

## Chapter 12: Setting up reporting

This Chapter covers:

- The data BankLink Practice reports on
- Report Groups
- Opening balances
- Sub-groups and sub-headings
- Divisional reporting
- Default Report Headings

### *What data does BankLink Practice report on?*

Cash flow reports include all transactions in the bank accounts and the cash journals. Profit and loss reports and balance sheet reports include all transactions and all journals (except GST journals) in the report period.

|                           | <b>Cash Flow</b> | <b>Profit &amp; Loss</b> | <b>Balance Sheet</b> | <b>Trial Balance</b> |
|---------------------------|------------------|--------------------------|----------------------|----------------------|
| Bank Account              | ✓                | ✓                        | ✓                    | ✓                    |
| Cash Journals             | ✓                | ✓                        | ✓                    | ✓                    |
| Accrual Journals          |                  | ✓                        | ✓                    | ✓                    |
| Stock/Adjustment Journals |                  | ✓                        | ✓                    | ✓                    |
| Opening Balances          |                  |                          | ✓                    | ✓                    |
| Year End Adjustments      |                  | ✓                        | ✓                    | ✓                    |

GST journals appear only in GST reports.

## Report groups

When you refresh a client's chart into BankLink Practice from your main accounting system, BankLink Practice reads the account codes and descriptions but is unable to assign them a meaning. A report group defines what the chart code is and where it should appear in BankLink Practice's financial reports.

For example: if you have a chart code that is **230** for **Sales**, you assign the report group of **Income** to the chart code. BankLink Practice then reports any transactions coded to **230 Sales** in the **Income** section of the cash flow and P & L reports.

Instead of repeating the same information for clients with similar charts, you can assign report groups to one client and then merge them with another.

This section covers:

- Assigning report groups
- Assigning report groups by merging charts of accounts
- What happens if you do not assign report groups

## Assigning report groups

To produce meaningful cash flow, profit and loss, and balance sheet reports, you assign report groups to account codes. BankLink Practice uses the report group to determine where the code appears in the reports.

### Report groups, quick keys and report headings

This is a table of the report groups available in BankLink Practice.

The Quick Key column shows the quick set letter which is used together with the **Ctrl** key for assigning a report group, for example: if you select your sales code and press **Ctrl+I**, BankLink Practice assigns the **Income** report group to the code.

The Report Heading columns show in which of the financial reports the report group appears. It also shows the report headings they appear under when they report in the individual financial report.

| Report Group        | Quick Key (Ctrl+?) | Cash Flow Report      | Profit and Loss Report | Balance Sheet Report  |
|---------------------|--------------------|-----------------------|------------------------|-----------------------|
| Income              | I                  | Income                | Income                 |                       |
| Purchases           | P                  | Direct Expenses       | Cost of Goods Sold     |                       |
| Direct Expense      | X                  |                       | Other Direct Expenses  |                       |
| Expense             | E                  | Expenses              | Expenses               |                       |
| Other Income        | J                  | Other Deposits        | Other Income           |                       |
| Other Expense       | O                  | Other Withdrawals     | Other Expenses         |                       |
| Opening Stock       | S                  |                       | Cost of Goods Sold     |                       |
| Closing stock       | T                  | Other Deposits        |                        |                       |
| Cash on Hand        | B                  | Cash on Hand          |                        | Current Assets        |
| Debtors             | D                  | Capital & Development |                        |                       |
| GST Receivable      | R                  | GST Movements         |                        |                       |
| Stock on Hand       | H                  | Capital & Development |                        |                       |
| Current Asset       | U                  |                       |                        |                       |
| Fixed Asset         | F                  |                       |                        | Fixed Assets          |
| Creditors           | C                  | GST Movements         |                        | Current Liabilities   |
| GST Payable         | G                  |                       |                        |                       |
| Current Liability   | L                  |                       |                        | Capital & Development |
| Long Term Liability | M                  |                       |                        |                       |
| Equity              | Q                  | Equity                | Equity                 |                       |

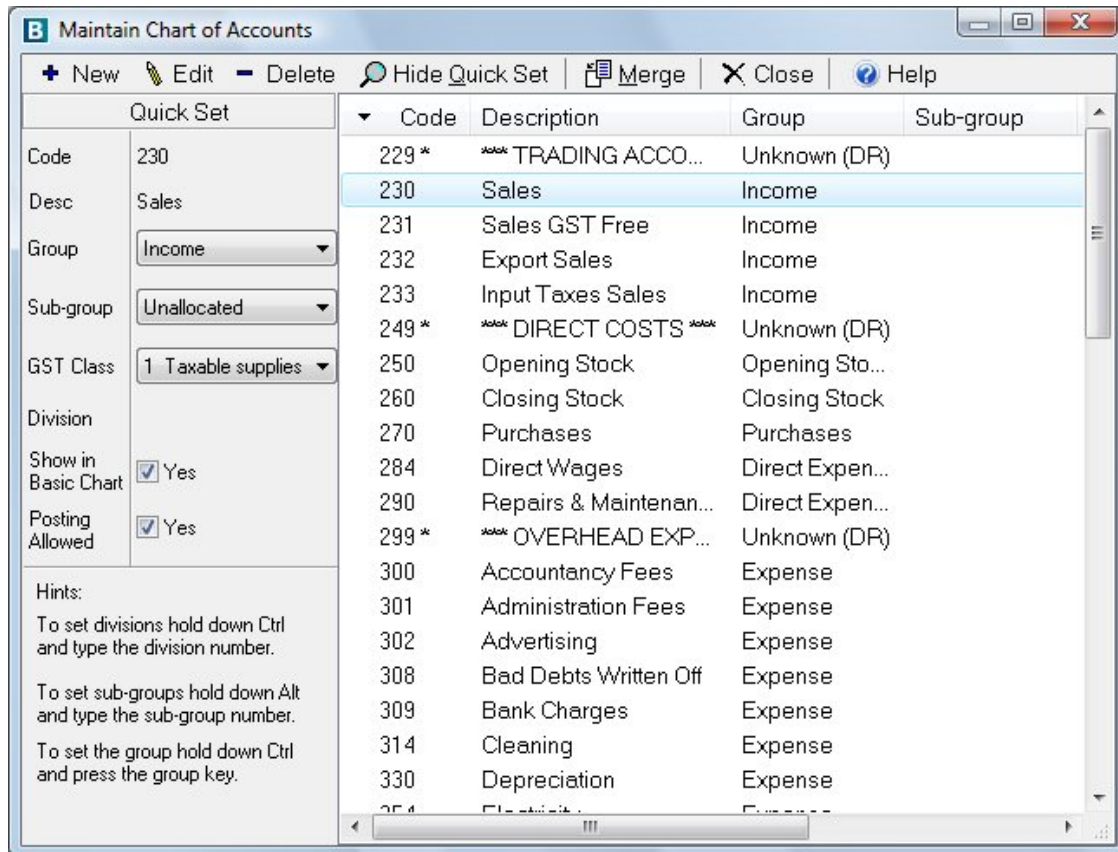
### To assign report groups:

- 1 Click **Other Functions, Chart of Accounts, Maintain Chart**

BankLink Practice displays the **Maintain Chart of Accounts** window

- 2 Click **Show Quick Set**

BankLink Practice displays the **Quick Set** panel at the left of the window



- 3 Click on an account code so that it is highlighted



To highlight a range of codes, click the first code in the range then hold down the **Shift** key and click the last code. To highlight multiple codes, hold down the **Ctrl** key and click the required codes.

- 4 Click in the **Group** field and select a report group
- 5 Click **Hide Quick Set** to revert to the normal view

### To assign report groups using quick keys:

- 1 Click **Other Functions, Chart of Accounts, Maintain Chart**

BankLink Practice displays the **Maintain Chart of Accounts** window

- 2 Click on an account code so that it is highlighted

- 3 Hold down the **Ctrl** key and type a quick key, for example **Ctrl+E** to assign the **Expense** report group

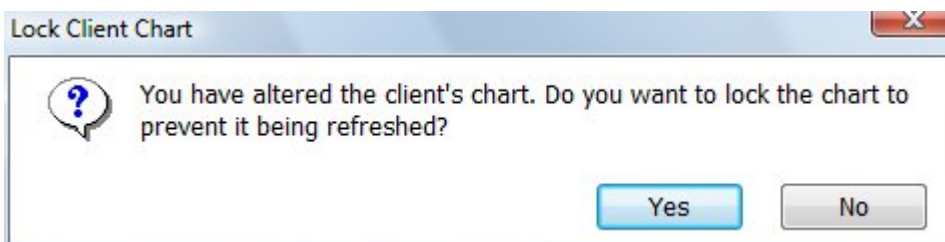
## Assigning report groups by merging charts of accounts

You can merge the chart of the client you are currently working on with the chart of another client. The merge option reads the other client's chart and updates the current client's chart where details do not already exist.

This means that you only assign report groups once; a client without report groups in its chart can be merged with another client that already has report groups assigned.

### To merge charts of accounts:

- 1 Open the client file to which you want to assign report groups
- 2 Click **Other Functions, Chart of Accounts, Maintain Chart**  
BankLink Practice displays the **Maintain Chart of Accounts** window
- 3 Click **Merge**  
BankLink Practice displays the **Merge Chart of Accounts from** window, showing a list of available clients
- 4 Click on the client file whose chart you want to merge
- 5 Click **OK**  
BankLink Practice re-displays the **Maintain Chart of Accounts** window
- 6 Click **Close**  
If your main accounting system has a Refresh Chart option, BankLink Practice displays the **Lock Client Chart** window



- 7 Click either:
  - **Yes (Y)**  
This locks the chart so you are unable to refresh the chart from your main accounting system - you would not normally do this
  - **No (N)**  
You can still refresh the chart of accounts from your main accounting system
- 8 Refresh the current client's chart by selecting **Other Functions, Refresh Chart** - the client specific chart is reinstated but the BankLink Practice report groups remain



Create a new client file and then attach a master chart (a chart with all possible account codes and sub-codes). You could call this file **MASTER**. Then follow the following steps:

- 1 Assign report groups to all account codes in the master client chart
- 2 Open a client and merge the master client to this client - new account codes and report groups are added to your client's chart
- 3 Refresh your current client's chart - the client specific chart is reinstated but the BankLink Practice report groups remain

### *What happens if you do not assign report groups?*

Even if you do not assign report groups to a chart of accounts, you can still produce reports. BankLink Practice assigns the report group **Unknown (CR)** or **Unknown (DR)** to the account codes, depending on the sign of the total posted to that code in the reporting period. The report groups display the account codes under these report headings:

| Report Group | Quick Key | Cash Flow Report  | Profit and Loss Report | Balance Sheet Report |
|--------------|-----------|-------------------|------------------------|----------------------|
| Unknown (CR) | Y         | Other Deposits    | Other Income           |                      |
| Unknown (DR) | Z         | Other Withdrawals | Other Expenses         |                      |



If you do not assign report groups to the contra bank and GST control accounts, your cash flow reports could be incorrect.

## Opening balances

You must enter opening balances for all the balance sheet accounts in order to obtain the correct values in your reports. If you do not enter opening balances, your reports record only the movement on the balance sheet accounts during the financial year and not the true closing balance.

Balance sheet report groups must be assigned to the appropriate account codes before opening balances can be entered.

Before adding an opening balance for stock you must link the stock on hand account(s) to the associated opening and closing stock accounts - see Chapter 11.

### To add opening balances:

#### 1 Click **Data Entry, Opening Balances**

BankLink Practice displays the **Opening Balances** window

| Account | Description              | Opening Balance | Report Group         |
|---------|--------------------------|-----------------|----------------------|
| 250     | Opening Stock            | 3200.00         | Dr Opening Stock     |
| 260     | Closing Stock            | 3200.00         | Cr Closing Stock     |
| 479     | Drawings                 | 0.00            | Cr Equity            |
| 600     | Capital Introduced       | 30000.00        | Cr Equity            |
| 639     | Retained Earnings        | 23373.14        | Cr Equity            |
| 655     | Prepayments              | 200.00          | Dr Current Asset     |
| 660     | Debtors                  | 3000.00         | Dr Debtors           |
| 680     | Cash at Bank             | 10481.40        | Dr Cash on Hand      |
| 720     | Stock on Hand            | 3200.00         | Dr Stock on Hand     |
| 744     | Motor Vehicles - at Cost | 46036.36        | Dr Fixed Asset       |
| 810     | Accruals                 | 3000.00         | Cr Current Liability |
| 822     | Sundry Creditors         | 5000.00         | Cr Creditors         |
| 891     | GST Receivable           | 2376.84         | Dr GST Receivable    |
| 892     | GST Payable              | 3921.46         | Cr GST Payable       |
| 898     | GST                      | 0.00            | Cr GST Payable       |

The account totals are balanced.  Hide Non-Balance Sheet Accounts

OK Cancel

2 Click in the **Opening Balance** field and enter an amount

3 Repeat step 2 for all balance sheet accounts

4 The account totals must be in balance - press the = key to enter the remaining amount

5 Click **OK**



The default view in the **Opening Balances** window displays accounts assigned a balance sheet report group with the exception of opening and closing stock. You can view all accounts by disabling the **Hide Non-Balance Sheet Items** check box.

## ***Creating sub-headings by adding sub-groups***

Rather than showing all chart codes assigned under a specific report group in account code order, you can group certain codes within the report group together, for example: you may have different types of income such as income from sales and income from other sources.

You add sub-groups to do this. Once you have added sub-groups, BankLink Practice not only organises the data but is also able to sub-total by sub-group.

You can also use them to provide very useful summarised versions of some reports (such as Cash flow and Profit & Loss).

You can add up to 250 sub-groups

This section covers:

- Adding sub-groups
- Copying sub-groups from another client
- Assigning sub-groups
- Assigning sub-groups by merging charts of accounts

## Adding sub-groups

You use sub-groups to group applicable codes under subheadings within the various report groups.

**Example:** A rural client would like to display the expenses incurred on his farm under these headings:

- Cattle
- Sheep
- Pasture
- Farming
- General
- Financial

### To set up sub-groups:

- 1 Click **Other Functions, Chart of Accounts, Set Up Sub-groups**

BankLink Practice displays the **Set Up Sub-groups** window

| Sub-group   | Description |
|-------------|-------------|
| Unallocated |             |
| 1           | Cattle      |
| 2           | Sheep       |
| 3           | Pasture     |
| 4           | Farming     |
| 5           | General     |
| 6           | Financial   |
| 7           |             |
| 8           |             |
| 9           |             |
| 10          |             |
| 11          |             |
| 12          |             |
| 13          |             |
| 14          |             |

- 2 Click in the Description column next to a Sub-group number, for example **1**
- 3 Enter sub-group names, for example **Cattle, Sheep**, etc.
- 4 Click **OK (Alt+O)**

## Copying sub-groups from another client

Once you have set up sub-groups for one client, you can copy these headings from this client to another client.

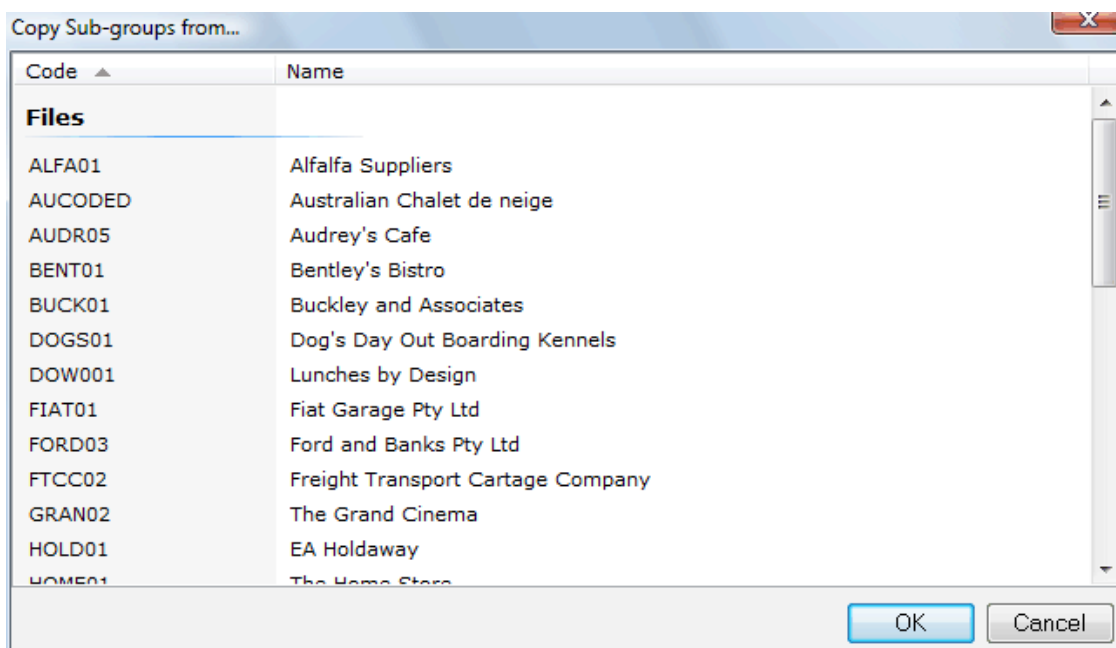
### To copy sub-groups from another client:

- 1 Click **File, Open** and select the client file you want to work on
- 2 Click **Other Functions, Chart of Accounts, Set Up Sub-groups**

BankLink Practice displays the **Set Up Sub-groups** window

- 3 Click **Copy From**

BankLink Practice displays the **Copy Sub-groups from** window, showing a list of clients



- 4 Click on the client file from which you want to copy the sub-groups
- 5 Click **OK**

BankLink Practice re-displays the **Set Up Sub-groups** window, showing the copied sub-groups

- 6 Click **OK**



You can find out the sub-groups in another client by running the List sub-groups Report for that client - see Chapter 13: Producing Reports.



This copies both the sub-group numbers and the names. When you **merge** an entire chart of accounts, you can select to merge the sub-groups at the same time, but this only copies the sub-group numbers. You need to carry out the process above to bring across the names.

## Assigning sub-groups

To produce reports with sub-headings in each report group, you assign sub-groups to account codes in the BankLink Practice chart. These sub-groups tell BankLink Practice how to group your account codes so that they appear under sub-headings.

### To assign sub-groups in the BankLink Practice chart:

- 1 Click **Other Functions, Chart of Accounts, Maintain Chart**

BankLink Practice displays the **Maintain Chart of Accounts** window

- 2 Click **Show Quick Set**

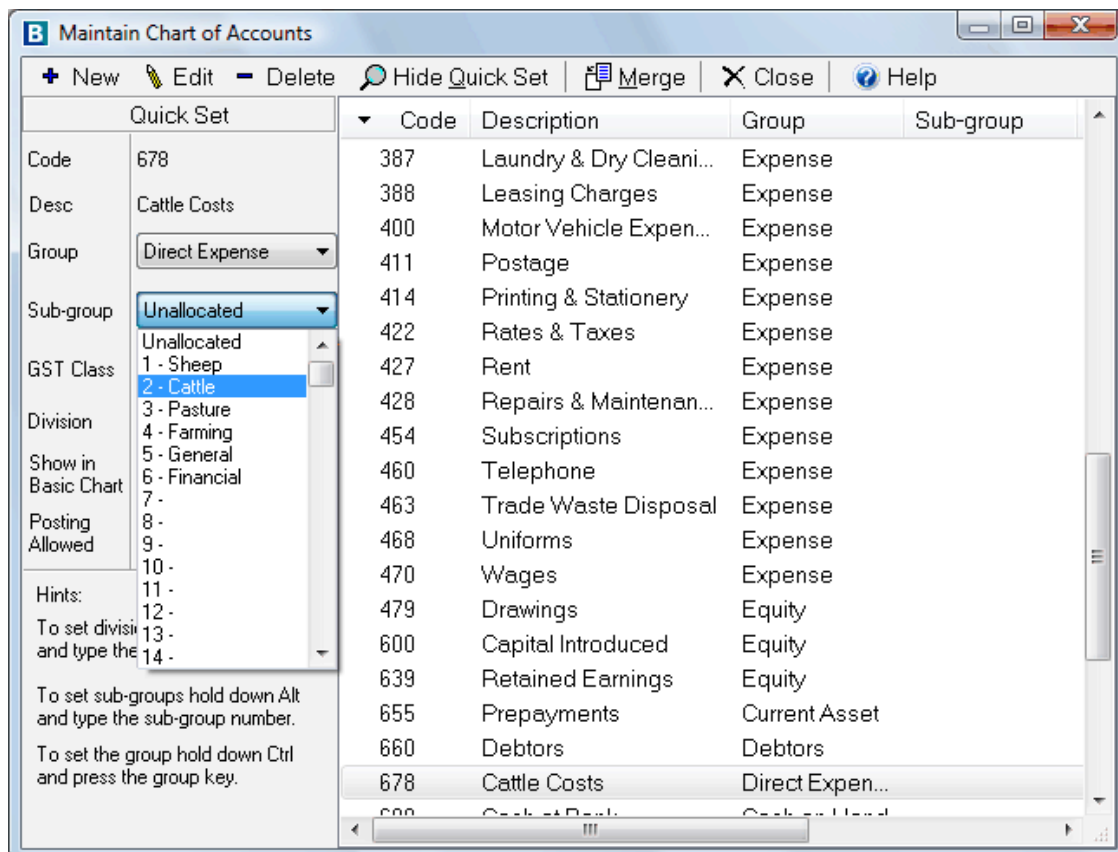
BankLink Practice displays the **Quick Set Panel** at the left of the window

- 3 Click on an account code so that it is highlighted



To highlight a range of codes, click the first code in the range then hold down the **Shift** key and click the last code. To highlight multiple codes, hold down the **Ctrl** key and click the required codes.

- 4 Click in the sub-group field and select a sub-group, for example **1 - Cattle**



### To assign sub-groups using quick keys:

- 1 Click **Other Functions, Chart of Accounts, Maintain Chart**

BankLink Practice displays the **Maintain Chart of Accounts** window

- 2 Click on an account code so that it is highlighted

- 3 Hold down the **Alt** key and type a sub-group number, **Alt+0** removes a sub-group from an account code

4 Click **Close**



Account codes without a sub-group assigned are displayed under the **Unallocated** sub-heading at the end of the relevant section. You can rename the **Unallocated** sub-heading by typing an alternative name into the **Description** column in the **Set Up Sub-groups** window, for example **Other** or **Miscellaneous**. See Changing and hiding report titles and headings later in this Chapter.

## Assigning sub-groups by merging charts of accounts

The chart of the client you are currently working on can be updated from the chart of another client. The **Merge** option reads the other client's chart and updates the current client's chart where details do not already exist.

**Example:** Buttercup & Smythe Chartered Accountants have many clients involved in farming such as Mr MacDonald. They have developed a standardised chart for all of these clients in their main accounting system. Buttercup & Smythe want to quickly assign report groups and sub-groups in BankLink Practice to produce meaningful reports for all their farming clients.

In this example you only need to assign BankLink Practice report groups and sub-groups. When they have been assigned to one farming client, you can copy to another client's chart from the first client.

### To merge charts of accounts:

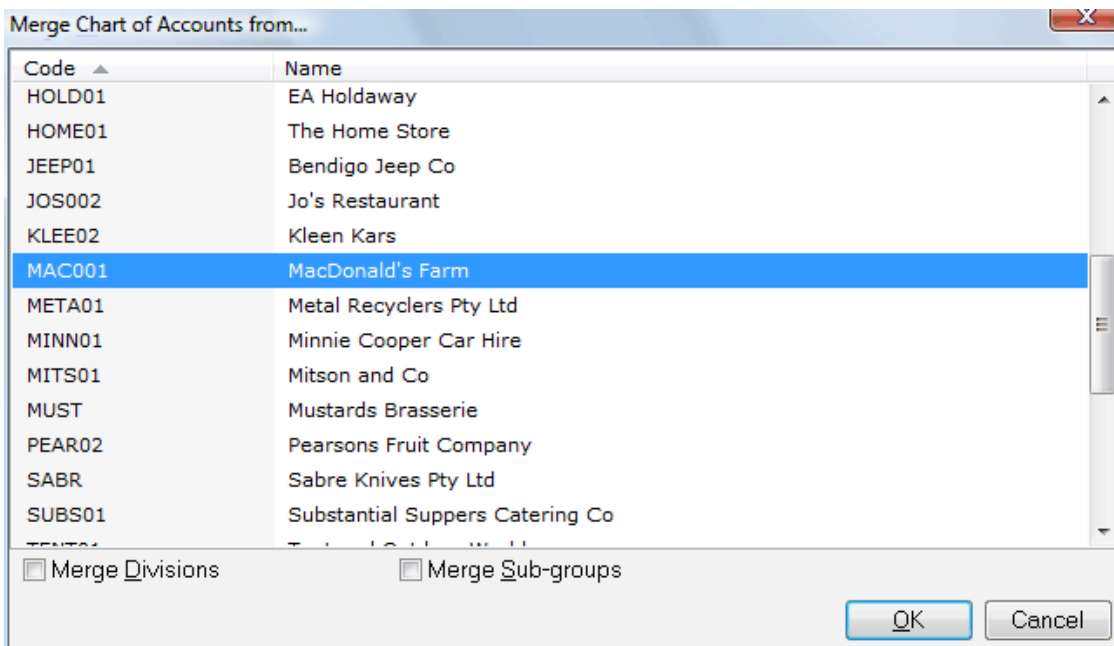
1 Open the client file to which you want to assign sub-groups

2 Click **Other Functions, Chart of Accounts, Maintain Chart**

BankLink Practice displays the **Maintain Chart of Accounts** window

3 Click **Merge**

BankLink Practice displays the **Merge Chart of Accounts from** window, showing a list of available clients



4 Click on the client file whose chart you want to merge

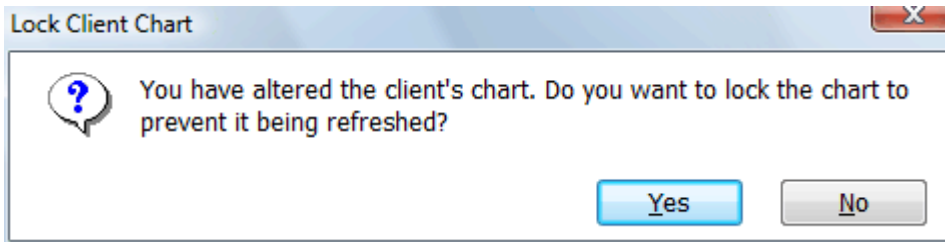
5 Enable the **Merge Sub-groups** check box

6 Click **OK**

BankLink Practice re-displays the **Maintain Chart of Accounts** window, showing the merged sub-groups

7 Click **Close**

If your main accounting system, has a Refresh chart facility, BankLink Practice displays the **Lock Client Chart** window



8 Click either:

- **Yes (Y)**  
This locks the chart so you are unable to refresh the chart from your main accounting system - you would not normally do this
- **No (N)**  
You can still refresh the chart of accounts from your main accounting system



Merging a chart of accounts brings in the sub-group numbers, for example **1**. The sub-group names can be added by copying them from the client you have just copied the chart from. See Copying sub-groups from another client.



After the merge, run Refresh Chart for the new client to remove the codes from the source chart that are not in the client's chart.

## **Divisions**

You may wish to report on separate components of a client's businesses at a time, rather than looking at the whole business for example: a client may have two stores, and you may want to produce a cash flow on one store in particular. In this instance you would want to separate the different components of your client's business into divisions, for example: Store 1 and Store 2.

In order to do this, you set up **divisions** and assign them to account codes in the BankLink Practice chart. You can add up to 250 divisions.

This section covers:

- Adding divisions
- Copying divisions from another client
- Assigning divisions
- Assigning divisions by merging charts of accounts

## Adding divisions

You can produce separate cash flow and profit and loss reports for each division of a business. In order to do this, you set up divisions and assign account codes to them.

**Example:** A client runs a general store and service station, and has divided her business into 8 divisions:

- Division 1 - Fresh Produce
- Division 2 - Other Produce
- Division 3 - Takeaways and Fast Food
- Division 4 - Petrol, Oil and Gas
- Division 5 - Car Wash
- Division 6 - Vehicle Repairs
- Division 7 - General Store
- Division 8 - Service Station

**Division 7 - General Store** is the total of Divisions 1, 2 and 3 while **Division 8 - Service Station** is the total of Divisions 4, 5 and 6.

### To set up divisions:

- 1 Click **Other Functions, Chart of Accounts, Set Up Divisions**

BankLink Practice displays the **Set Up Divisions** window

| Division | Description             |
|----------|-------------------------|
| 1        | Fresh Produce           |
| 2        | Other Produce           |
| 3        | Takeaways and Fast Food |
| 4        | Petrol, Oil and Gas     |
| 5        | Car Wash                |
| 6        | Vehicle Repairs         |
| 7        | General Store           |
| 8        | Service Station         |
| 9        |                         |
| 10       |                         |
| 11       |                         |
| 12       |                         |
| 13       |                         |
| 14       |                         |
| 15       |                         |

- 2 Click in the **Description** column next to a **Division number**, for example 1
- 3 Enter division names, for example **Fresh Produce, Car Wash**, etc.
- 4 Click **OK**

## ***Copying divisions from another client***

Once you have set up divisions for one client, you can copy these headings from this client to another.

### **To copy divisions from another client:**

- 1** Click **File, Open** and select the client file you want to work on
- 2** Click **Other Functions, Chart of Accounts, Set Up Divisions**  
BankLink Practice displays the **Set Up Divisions** window
- 3** Click **Copy From**  
BankLink Practice displays the **Copy Divisions from** window, showing a list of available clients
- 4** Click on the client file from which you want to copy the divisions
- 5** Click **OK**  
BankLink Practice re-displays the **Set Up Divisions** window, showing the copied divisions
- 6** Click **OK**
- 7** Click **OK**



This copies both the division numbers and the names. When you **merge** an entire chart of accounts, you can select to merge the divisions at the same time, but this only copies the division numbers. You need to carry out the process above to bring across the names.







You can find out the divisions in another client by running the List divisions Report - see Chapter 13: Producing Reports.

## Assigning divisions

You need to assign divisions to the relevant chart of account codes so they appear included in the financial report when you produce the report for a specific division.

It is possible to assign more than one division to a single chart code. For example: a service station client has a chart code specifically for the sale of unleaded fuel, you assign division **4** for **Petrol, Oil and Gas**. If you produce a cash flow for division 4, then the sale of unleaded fuel appears on the cash flow. However, you would also assign division **8** for **Service Station** to the unleaded fuel sales - if you produce a cash flow for division 8, the sale of unleaded fuel is also included in this cash flow.

### To assign divisions using the keyboard:

- 1 Open the client file you want to work on
  - 2 Click **Other Functions, Chart of Accounts, Maintain Chart**  
BankLink Practice displays the **Maintain Chart of Accounts** window
  - 3 Click on an account code so that it is highlighted
    -  To highlight a range of codes, click the first code in the range then hold down the **Shift** key and click the last code. To highlight multiple codes, hold down the **Ctrl** key and click the required codes.
  - 4 Hold down the **Ctrl** key and type a division number, for example **1**
  - 5 Click **Close**
-  An account code may be assigned multiple divisions, for example 1, 7 (Fresh Produce, General Store) or 5, 8 (Car Wash, Service Station) etc.
-  The **Ctrl+<number>** quick key is a toggle: to remove a specific division, highlight the code and click the number again.  
If you select a range of codes of which some have the division and some don't, **Ctrl+<number>** assigns it to those that don't and removes it from those that do
-  **Ctrl+0** removes all divisions from an account code.

## Assigning divisions by merging charts of accounts

If you have already set up divisions for another client file that has the same chart of accounts and division, rather than setting the divisions all over again on the new client file, you can merge the chart from the client file for which you have already set up the divisions.

### To merge charts of accounts:

- 1 Open the client file to which you want to assign divisions
- 2 Click **Other Functions, Chart of Accounts, Maintain Chart**  
BankLink Practice displays the **Maintain Chart of Accounts** window
- 3 Click **Merge**  
BankLink Practice displays the **Merge Chart of Accounts from** window, showing a list of available clients
- 4 Click on the client file whose chart you want to merge
- 5 Enable the **Merge Divisions** check box
- 6 Click **OK**  
BankLink Practice re-displays the **Maintain Chart of Accounts** window showing the merged divisions
- 7 Click **Close**  
If your main accounting system has a Refresh Chart facility, BankLink Practice displays the **Lock Client Chart** window
- 8 Click either:
  - **Yes**  
This locks the chart so you are unable to refresh the chart from your main accounting system - you would not normally do this
  - **No**  
You can still refresh the chart of accounts from your main accounting system
- 9 Click **OK**



Merging a chart of accounts brings in the division numbers, for example **1**. You can copy the division names from the client you have just merged the chart with using the **Copy From** button in the **Set Up Divisions** window.



After the merge, run **Refresh Chart** for the new client to remove the codes from the source chart that are not in the client's chart.

## ***Default report titles and headings***

BankLink Practice has a set of default report titles and headings for cash flow, profit and loss and balance sheet reports. In all these reports, the coded data appears under one of the default report headings depending on the assigned report group. The default report headings are used to create the standard BankLink Practice report formats.

You can change the narrative of the default report titles and headings, or choose to hide the report headings. This allows you to change the cash flow, profit and loss, and balance sheet reports to suit individual clients.

This topic shows you all the default headings. For information on how to display these headings, and optionally change them, see [Changing and hiding report titles and headings](#)

### Default cash flow report titles and headings

| Default                       | User Defined |
|-------------------------------|--------------|
|                               |              |
| Income                        |              |
| Total Income                  |              |
| Less: Direct Expenses         |              |
| Total Direct Expenses         |              |
| Gross Profit (Loss)           |              |
| Less: Expenses                |              |
| Total Expenses                |              |
| Operating Profit (Loss)       |              |
| Plus: Other Deposits          |              |
| Total Other Deposits          |              |
| Less: Other Withdrawals       |              |
| Total Other Withdrawals       |              |
| Less: Capital and Development |              |
| Total Capital and Development |              |
| Less: Equity                  |              |
| Total Equity                  |              |
| GST Movements                 |              |
| Net GST                       |              |
| Plus: Uncoded Deposits        |              |
| Less: Uncoded Withdrawals     |              |
| Net Cash Movement In (Out)    |              |
| Cash Book Balances            |              |
| Opening Balance               |              |
| Plus: Movement                |              |
| Closing Balance               |              |

(Note: The default titles and headings will be used if the user defined text is left blank.)

Restore Defaults   Copy From...   OK   Cancel

This heading always appears:

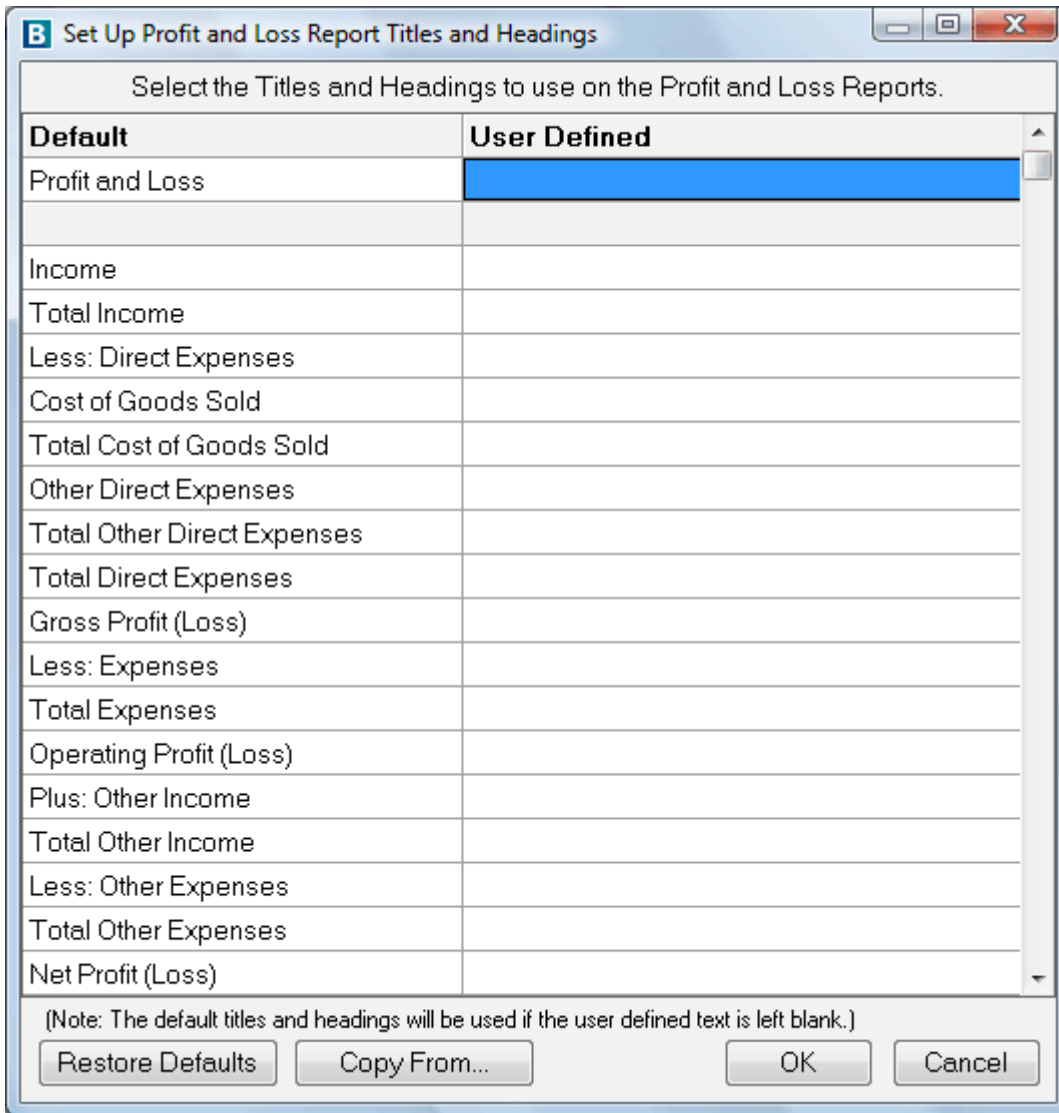
- **Net Cash Movement In (Out)**

The other cash flow report headings only appear if account codes report in these sections.

Sub-totals, for example **Total Income**, appear if two or more account codes report in these sections.

Calculated totals, for example **Gross Profit (Loss)**, appear if at least one of the proceeding report headings is displayed, that is **Income** or **Less: Direct Expenses**.

**Default profit and loss report titles and headings**



This heading always appears:

- **Net Profit (Loss)**

The other profit and loss report headings only appear if account codes report in these sections.



The report groups, opening stock, purchases and closing stock all appear in the cost of goods sold section of the profit and loss reports. All the opening stock codes appear first, followed by the purchases and then the closing stock codes. They are displayed in account number order within these three categories.

### Default balance sheet report titles and headings

| Default                     | User Defined |
|-----------------------------|--------------|
| Balance Sheet               |              |
| Assets                      |              |
| Current Assets              |              |
| Total Current Assets        |              |
| Fixed Assets                |              |
| Total Fixed Assets          |              |
| Total Assets                |              |
| Liabilities                 |              |
| Current Liabilities         |              |
| Total Current Liabilities   |              |
| Long Term Liabilities       |              |
| Total Long Term Liabilities |              |
| Total Liabilities           |              |
| Net Assets                  |              |
| Equity                      |              |
| Total Equity                |              |

(Note: The default titles and headings will be used if the user defined text is left blank.)

Restore Defaults   Copy From...   OK   Cancel

These headings always appear:

- **Assets**
- **Total Assets**
- **Liabilities**
- **Total Liabilities**
- **Net Assets**
- **Equity**

The other balance sheet report headings only appear if account codes report in these sections.

Sub-totals, for example **Total Current Assets**, appear if two or more account codes report in these sections.

## Changing and hiding report titles and headings

You can change the narrative of the default report headings, or choose to hide the report headings. This allows you to change the cash flow, profit and loss, and balance sheet reports to suit individual clients.

### To change the report titles and headings:

- 1 Click **Reports, Cash Flow Reports** or **Profit and Loss Reports** or **Balance Sheet, Set Up Titles and Headings**

BankLink Practice displays the **Set Up Report Headings** window appropriate to the type of report

- 2 Click in the **User Defined** column next to the heading you want to change
- 3 Enter your required Report Title or Heading
- 4 Repeat the above for all headings that you want to change
- 5 Click **OK**



Leave the **User Defined** column blank if you want BankLink Practice to use the default report heading.

### To hide the report headings:

- 1 Click **Reports, Cash Flow Reports** or **Profit and Loss Reports** or **Balance Sheet, Set Up Titles and Headings**

BankLink Practice displays the **Set Up Report Headings** window

- 2 Click in the **User Defined** column next to the heading you want to hide
- 3 Type **Hide** in the **User Defined** column
- 4 Repeat steps 2 and 3 for all headings that you want to hide, for example Gross Profit (Loss) and Operating Profit (Loss) for the cash flow report
- 5 Click **OK**



You can restore the default settings by clicking **Restore Defaults**

### ***Copying report titles and headings from another client***

Once you have set up user-defined report titles and headings for one client, you can copy from this client to another client.

#### **To copy report titles and headings from another client:**

- 1** Click **Reports, Cash Flow Reports** or **Profit and Loss Reports** or **Balance Sheet, Set Up Titles and Headings**  
BankLink Practice displays the **Set Up Titles and Headings** window
- 2** Click **Copy From**  
BankLink Practice displays the **Copy Headings from** window showing a list of available clients
- 3** Click on the client file from which you want to copy the report headings
- 4** Click **OK**  
BankLink Practice re-displays the **Set Up Titles and Headings** window, showing the copied report headings
- 5** Click **OK**