

Chapter 8: BankLink Coding Reports, BankLink Notes

You can use the BankLink Coding Report to list transactions and send them to those clients who can assign the codes themselves.

You can also produce a special automated version of the Coding Report, known as a **BankLink Notes** file, which you send to your BankLink Notes clients.

Web Files can be exported for transfer to an application which allows your clients to code their bank statement transactions in a web environment.

You can produce the report and files manually, or automate the process using Scheduled Reports.

When you're reviewing a client file and notice that there are just a few uncoded transactions remaining, you may want to email the details to your client for further information. You can use BankLink Practice's Query functionality which lets you send the transaction details from within the client file, and adds a Note to each transaction sent. You don't need to type anything, although you can edit the email before you send it.

This Chapter covers:

BankLink Coding Reports

BankLink Notes and BankLink Notes Online

Scheduled reports

Queries

BankLink Coding Reports

You can use the BankLink Coding Report to list transactions and send them to those clients who can assign the codes themselves. Each printed copy of the Coding Report lists the transactions with a column for the client to write an account code against each one. The bank account number appears at the top of the transactions on each page of the Coding Report - this means that if your client has more than one bank account, they always know which account they're working with.

The BankLink Coding Report can be:

- Sent directly to clients for those clients who prefer to code data themselves. Instead of writing codes and narrations in the limited space available on a bank statement, clients can code and narrate directly onto the larger space on the report
- Used within the practice

You can:

- Produce the BankLink Coding Report in a variety of styles
- Alter the order the transactions are listed, for example: producing a Coding Report in Cheque Number order means you can code directly from cheque books
- Print all or uncoded and/or invalidly coded entries - you may choose to send uncoded entries only to the client for coding
- Leave lines between each transaction
- Rule lines between transactions and/or columns
- Customise the Coding Report layout to suit your practice's clients
- Save and load custom Coding Report templates
- View the report on screen, e-mail it or transfer it to Microsoft Excel®

For more information about Coding Reports, see:

- Producing a coding report
- Setting up a custom Coding Report
- Saving and loading custom Coding Report templates

Producing a BankLink Coding Report

To produce a Coding Report:

- 1 Open the client file for which you want to produce a Coding Report
- 2 Click **Reports, Coding Report**

BankLink displays the **Coding Report** window, with the **Options** tab selected by default

Coding Report

Options **Advanced**

There are entries from 03/01/07 to 31/12/08

From

To

Style

Sort Order

Include

Leave Lines

Rule a line between entries

Rule a line between columns

Wrap Narration and Notes

Show Tax Invoice check box and GST Amount

- 3 Click in the **From** and **To** date fields or use the **Calendar** button to select a date range for the report - see date selection options in Chapter 13: Producing Reports for more on date selection

4 Click in the **Style** field and select from:

- Standard
- Two Column, one for debits, one for credits
- Standard with Notes
- Two Column with Notes
- Custom



For information about setting up a custom coding report, see [Setting up a custom Coding Report](#)



BankLink Practice can display up to 10 lines of text for each Note when you choose the Standard with Notes or Two Column with Notes options

5 Click in the **Sort Order** field and select from:

- Account code
- Amount
- Cheque Number
- Date Effective
- Date Presented
- Narration - BankLink wraps Narrations when they are too long to fit on one line to a maximum of 10 lines
- Reference

6 Click in the **Include** field and select which transactions to include:

- All Entries
- Uncoded Only (includes invalidly coded entries)

7 Click in the **Leave Lines** field and select the number of lines to leave between each line:

- None
- One
- Two (this provides extra room for writing coding information)

8 Enable the **Rule a line between entries** check box to rule solid lines across the page after each transaction or dashed lines to separate dissected entries

- 9 Enable the **Rule a line between columns** check box to rule solid lines down the page between columns
- 10 Enable the **Wrap Narration and Notes** check box if you want to display up to ten lines of narration and notes per transaction
- 11 Enable the **Show Tax Invoice Check Box** check box to print a box to indicate whether or not the client has received a tax invoice
- 12 By default, BankLink includes all bank accounts with entries in the specified date range - to generate the report for specific accounts:
 - Click the **Advanced** tab
 - Click **Clear all** to de-select all accounts
 - Enable the check box next to the account to select that account
 - Click **Select All** to select all accounts and restore the default
- 13 Select from:
 - **Preview** to view the report on screen
 - **File** to save a report in .csv, .txt, Microsoft Excel® or PDF format
 - **Add** if you want to save the report with the setup shown, to your list of Favourite reports
 - **Print** to send the report directly to your default printer
 - **Cancel** to exit

If you click the **Preview** button BankLink displays the preview window where you can select the printer and report set-up options.

See Chapter 12 for more information on report set-up options.

Setting up a custom Coding Report

When you choose the Custom Style, BankLink Practice displays the Columns tab where you can choose the columns you want to display, the order they're shown in, and the orientation of the report. BankLink Practice will remember the settings you use for the next time you run the report, or you can choose to save them as a template that you can apply to other client files.

To produce a custom Coding Report:

1 Open the client file for which you want to produce a Coding Report

2 Click **Reports, Coding Report**

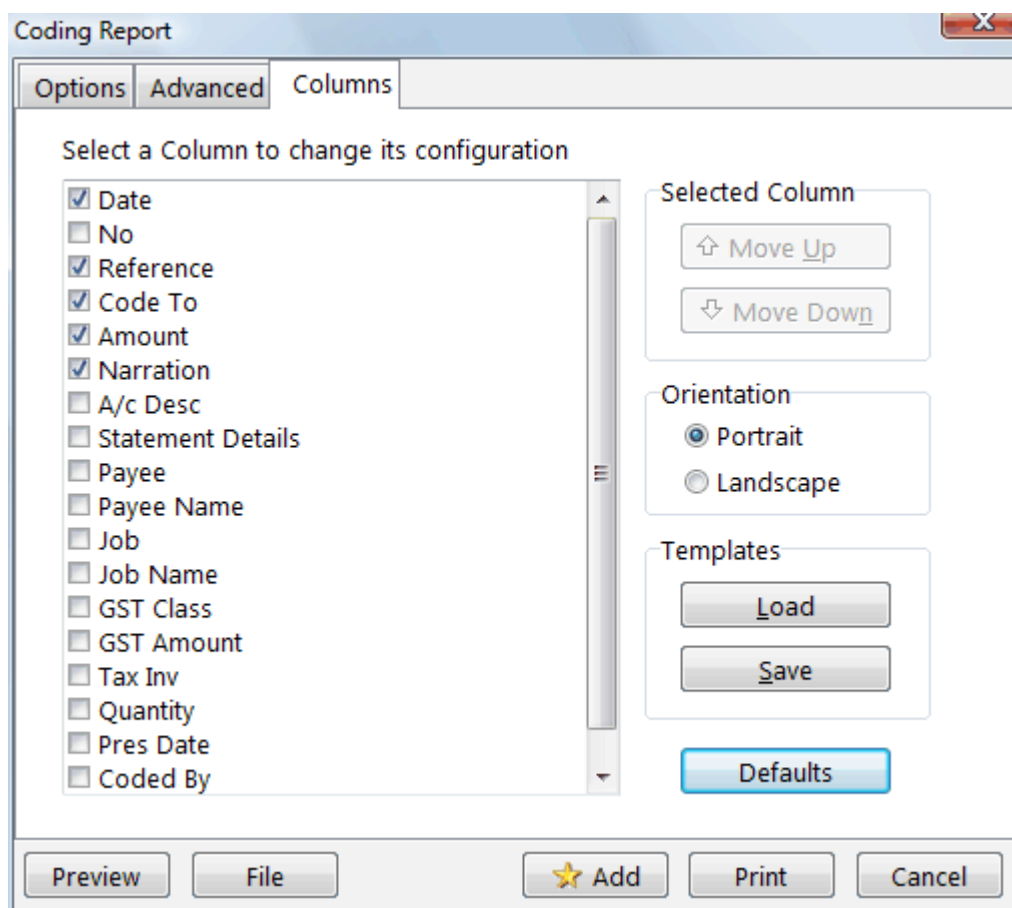
BankLink displays the **Coding Report** window, with the **Options** tab selected by default

3 Click in the **Style** field and select **Custom**

BankLink Practice enables the **Columns** tab

4 Click the **Columns** tab

BankLink Practice displays the **Columns** tab where you can see the columns available



A tick next to a column name means that column will be displayed on the report

- 5 Click the check box next to a column to add or remove a tick and show or hide the column
- 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 it further to the right in the **Coding Report**



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

- 7 Click the **Portrait** or **Landscape** radio button to choose the report's **Orientation**

- 8 Click **Preview**

BankLink Practice displays the **Preview** window where you can see the effect of your changes

- 9 If you are happy with the layout you can **Print** the report, or

- 10 Click **Close** to exit the **Preview** window and make further changes on the **Columns** tab

- 11 When you are happy with the format you can **Save** the layout as a template (see Saving and loading custom Coding Report templates), or

- 12 Click the **Options** and **Advanced** tabs to check the other report settings before you select:

- **Preview** to view the report on screen
- **File** to save a report in .csv, .txt, Microsoft Excel® or PDF format
- **Add** if you want to save the report with the setup shown, to your list of Favourite reports
- **Print** to send the report directly to your default printer
- **Cancel** to exit

Saving and loading custom Coding Report templates

When you have created a custom Coding Report layout you can save it as a template to apply to other client files. Other users can also use the template you define.

The templates includes saved settings for

- which columns are visible
- the order of columns
- whether the report is produced Portrait or Landscape

The templates you save work with the other settings in the Options and Advanced tabs when you produce a Coding Report.

To save a custom Coding Report template:

1 Open a client file

2 Click **Reports, Coding Report**

BankLink displays the **Coding Report** window, with the **Options** tab selected by default

3 Click in the **Style** field and select **Custom**

BankLink Practice enables the **Columns** tab

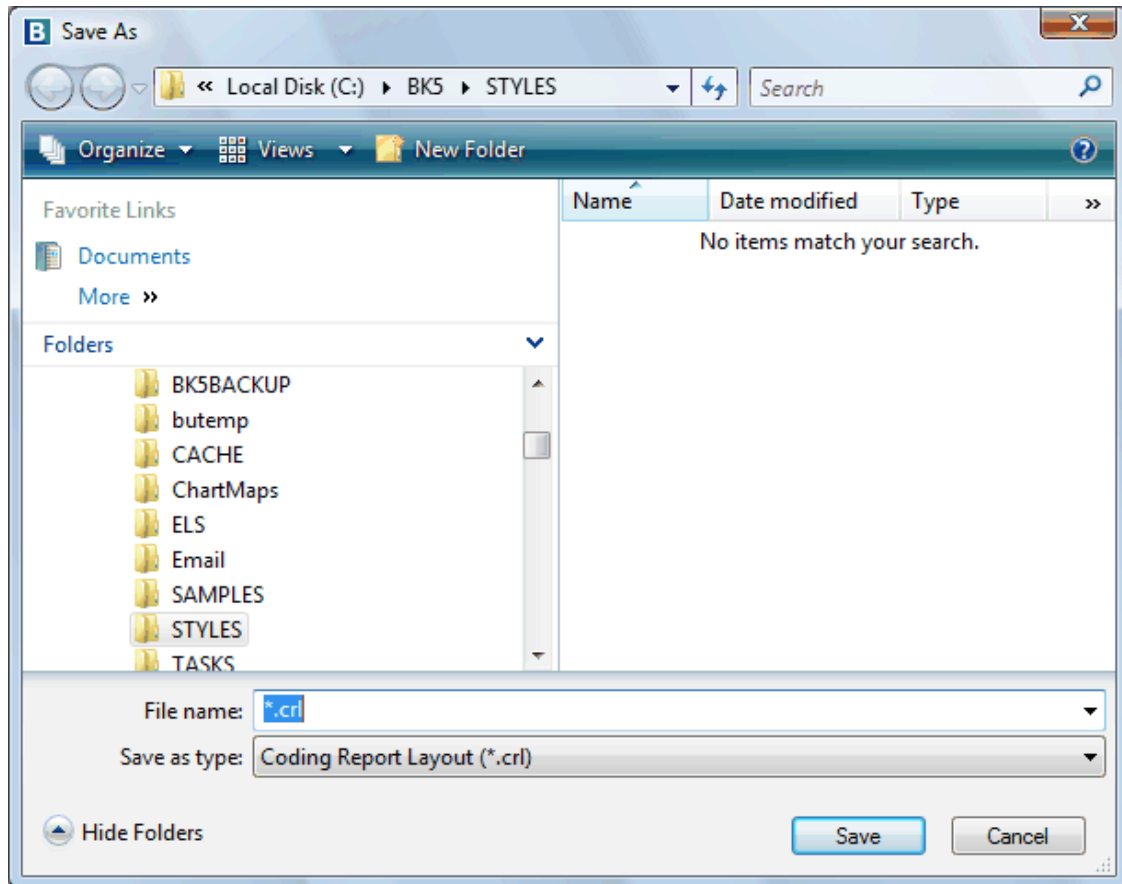
4 Click the **Columns** tab

BankLink Practice displays the **Columns** tab where you can see the columns available

5 Change the layout as required (see Setting up a custom Coding Report for more information)

- 6 In the **Templates** section, click **Save**

BankLink Practice displays the **Save As** window



- 7 In the **File name** field, enter the name you want to use for this custom Coding Report template

- 8 Click **Save**

BankLink Practice saves the template as a **.crl** (Coding Report Layout) file

You (and all other users) can now load the template to any client file.

To load a custom Coding Report template:

- 1 Open a client file
- 2 Click **Reports, Coding Report**

BankLink displays the **Coding Report** window, with the **Options** tab selected by default

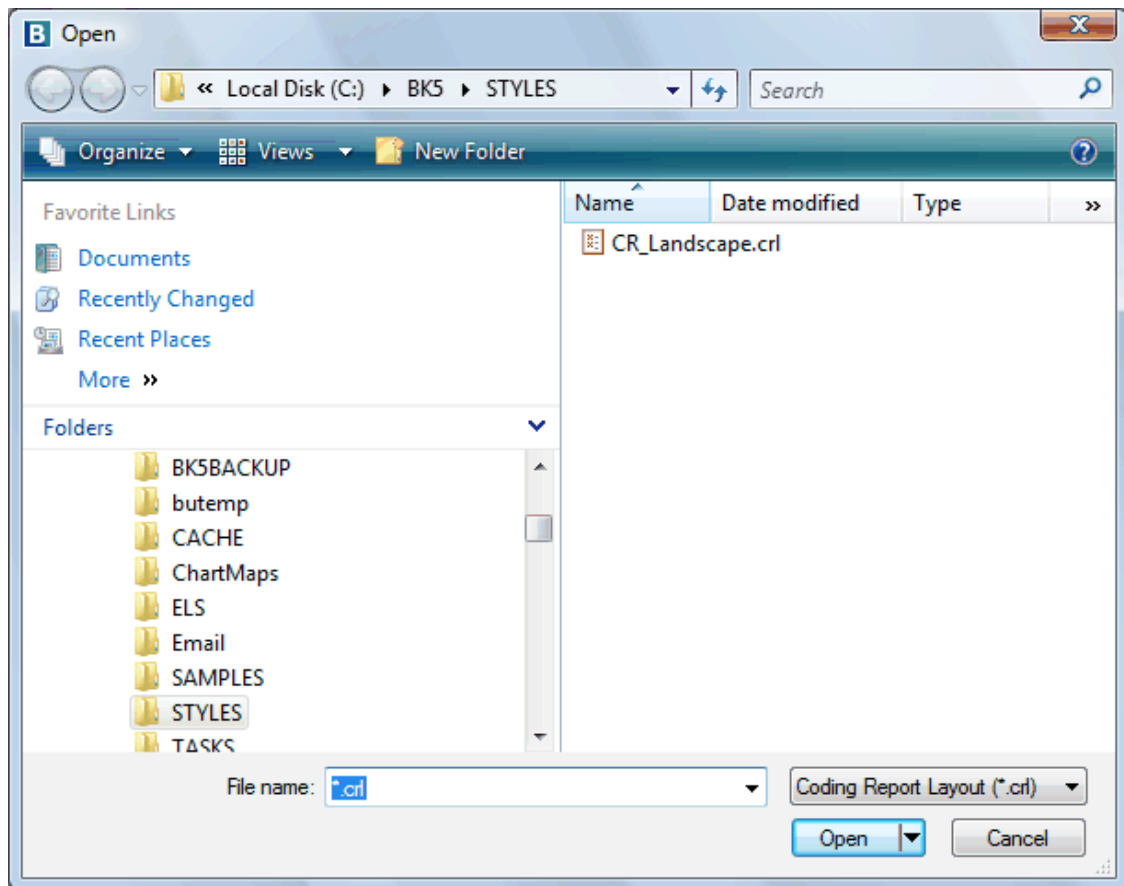
- 3 Click in the **Style** field and select **Custom**

BankLink Practice enables the **Columns** tab

- 4 Click the **Columns** tab

5 Click **Load**

BankLink Practice displays the **Open** window



6 Click to select the template you want to load

7 Click **Open**

BankLink Practice loads the template and displays the settings for columns, column order and orientation

8 Click:

- **Preview** to view the report on screen
- **File** to save a report in .csv, .txt, Microsoft Excel® or PDF format
- **Add** if you want to save the report with the setup shown, to your list of Favourite reports
- **Print** to send the report directly to your default printer
- **Cancel** to exit

BankLink Notes and BankLink Notes Online

BankLink Notes and BankLink Notes Online allow your clients to report on their bank statement transactions in a similar manner to the BankLink Coding Report, but using their computer. It is basically a computer file version of the paper report.

BankLink Notes and BankLink Notes Online clients have no access to any other BankLink Practice functions, for example: they cannot produce their own Business Activity Statements VAT Returns or financial reports. This added value is retained at the practice.

BankLink Notes

The BankLink Notes software itself is separate from the BankLink Practice software and effectively provides a more automated and controlled way to obtain information from your clients on their bank statement transactions without them having too much involvement in the accounting process.

When referring to BankLink Notes we are referring to both the software and the file:

- The BankLink Notes software must be installed on a computer to be able to read BankLink Notes files. BankLink provides the installation software free to BankLink practices. You can install this software on as many clients' computers as you require
- BankLink Notes files are created as an export process from the client files in BankLink Practice and contain similar information as what would appear on a paper coding report

Once the software is installed, the client can then open any BankLink Notes files and report on these transactions for you, in easy to use software. You send the client a BankLink Notes file listing their bank statement transactions for a specific period. This is usually emailed to the client. Before the file is exported, the practice decides whether the client will just type in a description for each transaction, code with their chart of accounts from BankLink Practice, choose payees from their BankLink Practice payee list, or enter jobs from their BankLink Practice job list.

BankLink Notes clients have no access to any other BankLink Practice functions, for example: they cannot produce their own Business Activity Statements or financial reports. This added value is retained at the practice.

You use BankLink Notes in a three-stage process to code those items reliant on client input:

- 1** BankLink Practice produces a transaction file to send to your client as an attachment to an email - this replaces the sending of the BankLink Coding Report. The client opens this file, which invokes their BankLink Notes system where they can view their transactions. The client then adds descriptions (**notes**) to their transactions to enable you to code them.
- 2** When your client has finished processing their transactions, they return the file to your practice as an attachment to an email. At the practice, you import the transaction file into BankLink Practice. The notes relating to each transaction appear in the **Code Entries Screen**, providing you with the information required to code the transactions. If your client has added chart codes, payee numbers or job codes these are automatically applied to the client file.

- 3 You then work with the annotated transactions to code or check them in the **Code Entries Screen**.

BankLink Notes Online

BankLink Notes Online is an online version of BankLink Notes.

BankLink Notes Online transactions are created as an export process from the client files in BankLink Practice and contain similar information as what would appear on a paper coding report.

The client can open any BankLink Notes Online transactions and report on these transactions for you online. You send the client BankLink Notes Online transactions listing their bank statement transactions for a specific period. This is exported from BankLink Practice and a notification email is sent to the client. Before the transactions are exported, the practice decides whether the client will just type in a description for each transaction, code with their chart of accounts from BankLink Practice, choose payees from their BankLink Practice payee list, or enter jobs from their BankLink Practice job list.

You use BankLink Notes Online in a three-stage process to code those items reliant on client input:

- 1 BankLink Practice produces transactions that are exported to your client in a web format. BankLink Practice sends a notification email to your client - this replaces the sending of the BankLink Coding Report. The client receives an email prompting them to access the transactions via BankLink Notes Online, opens and views their transactions. The client then adds descriptions (notes) to their transactions to enable you to code them.
- 2 When your client has finished processing their transactions, they return the transactions to your practice using the **Send to Accountant** button. BankLink Notes Online sends an email notification to the Accountant that the file is available for import. At the practice, you import the transactions into BankLink Practice. The notes relating to each transaction appear in the Code Entries Screen, providing you with the information required to code the transactions. If your client has added chart codes, payee numbers or job codes these are automatically applied to the client file.
- 3 You then work with the annotated transactions to code or check them in the **Code Entries Screen**.



BankLink Notes files can be emailed to your clients as part of the **Scheduled Reports** process.

Emailing a BankLink Notes transaction file to a client


You usually email BankLink Notes transaction files as part of the **Scheduled Reports** function. However, the files can also be e-mailed as required for each client, or created as a file for forwarding on diskette. This topic covers the email option.



Some initial set up may be required by your Administrator to email from within BankLink Practice, see Chapter A1: Installing BankLink Practice.

To export via email from within BankLink Practice:

- 1** Open the required client file
 - 2** Click **Other Functions, Export BankLink Notes File, Via E-mail**

BankLink Practice displays the **Export BankLink Notes Entries via email** window
 - 3** Click in the **From** field to enter a start date, and click in the **To** field to enter an end date - you can use the **Previous**, **Next** and **Calendar** buttons to help you
 - 4** Click in the **Include** field and change **All Entries** to **Uncoded Only** if you would like to export just the uncoded transactions - leave as **All Entries** if you would like to export all transactions for the period
 - 5** Disable the **Include a Chart of Accounts** check box if you do **not** want the chart of accounts from the client's BankLink Practice file incorporated in the BankLink Notes file - if the chart of accounts is disabled, the client can see but not edit the Account field in the BankLink Notes file
-  If you send the chart to your client it will include only those codes which have the **Show in Basic Chart** flag set. This flag is set by default but you can remove it to reserve the code for practice use only. See the Editing the chart of accounts topic in Chapter 2 for further information on setting this flag.
- 6** Disable the **Include a Payee List** check box if you do **not** want the BankLink Practice payee list incorporated in the BankLink Notes file

- 7 Disable the **Include a Job List** check box if you do **not** want the BankLink Practice job list incorporated in the BankLink Notes file



If the **Include a Payee List** or **Include a Job List** check boxes are enabled when there are no payees or jobs set up, the columns will be available in BankLink Notes file for your client to add Payee or Job details.



If the client file is set up with one of the following superfund systems as the Accounting System, you see the **Include Franking Credits** check box:

- BGL Simple Fund
- Desktop Super
- MYOB Superfund, or
- Supercorp SuperVisor II

Disable the **Include Franking Credits** check box if you do **not** want your client to be able to add superfund details to transactions in the BankLink Notes file

- 8 Disable the **Allow your client to add unrepresented items?** check box if you do **not** want your client to be able to add in their outstanding cheques, deposits or withdrawals
- 9 Disable the **Account** check box if you do **not** want your client to see the Account column in their BankLink Notes file - you can only disable the **Account** check box if you do not include a chart of accounts with the BankLink Notes file
- 10 Disable the **GST** check box if you do **not** want your client to see the GST column in their BankLink Notes file - if you disable this check box, it is a good idea to clearly instruct the client to add any GST information to their description in the Note column (such as any GST free or partial GST transactions)
- 11 Disable the **Tax Invoice** check box if you do **not** want your client to tick a box in BankLink Notes to advise they have a tax invoice
- 12 Disable the **Quantity** check box if you do **not** want your client to enter quantities
- 13 Click in the **File Access Password** field and type in an initial password if required - choose the password in consultation with your client, as they have to use it to view their transactions
- 14 Re-type the password in the **Confirm Password** box

BankLink Practice populates the **Filename** field by default, for example: **CLNTCODE_1.trf**. The number following the underscore increases every time a transaction file is exported.

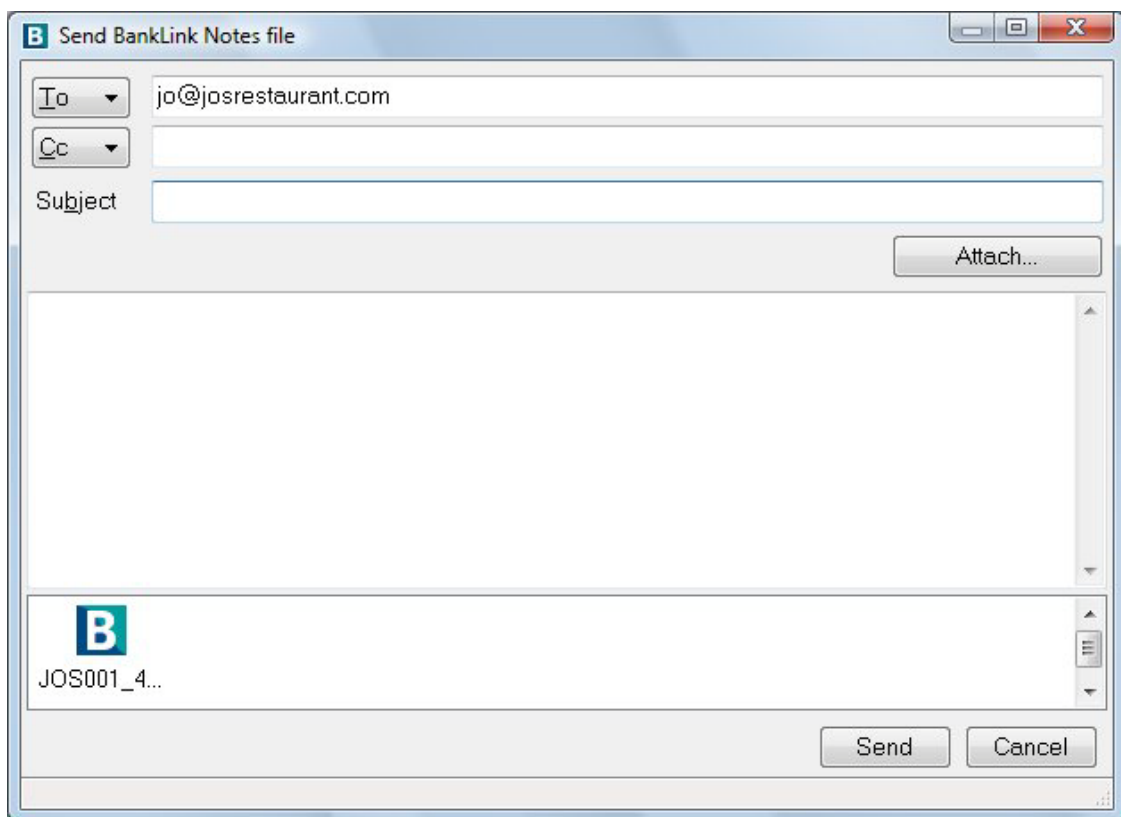
- 15 Click in the **Filename** field and amend the file name if required

16 By default, BankLink Practice includes all bank accounts with entries in the specified date range - to generate the file for specific accounts

- Click the **Advanced** tab
- Click **Clear all** to de-select all accounts
- Select an account by enabling the check box next to it
- Click **Select All** to select all accounts and restore the default

17 Click **OK** to send the BankLink Notes file

BankLink Practice displays the **Send BankLink Notes file** window



18 Type the e-mail address of the person you are sending the client file to in the **To** field, or click the **To** button to select an e-mail address. If you have setup e-mail addresses for the client and yourself (or practice) in **Other Functions, Client Details** and **System, Users** (or **Practice Details**) BankLink Practice shows:

- the Practice Contact details as seen by this client
- the Practice e-mail address (if different to the Practice Contact details)
- the client's e-mail address (selected by default if entered)
- the e-mail address for BankLink Support

- 19 Type the e-mail address of any other person you want to send the client file to in the **Cc** field, or click the **Cc** button to select an e-mail address from those entered into BankLink Practice which may include:
 - the Practice Contact details as seen by this client
 - the Practice e-mail address (if different to the Practice Contact details)
 - the client's e-mail address
 - the e-mail address for BankLink Support
- 20 If your practice is set up (via **File Preferences**) to use Internet mail, the **Send Client File(s)** window has a **Reply to** field - click in this field and enter the e-mail address of the person to receive the reply
- 21 Click in the **Subject** field and enter the subject of the e-mail
- 22 Click in the **Message** field and enter any message you want to send with the file
- 23 Click **Send**

To send additional files:

- 1 Click the **Attach** button before sending
BankLink Practice displays the **Insert File** window
- 2 Browse to the folder where the file(s) are located
- 3 Select the file(s) required
- 4 Click **Open**
- 5 Repeat steps 1-4 as required



Sending a chart of accounts allows your clients to code their own transactions.
Sending a payee list allows your clients to code using payees.




If there is a staff member assigned to the client, and the assigned staff member has an e-mail address defined, BankLink Practice inserts it into the transaction file.

If there is no staff member assigned to the client, or the assigned staff member has no e-mail address defined, BankLink Practice uses the practice e-mail address recorded via **System, Practice Details**.

Creating a BankLink Notes file to send to a client

You usually email BankLink Notes transaction files as part of the **Scheduled Reports** function. However, the files can also be e-mailed as required for each client, or created as files for forwarding on CD. This topic covers the file option.

To export transactions to file:

- 1 Open the required client file
 - 2 Click **Other Functions, Export BankLink Notes File, To File**
BankLink Practice displays the **Export Entries to BankLink Notes File** window
 - 3 Click in the **From** field to enter a start date, and click in the **To** field to enter an end date - you can use the **Previous**, **Next** and **Calendar** buttons to help you
 - 4 Click in the **Include** field and change **All Entries** to **Uncoded Only** if you would like to export just the uncoded transactions - leave as **All Entries** if you would like to export all transactions for the period
 - 5 Disable the **Include a Chart of Accounts** checkbox if you do **not** want the chart of accounts from the client's BankLink Practice file incorporated in the BankLink Notes file - if the chart of accounts is disabled, the client can see but not edit the Account field in the BankLink Notes file
-  If you send the chart to your client it will include only those codes which have the **Show in Basic Chart** flag set. This flag is set by default but you can remove it to reserve the code for practice use only. See the Editing the chart of accounts topic in Chapter 2 for further information on setting this flag.
- 6 Disable the **Include a Payee List** checkbox if you do **not** want the BankLink Practice payee list incorporated in the BankLink Notes file

- 7 Disable the **Include a Job List** checkbox if you do **not** want the BankLink Practice job list incorporated in the BankLink Notes file



If the **Include a Payee List** or **Include a Job List** checkboxes are enabled when there are no payees or jobs set up, the columns will be available in BankLink Notes file for your client to add Payee or Job details.



If the client file is set up with one of the following superfund systems as the Accounting System, you see the **Include Franking Credits** checkbox:

- BGL Simple Fund
- Desktop Super
- MYOB Superfund, or
- Supercorp SuperVisor II

Disable the **Include Franking Credits** checkbox if you do **not** want your client to be able to add superfund details to transactions in the BankLink Notes file

- 8 Disable the **Allow your client to add unrepresented items?** checkbox if you do **not** want your client to be able to add in their outstanding cheques, deposits or withdrawals
- 9 Disable the **Account** checkbox if you do **not** want your client to see the Account column in their BankLink Notes file - you can only disable the **Account** check box if you do not include a chart of accounts with the BankLink Notes file
- 10 Disable the **GST** checkbox if you do **not** want your client to see the GST column in their BankLink Notes file - if you disable this check box, it is a good idea to clearly instruct the client to add any GST information to their description in the Note column (such as any GST free or partial GST transactions)
- 11 Disable the **Tax Invoice** checkbox if you do **not** want your client to tick a box in BankLink Notes to advise they have a tax invoice
- 12 Disable the **Quantity** checkbox if you do **not** want your client to enter quantities
- 13 Click in the **File Access Password** field and type in an initial password if required - choose the password in consultation with your client, as they have to use it to view their transactions
- 14 Re-type the password in the **Confirm Password** field

- 15** BankLink Practice populates the **Filename** field by default to, for example: **CLNTCODE_1.trf**. The number following the underscore increases every time a transaction file is exported



BankLink Practice saves the file by default to the directory where you have installed BankLink Practice - you can change this by using the **Browse** button

- 1** Click the **Browse** button in the **Filename** field

BankLink Practice displays the **Save Entries To** window

- 2** Select the drive and folder where this transaction file is to be saved

- 3** Click **Save**

- 16** By default, BankLink Practice includes all bank accounts with entries in the specified date range - to generate the file for specific accounts

- Click the **Advanced** tab
- Click **Clear all** to de-select all accounts
- Select an account by enabling the checkbox next to it
- Click **Select All** to select all accounts and restore the default

- 17** Click **OK**

BankLink Practice displays an **Information** window telling you how many transactions have been exported

- 18** Click **OK**

- 19** Copy the file from the destination to a CD

Making BankLink Notes Online transactions available to a client

BankLink Notes Online transactions can be exported individually, for a specific date range.



The option to export transactions to BankLink Notes Online is only be available if your practice has BankLink Notes Online set up as their default **Web Export Format**, and will display beneath the **Import BankLink Notes File** option on the **Other Functions** menu.

If BankLink Notes Online is selected as the web export format for the practice before setting up the client file, it defaults to the client file on creation and is displayed in the **Maintain Accounting System** window.


To change your web export format:

- 1 Click **System, Practice Details, Accounting System**
- 2 Select **BankLink Notes Online** from the **Web Export Format** drop down list
- 3 Click **OK**

BankLink Practice will now display **Export BankLink Notes Online** beneath the **Import BankLink Notes File** option on the **Other Functions** menu

To export transactions:

- 1 Open the required client file
 - 2 Click **Other Functions, Export BankLink Notes Online File**

BankLink Practice displays the **Export to BankLink Notes Online Entries** window
 - 3 Click in the **From** field to enter a start date, and click in the **To** field to enter an end date - you can use the **Previous**, **Next** and **Calendar** buttons to help you
 - 4 Click in the **Include** field and change **All Entries to Uncoded Only** if you would like to export just the uncoded transactions - leave as **All Entries** if you would like to export all transactions for the period
 - 5 Disable the **Include a Chart of Accounts** checkbox if you do not want the chart of accounts from the client's BankLink Practice file incorporated in the BankLink Notes Online transactions - if the chart of accounts is disabled, the client can see but not edit the Account field in the BankLink Notes Online transactions
-  If you send the chart to your client it will include only those codes which have the **Show in Basic Chart flag** set. This flag is set by default but you can remove it to reserve the code for practice use only. See the Editing the chart of accounts topic in Chapter 2 for further information on setting this flag.
- 6 Disable the **Include a Payee List** checkbox if you do not want the BankLink Practice payee list incorporated in the BankLink Notes Online transactions

- 7 Disable the **Include a Job List** checkbox if you do not want the BankLink Practice job list incorporated in the BankLink Notes Online transactions



If the **Include a Payee List** or **Include a Job List** checkboxes are enabled when there are no payees or jobs set up, the columns will be available in BankLink Notes Online transactions for your client to add Payee or Job details.



If the client file is set up with one of the following superfund systems as the Accounting System, you see the **Include Franking Credits** checkbox:

- BGL Simple Fund
- Desktop Super
- MYOB Superfund, or
- Supercorp SuperVisor II

Disable the **Include Franking Credits** checkbox if you do not want your client to be able to add superfund details to transactions in the BankLink Notes transactions.

- 8 Disable the **Allow your client to add UPCs/UPDs?** checkbox if you do not want your client to be able to add in their outstanding cheques, deposits or withdrawals
- 9 Disable the **Account** checkbox if you do not want your client to see the **Account** column in their BankLink Notes Online transactions - you can only disable the **Account** checkbox if you do not include a chart of accounts with the BankLink Notes Online transactions
- 10 Disable the **GST** checkbox if you do not want your client to see the **GST** column in their BankLink Notes Online transactions - if you disable this checkbox, it is a good idea to clearly instruct the client to add any GST information to their description in the Note column (such as any GST free or partial GST transactions)
- 11 Disable the **Tax Invoice** checkbox if you do not want your client to tick a box in BankLink Notes Online to advise they have a tax invoice
- 12 Disable the **Quantity** checkbox if you do not want your client to enter quantities
- 13 Click in the **File Access Password** field and type in an initial password if required - choose the password in consultation with your client, as they have to use it to view their transactions
- 14 Re-type the password in the **Confirm Password** field
- 15 BankLink Practice populates the **Filename** field by default to, for example: **CLNTCODE_1.trf**. The number following the underscore increases every time a transaction is exported

16 By default, BankLink Practice includes all bank accounts with entries in the specified date range - to generate the transactions for specific accounts

- Click the **Advanced** tab
- Click **Clear all** to de-select all accounts
- Select an account by enabling the checkbox next to it
- Click **Select All** to select all accounts and restore the default

17 Click **OK**

BankLink Practice displays the **Send BankLink Notes Online Message** window

- The client's email address is displayed in the **To** field - additional email addresses can be entered in the **To** and **CC** fields if required
- The **Subject** field contains the message **Export to BankLink Notes Online, notification for CLIENT NAME (dd/mm/yy to dd/mm/yy) now available**
- The body of the email contains the message **New BankLink Notes Online data is now available at:**
<http://clientsubdomain.banklinkonline.com?email=emailname@domain.com>
The Accountant can add a message to the email if required
- The practice's email signature (if one is set up) is displayed below the link to the BankLink Notes Online platform



The link contains the client's email address so that this is populated in the **Email** field when the client accesses the BankLink Notes Online platform.

18 Click the **Attach** button to select attachments, for example reports and schedules, to send to the client

19 Click the **Send** button

BankLink Notes Online sends the email to the client

20 The BankLink Notes Online transactions are uploaded to and reside on the BankLink Notes Online platform where the client accesses them

The practice contact details and website specified by the Accountant in **Other Functions, Client Details, Administration** in the BankLink Practice client file will be sent to BankLink Notes Online for display to the client

Any changes made in BankLink Practice will be reflected in BankLink Notes Online



If the upload fails the Accountant receives an error message **BankLink Practice was unable to send the transactions to BankLink Notes Online for the following reason - <reason returned from BankLink Notes Online>. Please contact BankLink Support for assistance.**

Updating BankLink Notes Online after uploading new transactions into BankLink Practice

If your client is working on transactions in the BankLink Notes Online transaction grid while you are uploading new transactions, the client should not refresh the selection unless there is an overlap between the transactions already displayed and those that you are about to send.

If such an overlap occurs BankLink Notes Online displays a message at the client's end **Your accountant has uploaded new transactions. Click OK to refresh the transaction list.**

Once the client has clicked OK, BankLink Notes Online refreshes the transaction data.

Rules for updating transaction data in BankLink Notes Online:

- Not coded by the Accountant, but updated by the client – preserve the client's changes
- Not coded/updated by the Accountant or client – no change
- Coded by the Accountant and updated by the client – overwrite the client's changes and display the Coded by Accountant indicator

Sending contact details

Your practice logo and contact details, plus a link to your website may be added to BankLink Notes and BankLink Notes files in order to brand the BankLink Notes software installed at your clients' premises and the email notification sent to the client by BankLink Notes Online.

To add a logo, you must be an Administrator or have System menu access (see Chapter A9 for more details). However, all Normal (but not Restricted) users can add contact details, which can vary by client.

To add your brand to BankLink Notes at client level in BankLink Practice:

1 Click **Other Functions, Client Details**

BankLink Practice displays the **Client Details** window

2 Click the **Administration** tab

3 Select one of the **Practice Contact Details as seen by this client** options:

- **Practice Details** to have the client see the details set via **System, Practice Details**
- **Staff Member Details** to have the client see the details set up for the **Assigned To** staff member via **System, Users**
- **Custom** to have the client see the details you set via this window

The default option is **Practice Details** - selecting **Staff Member Details** or **Custom** replaces the practice details with the staff or custom details

4 Select a **Web site details for this client** option:

- **Practice** to have the client see the web site set via **System, Practice Details**
- **Custom** to have the client see the web site you set via this window

The default option is **Practice** - selecting **Custom** replaces the practice web site address with the details that you add to the **Web site** field



These contact details will be reflected in the **Send BankLink Notes Online Message** window for the email notification created when you export the BankLink Notes Online transactions for your client.

Importing a BankLink Notes file into BankLink Practice

When a client sends a BankLink Notes transaction file back to your practice, you import the file into BankLink Practice.

In your e-mail program, save the attachment 'to file' in a convenient folder, and then import the BankLink Notes transaction file from where you save it. This process can vary depending on your mail program.



If the Check-In Extension has been installed on your PC you can just double-click the attachment to either review the file in BankLink Notes or import it into the client file in BankLink Practice. If you choose to import the file you can follow the instructions below from step 3. See Chapter A1: Installing BankLink Practice - Enabling double-click import and check-in on users' workstations.

To import the BankLink Notes transactions:

- 1 In BankLink Practice, open the required client file
- 2 Click **Other Functions, Import BankLink Notes File**

BankLink Practice displays the **Import from BankLink Notes file** window

Import from BankLink Notes file

Automatically transfer the following information into the Narration field for each entry

Notes
 Payee name
 Payee name and Notes

If the Narration field already contains some text

Replace it
 Append it
 Do nothing

Show examples

Existing Narration	BankLink Notes Payee	Notes	New Narration
		Renovations	
INSURANCE	ABC Limited	Office contents	ABC Limited

Filename: C:\CHALET_2.trf

OK Cancel

- 3 BankLink Practice enables the **Automatically transfer the following information into the Narration field for each entry** checkbox - if you disable it, no information is updated to the narration fields of the transactions and the original narrations are retained

4 Select from:

- **Notes**
Descriptions that your clients type in the note field in BankLink Notes are automatically placed in the note panel for each transaction in BankLink Practice on import - selecting Notes also places a copy of the note that your client has typed directly into the narration field of the transaction
- **Payee name**
This automatically updates the payee name of a transaction to the narration field on import - if payees are not used, this response is the same as leaving the narration field in BankLink Practice blank
- **Payee name and Notes**
This places both the payee name and note in the narration field

5 If the Narration field already contains some text, select from:

- **Replace it**
This replaces any existing narration on import with either the payee name or note, depending on what you have selected to be imported into the narration field
- **Append it**
This adds either the payee name or note on to the end of the existing narration separated with a colon (:), depending on what you have selected to be imported into the narration field on import
- **Do nothing**
This retains any existing narration on import and any payee name or note will be ignored on import - the notes are still imported into the Notes panel

6 Enable the **Show examples** checkbox to see how the **Narration** field is affected by the options you select

7 Click the **Browse** button to select the drive and folder in which the attachment has been saved, for example, **F:\BK5\BNotes files**

8 Click **Open** to return to the **Import from BankLink Notes file** window

9 Click **OK**

BankLink Practice displays the **Verify Results** window

10 Click:

- **Yes** to import the transaction file, or
- **No** to cancel the import

11 If you click **Yes**, BankLink Practice displays a message confirming that the import has been successful - click **OK**

Rejected transactions

There are rare circumstances when transactions are rejected during the import process. If this happens the **Verify Results** window contains extra information indicating the number of rejected transactions.

You can click the **View** button to see the rejected transaction(s) displayed in Notepad. Contact BankLink Support for more assistance with rejected transactions.

Importing BankLink Notes Online transactions into BankLink Practice

When a client has completed work on their BankLink Notes Online transactions they send the transactions back to your practice by clicking the Send to Accountant button, you then import the transactions into BankLink Practice. BankLink Practice queries BankLink Notes Online and retrieves a list of available transactions.

To import a BankLink Notes Online transactions into BankLink Practice:

1 BankLink Notes Online sends you an email notification that the client's transactions are available for import

2 In BankLink Practice, open the required client file

3 Click **Other Functions, Import BankLink Notes Online File**

BankLink Practice queries BankLink Notes Online and retrieves a list of available transactions, the **Import from BankLink Notes** window is displayed

4 Select the date range in the **From** and **To** fields using the arrows to help you

5 Click:

- **Import** to import the transactions

Or:

- **Cancel** to reject the import and close the window


6 If Import was selected the transactions are imported into BankLink Practice

BankLink Practice displays the **Import from BankLink Notes Online** window

7 BankLink Practice enables the Automatically transfer the following information into the Narration field for each entry checkbox - if you disable it, no information is updated to the narration fields of the transactions and the original narrations are retained

8 Select from:

- **Notes**
Descriptions that your clients type in the note field in BankLink Notes are automatically placed in the note panel for each transaction in BankLink Practice on import - selecting Notes also places a copy of the note that your client has typed directly into the narration field of the transaction
- **Payee name**
This automatically updates the payee name of a transaction to the narration field on import - if payees are not used, this response is the same as leaving the narration field in BankLink Practice blank
- **Payee name and Notes**
This places both the payee name and note in the narration field

- 9 If the **Narration** field already contains some text, select from:
- **Replace it**
This replaces any existing narration on import with either the payee name or note, depending on what you have selected to be imported into the narration field
 - **Append it**
This adds either the payee name or note on to the end of the existing narration separated with a colon (:), depending on what you have selected to be imported into the narration field on import
 - **Do nothing**
This retains any existing narration on import and any payee name or note will be ignored on import - the notes are still imported into the Notes panel
- 10 Enable the **Show examples** checkbox to see how the **Narration** field is affected by the options you select
- 11 Click the **Browse** button to select the drive and folder in which the attachment has been saved, for example, **F:\BK5\BNotes files**
- 12 Click **Open** to return to the **Import from BankLink Notes file** window
- 13 Click **OK**
- BankLink Practice displays the **Verify Results** window
- 14 Click:
- **OK** to import the transactions, BankLink Practice displays a message confirming that the import has been successful, click OK, BankLink Practice updates the client file with the information provided by the client
- Or:
- **Cancel** to cancel the import, the **Import from BankLink Notes Online file** window closes
- 15 If **OK** was selected the transactions are imported into BankLink Practice, open the updated client file
- 16 The **Coded By** column in the client file's **Code Entries Screen** displays **BankLink Notes Online** next to transactions for which coding information has been imported
-  Transactions where notes, payees or jobs have been added, but no chart of accounts code has been assigned, do not display **BankLink Notes Online** in the **Coded By** column.

Rejected transactions

There are rare circumstances when transactions are rejected during the import process. If this happens the **Verify Results** window contains extra information indicating the number of rejected transactions.

You can click the **View** button to see the rejected transaction(s) displayed in Notepad. Contact BankLink Support for more assistance with rejected transactions.

Transactions in BankLink Practice after a BankLink Notes import

After you import a BankLink Notes transactions, you may view the transactions in the **Code Entries Screen**. You use the information added by your client to complete coding.

There are three possible types of transaction present:







- If you have not permitted a client to code any transactions, then when you import the BankLink Notes file, you see a series of coloured flags
- If you have permitted your client to use their BankLink Practice payee list, transactions that have been coded by payee in BankLink Notes are shown in the **Coded By** column as **BankLink Notes** indicating that your client has coded the transaction. **B** displays on the status bar next to the coding details. These transactions are coded as per the set up of the individual payees. You may also have coloured flags with the transactions
- If you have permitted your client to use their BankLink Practice chart of accounts, transactions that have been coded using the chart of accounts are shown in the **Coded By** column as **BankLink Notes** indicating that your client has coded the transaction and **B** displays on the status bar next to the coding details. You may also have coloured flags with the transactions

If your client has coded using either the payee list or the chart of accounts, you may not need to do much more than check that the transactions have been correctly coded. If a client has just entered notes, you need to use the information from the notes to code the transactions.



If a transaction is dissected in BankLink Notes, once imported into BankLink Practice, the corresponding transaction is dissected in BankLink Practice.

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
 - the client has added a job to the job 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 this 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.

The examples in the following topics show you how the transactions in BankLink Practice may appear after a file import:


- Transaction with notes
- Dissected transaction with notes
- Coded transaction
- Unpresented transactions
- New payee name
- New job name


Transaction with notes


This table describes the actions available to clients when processing transactions in BankLink Notes and shows the result of these actions in BankLink Practice after the BankLink Notes import:

Action in BankLink Notes	Result in BankLink Practice after import				
	Account	Payee	Job	Coded By	Comments
Code transaction	Account code applied			Notes	Transaction is coded and default GST class is applied. B displays in the fourth field of the Status bar
Code transaction using Payee	Account code applied	Payee number applied		Notes Payee	BP displays in the fourth field of the Status bar. Option to add Payee name to the Narration field *
Add job to a transaction			Job Code applied		
Add Note about transaction	Yellow notes symbol displays				Option to add Note to the Narration field *
Enable Tax Inv check box					Tax Inv check box enabled
Add GST amount	Red notes symbol displays				BankLink Notes: GST Amount \$\$\$ added to the Notes field
Add Quantity					Quantity field populated
Dissect transaction	DISSECTED			Notes	If Notes have been added within the dissection a double notes symbol displays
Add unrepresented cheque or deposit					New transactions are added to BankLink Practice

Action in BankLink Notes	Result in BankLink Practice after import				
	Account	Payee	Job	Coded By	Comments
Add new payee name	Red notes symbol displays				BankLink Notes: New Payee! - e.g. XYZ Limited added to the Notes field
Add new job name	Red notes symbol displays				BankLink Notes: New Job! - Example added to the Notes field
Edit superfund details				Notes	Franked amount, unfranked amount and franking credit are added to the transaction's superfund details in BankLink Practice

 * If you don't transfer the notes, they can be added to the narration by using **Ctrl+J** to replace any existing narration, or **Ctrl+Shift+J** to append the note to any existing narration.

 Red notes may be marked as read, and will then display as white notes.

 Yellow notes may be marked as read, and will then display as white notes, or they may be deleted.

In summary, a yellow notes symbol indicates that the client has added information, a red note symbol indicates that the client has changed information and a white note indicates that someone in the practice has marked it as read.

Some of these results may be seen in the example below. The more complex actions are fully described in:

Dissected transaction with notes

Coded transaction




Unpresented transactions

New payee name



Notes added by your clients can be used to memorise a transaction after a file import.

BankLink Practice places a note icon in the Account column to highlight transactions that have been processed in BankLink Notes:


-  The yellow symbol indicates that notes have been added, for example, Insurance.
-  The red symbol indicates that notes have been added:
 - Either the GST amount has been recorded in the GST field in BankLink Notes see Chapter 3 for coding non-default GST
 - Or a new payee has been added
 - Or a new job has been added
 - Or the transaction is already coded in BankLink Practice and the client has added a different code
-  A white note symbol indicates that a yellow or red note has been marked as read.

When you work with data imported from a BankLink Notes file you may want to review only those transactions with unread notes.

To view Entries with Unread Notes Only:

- Click **View, Entries with Unread Notes Only**
BankLink Practice displays transactions with red or yellow note flags


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 and simultaneously move the cursor into this 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**

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 **Edit notes**

or:

- Right-click in the Notes Panel and then click **Return to Grid**

You can move from one note to the next in the Code Entries Screen.

To go to the next note:

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

BankLink Practice 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**

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**

BankLink Practice changes all note flags to white

To delete a note:

- 1 Right-click the transaction
- 2 Click **Notes, Delete note**


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.


Dissected transaction with notes

BankLink Practice indicates transactions dissected in BankLink Notes by inserting **DISSECTED** in the **Account** field and BankLink Notes in the **Coded By** field.

 A double note symbol appears if the Note is on a dissection line within the transaction.

 A double red flag indicates either:

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

 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.

Example:

The client writes out cheque number 100108 for \$199.99 to pay a credit card bill which includes charges for new equipment for the kitchen, and also for supplies. When they code the transaction they dissect it, and can flag each line to show they have a tax invoice for each line.

After the BankLink Notes file is imported into BankLink Practice this transaction is automatically dissected and marked with a double notes symbol in the **Code Entries Screen**.

Date	Reference	Account	Amount	Description	Payee	Tax Inv	Quantity	Coded By
01/07/03	100109		2,000.00	Purchase of widgets	0	<input checked="" type="checkbox"/>	500.000	
05/07/03	100112		56.23	Stationery	0	<input checked="" type="checkbox"/>	0.000	
06/07/03			458.00	ABC Ply Limited : New laser printer	0	<input checked="" type="checkbox"/>	0.000	
07/07/03	100113		456.32		0	<input checked="" type="checkbox"/>	0.000	
07/07/03	100114		96.35	DD Ltd - Insurance	0	<input checked="" type="checkbox"/>	0.000	
09/07/03	100116			BNotes: GST Amount 8.22 DD Ltd - Insurance	0	<input checked="" type="checkbox"/>	0.000	
12/07/03			718.00	EFTPOS Payment : 4 office chairs	0	<input checked="" type="checkbox"/>	0.000	
13/07/03	100108	DISSECTED	199.99		0	<input checked="" type="checkbox"/>		BNotes
16/07/03	100111		215					
19/07/03	100120	300	250					
23/07/03	100122		25					
24/07/03	100123		578					
24/07/03	100124	400	81					
24/07/03	100125		965					

Date	Reference	Analysis	Value	Description	Payee
13/07/03	100108		\$199.99		

Account	Amount	Payee	GST	GST Amount	Quantity	Description
	120.00			0.00	0.000	New jug for staff room
	79.99			0.00	0.000	Tea & coffee
	0.00			0.00	0.000	
	0.00			0.00	0.000	

When you have read and dealt with the notes you can choose to mark them as read, or for those showing a yellow symbol, delete them. If you accidentally mark a note as read you can mark it as unread using the same menu option. You cannot restore a deleted note.

To mark a note on a dissected transaction as read/unread:

- 1 Click the **Dissect** button (or *I*) to view the lines of the dissection
- 2 Right click the transaction line with the note you want to mark as read
- 3 Click **Notes, Mark note as read/unread**

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**

BankLink Practice changes all note flags to white

To delete a note from a dissected transaction:

- 1 Click the **Dissect** button (or *I*) to view the lines of the dissection
- 2 Right click the transaction line with the note you want to delete
- 3 Click **Notes, Delete note**

BankLink Practice removes the note flag from the transaction line



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

Coded transaction


If a transaction is uncoded in BankLink Practice at the time of import, BankLink Practice applies the account code and adds a yellow note symbol.



B displays in the fourth field of the Status bar, before the account code and description. Notes is also added to the **Coded By** column in the **Code Entries Screen**, indicating how the transaction was coded.



If your clients use BankLink Notes to code, then it is a good idea to move the **Coded By** column in your **Code Entries Screen** from its normal position on the far right. Use **Configure Columns** to position it next to the **Account** column. This clearly indicates transactions that your clients have coded in BankLink Notes.

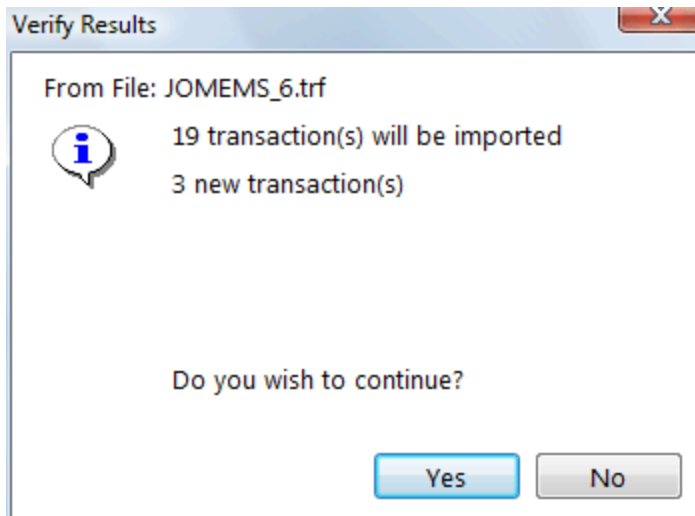
If a transaction is coded in BankLink Practice prior to importing, a red note symbol  is added, stating that the client has coded this transaction to a different account code.





If a transaction is dissected in BankLink Notes, that is, coded to multiple account codes, then following an import the corresponding transaction is dissected in BankLink Practice.

Unpresented transactions

If your clients add unpresented cheques (UPCs), unpresented deposits (UPDs) or unpresented withdrawals (UPWs) in BankLink Notes, the **Verify Results** window shows that new transactions have been created when the file is imported into BankLink Practice:



 The 3 new transactions are unpresented items added in BankLink Notes.

 Unpresented cheques added in BankLink Notes and imported to BankLink Practice are not automatically matched as they are in BankLink Practice itself. See Chapter 6 for information on manually matching unpresented cheques.

New payee name

If you provide a payee list to help your clients code transactions in BankLink Notes, they may add new payees. When a client types a name into the **Payee** field which does not match an existing payee, BankLink Notes prompts them to add a new payee.

The **New Payee** feature allows your clients to inform you of new payees while using BankLink Notes.

However, BankLink Notes users cannot assign an account code - this responsibility is retained by the practice, ensuring the correct codes are allocated to payees.

In BankLink Practice, a transaction coded using a new payee name displays with a red note containing the details of the payee added in BankLink Notes by your client.



If your client adds a payee that you want them to use again, you must add that payee in BankLink Practice.

New job name

If you provide a job list for your clients to use in BankLink Notes, they may add new jobs. When a client types a name into the **Job** field which does not match an existing job, BankLink Notes prompts them to add a new job.

The **New Job** feature allows your clients to inform you of new jobs while using BankLink Notes.

In BankLink Practice, a transaction assigned to a new job name displays with a red note containing the details of the job added in BankLink Notes by your client.



If your client adds a job that you want them to use again, you must add that job in BankLink Practice.

Scheduled Reports

Instead of opening each client file individually to generate a Coding Report, BankLink Notes file or Web file, or checking out and sending a client file, you can automate the process. You do this by generating **scheduled reports**. For a client's Coding Report, BankLink Notes file, BankLink Notes Online transactions, Web file or client file to be included in the scheduled reports process you set up a Report Schedule - the BankLink Administrator generates the actual reports (see Chapter A8).



The Windows Fax Service is compatible with BankLink Practice when you run Windows 2000 or later.

You can set up a report schedule for each client that determines:

- The frequency of the coding report or file
- The delivery method:
 - Printed to your Windows default printer
 - Faxed directly to your clients via the Windows Fax Service
 - E-mailed to your clients in TXT, CSV, PDF or XLS format
 - Sent to your clients via e-mail in a BankLink Notes transaction file
 - Web Files exported to a folder for transfer to a web application
 - Checked out and e-mailed to your BankLink Books clients
- The style of report and whether a chart and/or payee list are to be included
- Whether a client specific message is included
- Whether a custom document is included
- Whether additional files are attached with emailed reports or files - for example spreadsheets
- Which bank accounts are included (for coding reports, BankLink Notes files, BankLink Notes Online transactions and Web Files only)

Coding reports may be e-mailed to a client in a transaction file format and viewed using BankLink Notes or exported in a web format and accessed in BankLink Notes Online. Refer to the **BankLink Notes** topic or **Making BankLink Notes Online transactions available to a client** topic for more information.



If you have access to the Clients Page (see Chapter 1: Opening BankLink) you can set up report schedules for multiple clients.

All of the options you need to select to set up Scheduled Reports are on the **Report Schedule** window.

To display the Report Schedule window:

- 1 Open the required client file
- 2 Click **Reports, Report Schedule**

BankLink Practice displays the **Report Schedule** window

Report Schedule

Options Message Attachments Advanced

Produce Reports Start Month

Don't Send April

Destination

Print

Fax

E-Mail Comma Separated (CSV)

BankLink Notes BankLink Notes Options

Web File Web Options

BankLink Books File

Destination Details

Fax

E-Mail

CC

Selected Reports

Coding Current Report Setup

Chart of Accounts

Payee List

Custom Document

Include

OK Cancel

To select the frequency:

1 Click in the **Produce Reports** field and select from:

- **Every Month**
- **Every Two Months**
- **Every Three Months**
- **Every Four Months**
- **Every Six Months**
- **Annually**
- **Every Month and Quarter**
- **Every Month and Two Months**
- **Every Two Months then Month**

2 Click in the **Start Month** field and select a month from which to start

The next panel displays the periods for which a coding report is produced

To select the delivery method:

1 Select one of the options in the **Destination** panel:

- **Print** to send the client's report to the default printer
- **Fax** to fax the report direct to the client via the Windows Fax Service
- **E-mail** to email the report to the client - select the required format from the drop down list: either **Fixed Width Text (TXT)**, **Comma Separated (CSV)**, **Portable Document Format (PDF)** or **Microsoft Excel (XLS)**
- **BankLink Notes** to email transactions to the client
- **BankLink Notes Online** to export a transaction file to the client
- **Web File** to create a file for transfer to the Web
- **BankLink Books File** to send the file to your client

By default BankLink Practice populates the **Destination Details** panel with the fax number and/or e-mail address from **Other Functions, Client Details**.

2 If you have selected the Fax, E-mail, BankLink Notes, BankLink Notes Online or BankLink Books File option, check that the **Destination Details** panel contains the correct information

3 Click in the **Fax** field and enter a different fax number if required

- 4 Click in the **E-mail** field and enter a different email address if required
- 5 Click in the **CC** field and enter email addresses to send a copy of the email and attached report or file



You can enter more than one email address in the **CC** field - each address you enter must be separated from the one before by a semi-colon.

To set up the reports for the Print, Fax or E-mail options:

- 1 Go to the **Selected Reports** panel
- 2 Ensure the **Coding** checkbox is enabled
- 3 Click the **Current Report Setup** button

BankLink Practice displays the **Setup Coding Report** window

A screenshot of a software dialog box titled "Setup Coding Report". The dialog has a tab labeled "Options". Inside the dialog, there are several settings: "Style" is set to "Standard", "Sort Order" is set to "Date Effective", "Include" is set to "All Entries", and "Leave Lines" is set to "0". Below these are four checkboxes, all of which are currently unchecked: "Rule a line between entries", "Rule a line between columns", "Wrap Narration and Notes", and "Show Tax Invoice check box and GST Amount". At the bottom right of the dialog are "OK" and "Cancel" buttons.

- 4 Click in the **Style** field and select a style
- 5 Click in the **Sort Order** field to choose an order
- 6 Click in the **Include** field and select the required transactions, for example Uncoded Only or All Entries
- 7 Click in the **Leave Lines** field and select the number of lines you want to leave between transactions

- 8 Enable the **Rule a line between entries** check box to separate each transaction with a line
- 9 Enable the **Rule a line between columns** check box to separate each column with a line
- 10 Enable the **Wrap Narration and Notes** check box if you want to display up to ten lines of narration and notes per transaction
- 11 Enable the **Show Tax Invoice check box and GST Amount** to add these fields to the Coding Report
- 12 Click **OK** to return to the Report Schedule window

If you want to produce a chart of accounts and/or payee list for your client, in addition to the coding report, enable the relevant check boxes:

- 1 Enable the **Chart of Accounts** check box to include a chart
- 2 Enable the **Payee List** check box to include a list of payees
- 3 Click **OK**



If you send the Chart of Accounts to your client it will include only those codes which have the **Show in Basic Chart** flag set. This flag is set by default but you can remove it to reserve the code for practice use only. See Editing the chart of accounts in Chapter 2 for further information on setting this flag.

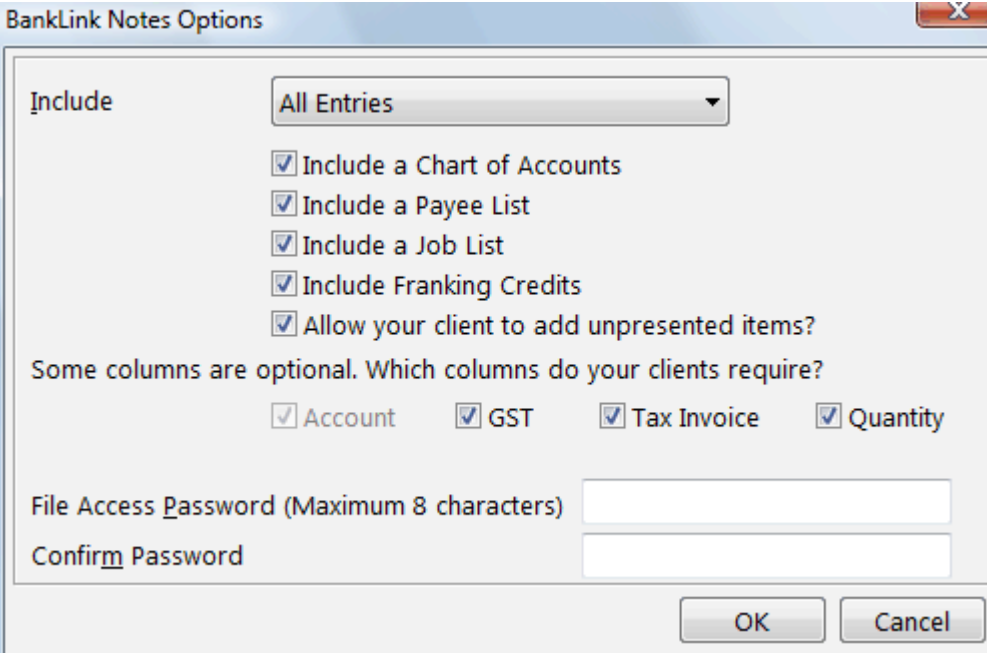
To set up the reports to add a Custom Document:

- 1 Enable the **Include** check box
- 2 Select the required custom document from the drop down list

To set up the reports for the BankLink Notes option:

- 1 Click the **BankLink Notes Options** button

BankLink Practice displays the **BankLink Notes Options** window



- 2 Click in the **Include** field and select the required transactions, for example **Uncoded Only** or **All Entries**

- 3 Enable the **Include a Chart of Accounts** check box to send the chart of accounts



If you send the Chart of Accounts to your client it will include only those codes which have the **Show in Basic Chart** flag set. This flag is set by default but you can remove it to reserve the code for practice use only. See the Editing the chart of accounts topic in Chapter 2 for further information on setting this flag.

- 4 Enable the **Include a Payee List** check box to include the client's payee list
- 5 Enable the **Include a Job List** check box to include the client's job list



If the client file is set up with one of the following superfund systems as the Accounting System, you see the **Include Franking Credits** check box:

- BGL Simple Fund
- Desktop Super
- MYOB Superfund, or
- Supercorp SuperVisor II

Disable the **Include Franking Credits** check box if you do **not** want your client to be able to add superfund details to transactions in the BankLink Notes file

- 6 Enable the **Allow your client to add unrepresented items?** check box if you want your clients to add unrepresented cheques, deposits or withdrawals
- 7 Enable the relevant check box(es) if you want these columns to be available in BankLink Notes:
 - **Account** (you can only disable this if you are not sending a chart of accounts)
 - **GST**
 - **Tax Invoice**
 - **Quantity**
- 8 Click in the **File Access Password** field and type in an initial password if required - a password must be chosen in consultation with the client, as they have to use it to view their transactions (passwords are case sensitive)
- 9 Re-type the password in the **Confirm Password** box
- 10 If you want to attach a file, click the **Attach File** button and attach the required file - more than one file may be attached
- 11 Click **OK** to return to the **Report Schedule** window

To set up the reports for the BankLink Notes Online option:

- 1 If the client file was created prior to setting BankLink Notes Online as the practice default, open the client file and click **Other Functions, Accounting System**, select **BankLink Notes Online** from the **Web Export Format** field, click **OK**
- 2 Follow steps 1 - 2 under the **To display the Report Schedule window:** heading
- 3 Follow steps 1 - 2 under the **To select the frequency:** heading
- 4 Check that the **Fax, E-Mail** and **CC** fields in the **Destination Details** panel are correct
- 5 Select the **Web File** option in the **Destination** panel



The **Web Options** button is only accessible if the BankLink Notes Online option has been selected as the Web Export Format at client level.

- 6 Select the **Web Options** button



If a web export format has not been selected for the client file an error message displays. You will be prompted to go to **Other Functions, Accounting System** and select the web export format that your practice is using.

- 7 Click in the **Include** field and select the required transactions from the drop down list, for example **Uncoded Only** or **All Entries**

- 8 Enable the **Include a Chart of Accounts** checkbox to send the chart of accounts



If you send the Chart of Accounts to your client it will include only those codes which have the **Show in Basic Chart** flag set. This flag is set by default but you can remove it to reserve the code for practice use only. See the Editing the chart of accounts topic in Chapter 2 for further information on setting this flag.

- 9 Enable the **Include a Payee List** checkbox to include the client's payee list

- 10 Enable the **Include a Job List** checkbox to include the client's job list



If the client file is set up with one of the following superfund systems as the Accounting System, you see the **Include Franking Credits** checkbox:

- BGL Simple Fund
- Desktop Super
- MYOB Superfund, or
- Supercorp SuperVisor II

Disable the **Include Franking Credits** checkbox if you do not want your client to be able to add superfund details to the BankLink Notes Online transactions

- 11 Enable the **Allow your client to add unrepresented items?** checkbox if you want your clients to add unrepresented cheques, deposits or withdrawals

- 12 Enable the relevant checkbox(es) if you want these columns to be available in BankLink Notes Online:

- **Account** (you can only disable this if you are not sending a chart of accounts)
- **GST**
- **Tax Invoice**
- **Quantity**

- 13 Click in the **File Access Password** field and type in an initial password if required - a password must be chosen in consultation with the client, as they have to use it to view their transactions (passwords are case sensitive)

- 14 Re-type the password in the **Confirm Password** box

- 15 If you want to attach a file, click the **Attach File** button and attach the required file - more than one file may be attached

16 Click **OK**



If no email address has been entered, or defaulted to the **Destination Details** panel from the client details, BankLink Practice displays an error message.

In **Destination Details** panel of the **Report Schedule** window, click in the **E-Mail** field and enter an email address, click **OK** before clicking **OK** again to save the Report Schedule.

To set up the reports for the Web File option:

1 Click the **Web Options** button

BankLink Practice displays the **Acclipse WebPractice Options** window

2 Click in the **Include** field and select the required transactions, for example **Uncoded Only** or **All Entries**

3 Enable the **Include a Chart of Accounts** check box to send the chart of accounts

4 Enable the **Include a Payee List** check box to include the payee list

5 Enable the relevant check box(es) if you want these columns to be available in the Web File:

- **Account** (you can only disable this if you are not sending a chart of accounts)
- **GST**
- **Tax Invoice**
- **Quantity**

6 Click in the **Choose a Secure Area** field and select the secure area to which you will export the file

7 Click in the **Web Export Format** field and select the correct format if it is not already displayed

8 Click **OK** to return to the **Report Schedule** window

To add a client specific message:

1 Click on the **Message** tab

2 Click in the **Message** field and compose your message

To send other files as attachments:

1 Click on the **Attachments** tab

2 Click the **Attach File** button

BankLink Practice displays the **Choose File** window

- 3 Click to select the file you want to attach and click **Open**

BankLink Practice displays the file you selected in the **Attachments** tab

- 4 Repeat Step 3 until all the files you want to send are displayed



If the files you attach are moved or deleted from your file system before you generate Scheduled Reports, they will not be available for BankLink Practice to include when the emails are sent out.

To choose which bank accounts are included:

By default, BankLink Practice includes all bank accounts with entries in the specified date range - to generate the report or file for specific accounts:

- Click the **Advanced** tab
- Click **Clear all** to de-select all accounts
- Enable the check box next to the account to select that account
- Click **Select All** to select all accounts and restore the default

To save the report schedule

- Click **OK**



Set up a report schedule using these options for all clients for whom you want to generate scheduled reports. The BankLink Administrator generates Scheduled Reports - see Chapter A8.



The report set up for Scheduled Reports is independent of the set up when generating a Coding Report from within a client file.

Queries

When you're reviewing a client file you may find that there are a few transactions you require further information to code.

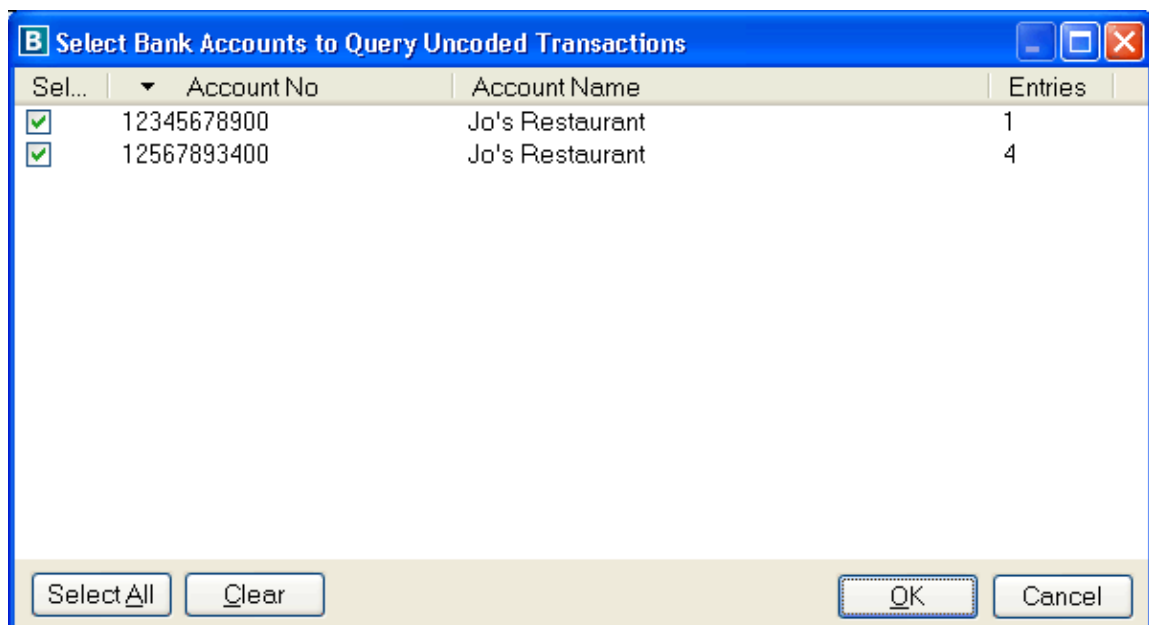
BankLink Practice's Query functionality means that it's easy to send an email to your client containing details of the transactions. Your clients reply to the email, adding details about each of the transactions you queried.

Query functionality is available when the Code Entries Screen is open and applies only to uncoded transactions within the current coding date range.

To email queries to a client:

- 1 Open the required client file to the **Code Entries Screen**
- 2 Click **Query (Ctrl+Y)**

 If the client file contains more than one account with uncoded transactions, BankLink Practice displays the **Select Bank Accounts to Query Uncoded Transactions** window, with the number of uncoded **Entries** displayed alongside each account.

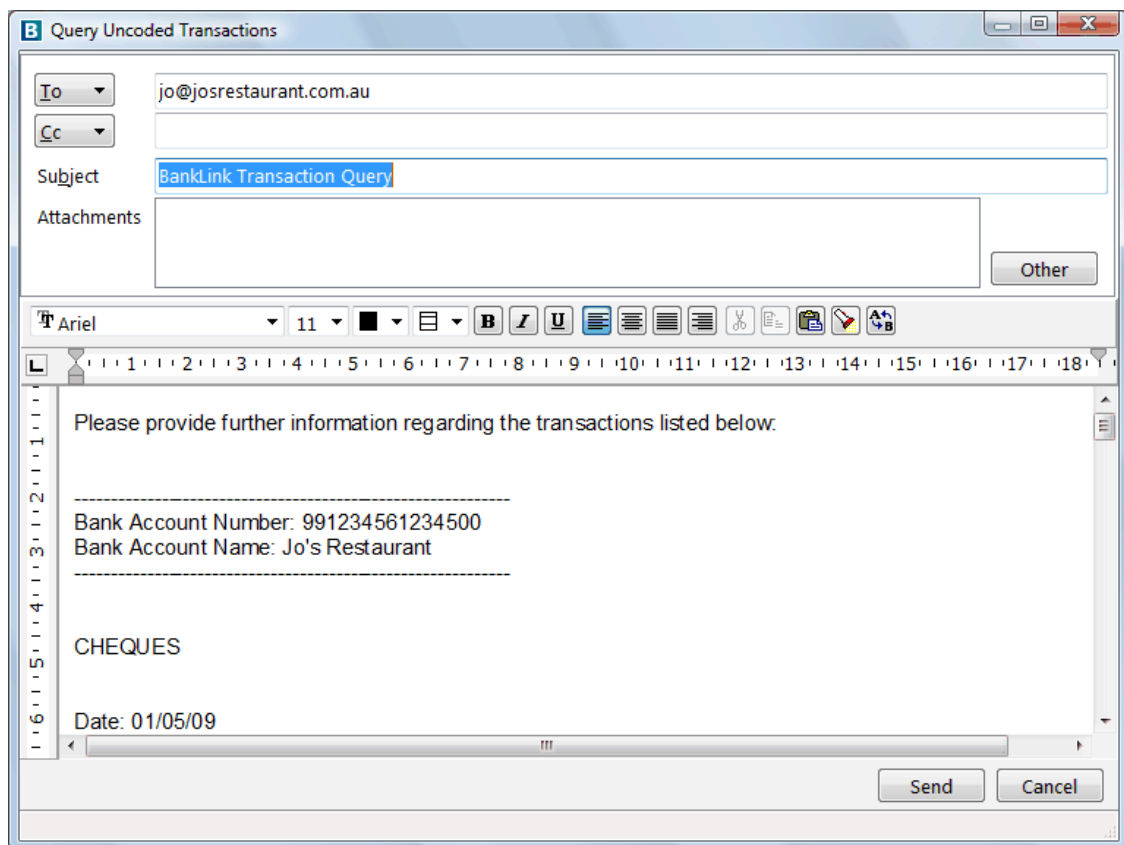


- 1 By default all bank accounts in the window are selected - you can:
 - Click **Clear** to deselect all bank accounts
 - Click **Select All** to select all bank accounts
 - Click in the **Select** column (or double-click on the bank account) to remove or add the selection tick
- 2 Once you have selected the bank account(s) you want to work with, click **OK**

BankLink Practice displays the **Query Uncoded Transactions** window

3 Type the email address of the person you are sending the client file to in the **To** field, or click the **To** button to select an email address. If you have set up email addresses for the client and yourself (or practice) in **Other Functions, Client Details** and **System, Users** (or **Practice Details**) BankLink Practice shows:

- the Practice Contact details as seen by this client
- the Practice email address (if different to the Practice Contact details)
- the client's email address (selected by default if entered)
- the email address for BankLink Support



4 Type the email address of any other person you want to send the client file to in the **Cc** field, or click the **Cc** button to select an email address from those entered into BankLink Practice which may include:

- the Practice Contact details as seen by this client
- the Practice email address (if different to the Practice Contact details)
- the client's email address
- the email address for BankLink Support

5 If your practice is set up (via **File Preferences**) to use Internet mail, the **Send Client File(s)** window has a **Reply to** field - click in this field and enter the email address of the person to receive the reply

- 6 Click in the **Subject** field if you want to edit the subject of the email
- 7 Click in the **Message** field to edit the message - you can add comments or delete transactions you don't want to include



The message contains each uncoded transaction separated by bank account, in date order. Cheques are listed first, followed by other transactions. Each transaction contains date, amount, reference, narration and notes.



If your practice has set up an email signature, this will appear at the foot of the message - see Practice details for more information.

- 8 Click **Send**

To send additional files:

- 1 Click the **Other** button before sending
BankLink Practice displays the **Insert File** window
- 2 Browse to the folder where the file(s) are located
- 3 Select the file(s) required
- 4 Click **Open**
- 5 Repeat steps 1-4 as required



When BankLink Practice sends the Query it adds a **Note** to each uncoded transaction in the selected bank accounts. The Note text reads **email query sent on dd/mm/yy**, where dd/mm/yy is the date you send the query.

If there is already a note attached to a transaction, BankLink Practice adds **email query sent on dd/mm/yy** to the existing text.

You can delete the note or mark it as read once the client has sent back the information required.

See Working with Notes in Chapter 3 for more information about Notes.