

Chapter A8: Scheduled reports

This chapter is aimed at BankLink Administrators

All users can set up a report schedule for a client (see Chapter A5). However, only BankLink Administrators can actually generate the reports.

Running scheduled reports is restricted to one user with Administrator access at a time - if another user tries to open the **Generate Scheduled Reports** window while scheduled reports are being run they will receive a message asking them to try again later.

There is a wide range of options available when generating the reports, which you select in the **Generate Scheduled Reports** window. The window has four tabs:

Scheduled Reporting Options

Message Setup

Report Setup

Fax Setup

Generate Scheduled Reports - Options

After a data download, you can produce coding reports for all your clients at the same time by generating scheduled reports.

BankLink Notes transactions may also be e-mailed to clients during the scheduled reports process.

Web files can be exported for transfer to your practice's web based application, for example BankLink Notes Online.

Files for BankLink Books clients can be checked out and e-mailed as part of the scheduled reporting process.

To generate scheduled reports:

- 1 Click **System, Start New Period, Scheduled Reports**

BankLink Practice displays the **Generate Scheduled Reports** window, showing the **Scheduled Reporting Options** tab

The screenshot shows the 'Generate Scheduled Reports' window with the 'Scheduled Reporting Options' tab selected. The window has a title bar with a close button (X) and a standard Windows-style border. The main content area is divided into four panels:

- Select Month:** A dropdown menu labeled 'Generate Reports Ending'.
- Select Clients:** Radio buttons for 'Sort Reports by' (Client, Staff Member, Group, Client Type) and 'All Clients'. Below are radio buttons for 'Use Range' (with 'From Client Code' and 'To Client Code' text boxes and icons) and 'Use Selection' (with a 'Selected Clients' text box and icon).
- Select Destination(s):** Checkboxes for 'Printed Reports', 'Faxed Reports', 'E-Mailed Reports', 'BankLink Notes Files', 'Web Files', and 'BankLink Books Files'.
- Select Transactions:** Radio buttons for 'New transactions only' and 'All transactions'.

At the bottom right of the main area is a 'List Reports Due' button. At the bottom of the window are four buttons: 'Preview', 'Generate', 'OK', and 'Cancel'.

On this tab, there are four panels:

Select Month

- 2 Click in the **Generate Reports Ending** field and select the required month from the drop down list - BankLink Practice inserts the last month downloaded by default

Select Clients

3 Click one of the following options to determine what order BankLink Practice uses to **Sort Reports by**:

- **Client**
- **Staff Member** (when you've assigned clients to staff members)
- **Group** (when you've assigned clients to staff groups)
- **Client Type** (when you've assigned clients to client types)



When you select Staff Member, Group or Client Type, the reports are generated in client order within your selection.

4 Depending on your **Sort Reports by** selection

- Click **All Clients, All Staff Members, All Groups** or **All Client Types** to include all

or:

- Click **Use Range** to specify a range of clients, staff members, groups or client types
- Click in the **From** field and type the first code in the range, or use the browse button to select it
- Click in the **To** field and type the last code in the range, or use the browse button to select it

or:

- Click **Use Selection** to choose the clients, staff members, groups or client types to be included
- Click in the **Selected** field and type the codes separated by commas, or use the browse button to select them



Whichever order you choose to sort by, when you **Use Selection** and browse you can

- Select a range by clicking the first then holding down the **Shift** key and clicking on the last in the range

or:

- Select multiple by holding down the **Ctrl** key and clicking on each you want to select

Select Destination(s)

- 5 Choose the destinations to which you want to send the scheduled reports
 - Enable the **Printed Reports** checkbox to include the scheduled reports for clients whose reports are to be printed
 - Enable the **Faxed Reports** checkbox to include reports to be sent via the Windows Fax Service - this checkbox is greyed out if a fax service has not been selected in the Fax Setup tab
 - Enable the **E-Mailed Reports** checkbox to include reports to be sent via email
 - Enable the **BankLink Notes Files** checkbox to send BankLink Notes transaction files to your clients via email
 - Enable the **Web Files** checkbox to export Web transaction files to allow your clients to code their bank statement transactions in a web environment, for example BankLink Notes Online
 - Enable the **BankLink Books Files** checkbox to send client files to your BankLink Books clients via email

Select Transactions

You may receive more than one download per month. Following a further download, **New transactions only** is selected by default, which means scheduled reports only includes clients that have received new transactions since the option was last used.

- 6 Click to select **All transactions** if you want to send out all transactions received in the month you selected, regardless of whether you've already run scheduled reports or not

The **List Reports Due** function provides a preview of the reports to be generated during the scheduled reports process:

- 7 Click the **List Reports Due** button

BankLink Practice displays the **List Reports Due** window

- 8 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

To set up message options, click the **Message Setup** tab

To set up report options, click the **Report Setup** tab

To set up fax options, click the **Fax Setup** tab

Generate the reports by selecting from:

- **Preview** to view the Scheduled Reports on screen
- **Generate** to generate the Scheduled Reports
- **OK** to save the options in the Scheduled Reporting Options tab
- **Cancel** if you no longer want to generate the Scheduled Reports and you do not want to save the options in the Scheduled Reporting Options tab

To export BankLink Notes Online transactions via scheduled reports:

- 1 Follow steps 1 - 4 under the **To generate scheduled reports:** heading
- 2 Select the **Web Files** checkbox in the **Select Destination** panel
- 3 Follow steps 6 - 7 under the **To generate scheduled reports:** heading

BankLink Practice displays the **List Reports Due** window

- 4 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

To set up message options, click the **Message Setup** tab:

- click **Attach custom document** in the **Send BankLink Notes Online** panel to attach a custom document to the BankLink Notes Online email,
- and/or select the **BankLink Notes Online Message** button to enter a message to the client

To set up report options, click the **Report Setup** tab

To set up fax options, click the **Fax Setup** tab

Generate the reports by selecting from:

- **Preview** to view the Scheduled Reports on screen
- **Generate** to generate the Scheduled Reports
- **OK** to save the options in the Scheduled Reporting Options tab
- **Cancel** if you no longer want to generate the Scheduled Reports and you do not want to save the options in the Scheduled Reporting Options tab

5 When the reports are generated:

- BankLink Practice sends the BankLink Notes Online transactions to the BankLink Notes Online platform where the clients access them
- BankLink Practice sends an email to the BankLink Notes Online users, containing:
 - A default message **Your BankLink Notes Online file is now available – you can click the link below to access BankLink Notes Online and log in using your email address and password.**
 - A link to the **Login** window in BankLink Notes Online – the link contains the client's email address so that this is populated in the **Email** field when the client accesses the BankLink Notes Online platform
 - Any custom document sent as an attachment



If Scheduled Reports is unable to successfully upload transactions the error messages are included in the **Summary** report in a BankLink Notes Online section:

BankLink Practice was unable to send file <Client Code> to BankLink Notes Online for the following reason - <reason returned from BankLink Notes Online>. Please contact BankLink Support for assistance.

Generate Scheduled Reports - Message Setup

Use this tab to set up messages to go out to the recipients of printed, faxed or e-mailed reports, BankLink Notes files or checked out client files.

The screenshot shows a software dialog box titled "Generate Scheduled Reports" with a close button (X) in the top right corner. The dialog has four tabs: "Scheduled Reporting Options", "Message Setup" (which is selected), "Report Setup", and "Fax Setup".

The "Message Setup" tab is divided into five sections, each with a checkbox, a dropdown menu, and a button:

- Printed Reports:** Contains five checkboxes: "Print header page for each client", "Print header page for each staff member", "Print header page for each group", "Print header page for each client type", and "Print Custom Document". A dropdown menu is next to the last checkbox. A "Client Header Message" button is on the right.
- Faxed Reports:** Contains one checkbox "Fax Custom Document" and a dropdown menu. A "Cover Page Message" button is on the right.
- E-Mailed Reports:** Contains one checkbox "Attach Custom Document" and a dropdown menu. An "E-Mail Message" button is on the right.
- Send BNotes files:** Contains one checkbox "Attach Custom Document" and a dropdown menu. A "BankLink Notes Message" button is on the right.
- Send Banklink Books files:** Contains one checkbox "Attach Custom Document" and a dropdown menu. A "BankLink Books Message" button is on the right.

At the bottom of the dialog, there are four buttons: "Preview", "Generate", "OK", and "Cancel".

To set up message options:

Printed Messages

When printing reports you may include header pages:

- 1 Enable the **Print header page for each client** check box to include a header page listing the contact, address, telephone number, fax number and email for each client. The header page also indicates the staff member responsible for this client
- 2 If you have chosen to sort by staff member, group or client type, you can enable whichever of the following is appropriate:
 - **Print header page for each staff member** check box to include a header page for each staff member listing his/her assigned client files
 - **Print header page for each group** check box to include a header page for each group listing the assigned client files
 - **Print header page for each client type** check box to include a header page for each group listing the assigned client files



These check boxes are available only when you choose to sort the reports by staff member, group or client type in the **Scheduled Reporting Options** tab.

You can add a custom document to be printed for each client:

- 3 Enable the **Print Custom Document** check box and pick the custom document you want to use from the drop down list

You can compose a message that will be added to the client header pages for all clients:

- 4 Click the **Client Header Message** button

BankLink Practice displays the **Header Message** window

- 5 Compose your message

- 6 Click **OK**

BankLink Practice returns you to the **Message Setup** tab of the **Generate Scheduled Reports** window

Fax Messages

A message can be entered in BankLink Practice that is added to the fax cover page (if selected) of all faxed reports (see the Fax Setup tab):

- 1 Enable the **Fax Custom Document** check box and pick the custom document you want to use from the drop down list, if required
- 2 Click the **Fax Cover Page Message** button

BankLink Practice displays the **Cover Page Message** window

- 3 Click in the **Subject** field and type a subject name which will be added to the cover pages of all faxed reports
- 4 Click in the **Message** field and type a message which will be added to the cover pages of all faxed reports
- 5 Click **OK**

BankLink Practice returns you to the **Message Setup** tab of the **Generate Scheduled Reports** window

E-Mail Messages

A message can be sent to all clients when reports are e-mailed during the scheduled reports process:

- 1 Enable the **Attach Custom Document** check box and pick the custom document you want to use from the drop down list, if required
- 2 Click the **E-Mail Message** button

BankLink Practice displays the **E-Mail Message** window

- 3 Enter a **Subject** to be added to all emails sent during the Scheduled Reports process - if you don't do this BankLink Practice will add a default message for you in the following format - **BankLink Coding Report for ClientCode (dd/mm/yy to dd/mm/yy)**
- 4 Click in the **Message** field and type a standard message to be added to all emails
- 5 Click **OK**

BankLink Practice returns you to the **Message Setup** tab of the **Generate Scheduled Reports** window

BankLink Notes Messages

A message can be sent to a client when BankLink Notes transaction files are e-mailed during the scheduled reports process:

- 1 Enable the **Attach Custom Document** check box and pick the custom document you want to use from the drop down list, if required
- 2 Click the **BankLink Notes Message** button

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

- 3 Enter a **Subject** to be added to all emails sent during the scheduled reports process - if you don't do this BankLink Practice will add a default message for you in the following format - **BankLink Notes file for ClientCode (dd/mm/yy to dd/mm/yy)**
- 4 Click in the **Message** field and type a standard message to be added to all emails sent when BankLink Notes files are delivered

5 Click **OK**

BankLink Practice returns you to the **Message Setup** tab of the **Generate Scheduled Reports** window

BankLink Books Messages

A message can be sent to a client when client files are e-mailed during the scheduled reports process:

1 Enable the **Attach Custom Document** check box and pick the custom document you want to use from the drop down list, if required

2 Click the **BankLink Books Message** button

BankLink Practice displays the **BankLink Books Message** window

3 Enter a **Subject** to be added to all emails sent during the scheduled reports process - if you don't do this BankLink Practice will add a default message for you in the following format - **BankLink Books file for ClientCode**

4 Click in the **Message** field and type a standard message to be added to all emails sent when BankLink Books client files are delivered

5 Click **OK**

BankLink Practice returns you to the **Message Setup** tab of the **Generate Scheduled Reports** window



Client specific messages always appear before the messages set up via the **Message Setup** tab.

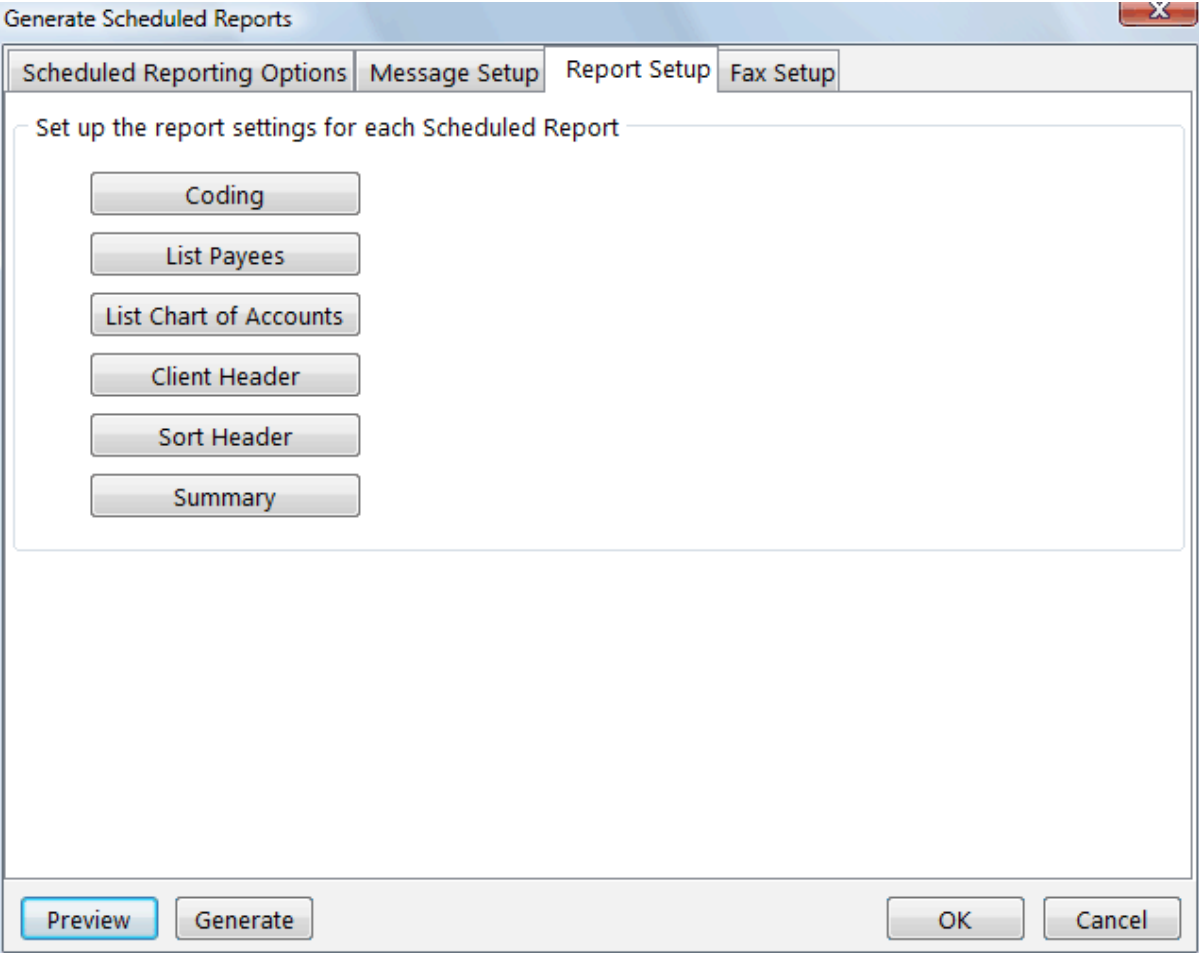


BankLink Practice must be set up to email in order to use the E-Mail, BankLink Notes and BankLink Books Message options during the Scheduled Reports process - see Emailing from within BankLink Practice in Chapter A1: Installing BankLink Practice.

6 Click **OK** to save all the details in the **Message Setup** tab

Generate Scheduled Reports - Report Setup

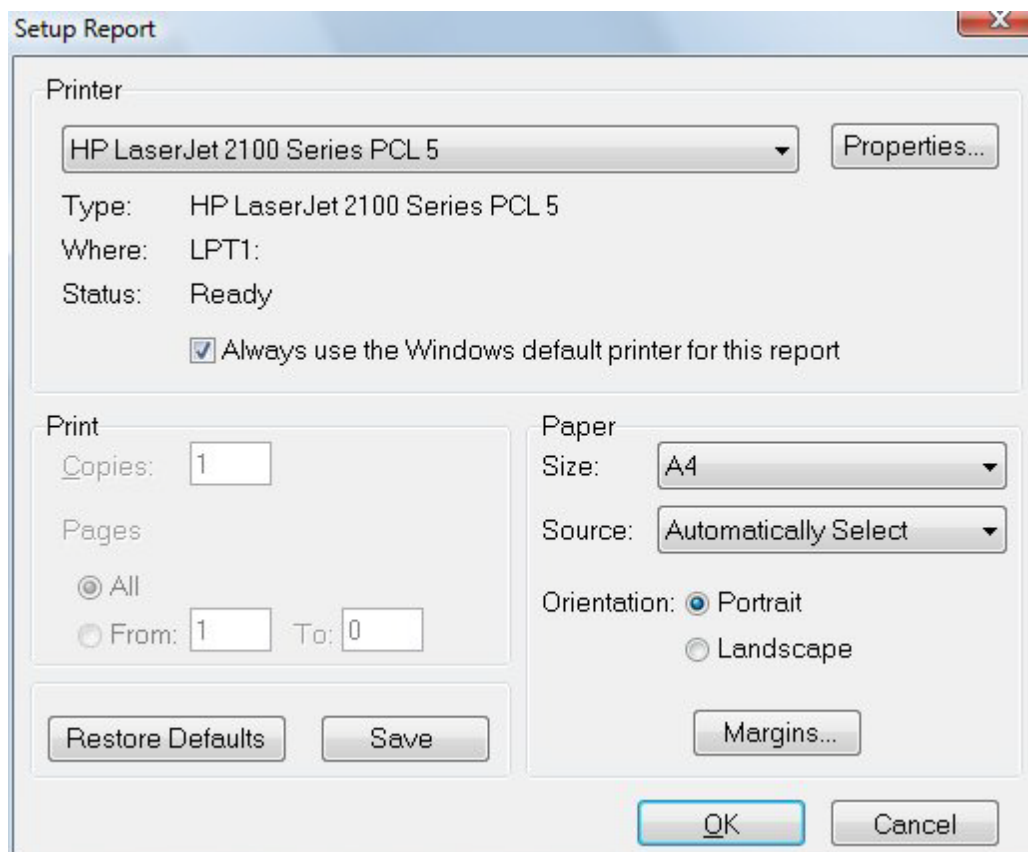
BankLink Practice sends all printed reports generated during the scheduled reports process to your Windows default printer, unless you specify otherwise. Use this tab to set up printing options for the six types of printed reports generated by the scheduled reports process. Printing options may be changed on a type-by-type basis for the scheduled reports, for example coding reports can be sent to one printer while the summary report can be sent to another.



To set up printing options:

- 1 Click the **Report Setup** tab
- 2 Click one of the following buttons:
 - **Coding** to set up printing options for all the coding reports
 - **List Payees** for all payee lists
 - **List Chart of Accounts** for all chart lists
 - **Client Header** for all client header pages
 - **Sort Header** for staff member, group or client type header pages
 - **Summary** for the Summary Report

BankLink Practice displays the **Setup Report** window



- 3 BankLink Practice displays your Windows default printer - to choose a different printer for this report, click in the **Printer** field and select the printer required
- 4 Click the **Properties** button to set particular attributes of the selected printer
- 5 The **Always use the Windows default printer for this report** check box is ticked by default - click to remove the tick if you want to use a printer other than you Windows default

- 6 To select the paper size of the report, click in the **Size** field and select the size you want the report to print on
- 7 To select the paper source, click in the **Paper Source** field and select the source you require for this report
- 8 Click one of the **Orientation** options:
 - **Portrait**
 - **Landscape**
- 9 To set the margins of the report:
 - Click the **Set Margin** button - the **Set Report Margins** window displays
 - Click on the **Top**, **Bottom**, **Left** or **Right**, to select individual margins from the edge of the page
 - Click **OK**
- 10 To save the settings for this report, click the **Save** button



This saves the current settings for this report for scheduled reporting. It does not affect other reports produced as part of the report schedule or manually produced reports.


- 11 To restore the default settings, click the **Restore Defaults** button
- 12 Click **OK**


BankLink Practice returns you to the **Report Setup** tab of the **Generate Scheduled Reports** window

- 13 Click **OK** to save all the details in the **Report Setup** tab

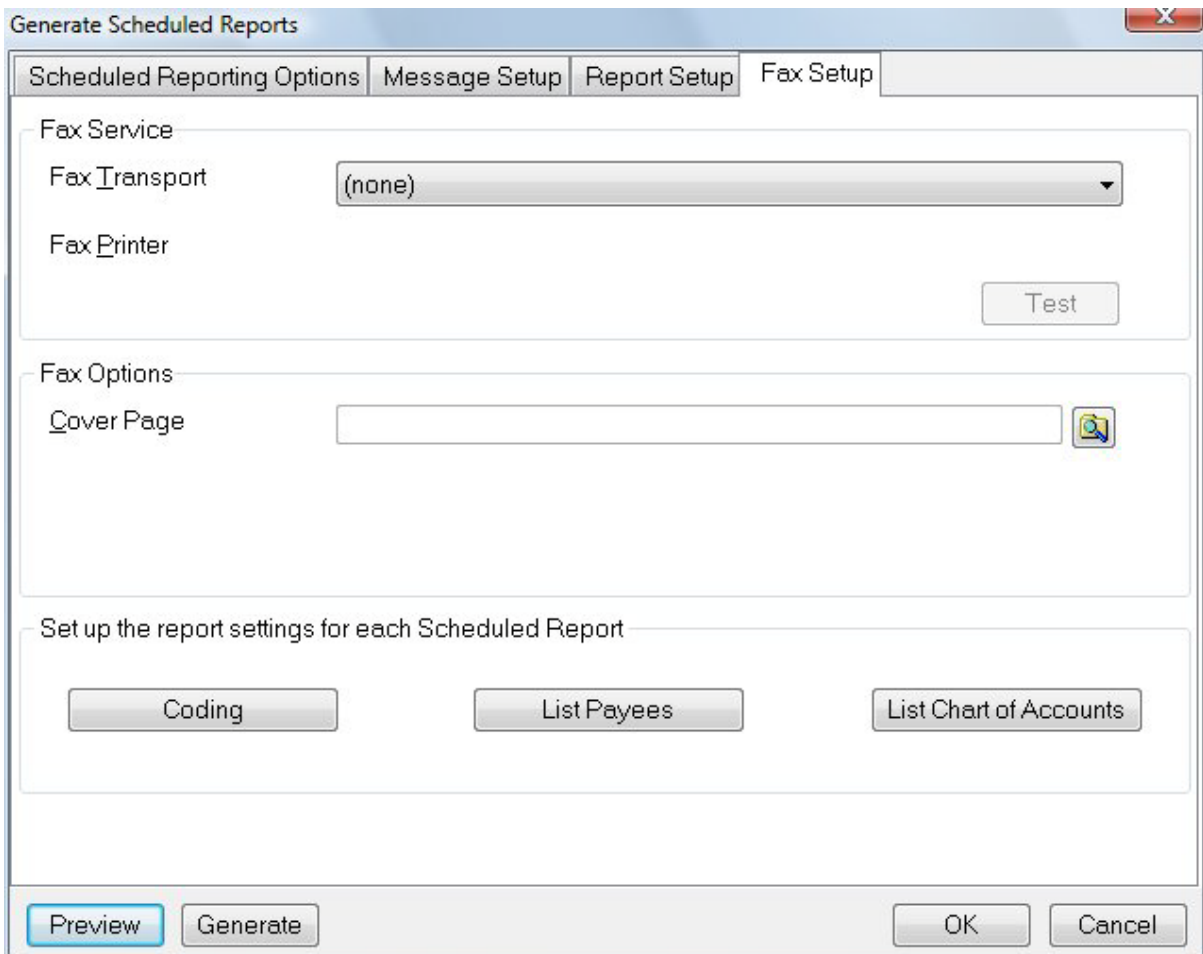
Generate Scheduled Reports - Fax Setup

Faxed reports generated during the Scheduled Reports process are sent using the Windows Fax Service.

 The Windows Fax Service is compatible with BankLink Practice when you run Windows 2000 or later if your fax modem is installed on the PC where you are running Scheduled Reports.

 When faxing via a shared modem which is installed on a different PC, the Windows Fax service is supported only for Windows XP SP2 connecting to Windows 2003 Server or vice-versa. You may also need to manually switch off the fax banner - there will be an option on the fax modem properties to do this.

Use this tab to set up faxing options for the three types of faxed reports generated by the scheduled reports process. Faxing options may be changed on a type-by-type basis for the scheduled reports, for example: coding reports are faxed with landscape orientation while the charts and payee lists are faxed portrait.



The screenshot shows the 'Generate Scheduled Reports' dialog box with the 'Fax Setup' tab selected. The dialog has four tabs: 'Scheduled Reporting Options', 'Message Setup', 'Report Setup', and 'Fax Setup'. The 'Fax Setup' tab contains the following sections:

- Fax Service:** Includes a 'Fax Transport' dropdown menu currently set to '(none)', a 'Fax Printer' field, and a 'Test' button.
- Fax Options:** Includes a 'Cover Page' field with a magnifying glass icon to its right.
- Set up the report settings for each Scheduled Report:** Contains three buttons: 'Coding', 'List Payees', and 'List Chart of Accounts'.

At the bottom of the dialog are four buttons: 'Preview', 'Generate', 'OK', and 'Cancel'.

To set up faxing options:

- 1 Click the **Fax Setup** tab
- 2 Select the **Fax Transport** option:
 - **Windows Fax Service**
- 3 Select one of the **Fax Printer** options:

- **Fax** - the default for the Windows Fax Service

You can click the **Test** button to ensure that the fax service selected above is working

- 4 Click in the **Cover Page** field and enter the drive, folder and filename of your saved fax cover page

You can use the **Browse** button to help you locate it

- 5 Click one of the following buttons to set up the report settings for the faxed Scheduled Reports:

- **Coding**
- **List Payees**
- **List Chart of Accounts**

BankLink Practice displays the **Setup Report** window

The screenshot shows the 'Setup Report' dialog box. The 'Printer' section has a dropdown menu set to 'Fax' and a 'Properties...' button. Below it, the printer type is 'Microsoft Shared Fax Driver', the location is 'SHRFX:', and the status is 'Ready'. There is a checkbox for 'Always use the Windows default printer for this report'. The 'Print' section has a 'Copies' field set to 1. The 'Pages' section has radio buttons for 'All' (selected) and 'From: 1 To: 0'. The 'Paper' section has a 'Size' dropdown set to 'A4', a 'Source' dropdown set to 'Default', and radio buttons for 'Portrait' (selected) and 'Landscape'. At the bottom, there are buttons for 'Restore Defaults', 'Save', 'Margins...', 'OK', and 'Cancel'.

- 6 To change the paper size of the report, click in the **Size** field and select the size you want
- 7 To select the paper source, click in the **Paper Source** field and select the source you require
- 8 Click one of the **Orientation** options:
 - **Portrait**
 - **Landscape**
- 9 To set the margins of the report:
 - Click the **Set Margin** button - the **Set Report Margins** window displays
 - Click on the **Top, Bottom, Left** or **Right**, to select individual margins from the edge of the page
 - Click **OK**
- 10 To save the settings for this report, click the **Save** button



This saves the current settings for this report for scheduled reporting. It does not affect other reports produced as part of the report schedule or manually produced reports.

- 11 To restore the default settings, click the **Restore Defaults** button
- 12 Click **OK**

BankLink Practice returns you to the **Fax Setup** tab of the **Generate Scheduled Reports** window

- 13 Click **OK** to save all the details in the **Fax Setup** tab