

# Chapter A7: Downloading and purging

**This chapter is aimed at BankLink Administrators**

Once a month, or once a week if you receive your data weekly\*, you receive an email message (or optionally, a fax) telling you that your BankLink data is ready to download.

When you have downloaded the BankLink data, you can follow the instructions in the relevant sections of this chapter to:

- update your BankLink Practice system with the new transaction data, and
- perform related tasks such as setting up new client files, attaching new bank accounts to their associated client files, and printing any scheduled reports due.

This prepares BankLink Practice for the month's processing so that you have the information you need to complete your work.

\* Weekly delivery of data may not be available to you - visit the BankLink web-site [www.banklink.com.au](http://www.banklink.com.au) to see which institutions provide weekly data, and contact BankLink Client Services if you are interested in downloading your data on a weekly basis.

This Chapter covers:

Downloading data

- Getting started with BankLink Secure
- Downloading with BankLink Secure
- Setting up new accounts
- Running the Download Report
- Checking for inactive accounts

Purging entries

Data frequency

- Differences between data frequencies

## Downloading data

An important task performed by the BankLink Administrator is **downloading** new transaction data. All the menu options associated with this process are in the **System, Start New Period** menu.



**Always** back up your BankLink Practice database before the monthly download. A system failure during the download process may corrupt your database and you will have to restore from a backup. Check with your network administrator that the BankLink Practice directory and all its contents are included in your normal system-wide backup.

### BankLink Secure

Most practices download their BankLink data over the Internet using the BankLink Secure service. With BankLink Secure, you don't have to wait for the courier to deliver a diskette, and in most cases you can receive your BankLink data at least one day earlier each month.

The BankLink Secure files are encrypted and compressed and can usually be transferred in less than a minute. All you need is BankLink Practice and a PC that has Internet access. Although it is not important to BankLink Practice which network protocols you use, for BankLink Secure it is assumed that you have TCP/IP networking installed.

BankLink Practice sites without Internet access download their BankLink data using diskettes.



Regardless of whether you are downloading from the Internet or from diskette the download process performs the following tasks:

- verifies that the data in the file is not corrupted
- copies all of the data into your BankLink Practice system

During this process, new bank accounts may be added to the system, and the transaction files for your existing bank accounts will be updated.

The download process does not update client files. Users are prompted to retrieve new transactions when they open a file to work on it - see Updating a client file with new transactions in Chapter 2. However, you can choose at practice level to automatically retrieve new transactions when client files are opened (see System Options - General Tab in Chapter A9: The System Menu).

**Overview of the download process:**

- 1 Download the new data into BankLink Practice
  - 2 If there are any new accounts (those received for the first time in the most recent download) you see a link on the **Clients** page - **There are ... New Accounts**
  - 3 Click the **There are ... New Accounts** link to go to the **Setup New Accounts** window where you can attach any new bank accounts to the appropriate client file and, where appropriate, create a new client file
-  New accounts are also treated as unattached accounts. So you will see two links in the **Clients** page - **There are ... New Accounts** and **There are ... Unattached Accounts**. If only new accounts are unattached, both links will show the same number of accounts. If there were accounts that had not been attached from a previous download, the number of unattached accounts will be higher based on the total number of accounts to be attached. You can click either link to access the **Setup New Accounts** window.
-  If there are no new accounts in a download but there are unattached accounts from a previous download you see the one link on the **Clients** page - **There are ... Unattached Accounts**. Click the **There are ... Unattached accounts** link to go to the **Setup New Accounts** window where you can attach any unattached accounts to the appropriate client file as per a new bank account.
- 4 Run the Download Report to check for inactive accounts
  - 5 Run Scheduled Reports to send out new BankLink Coding Reports, BankLink Notes files, BankLink Notes Online transactions and BankLink Books files to clients

## Getting started with BankLink Secure

When you sign up to the BankLink Service you usually set up your BankLink Secure password at the same time. If for some reason this didn't happen, you can visit the BankLink website or contact BankLink Support to get a BankLink Secure order form. Photocopy the form onto your practice letterhead, complete it and return it to us. We call you once we have registered your BankLink Secure password to test the connection works correctly.

To keep the process secure, you send BankLink a fax on your letterhead to request your PIN, and we phone you back to advise it.

You may need to set up several advanced settings - speak to your network administrator for guidance if you have to do this.

### To set up BankLink Secure settings:

- 1 Click **System, Start New Period, Download from BankLink Secure**


BankLink Practice displays a window asking you to confirm that you have backed up your system

- 2 Click **Yes**

BankLink Practice displays the **BankLink Secure** window

- 3 Click **Settings**

BankLink Practice displays the **Settings** window



The screenshot shows a 'Settings' dialog box with the following fields and options:

Field	Value	Field	Value
Primary Host:	secure1.banklink.co.nz	Port:	443
Secondary Host:	secure2.banklink.co.nz	Port:	443
Timeout:	120	Use Advanced Internet Settings	<input type="checkbox"/>

Buttons: OK, Cancel

- 4 Check the fields are completed as follows:

- **Primary Host** = (default) Port = 443
- **Secondary Host** = (default) Port = 443
- **Timeout** = 120 (you may extend this, for example, enter 180 for 3 minutes).

## 5 Click **OK**



The **Use Advanced Internet Settings** checkbox should only be enabled if a default connection has failed. Please report the resulting error message to BankLink Support. The settings in the Advanced panel should only be changed in consultation with an experienced network administrator.

There are two tabs in the **Advanced Settings** panel, **Proxy Settings** and **Firewall Settings**.

### *The Proxy Settings Tab*

The screenshot shows the 'Proxy Settings' tab with the following configuration:

- Use a proxy server
- Auto Detect button
- Proxy Host: 192.168.2.10
- Port: 8002
- Authentication Method: None
- Proxy Username: (empty)
- Proxy Password: (empty)

- **Use a proxy server** checkbox  
If you have a proxy server you may need to enable this checkbox
- **Auto Detect** button  
Clicking on this button automatically completes the **Use a proxy server** checkbox and the **Proxy Host** and **Port** fields
- **Proxy Host** field  
The name or IP address of your proxy server
- **Port** field  
The number of the port your proxy uses for communication, typically this is 80 or 8080

Some proxy servers such as MS Small Business Server may require you to use proxy authentication. If your proxy server requires authentication:

- **Authentication Method** field  
Choose a method from the dropdown list - the usual method is NTLM
- **Proxy Username** field  
Enter your proxy username
- **Proxy Password** field  
Enter your proxy password

## The Firewall Settings Tab

If you have a firewall you may need to complete some or all of the settings on this tab:

- **Use a firewall** checkbox  
If you have a firewall protecting your network you may be required to enable this check box
- **Firewall Host** field  
Enter the name or IP address of your firewall
- **Port** field  
Enter the number of the port your firewall uses for communication
- **Firewall Type** field  
Select the firewall type from the drop down list:
  - CERN HTTP
  - Socks Version 4.0
  - Socks Version 5.0
  - Tunnel

If your firewall requires authentication:

- **Firewall Requires Authentication** checkbox  
Enable this checkbox
- **Firewall Username** field  
Enter your username
- **Firewall Password** field  
Enter your password

## Downloading with BankLink Secure

When your BankLink data is ready, BankLink sends you a fax or email informing you that the data is available for downloading.

When you initiate a connection, BankLink checks to see whether or not there are new files available for your BankLink Practice site.

If there are new files, they are downloaded onto your computer system and your BankLink Practice database is updated with new bank accounts and transactions.



Make sure that you complete a backup prior to downloading.

### To download data using BankLink Secure:

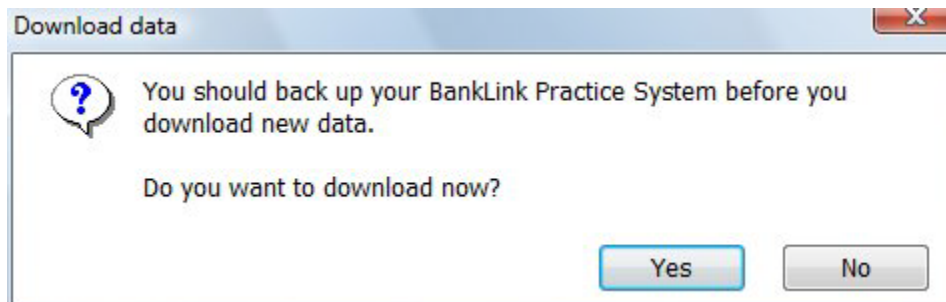
- 1 When you receive your fax or email, open BankLink Practice and in the **Clients** page, click **Download new data**



You can also download via the System menu

- Click **System, Start New Period, Download from BankLink Secure**

BankLink Practice displays the **Download data** window reminding you to back up your BankLink Practice system before downloading new data



- 2 Click **Yes**

BankLink Practice displays the **BankLink Secure** window

- 3 Click **Connect** to download your transactions from the BankLink Secure server - the first time you do this, BankLink Practice prompts you for a password - this is the case-sensitive password on the BankLink Secure Order Form.

Once BankLink Secure has accepted the password the BankLink files are transferred to your computer

As the BankLink Secure program performs the steps of connecting to the BankLink website, verifying your User Password and downloading the files the progress is recorded using green lights.

If there is a problem with any part of the process, a light turns red. This lets you know where a problem may be occurring - record the error and call BankLink Support

## BankLink Practice Guide for Australia

- 4 When the process is complete BankLink Practice confirms that the BankLink Secure download is completed and tells you the number of files received into your BankLink Practice admin system
- 5 Click **OK**
- 6 The first time you run the download process, you are prompted for a PIN number for security purposes. Fax a PIN number request on your practice letterhead to BankLink Support and we will contact you with a PIN number

The files are transferred, and BankLink Practice confirms the number of entries and bank accounts downloaded

- 7 Click **OK**

## Setting up new accounts

Once you have downloaded your data, you need to allocate any new bank accounts received in the download data to a client file, so that the bank transactions can be accessed.

A new bank account could be for a client already in the BankLink Practice database, or a new client that hasn't yet been set up in BankLink Practice. In the first case, you attach the bank account to the correct client within BankLink Practice. In the second case, you add a new client file in BankLink Practice and attach the new bank account to this File.

You carry out these tasks by selecting the **Start New Period, Setup New Accounts** option via the **System** menu.

The **Setup New Accounts** window has two scrolling panels. The left hand panel shows all the client files in BankLink Practice. The right hand panel displays the new and unallocated the bank accounts in BankLink Practice (depending on whether you have enabled the **Include Attached** and **Include Deleted** check boxes). You can sort the information by clicking on the column titles.

### To attach a new bank account to an existing client:

- 1 In the **Clients** page, click **There are ... New Accounts**

BankLink Practice displays the **Setup New Accounts** window



You can also access the **Setup New Accounts** window by clicking **System, Start New Period, Setup New Accounts**.



If a download has occurred prior to you attaching new accounts, then the new accounts prompt will not be present. Instead, click **There are ... Unattached Accounts** to access the **Setup New Accounts** window.

- 2 Click on the bank account in the right panel which you want to attach to a client file
- 3 Click the client file in the left panel
- 4 Click **Attach**
- 5 Click **Close**

BankLink Practice asks if you want to retrieve the new transactions

- 6 Click **Yes**

If you have not yet set up the client when the data is downloaded, you can create a client at the **Setup New Accounts** window before you attach the account.

## To create the client first and then attach a new bank account to the client

- 1 In the **Setup New Accounts** window, click **New Client**

BankLink Practice displays the **Setup New Client Wizard** window

- 2 Follow the detailed instructions in Chapter A5 for setting up a new client
- 3 Click **OK** to add the client file and attach the bank account



If you want to include new clients' transaction data in this month's scheduled reports you must set up each client's report schedule before running Scheduled Reports.

In the **Setup New Accounts** window, a bank account may have any one of the following indicators next to it:



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.



If new bank account is not attached to a client file prior to the next bank account, it is referred to as an unattached account. At this time the indicator changes from New to a broken chain. You can still attach an unattached account to an existing client from the Clients page.

## Running the Download Report

After downloading your data and attaching any new accounts received, you need to check those accounts for which you receive no data to see if the account is still active, or if the client has changed bank accounts without informing you.

You do this by running the Download Report. You can produce the report in both in summarised and detailed formats.

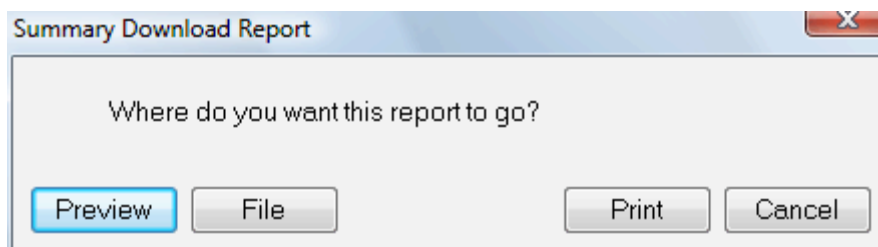
### Summarised Download Report

The summarised report provides the total numbers of:

- accounts with transactions
- accounts with no transactions
- total accounts downloaded
- new accounts
- deleted accounts (accounts not received in the last download)

### To print the summarised download report:

- 1 Click **System, Start New Period, Download Report, Summarised**



- 2 Select from:
  - **Preview** to display a print preview on screen
  - **File** to save a report in csv, txt, Microsoft Excel®, or PDF format
  - **Print** to send a report to your default printer
  - **Cancel** if you no longer require a report

### **Detailed Download Report**

The detailed report lists each bank account number, name, the From and To dates of the transactions downloaded and the number of transactions loaded for each account.

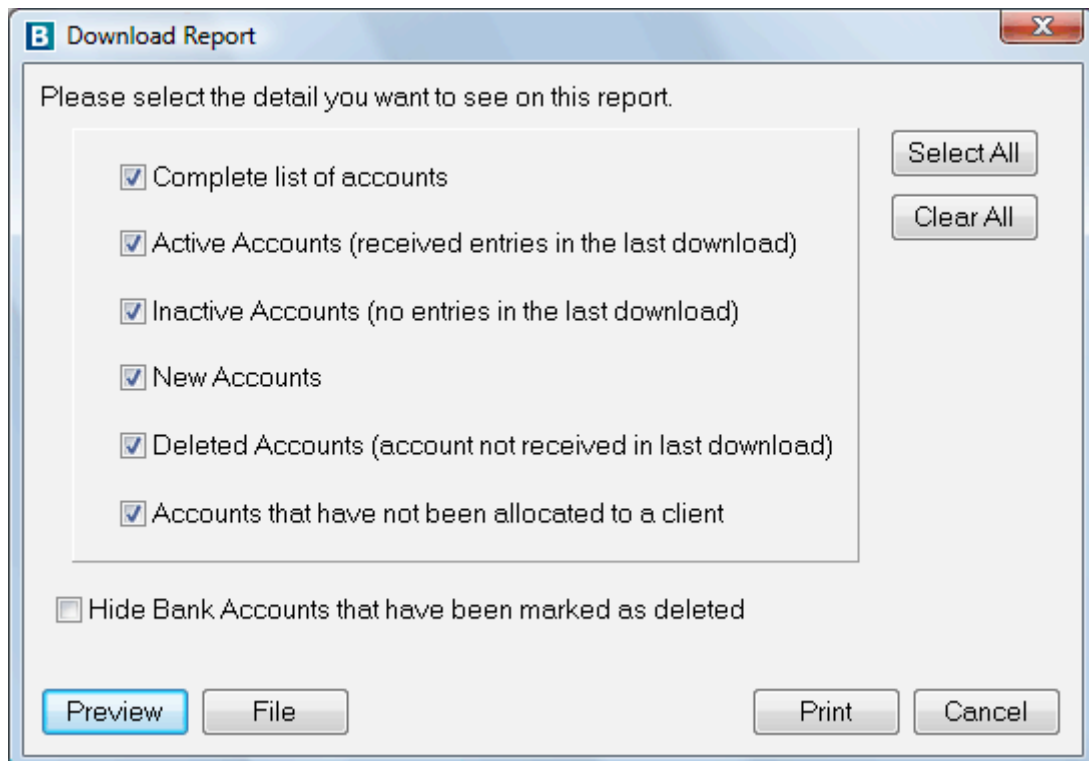
You can opt to see:

- A complete list of accounts
- Active accounts (received entries in the last download)
- Inactive accounts (no entries in the last download)
- New accounts
- Deleted accounts (account not received in the last download)
- Accounts not allocated to a client

### **To print the detailed download report:**

- 1 Click **System, Start New Period, Download Report, Detailed**

BankLink Practice displays the **Download Report** window



- 2 Enable the types of account you want to see:
  - **Complete list of accounts**
  - **Active Accounts (received entries in the last download)**
  - **Inactive Accounts (no entries in the last download)**
  - **New Accounts**
  - **Deleted Accounts (account not received in the last download)**
  - **Accounts that have not been allocated to a client**
- 3 Enable the **Hide Bank Accounts that have been marked as deleted** checkbox if you do not want to see these accounts
- 4 Click **Select All** to enable all types of account
- 5 Click **Clear All** to start selecting again
- 6 Select from:
  - **Preview** to display a print preview on screen
  - **File** to save a report in csv, txt, Microsoft Excel®, or PDF format
  - **Print** to send a report to your default printer
  - **Cancel** if you no longer require a report

Once you have the information available, you can **check for inactive accounts**.

### ***Checking for inactive accounts***

If you do not receive any data for a bank account when you download your data, then the bank account may be no longer active or the client may have changed bank accounts or branches without informing you. It is important for accurate collection of data to notice this as soon as possible. Always check the download report to see if any accounts are inactive (that is, they had no transactions this month).

Some bank accounts may still be active but with no transactions for this particular month. If there were any inactive accounts, call the client to see if they have changed bank accounts. If they have changed bank accounts:

- Delete the old bank account from the BankLink service (see Chapter A9)
- Send the client an Authority Form for their new account (see Chapter A5)

## Purging entries

You can permanently delete (**purge**) entries that are at least 12 months old from individual client files.



BankLink Practice files are compressed, so regular purging is not critical for performance reasons.

### To purge old entries:

- 1 Click **Other Functions, House Keeping, Purge Old Entries**

BankLink Practice displays the **Purge Old Entries** window

Purge Old Entries

This Client File contains entries from 03/01/06

Select the accounts that you wish be purged

- 013141909908104 Jo 's Restaurant Pty Ltd
- Accrual Journals Accrual Journals
- Cash Journals Cash Journals
- Opening Balances Opening Balances
- Stock/Adjustment Jnl Stock/Adjustment Jnl

Select All

Clear All

Select the date range that you wish to be purged

Dated more than 12 months prior to the Financial Year Start Date

Prior to 1/07/2006

This will purge Entries before 01/07/06 (263 entries)

Purge transferred entries only

Purge Cancel

- 2 In the **Select the accounts that you wish to be purged** section you can enable or disable the check boxes to choose which accounts and journals are purged, or use the **Select All** and **Clear All** buttons

3 In the **Select the date range that you wish to be purged** section choose either:

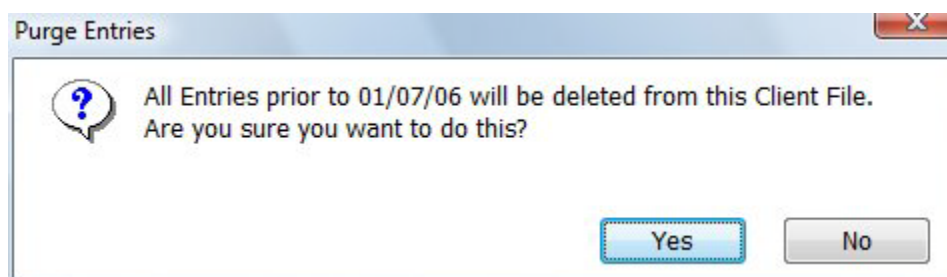
- **Dated more than <number> of months prior to the Financial Year Start Date**, or
- **Prior to DD/MM/YYYY** where you can specify the date up to which you want to purge the entries
- For both of these options the entries must be at least 12 months prior to the Financial Year Start Date

BankLink Practice indicates the date and number of entries to be purged from the client file, for example: This will purge Entries before **01/07/06 (263 entries)**

4 The **Purge transferred entries only** check box is enabled by default. This ensures that you only delete entries that have already being transferred to your main accounting system. Disable this check box if you want to delete all entries including those which have not been transferred to your main accounting system from the date selected

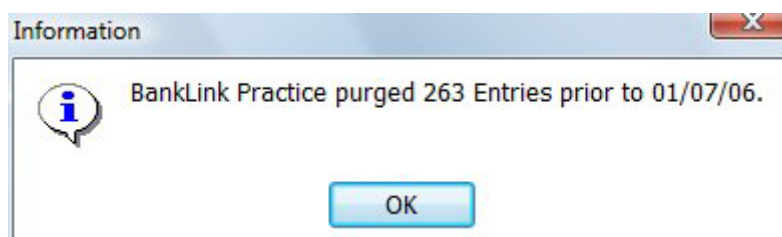
5 Click **Purge**


BankLink Practice displays the **Purge Entries** window



6 Check the details are correct; if you are sure you want to purge, click **Yes**

BankLink Practice displays an **Information** window confirming the number of entries that were purged in the period selected



 Any unmatched unrepresented items in the range to be purged will not be removed, nor will unrepresented items that are matched to transactions outside the range of dates being purged. This is to ensure that future BAS will not be affected.

7 Click **OK**

## *Data frequency*

The BankLink Administrator can choose the frequency that BankLink delivers new transaction data available for downloading that suits your business requirements.

For more information on the Client Authority Form (see Accessing a Client Authority Form in Chapter 1: Opening BankLink, Contact Clients).

BankLink offers three transaction data download service frequencies:


- Monthly data
- Weekly data
- Daily data




For more information on how to send a frequency change request from BankLink Practice to Client Services see sending a frequency change request.


## *Differences between data frequencies*

BankLink offers three transaction data download service frequencies - either **Monthly**, which is the default, **Weekly** or **Daily**, which are available for some institutions.

 You must check if this type of bank account can be supplied in other than monthly frequency before submitting a frequency change request form, as different financial institutions supply different frequencies of data.

For more information on frequencies of data available from different financial institutions see the list of **Financial Institutions** supplying BankLink.

 Monthly, Weekly and Daily data downloads will not arrive at the same time as different financial institutions have different processing and delivery times. You will receive an email when a new monthly data download is available.

 A frequency change request can be sent for a system bank account that has **Change Pending** status.

For more information on how to send a frequency change request from BankLink Practice to Client Services see sending a frequency change request.

### *Monthly data download frequency*

Monthly transactions typically follow the standard accounting process, therefore most accounts would fall into this frequency period.

### *Weekly data download frequency*

Weekly data allows specified accounts to download the transactions more than just once a month and where daily downloads would be too often to action.

### *Daily data download frequency*

Daily data is suitable for small business clients who have high volumes of transactions, or practices that require more timely information to complete business accounting processes for their SME clients. This service may appeal to BankLink Books Secure users.