

# Chapter A5: Creating client files and attaching bank accounts

**This chapter is aimed at BankLink Administrators**

It covers the set up of your BankLink Practice clients.

A BankLink Practice user needs BankLink Administrator rights in order to create clients and attach bank accounts to these clients. However, users who do not have Administrator rights can maintain all attributes of a client once it is set up.

Clients can be set up prior to downloading data, but only Administrators can attach bank accounts, and only once the data has been downloaded.

After you have registered with BankLink, you start signing your clients onto the BankLink service. You complete a Client Authority form for each client bank account you want to add to the service. This form authorises the bank to supply their data to us, and authorises us to supply this data to you.



Note that BankLink does not accept photocopies or faxed copies of the forms.

If you run out of Client Authority forms, please contact BankLink Client Services by fax, telephone or email who will immediately send more forms out to you. Ensure that you quote your full practice name and your BankLink Practice code and that you advise how many forms you require.

A PDF version of the form is also available in the BankLink Practice software, see Chapter A1: Opening BankLink, or from the BankLink website.

As new bank accounts are loaded, they appear in your regular BankLink Secure download files. You can then attach them to their associated client files.

## Signing clients onto the BankLink service

After you have registered with BankLink, you complete Client Authority forms for each client you want to add to the BankLink service. When BankLink processes the form, transactions from the date specified (provided you apply early enough) are included in your monthly or weekly data (see Chapter A7 for the process for downloading your data).

Except for a limited number of financial institutions, BankLink cannot obtain historic data for a client prior to registering with BankLink. You can enter prior data yourself via the Adding historical data feature - see Chapter 7 for more details.

### Client Authority Forms

Each of your clients must complete a Client Authority Form. This form authorises their bank to release their banking transactions to you through BankLink.

As well as the printed, multi-part Client Authority Forms you received when you signed up to the BankLink Service, there is also a PDF version of the form. When you log into BankLink Practice and view the Clients page, you'll notice that there's a menu bar at the left of the window. In the Contact Clients section of the menu bar, you see a link to **Open Client Authority Form**.

Just click on the link and BankLink Practice displays a Client Authority Form that you can type your client's account name and other details into, before printing it out for signing. Your Practice Name and Code are already completed for you.

If you'd rather email the Authority Form to your clients, that's an option too, with the clever PDF technology we use. When your client receives the Client Authority Form as an email attachment all they have to do is print, sign and send it back to you.

### Do not send completed forms to the bank!

If you are using the PDF version of the Client Authority Form, it's worth asking clients to print and sign two copies, so that you can retain one of the original, signed copies for your records, while sending the other to BankLink.

Otherwise, with the multi-part form, send the White and Green copies to BankLink at the address below, retaining the Pink copy for your client's records and the Yellow copy for your records.

BankLink will arrange with the appropriate bank's branch (where the signature originals are held) for signature verification.

### To sign a client on to the BankLink service:

- 1 Complete a Client Authority form. This form authorises the client's bank to release their bank statement transactions to BankLink, and authorises BankLink to release these bank transactions to you. Complete as much of the form as possible before sending it to the client for their signature.
- 2 Send the original signed form to BankLink. When BankLink receives the form, the account is added to the BankLink system and it is lodged with the client's bank for action.

Once BankLink starts receiving data from the bank it is included in your regular download. You must remember to check for new bank accounts in your Download Report.



More than one account may be entered onto a single Authority form if the signatory(s) for all accounts represented on the form is the same person(s) and the accounts are with the same bank and branch.

Enter these details on the form:

- **Name of Account:** Enter the account holder's name as it appears on your client's cheque forms and deposit forms. You may staple a blank deposit form onto the form to ensure that the details are correct.
- **Account Number:** Enter the complete Bank Account number as it appears on your client's cheque forms and deposit forms. You may staple a blank deposit form onto the form to ensure that the details are correct.
- **Client Code:** (optional) Enter the General Ledger code of the client file to which this Bank Account belongs.
- **Cost Code:** (optional) Enter the code of this client in your time cost system. BankLink prints this information on your client billing report so you can easily transfer the costs into your office costing system.
- **Bank and Branch:** Enter the FULL name of the client's bank and branch.
- **Commencement Date:** Enter the month you wish to start collecting transactions. Enter **ASAP** to receive data as soon as the bank has processed the form.
- **My/our advisers:** Enter the name of your practice and your practice code.
- **Signatures:** All the account signatories required to sign cheques **must** sign the form. All signatories are verified at the client's branch.
- Click to select a **Service Frequency** for the requested accounts - either **Monthly**, which is the default, **Weekly** or **Daily**, which are available for some institutions (see the list of Financial Institutions supplying BankLink for further information)

If you have any questions about how to complete the forms, or you would like to order more, please contact BankLink Client Services.

## ***Creating a client in BankLink Practice – the New Client Wizard***

Most operations in BankLink Practice are client-specific. These include all work on coding transactions, maintaining charts of accounts and bank accounts and reporting. In order to be able to work on a client's bank transaction data, you need to create the client in BankLink Practice and then attach the bank account(s). You can attach more than one bank account to a client.

A BankLink Practice user needs BankLink Administrator rights in order to create clients and attach bank accounts to these clients. However, Normal users can maintain all attributes of a client once it is set up. For information on setting up users with Administrator rights see Chapter A1.

You can create clients and set up attributes prior to downloading data, but bank accounts can only be attached once data has been downloaded.

When you create a client, you can also set up a variety of client specific attributes such as a chart of accounts, payee list and budgets.

BankLink Practice uses the **Set up New Client** Wizard to guide you through the process.

You only need to complete Step 1 at this stage. With all other steps, you have the option to set up the details now as part of creating the client or add the details at a later stage. Normal users can maintain all client attributes except for creating client files (Step 1) and attaching bank accounts (Step 6). See Chapter 2 for more information on maintaining other client attributes. GST Set Up (Step 3) should only be carried out if you have first identified a GST template for your accounting system, or determined that your accounting system does not have one. See Chapter A4 for more on setting up GST.

## Step 1: Client Details

### To create a client in BankLink Practice:

- 1 Click **File, New** or in the **Clients** page, click **New**

BankLink Practice displays the **Set-up New Client Wizard**

- 2 Click **Step 1: Client Details**

BankLink Practice displays the **Client Details** window, showing the **Client Details** tab

The screenshot shows the 'Client Details' window with the following fields and controls:

- Client Code:  (dropdown menu showing 'AU')
- Client Name:
- Address:
- Salutation:
- Contact Name:
- Phone:
- Fax:
- E-mail:
- Mobile:
- Financial Year Starts:  (dropdown menu showing '//')
- Password:
- Confirm Password:
- OK:
- Cancel:

- 3 You must enter the **Client Code**, **Client Name** and **Financial Year Starts** - all other fields in this window are optional

By default, BankLink Practice indicates your country code in the top right hand corner of the window

- 4 Click the other tabs, described below, to enter further detail if required

**5** Click **OK**

BankLink Practice re-displays the **Set-up New Client Wizard** - Step 1 is now green to show that it has been completed correctly



If you use a client code to identify the client within your main accounting system, use the same code to identify them within BankLink Practice - this is mandatory for some accounting systems to make the interface work.



You can also access the **Set-up New Client Wizard** by clicking **System, Maintain Clients** and clicking on **New (Insert)**, and by clicking **System, Start New Period** and clicking on **New Client (Insert)**.



You can choose to create your clients prior to the monthly download of data or create clients after data has been downloaded into your BankLink Practice Administration System.

You can enter and edit the following client details:

***In the Client Details tab:***

- **Client Code:** The unique code assigned to this client - you should make these codes the same as those in your main accounting system
- **Client Name, Address, Salutation, Contact Name, Phone, Fax, Mobile and E-mail address** - these fields are used for defaults when e-mailing and reporting
- **Financial Year Starts:** Accounting year start date - BankLink Practice uses this to default dates into reports, it must be updated yearly so it reflects the client's **current** financial year.
- **Password:** You may want to allocate a password (up to 8 alpha numeric characters) to restrict access to the client data. For more information on security in BankLink Practice see Chapter A6. If you allocate a password to a client:
  - The password is required to open, edit or delete the file
  - The client file cannot be included in Scheduled Reports

*In the Options tab:*

- **Check for New Transactions when Client file is opened?**  
If there is new data waiting to be added to the client file BankLink Practice can inform you as you open the client file - you should only disable this function for training files or for those files where you will definitely no longer receive data.
- In the **BankLink Books Clients** section:
  - **Force Check Out on Send** - if you enable this checkbox, the client file will be checked out every time your client sends it to your practice
  - **Disable Check Out** - enable this checkbox only if you want to prevent the client checking the file out - they will be able to send a copy of the file only
  - **Allow client to generate financial reports** checkbox is enabled by default - remove the tick if you don't want your client to produce these reports
  - **Allow client to unlock entries and clear transfer flags** is enabled by default - disable it if you don't want to give your client this access
  - **Allow client to edit chart of accounts** checkbox is enabled by default - disable it if you don't want your client to be able to make changes to the chart you send them
  - **Allow client to download directly via BankLink Secure?** - enable this checkbox if this is a BankLink Books with BankLink Secure client.  
If you enable this checkbox, you should enter a **BankLink Secure Code** for the client if you have it already.  
BankLink Practice updates the **Last Download No Processed** - do not alter the contents of this field unless instructed by BankLink Support.  
See Chapter A2 for more about BankLink Books clients.

***In the Administration tab:***

- **Assigned User**  
The BankLink Practice User who deals with this client - see Chapter A1 for more on setting up user profiles
- **Practice Contact Details as seen by this client** (this is only relevant for BankLink Books, BankLink Notes and Acclipse WebPractice clients) - select one:
  - **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
- **Assigned Group**  
If you have set up Groups (see Chapter A9 for more information about Groups), choose the Group to which you want to assign this client file from the dropdown list - you can use the Group as a criterion for sorting and filtering in the **Clients** page
- **Client Type**  
Choose a Client Type from the dropdown list to enable sorting and filtering by Client Type in the **Clients** page
- **Website details**  
If your practice has a website, then select **Practice** to inform clients to go to the web address set up in **System, Practice Details**. Select **Custom** if you require them to log in to a different page
- **Archive this client**  
Users with System access can enable this checkbox to move the client file to the **Archived** section at the foot of the **Clients** page

***In the Notes tab:***

- **Notes**  
Enter any information about the client you feel noteworthy - this information is visible to BankLink Books clients; to make notes not visible to clients add them using Client Manager or via **Other Functions, Task List, Comments**
- **Show Notes when opening this client**  
Enable this check box to make sure everyone who works on the client sees the note when they open the file

## Step 2: Accounting System

In this step, you:

- Specify the main accounting system used at your practice
- The path name to the location of the client's chart of accounts in the main accounting system
- The path name to which to save coded data - this allows you to import the coded data into your accounting system

If there is no link to the main accounting system, you can create a chart of accounts within BankLink Practice in Step 4.



The options in this step can be set up at a later stage. Normal users can access the **Maintain Accounting System** window from the **Other Functions** menu.

### Direct Link to the main accounting system

In most practices, BankLink Practice is set up to read the client's chart from your main accounting system. If BankLink Practice cannot read your client's chart directly it greys out the **Load Chart From** field.

Information on links to accounting systems is in Appendix 1. You can also contact BankLink Support or visit the BankLink website for more information. If BankLink Practice reads the chart from your main accounting system, you need to set up your client as follows.

## To set up the main accounting system:

- 1 Click **Step 2: Accounting System**

BankLink Practice displays the **Maintain Accounting System** window

Maintain Accounting System

System Type  Accounting  Superfund

System Used MYOB Accountants Enterprise MAS

Account Mask ###/##  
 Lock Chart of Accounts

Load Chart From

Save Entries To F:\BK5

Tax Interface Used MYOB Accountants Enterprise Tax

Export Tax File To ELS\

Tax Ledger Code

Web Export Format None

Load Default OK Cancel

BankLink Practice defaults the **System Type** to **Accounting** but you can select **Superfund System** if required

- 2 Check that the **System Used** field contains the name of the system for this client - the system set up in **Practice Details** appears by default but you can change this if necessary
- 3 If required, click the **Account Mask** field - this allows you to specify the client's account code format (for example ###-### or ###/##), used to insert the separator characters when coding

- 4 Check that the **Chart Status** field is **Unlocked** - if you set it to **Locked**, you prevent it being refreshed from your main accounting system; only set this field to **Locked** if you have altered the chart of accounts in BankLink Practice and do not want the chart to be refreshed from your main accounting system, overriding your alterations



If you lock a client's chart, but subsequently need to refresh it, you can unlock the chart by opening the client, selecting **Other Functions, Accounting System** and removing the tick from the **Lock Chart of Accounts** checkbox.

- 5 The **Load Chart From** field should already contain a path name as set up in **System, Practice Details** - add the file name relating to this specific client, you can use the **Browse** button if you need to also enter the path name
- 6 The **Save entries To** field should already contain a path name as set up in **System, Practice Details** - add the file name relating to this specific client, you can use the **Browse** button if you need to also enter the path name
- 7 If you are using a tax interface, click in the **Tax Interface Used** field and select it, or leave it as **None** if not
- 8 BankLink Practice populates the **Export Tax File To** field based on the interface you select - to specify a different location, click the **Browse** button to locate it and click **OK**
- 9 Check that the **Web Export Format** field contains the name of the product that allows your clients to report on their bank statement transactions in a web environment. The Web Export Format set up for the practice appears by default
- 10 Click **OK**

### **Refresh Chart**

After clicking **OK** in the final step above, BankLink Practice prompts you to refresh the chart. This updates the client file in BankLink Practice with the chart from your main accounting system. The Set-up New Client Wizard window re-displays.

Once you have established the link to your main accounting system the chart of accounts is available to you as a reference each time you code in BankLink Practice. See Chart look up in Chapter 3: Start Coding for more information on using the chart of accounts in a coding session.

BankLink Practice reads the chart from your main accounting system when the link is initially established, and again, each time the Refresh Chart option is selected.

All users can modify BankLink Practice's copy of the chart. However, any changes made in BankLink Practice are not reflected in your main accounting system. Whenever you want to alter the chart in any way, it is better to do it in your main accounting system and then use the Refresh Chart option to bring the updated chart into BankLink Practice, rather than updating the chart within BankLink Practice itself. In this way you ensure that the charts are always identical.

### Step 3: GST set-up

BankLink Practice uses **templates** to make the task of setting up GST easier. A template file is a file containing GST rates and BAS Fields information specific to your accounting system. They are delivered with your BankLink Practice software. You can also create your own, if your main accounting system is not one with which BankLink Practice interfaces (see Chapter A4: Setting Up GST for more details).

BankLink Practice uses the template file to complete the **Rates** tab and the **BAS Fields** tab in the **GST set up** window. We recommend that you accept the defaults as per the template. If a client requires specific GST processing, then at a later time you can access the **GST Set-up** window from the **Other Functions** menu - see Set Up GST, in Chapter A4).

#### To set up client GST details and rates:

- 1 Click **Step 3: GST Set-up**

BankLink Practice displays the **GST Set Up** window, showing the **Details** tab

- 2 Click in the **Australian Business No** field and enter the client's ABN
- 3 If you are interfacing to APS Tax, the Tax File Number may be required - click in the **TFN** field and enter if applicable
- 4 Click in the **GST Basis** field and select **Cash** or **Accrual** as applicable
- 5 Click in the **Starts** field and select the month that you want GST reporting to commence

**6** Click in the **GST Period** field and select the GST reporting frequency:

- N/A
- Monthly
- Quarterly

**7** Click in the **PAYG tax withheld period** field and select the PAYG reporting frequency:

- N/A
- Monthly
- Quarterly

**8** Click in the **PAYG income tax** field and select the PAYG tax reporting frequency:

- N/A
- Quarterly

BankLink Practice completes the **BAS/IAS Statement Periods** depending on the options you choose

**9** Enable the **Include FBT/WET/LCT** check box if you are including Fringe Benefit Tax, Wine Equalisation Tax, or Luxury Car Tax on your BAS forms

**10** Enable the **Include Fuel Tax** check box if you are including Fuel Tax on your BAS forms



The Rates and BAS Fields information should be already populated using the template when the chart refreshed. If you do not use a template, you must use the instructions in Chapter A4: Setting Up GST.

## To set report options:

- 1 Click on the **Report Options** tab

BankLink Practice displays the **Report Options** tab

The screenshot shows the 'GST Set Up' dialog box with the 'Report Options' tab selected. The dialog has a title bar with a close button (X) and a tabbed interface with 'Details', 'Rates', 'BAS Fields', 'Report Options', and 'Calculation Method'. The 'Report Options' tab contains three sections:

- Section 1:** A text box asking 'Do you want to include any Accrual Journals you have entered on the GST Reports? If you choose NO, then the GST Report will only show CASH Transactions and Journals.' Below this is a checkbox labeled 'Include Accrual Journals?' which is currently unchecked.
- Section 2:** A bolded note: 'Note: You have chosen 'Cash Basis' for GST in the Details Tab. This means that Accrual Journals cannot be included on the GST Reports.'
- Section 3:** A text box asking 'For GST purposes, do you want to classify transactions into a particular GST period based on their effective date, or the actual date of presentation? If you choose the presentation date option, then the GST Report will not include unrepresented entries.' Below this is a label 'Classify Entries By' followed by a dropdown menu currently set to 'Effective Date'.

At the bottom of the dialog, there is a section asking 'What report format do you want to use for Business/Instalment Activity Statements?' with two radio buttons: 'ATO style' (selected) and 'One-page summary'. To the right of these is a checkbox labeled 'Do not include GST Calculation Sheet' which is unchecked. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

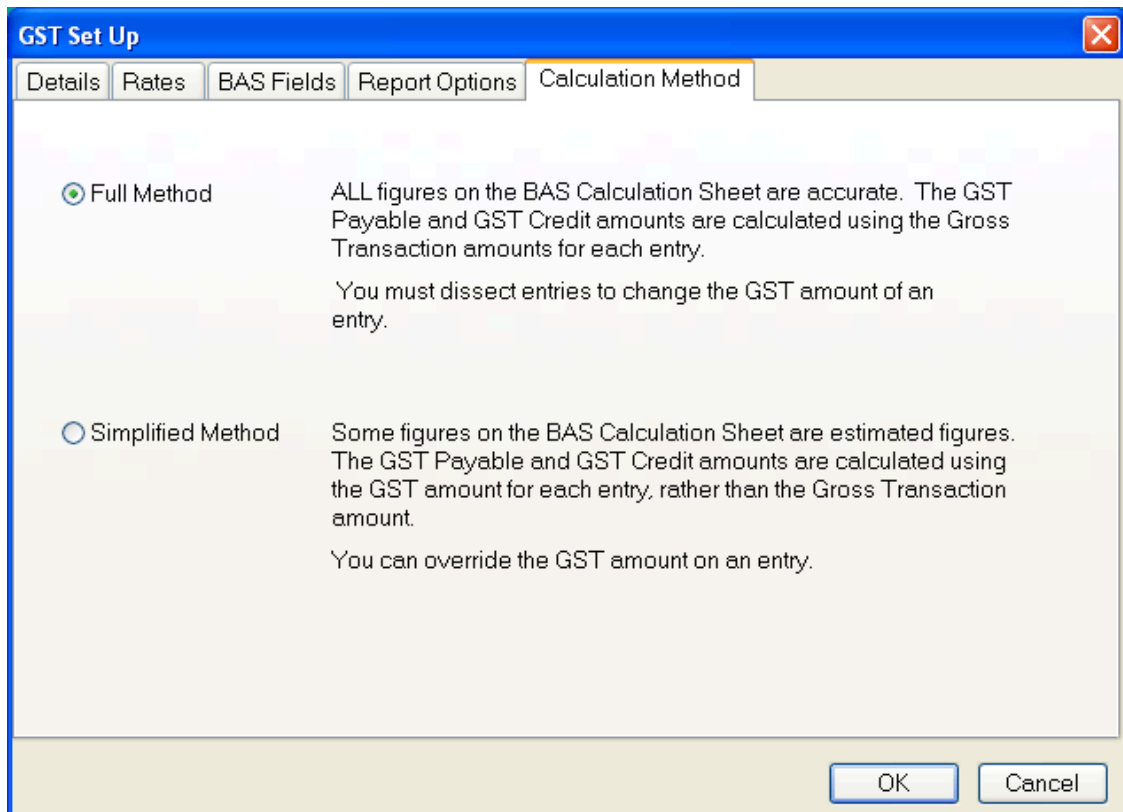
- 2 Enable the **Include Accrual Journals?** check box (only available if GST is calculated on an accrual basis) if you want to include any Accrual Journals you have entered on the GST Reports - if you do not enable this field the GST Report only shows cash transactions and journals.



If you choose **Cash Basis** for GST in the **Details** tab, accrual journals cannot be included on the GST Reports and you are unable to set this field.

- 3 You can select to classify transactions for GST purposes into a particular GST period based on its effective date, or the actual date of presentation - click in the Classify Entries By field and select from:
  - Effective Date
  - Presentation Date (with this option the GST Report does not include unrepresented entries)
- 4 Enable the **Do not include Calculation Sheet when printing BAS** check box if you do not want the calculations to appear in the final printed form.

- 5 Click on the **Calculation Method** tab to display it



BankLink Practice is able to produce the BAS according to either of two authorised methods, called **Full** and **Simplified** in BankLink Practice. For more information, see Chapter A4.

**To set up a client for the Simplified method:**

- 6 Enable the **Simplified Method** option to change the client to the Simplified method
- 7 Click **OK**



You can change from the Full to the Simplified method at any time. However, you cannot change back from the Simplified to the Full method part way through a GST period, as the coding conventions used in the Simplified method may cause the GST Calculation Sheet of the BAS to be incorrect.

BankLink Practice re-displays the Set-up New Client Wizard window and Step 3 is green.

## Step 4: Chart of Accounts

In this step, you:

- Create a standard chart of accounts within BankLink Practice when there is no direct link to your main accounting system - the chart must mirror your main accounting system to make your coding consistent and enable accurate cash flow reporting
- Configure chart details specific to BankLink Practice, such as report groups, sub-groups and divisions.

You can:

- Create a chart of accounts for each client individually or
- Create one chart and merge it with other client files

The options in this step can be set up at a later stage. Users without Administrator rights can access the Maintain Chart window by clicking **Other Functions, Chart of Accounts**.

### To set up a chart of accounts:

#### 1 Click **Step 4: Chart of Accounts**

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



You can copy the chart from another client by clicking the Merge button - once copied, the chart can be altered for this client. The merge process can also bring over sub-groups and divisions. If you do not merge from another client, or this is your first ever client and there is no interface to your main accounting system, you must complete the instructions below.

2 Click **New**

BankLink Practice displays the **Add Chart Account** window

The screenshot shows the 'Add Chart Account' dialog box with the following fields and values:

- Code:** (Empty text box)
- Description:** (Empty text box)
- Posting Allowed:**
- Show in Basic Chart:**
- GST Class:** N/A
- Report Group:** N/A
- Sub group:** Unallocated
- Division:** (Table with columns ID and Division Name)

- 3 Enter the Account **Code** and Account **Description** as used in your main accounting system
- 4 The **Posting Allowed** check box is ticked by default so that you can post entries to this code - click to remove the tick if you don't want to post entries to this code - this usually means that the code is being entered for narrative purposes only
- 5 The **Show in Basic Chart** check box is ticked by default - this means that all users will see and be able to use the code - remove the tick if you don't want to send the code to BankLink Books or BankLink Notes users
- 6 Select the **GST Class** you want to apply to this account code - you must first set up GST Classes for the client - see Step 3
- 7 Click in the **Report Group** field and select the required Report Group heading - see Chapter 12 for more information on report groups
- 8 Click in the **Sub-group** field and select the required Sub-group heading - Chapter 12 for more information on sub-groups
- 9 Click in the **Division** field and select the required Division heading - see Chapter 12 for more information on divisions
- 10 Click **OK**
- 11 Repeat this procedure until all required accounts are created

**12** Click **Close**

If you have a direct link to your main accounting system, BankLink Practice displays a message window stating **You have altered the client's chart. Do you want to lock the chart to prevent it being refreshed?**

**13** Click **No**

BankLink Practice re-displays the Set-up New Client Wizard and Step 4 is green.



When you create a chart of accounts in BankLink Practice you must remember to mirror in BankLink Practice any changes made to the chart in your main accounting system.

**To merge a chart of accounts from one client to another:**

- 1** In the **Maintain Chart of Accounts** window, click **Merge**
- 2** Click on the client whose chart you want to copy
- 3** Enable the **Merge Sub-groups** and **Merge Divisions** check boxes as required
- 4** Click **OK**

BankLink Practice updates the chart of accounts for the open client file with the chart from the selected client file, but does not overwrite existing information.

Once a client file has been created, account codes can be added, edited and deleted from the **Maintain chart of accounts** window, which can be accessed by all users from the **Other Functions** menu.



You can create a **Master** client file with a standard Master chart of accounts, Master Payee List and Master Report Groups. This client file would have no bank accounts attached but would be used to merge the chart of accounts and payee list to new and existing client files.



You can also merge report groups, sub-groups and divisions - see Assigning report groups by merging charts of accounts, Assigning sub-groups by merging charts of accounts, and Assigning divisions by merging charts of accounts in Chapter 12: Setting up reporting.



If your Chart has a direct link to your main accounting system we recommend that you edit only the **Group**, **Sub-group** and **Division** fields in BankLink Practice, and do any code, description or GST class changes in your main accounting system.

## Report Groups

The group column in a chart of accounts determines where each account code appears in the cash flow, profit & loss and balance sheet reports. You can edit the report group details directly from the **Maintain chart of accounts** window.

### To edit the report group from Maintain chart of accounts window:

- 1 Click **Show Quick Set**

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

- 2 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.

- 3 Click in the **Group** field and select a report group

- 4 Click **Close**



If you leave the report group as **unknown**, the account code information prints under default unknown debit and unknown credit headings depending on the value.

BankLink Practice retains its group information even after you have refreshed the chart. However, when you add new account codes in your main accounting system and refresh the chart into BankLink Practice, you need to add the appropriate group to the new code.

## Changing the GST class

You can change the GST class for an account code when entering the account code or you may edit the GST class details directly from the **Maintain Chart of Accounts** window. GST rates must already be defined - see Chapter A4.

### To edit the GST class from Maintain chart of accounts window:

- 1 Click on the Account Code you want to edit
- 2 Click one of the following depending on which GST class you want to allocate to this Account Code:

<b>Shift+F1</b>	GST Rate 1
<b>Shift+F2</b>	GST Rate 2
<b>Shift+F3</b>	GST Rate 3
<b>Shift+F4</b>	GST Rate 4
<b>Shift+F5</b>	GST Rate 5
<b>Shift+F6</b>	GST Rate 6

<b>Shift+F7</b>	GST Rate 7
<b>Shift+F8</b>	GST Rate 8
<b>Shift+F9</b>	GST Rate 9

- 3 Click **Close**

While you are in the **Maintain Chart of Accounts** window, you can use the Quick Set feature to change the report group, sub-group, division and GST information.

### To edit multiple account codes using the Quick Set feature:

- 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 to the left of the window

- 3 Use **Shift+Click** and **Ctrl+Click** in the list of codes to select the accounts you want to edit

The values in the **Quick Set** panel reflect all the codes you select - if a value is not the same for all the codes, BankLink Practice greys it out.

- 4 Use the fields in the **Quick Set** panel to select the values you want to apply to all the codes

## Step 5: Payees

Payees can be set up now or later. Users without Administrator rights can access the **Maintain Payee List** window from the **Other Functions** menu.

Payees are used in BankLink Practice:

- To enhance the quality of transaction data by adding payee narration details to a transaction's narration fields.
- To allow reports on spending by payee. The summarised or detailed payee spending reports are useful tools for determining how a client spends money across a range of suppliers (payees) or for detailing client spending with one payee.
- Optionally, to assign transactions to multiple account codes.

You can create a payee list to suit your client's particular needs by:

- Adding new payees to the list
- Merging (copying) a payee list from one client file to another
- Editing the details of those payees already added
- Deleting those payees no longer required

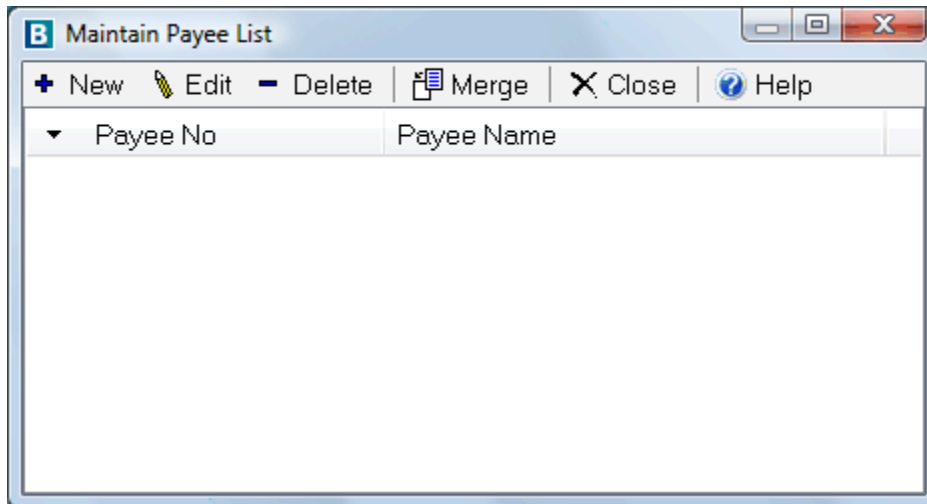
Each payee contains the following information:

- **Payee name**
- **Payee number:** A unique number assigned to this payee.
- **Account code:** Appropriate code or codes for this payee. You can dissect a payee by up to 250 lines, in combinations of fixed amounts and percentages.
- **Narration:** The narration which will be used for the coded transaction - this defaults to the **Payee Name** but can be overwritten, or left blank to retain the original transaction narration.
- **Amount:** The dollar or percentage amount assigned to each code.
- **%/ \$:** Indicates whether the amount is a monetary value or a percentage.

## To create a payee list:

- 1 Click Step 5: Payees

BankLink Practice displays the **Maintain Payee List** window



You can copy a payee list from another client by clicking the Merge button - once copied, the payee list can be altered for this client. If you do not merge from another client, or this is your first ever client, you must complete the instructions below.

- 2 Click **New**
- 3 Click the **Payee Name** field and enter a payee name
- 4 Click the **Code** field
- 5 Enter the required **Code(s)** for this payee
- 6 Enter a **Narration** if you want this to differ from the **Payee Name**, or delete the Payee Name and leave this field **blank** to retain the original transaction narration
- 7 In the **Amount** field enter either a dollar or percentage amount of the transaction to apply to the above account code
- 8 In the **%/ \$** field, enter a % or \$ to indicate whether the amount is a monetary value or a percentage.
- 9 Click **OK**
- 10 Click **Close**

BankLink Practice re-displays the **Set-up New Client Wizard** and Step 5 is green.

### To merge a payee list from one client to another:

- 1 In the **Maintain Payee List** window, click **Merge**
- 2 Click on the client whose payee list you want to copy
- 3 Click **OK**

BankLink Practice updates the payee list for the open client file with the payee list from the client file selected, but does not overwrite the existing information

Once you have merged the payee lists, you can edit the list to suit the relevant client

### To edit payees:

- 1 In the **Maintain Payee List** window, click on the **Payee(s)** you want to edit
- 2 Click **Edit** (press **Enter**)
- 3 You can then edit any of the fields
- 4 Click **OK**

### To delete payees:

- 1 In the **Maintain Payee List** window, click on the **Payee(s)** you want to delete
- 2 Click **Delete** (press **Delete**)
- 3 Click **Yes** to confirm deletion of this payee



When you delete a payee it does not affect data already coded using this payee.

## Step 6: Bank Accounts

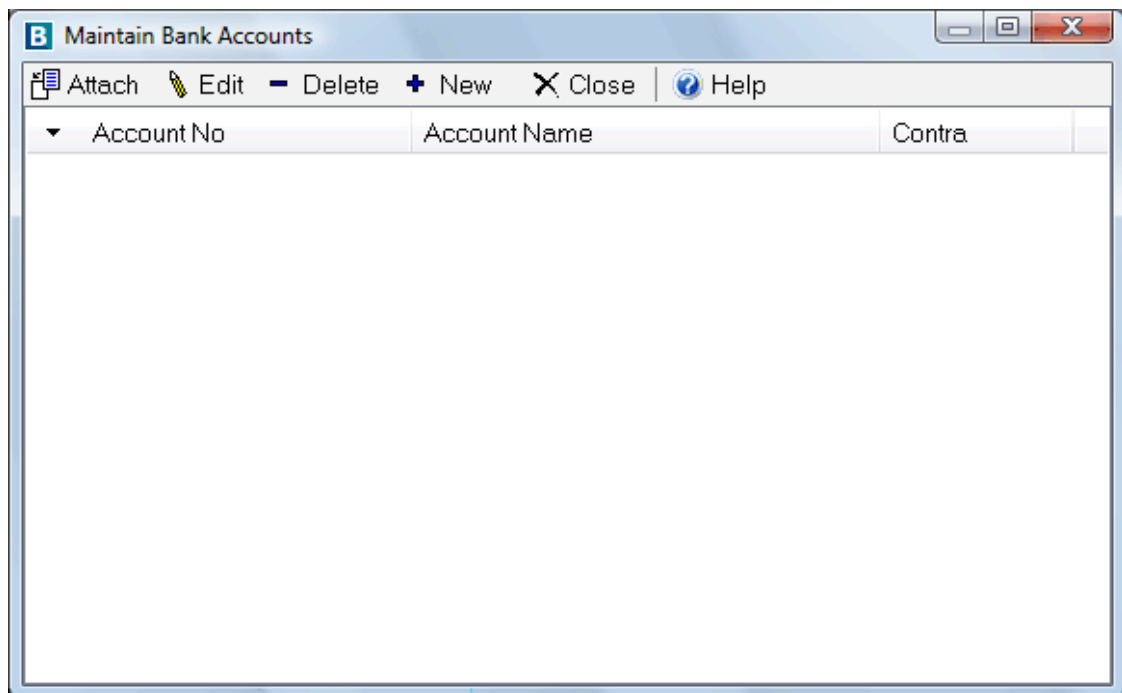
In order to be able to work on your bank transaction data, you create a client in BankLink Practice and then attach bank account(s) to the client. You can attach more than one bank account to a client. In this step, you attach the bank account(s) to the client file.

You can only carry out this step if you have received a download of data for the bank account. If no data has been received, you can skip this step and at a later time access the **Maintain Bank Accounts** window by selecting the **Bank Accounts** option from the **Other Functions** menu. You need Administrator rights in order to attach and delete bank accounts.

### To attach bank accounts to client files:

- 1 Click **Step 6: Bank Accounts**

BankLink Practice displays the **Maintain Bank Accounts** window



- 2 Click **Attach (Insert)**

BankLink Practice displays the **Add New Bank Accounts** window


The left panel lists all bank accounts attached to this client file, the right panel lists all the bank accounts available


- 3 You can enable the **Include Attached** check box to include accounts that are already attached to other clients
- 4 You can enable the **Include Deleted** check box to include accounts that have been deleted
- 5 Click on the bank account(s) in the right panel which you want to attach to this client file and click **Attach**


- 6 Click **Close** when you have attached all required bank accounts to this client file

If there are new transactions available for the client, BankLink asks if you want to retrieve them into the client file.


- 7 Click **Yes** to update the client file

 This symbol means that the bank account is protected with a password.

 This symbol means that the bank account was downloaded for the first time with the latest data download.

 This symbol means that the bank account has not yet been attached to a client.

 This symbol means that the bank account has already been attached to a client.

 This symbol means that the bank account has been marked as deleted.

Once you have attached the bank account(s) to a client file using the wizard, you can at a later date make changes to the bank accounts:

Use **Other Functions, Bank Accounts** to:

- edit most bank account details
- delete a bank account from a client file (Administrator only)

Use **System, Bank Accounts** to:

- set a password for a bank account
- mark it as deleted

## Step 7: Report Schedule

For the client's BankLink Coding Report to be included in the scheduled reports process you set up a report schedule.

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

- The frequency of the BankLink Coding Report
- The delivery method
- The style of report and whether a chart and/or payee list are to be included
- Whether a client specific message is included

Coding reports may be e-mailed to a client in a transaction file format and viewed using BankLink Notes - see Chapter 8 for more details regarding this option.

### To set up a report schedule:

- Click **Step 7: Report Schedule**

BankLink Practice displays the **Report Schedule** window

**Report Schedule**

Options | Message | Advanced

Produce Reports: Don't Send | Start Month: April

Destination:

- Print
- Fax
- E-Mail: Adobe Acrobat Format (PDF)
- BankLink Notes: BankLink Notes Options
- Web File: Web Options
- Check Out and E-mail

Destination Details:

Fax: [ ]

E-Mail: shaun@bellhouse.co.nz

CC: [ ]

Selected Reports:

- Coding: Current Report Setup
- Chart of Accounts
- Payee List

OK | Cancel

## 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

## Delivery Method

- 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 e-mail the report to the client - select the required format from the drop down list: either Portable Document format (PDF), Fixed Width Text (TXT) or Comma Separated (CSV)
  - **BankLink Notes** to e-mail a transaction file to the client
  - **Web File** to create a file for upload to the Internet
  - **Check Out and E-mail** to send the client file to an BankLink Books client

By default BankLink populates the **Destination Details** panel with the fax number and e-mail address entered via **Other Functions, Client Details**. If you have selected the Fax, E-mail or BankLink Notes option, check that the **Destination Details** panel contains the correct information.



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

In the **Destination Details** panel:

- 1 Click in the **Fax** field and enter a different fax number if required
- 2 Click in the **E-mail** field and enter a different e-mail address if required
- 3 Click in the **CC** field and enter an e-mail address to receive a copy if required

### **Style - BankLink Coding Report Layout**

If you select the Print, Fax or E-mail options:

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

BankLink Practice displays the Setup Coding Report window

Setup Coding Report

Options

Style Standard

Sort Order Date Effective

Include All Entries

Leave Lines 0

Rule a line between entries

Rule a line between columns

Wrap Narration and Notes

Show Tax Invoice check box and GST Amount

OK Cancel

- 4 Click in the **Style** field and select the required style
- 5 Click in the **Sort Order** field and select the required 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 transactions with a line
- 9 Enable the **Rule a Line between Columns** check box to separate columns with a line
- 10 Enable the **Wrap Narration and Notes** check box to display up to 10 lines per transaction
- 11 **Enable the Show Tax Invoice and GST Amount** check box to add these fields to the BankLink 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 enable the relevant check boxes:

- 13 Enable the **Chart of Accounts** check box to include a chart
- 14 Enable the **Payee List** check box to include a list of payees
- 15 Click **OK**

### **Style - BankLink Notes Transaction File Format**

If you have selected the BankLink Notes option then:

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

BankLink displays the **BankLink Notes Options** window

BankLink Notes Options

Include

Include a Chart of Accounts

Include a Payee List

Include a Job List

Allow your client to add unrepresented items?

Some columns are optional. Which columns do your clients require?

Account  GST  Tax Invoice  Quantity

File Access Password (Maximum 8 characters)

Confirm Password

OK Cancel

- 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 **Allow your client to add unrepresented items?** check box if you want your clients to add unrepresented cheques and deposits
- 6 Enable the relevant check boxes if you want these columns to be available in BankLink Notes:
  - **Account** (selected by default if you enabled the **Include a Chart of Accounts** check box)
  - **GST**
  - **Tax Invoice**
  - **Quantity**
- 7 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
- 8 If you want to attach a file, click the **Attach File** button and attach the required file - more than one file may be attached
- 9 Click **OK** to return to the **Report Schedule** window

### **Message**

If you want to add a client specific message:

- 1 Click on the **Message** tab
- 2 Click in the **Message** field and compose your message
- 3 To save the report schedule, click **OK**

Generating the scheduled reports is also a BankLink Administrator task - see Chapter A8.