want to edit the amount for (it must have an **L** indicator on the status bar)
- 2 Make sure that you can edit all columns - see **Chapter 3 - Start coding** for more information
- 3 Change the information as required
BankLink Practice saves the data when you exit the client file



You cannot edit or delete entries that have been transferred or finalised.

Adding cheque ranges

You can pre-fill the historical or manual data entry screen with a range of cheques, eliminating the need to manually key in each cheque number. BankLink Practice creates an entry for each cheque at the default date you define and each cheque is initially given a zero dollar amount. You can enter up to 50 cheques at a time using this option.

To add a range of cheques:

- 1 Click the Cheques button in the **Historical Data Entry** window or the **Manual Data Entry** window

BankLink Practice displays the **Add Cheques** window

B Add Cheques

Enter the range of Cheque Numbers you wish to add. All Cheques will be created with their date set to the default date. You can override this when entering the transaction details.

Default Date

Cheque Number Range -

Note: A Cheque number will not be added if it is detected in the existing transactions for this Bank Account.

- 2 Enter a default date
- 3 Enter the range of cheque numbers
- 4 Click **OK**

BankLink Practice creates all cheques with the date set to the default date

For **Historical Data Entry** BankLink Practice does not add a cheque if it is present in the existing downloaded data or has previously been added using **Historical Data Entry**.

For **Manual Data Entry** BankLink Practice does not add a cheque if it has previously been added using **Manual Data Entry**.

BankLink Practice prompts you with the message **The following Cheques were not added because their cheque numbers were found in the existing Transactions for this Bank Account** and lists the cheque numbers.

Checking the bank balance

Once you have added historical or manual transactions, you can ensure that the bank balance in BankLink Practice matches the bank balance on the printed bank statement.

To check the bank balance:

- 1 Select **Reports, Bank Reconciliation, Summarised**
- 2 Enter **From** and **To** dates that include all data
- 3 If the bank balance on the report does not match the balance on the printed copy of the bank statement, you need to review your historical or manual transactions for missing or incorrect entries



If the balance differs when all transactions are correctly entered you may need to edit the account balance - see Chapter 2: Clients, charts of accounts, and bank accounts, **Editing bank account details** for information on how to do this.

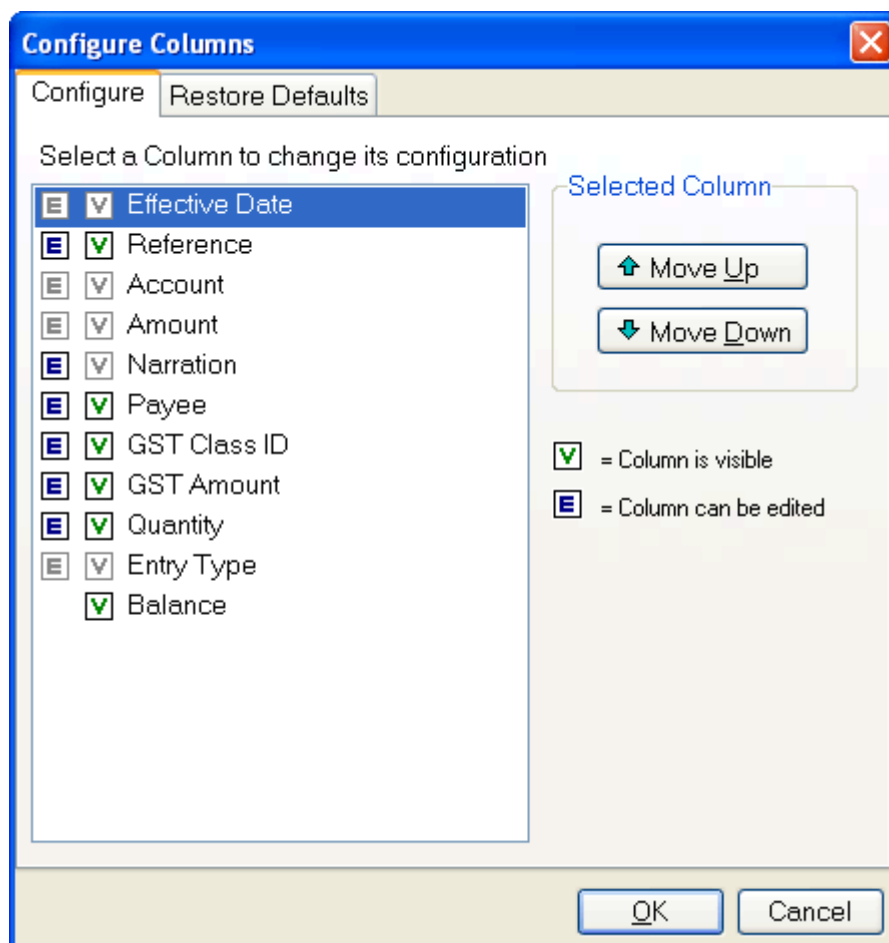
Configuring columns for historical and manual data entry

You can configure the columns for historical and manual data entry, changing the order or hiding those you don't want to enter data into, and BankLink remembers each of the settings for the next time you enter data. You can also restore the defaults if required.

To configure columns in the Add Historical Entries and Add Manual Entries windows:

- 1 Right click in the data entry area and select **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
- 3 When an **E** or **V** is greyed out it cannot be altered
- 4 Click on the **E** next to a column description and the **E** disappears - this means that this column cannot be edited
- 5 Click on the **V** next to a column description to remove it - this means that this column is no longer visible

- 6 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 data entry window

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

- Click the column with the mouse and drag it to the desired position, then release the mouse
- BankLink Practice shows an outline where the column will be shifted to

- 7 Click **OK**

To restore column defaults:

- 1 Right click in the data entry area and select **Configure Columns**
- 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 and click **OK**or:
 - Right click in the data entry area and select **Restore column defaults**