

Start here!

Start here to get the best out of BankLink

- If you are new to BankLink, go to *Introducing BankLink* to find out what BankLink is and how it helps you and your clients
- If you are new to using on-screen documentation, go to *Using this help facility* for some tips on how to find the information you're looking for
- If you want more support or help in using BankLink call our freephone Support service on 1800 123 242 or visit the BankLink website (www.banklink.com.au)
- If you want to get started learning the detail about your BankLink Practice system, go to *The Guide* first to find out more about it
- If you are an experienced BankLink Practice user who has just upgraded to the latest version, go to *Recent enhancements* to read all about the latest features

This Guide was last updated on 09 June 2010.

All rights reserved. The information contained in this manual may not be incorporated in any commercial programs, other manuals, databases or any kind of software without written consent of the publisher. Making copies of this manual or any portion for any purpose other than your own use is a violation of copyright laws.

Limits of Liability and Disclaimer of Warranty

BankLink has used its best efforts in preparing the manual and the programs contained in it. These efforts include the development, research, and testing of the theories and programs to determine their effectiveness. BankLink makes no warranty of any kind, expressed or implied, with regard to these programs or the documentation contained in this manual.

BankLink shall not be liable in the event of incidental or consequential damages in connection with, or arising out of, the furnishing, performance, or use of the programs, associated instructions, and/or claims of productivity gains.

Introducing BankLink

BankLink, established in 1986, has a track record of providing a reliable, secure and highly cost effective system to accounting practices.

This section covers:

How the BankLink service and your BankLink software works

Key concepts and terms used in the BankLink software

The basics

BankLink collects data from banks, building societies, credit cards, credit unions and rural suppliers, and every month (or week) sends you secure, electronic copies of your clients' statements via your internet connection (or on diskette if you prefer).

All major banks, as well as over 100 other financial institutions, supply data through BankLink.

BankLink also provides you with powerful software - BankLink Practice - that automates much of your coding, allocates GST and allows you to manage and report on your clients' transactions. This is the software you have installed on your computer and this is the Guide to that software you're reading now. BankLink Practice contains a variety of tools to code each transaction to the appropriate code as defined in your clients' chart of accounts. These tools make the process of coding as automated and as effective as possible.

BankLink Practice interfaces with most accounting systems used in accounting practices. This enables your clients' charts to be read by BankLink Practice to verify the coding, and also enables the automatic transfer of the coded transactions back to your main accounting system. This eliminates a lot of data entry and improves data accuracy.

BankLink provides you with the option of producing the Business Activity Statement (BAS) directly from BankLink Practice, or exporting the BAS form to your tax product. This can be in line with the BAS production schedule for each client.

Key concepts

If you are new to BankLink it is a big help to understand some key concepts and terminology used throughout the system. Once you have grasped the following concepts, you are well on your way to capitalising on BankLink Practice's capabilities to help you work faster and more effectively.

This section covers:

Clients and bank accounts

Linking to your main accounting system

Merging

Downloads

Coding

Memorisations

Unpresented items

Clients and bank accounts

Clients in BankLink Practice are your practice's clients that are suitable to use the BankLink service. (For more on which of your clients are suitable for BankLink, see the BankLink Toolkit.) Each client has to be set up in the BankLink Practice software.

Clients have **bank accounts** that contain the client's **transactions**. You **code** the transactions, which means you assign account codes from the client's chart of accounts to each transaction, coding it as sales, expenses, etc. Each bank account needs to be attached to the relevant client within BankLink Practice.

Usually, the BankLink Administrator creates clients and attaches bank accounts, so unless you are the Administrator, all the set up work should be done by the time you come to work on client transactions. However, some client information can be maintained by all users.

See Chapter 2: Clients, charts of accounts, and bank accounts for more information.

Linking to your accounting system

In order for you to code transactions correctly, BankLink Practice needs to know about your clients' chart of accounts.

In most practices, BankLink Practice is set up to link directly with the accounting system you already use to manage your clients' accounts. The principle advantage of this is that BankLink Practice can read client chart of accounts information directly and copy it into the client file.

BankLink Practice links to most popular client accounting packages. Ask your Administrator if BankLink Practice is directly connected to your accounting system or not. You need to know this to get the best out of this Guide. If you are not connected but want to know if it is possible, contact BankLink Support, visit the BankLink website, or see Appendix 1: Accounting system interfaces for a current list of supported accounting systems.

If you do not have a direct link with your accounting system, you have to set up the chart of accounts in BankLink Practice so that it mirrors the chart in your main system.

See Chapter 2: Clients, charts of account, and bank accounts for more information.

Merging charts of accounts and payees

Merging is a powerful facility in BankLink Practice that means that you do not have to create the same setup information for every client, but can create it once and then copy it to other clients. We refer to it as **merging** rather than copying, because data is added to the destination chart only when it does not already exist.

Merging of account codes is very useful for practices that do not have a direct link with the charts of account in their main accounting systems. However, all practices can benefit greatly from BankLink Practice's ability to merge:

- Chart of accounts
- Payees
- GST information
- Divisions, report groups and sub-groups

Downloading

Once a month (or week), you receive data from BankLink. This consists of all the transactions for the client bank accounts you have signed on to The BankLink Service. BankLink gets the data from the financial institutions, and passes it on to you.

Practices receive their data using a secure connection to the BankLink Secure service.

This process is known as **downloading** and is performed by the BankLink Administrator.

Once the data is in BankLink Practice, you can access your clients' data by **retrieving** it into each client file.

See Chapter A7: Downloading and purging data for more information on the download process, and Chapter 2: Clients, charts of account, and bank accounts for more information on updating client files with new data.

Coding

The process of assigning the client's chart of accounts codes to their bank account transactions is called **coding**. Using BankLink Practice you can code entries directly in the **Code Entries Screen** - if the code is not in the client's chart of accounts, BankLink Practice colours it red as a warning. Transaction entries can be split (**dissected**) between more than one account, based on amounts and/or percentages.

BankLink Practice also has powerful facilities for coding transactions automatically (see Memorisations).

Once you have coded all the transactions you can:

- Transfer them to your main accounting system
- Produce a BAS
- Produce a variety of reports and graphs

Memorisations

BankLink Practice automatically codes recurring entries in a process called **memorisation**.

You create a memorisation by setting certain criteria for BankLink Practice to look for - these criteria can be a combination of entry types, transaction descriptions and amounts.

Bank fees, taxes, duties, interest payments, automatic payments, direct debits, indeed almost all recurring entry types except cheques, can be memorised in this way. This is a powerful BankLink Practice feature - many accounting practices report that they can automatically code up to 80% of data for some clients using memorisations.

Once you create the memorisation, BankLink Practice codes all current and future transactions in this client's bank account that match the criteria you select. This includes any transactions already received, that have yet to be included in a BAS VAT return (locked transactions) or transferred to your main accounting system, whenever you view them in the **Code Entries Screen**, or run certain reports such as the Coding Report.

Once memorised, you can manually override any exceptional transaction.

You can also use the memorisation process to split (**dissect**) the memorisation into 250 lines.

Unpresented items

BankLink transactions are an exact copy of your client's bank transactions. This means that to account for unpresented cheques, deposits and withdrawals in BankLink Practice, you must add these **unpresented items** to your client's transactions in the software.

BankLink Practice has extensive facilities for dealing with unpresented items.

You enter the unpresented items into BankLink Practice via the **Code Entries Screen**.

BankLink Practice automatically matches unpresented cheques when it identifies an exact match in the downloaded data.

You can match remaining unpresented cheques, and deposits and withdrawals manually, when the items are presented and the transactions are downloaded into BankLink Practice.

The Guide

This section covers:

What is in the Guide

Guide conventions

Keyboard conventions

Mouse conventions

What is in the Guide?

The Guide is intended for:

- All users responsible for processing client transactions in BankLink Practice
- Installers of the BankLink Practice software
- BankLink Administrators (and all those with system menu access)

Information on installation and administration is separated into the BankLink Administrator Chapters. Each of these chapters is prefixed with an **A**, for example: **Chapter A6 Security**, and marked **This Chapter is aimed at BankLink Administrators**. If you do not have Administrator responsibilities you can safely ignore these chapters and assume that BankLink Practice is already installed and configured on your computer system.

Some experience on your part in Windows-based computing has been assumed in writing the Guide.

In each topic, you will find:

- Some basic concepts and related terms to help you understand the purpose of the task and how BankLink Practice can make it easier for you
- A series of how to's: step-by-step instructions describing each task

If you are not familiar with on-screen help we recommend you read Using this help facility first.

Guide conventions

Before reading much more of this Guide it is important to understand the conventions in it.

Commands you choose from the menus appear like this. For example: 'Click **Data Entry, Code Entries**' means select the Code Entries option from the Data Entry menu.

Buttons on the toolbars and in windows appear like this. For example 'Click **Edit**' means click the button with the word 'Edit' on it.

You can also use the mouse to invoke most commands and tasks. Use both the keyboard and mouse methods until you find the method (or combination) that is most comfortable for you.

These symbols are also used in the Guide:



This is special information.



This denotes a warning.



This is a tip to help you work more effectively.

Here's one now:



Step by step instructions often have Click **File, Open** as the first step. This step is optional as the relevant file may already be open.

Keyboard conventions

When you need to press keys in combination they are connected by a + symbol.

When you see this...	Do this...
(Enter)	Press the Enter key on your keyboard.
(Ctrl+S)	Press the Ctrl key and the S key at the same time.

The **Enter** key is used to move between fields within a grid, the **Tab** key is used to move out of the grid to the next field outside the grid. Look at this window:

The screenshot shows a window titled "Enter Journal" with a date field set to "31/01/07" and "Cash Journals" selected. Below the header, there are navigation buttons for "Chart", "Payee", and "View", along with "Back" and "Forward" buttons. The main area is a grid with the following columns: Account, Reference, Amount, Payee, GST, GST Amount, Quantity, and Narration. The Amount column contains values of 0.00. Below the grid, there is a "Total" field showing "\$0.00", a checked "Generate Automatic Journals" checkbox, and a dropdown menu set to "Next Month". There are "OK" and "Cancel" buttons at the bottom right.

The cursor is in the **Account** field.

Pressing **Enter** takes you to the **Amount** field, then the **Payee** field and so on within the grid.

Pressing **Tab** takes you to the **Generate** check box, then the month selection field, then the **OK** button and so on outside the grid.

Moving within the Code Entries Screen using the keyboard

To move up or down one line:

- Press the **UpArrow** or **DownArrow** key

To Page Up or Page Down:

- Press the **PgUp** and **PgDn** keys

To show the furthest left or right of the screen:

- Press **Ctrl+RightArrow** to go right, **Ctrl+LeftArrow** to go left

To go to the beginning or end of the data:

- **Ctrl+Home** to go to the beginning of the data
- **Ctrl+End** to go to the end of the data

BankLink includes a number of keyboard shortcuts to make keyboard actions easier and more accessible; these are all described in Chapter 1.

In addition to these shortcuts, you can combine the **Alt** key and the letter any time you see an underscored letter within the BankLink software.

Mouse conventions

Here's how we describe mouse actions throughout this Guide:

When you see this...	Do this...
Click File, Open	Click with the mouse on the File menu and then the Open option
Double-click	Quickly click the mouse twice, or click once to highlight and press Enter on the keyboard
Right-click	Click the right button on the mouse. Note: For your comfort and ease-of-use, you may have configured your mouse to swap the left and right buttons. Throughout the Guide Right-click refers to clicking the button configured as right as a factory default.
Enable a check box	Click on the phrase or check box to place a tick inside the box.
Disable a check box	Click on the phrase or check box to remove the tick from the box.

You can use the **Shift+Click** and **Ctrl+Click** keyboard and mouse combinations when selecting from a list of items, such as:

- Maintaining a Chart of Accounts
- Maintaining a Payee List
- Selecting client files to Check In or Check Out

Using Shift+Click to select a continuous block of items:

- 1 Click on the first item
- 2 Move to the last item in the group you wish to select
- 3 Press the **Shift** key on your keyboard and keep it pressed down
- 4 Click the last item with the mouse

BankLink Practice selects the first, the last, and all items in between:

Using **Ctrl+Click** to select individual items from a list, not necessarily next to each other:

- 1 Click on the first item
- 2 Move to the next item you wish to select
- 3 Press the **Ctrl** key on your keyboard and keep it pressed down
- 4 Click the item with the mouse

BankLink Practice highlights the first and second items

- 5 Repeat the **Ctrl+Click** combination on each item you want to select

BankLink Practice selects the items that are highlighted, but not those in between

Moving within the Code Entries Screen using a mouse:

There are mouse scroll bars on the right hand side and bottom of the screen you use to move up and down, and left and right as required. Within the screen, you are also able to move up and down by clicking on a specific transaction using the mouse. You can also right-click on the mouse to access pop-up menus.



Using the mouse right-click lists all available keyboard shortcuts for the window you're using.

Using the Guide

About BankLink Practice help

The entire BankLink Guide is contained within the on-screen help facility. On-screen help has many advantages over printed documentation:

- You have instant access to it - you don't have to interrupt what you're doing and hunt for printed materials
- You can click directly from the table of contents and index to the selected topic
- There is a powerful search utility to list the topics that contain any relevant information
- The help facility allows you to see the table of contents, index, or search results at the same time you are viewing a help topic - this orients you within the Guide and allows you to see related topics at a glance
- There is 'context-sensitive' help for specific windows, just click the **Help** button or if there is no Help button present press **F1**, to get more information on the window you're using within BankLink Practice
- You can surf through the Guide following in-built links to learn what you want in the order you want
- It relates directly to the BankLink Practice version you are using

How to get a printed copy

You can access printed versions of the Guide by:

- Using the print utility within help to print individual topics
- Downloading and printing the very latest PDF versions from the BankLink website

In this section find out how to:

- Get help in a BankLink Practice window
- Use the help viewer
- Find a help topic
- Print help
- Create a list of your favourite topics
- Copy a help topic
- Get the latest version free
- Use help keyboard shortcuts

The help viewer

The help viewer is used to display the BankLink Practice Guide; it allows you to read through the help, search for specific information, and keep a list of the help topics you refer to most often.

The help viewer is divided into two panes - the right hand pane containing the actual information, and the left hand pane containing four tabs to help you find the information: **Contents**, **Index**, **Search**, and **Favorites**.

Adjusting the size of the help viewer

You can adjust the size of the help viewer by clicking and dragging on the window border to make it the size you want. BankLink Practice remembers the size of the help viewer the next time you open it

You can also use the standard Windows **minimise**, **restore** and **maximise** buttons. It is a good idea to keep the help viewer minimised after you have found the help you want, so that you can access it more quickly the next time you need it.

Hiding the navigation pane



You can hide the navigation pane if you wish by clicking on the **Hide** button on the toolbar at the top of the viewer. This is a good idea if you want to see both BankLink Practice and as much of the help text as possible at the same time - use the **restore** option and re-size the windows in both help and BankLink Practice to do this.



You can make the navigation pane visible again by clicking the **Show** button.

Many topics contain links to other topics so that if you want more information about the subject of the link you can go to it more quickly. If you use the Internet you are already familiar with links (also called hyperlinks). Links are shown as underlined text.

Once you have visited a few help topics you can go back to previous ones you have visited



and return again by using the **Back** and **Forward** buttons. Again these operate in the same way as the back and forward Internet browser buttons.

See also:

Finding a help topic

Printing help

Creating a list of favourite help topics

Copying information from a help topic

Start here!

To get help in a BankLink Practice window

Press **F1** to open this and display relevant information on the window you are using.

Finding a help topic

Information in the on-screen Guide is organised into Chapters.

Some Chapters are further organised into sections to help you find the most relevant information. The actual information is held in **topics**, with a title that displays in the pane to the left and at the top of the topic when you open it, for example: this topic is titled **Finding a help topic**.

In the left-hand pane, click one of the tabs:

Contents tab

To browse through the table of contents, click the **Contents** tab. Double-click the book icons to display sub-sections and topics.

Click a **topic** icon to display the corresponding topic in the right-hand pane.

You can use the right-click menu when the cursor is in the **Contents** tab to open all the books and sections so that you can scroll through them all, or close them up again.

Index tab

To see a list of index entries, click the **Index** tab, and then either type a word or scroll through the list. Topics are often indexed under more than one entry.

You can control the list of topics found by adding or removing keywords from your search. In this way, you can narrow your search until only the most relevant topics and keywords remain in the list.

Double-click an **index** entry, or click it once and click **Display** to display the corresponding topic.

Search tab

To locate every occurrence of a word or phrase, click the **Search** tab, type the word or phrase for which you want to search, and then click **List Topics**.

Double-click a search results entry, or click it once and click **Display** to display the corresponding topic. Every occurrence of the word or phrase you searched for is highlighted in the topic.

Printing a help topic

To print a help topic:

- 1 Right-click the topic you want to print
- 2 Click **Print**



You can also print all the topics within a chapter:

- 1 On the **Contents** tab, select the chapter
- 2 On the help toolbar, click **Print**
- 3 Click **Print the selected heading and all subtopics**
- 4 Click **OK**

However, when you print the help in this way, the formatting is lost in favour of 'plain text'. To print multiple topics and preserve the look from the screen, you must print the topics individually.

Favourite help topics

You can create a list of the help topics you visit most frequently, so that you can quickly return to them when you want.

To add a topic to your list of favourites:

- 1 Display the topic you want to add to the list in the right-hand pane
- 2 Click the **Favorites** tab in the left-hand pane
- 3 Ensure that the **Current topic** field refers to the displayed topic
- 4 Click the **Add** button

The topic title appears in the **Favourites** list



You can incorporate a note to yourself in the title, for example: **Cash journals - Remember to use payees if you can** - right-click on the topic name and click **Rename** to rename it.

Copying a help topic

You can copy the contents of a topic to the clipboard for pasting into another application. For example, you could copy some of the coding information into a Word document to use for training your BankLink Books clients.

To copy a help topic:

- 1 In the topic (right-hand) pane, right-click inside the topic you want to copy
- 2 Click **Select All**
- 3 Right-click again
- 4 Click **Copy** to copy the topic to the clipboard
- 5 Open the document to which you want to copy the topic
- 6 Click the place in your document where you want the information to appear
- 7 Click **Edit, Paste**



If you want to copy only part of a topic, select only the part you want to copy, right-click the selection, and then click **Copy**.

Words that are links to other topics and step numbers are not copied to the clipboard.

Get the latest version free

To get the latest documentation for BankLink Practice, go to the Support pages at the BankLink website (www.banklink.com.au).

Printer-friendly .pdf versions of each Chapter of the Guide are available for you to download. BankLink does not charge for this service.

Help keyboard shortcuts

If your mouse is unavailable or if you prefer using your keyboard, you can use the following keyboard commands to navigate within the Guide.

Help viewer keyboard shortcuts

Press	To
Shift+F10	Display the help viewer shortcut menu
Alt+Tab	Switch between the help viewer and other open windows
Ctrl+Tab	Switch to the next tab in the navigation pane
Ctrl+Shift+Tab	Switch to the previous tab in the navigation pane
Up Arrow	Move up one topic in the table of contents, index, or search results list
Down Arrow	Move down one topic in the table of contents, index, or search results list
Page Up	Move up one page in the table of contents, index, or search results list
Page Down	Move down one page in the table of contents, index, or search results list
F6	Switch focus between the navigation pane and the topic pane
Up Arrow or Down Arrow	Scroll through a topic
Ctrl+Home	Move to the beginning of a topic
Ctrl+End	Move to the end of a topic
Ctrl+A	Highlight all text in the topic pane
Alt+F4	Close the help viewer

Contents tab keyboard shortcuts

Press	To
Alt+C	Display the Contents tab
Right Arrow	Open a book
Left Arrow	Close a book
Backspace	Return to the previous open book
Up Arrow or Down Arrow	Select a topic
Enter	Display the selected topic

Index tab keyboard shortcuts

Press	To
Alt+N	Display the Index tab
Up Arrow or Down Arrow	Select a keyword in the list
Alt+D or Enter	Display the associated topic

Search tab keyboard shortcuts

Press	To
Alt+S	Display the Search tab
Alt+L	Start a search
Alt+D or Enter	Display the selected topic

Recent enhancements

Drawing on the suggestions and experience of our customers, we continue to enhance BankLink to make it better for you. Even if you have been using BankLink Practice for some time we recommend you look through the following sections to see how these changes can enhance your use of BankLink Practice.

- [What's New in BankLink Practice 2010?](#)
- [What's New in BankLink Practice 2009?](#)
- [What's New in BankLink Practice 2008?](#)
- [What's New in BankLink Practice 2007?](#)

What's New in BankLink Practice 2010?

May 2010

Data

- Added daily data download frequency for those financial institutions that are able to supply different frequencies of data

Bank Account Maintenance Screen

- New **Frequency** column that shows how often the account data is available to be downloaded
 - Monthly
 - Weekly
 - Daily
 - **Change pending** flag for accounts where a frequency change request has been sent

- **New request** field to change the frequency of the selected bank account/s

This request is then emailed to BankLink Client Services for processing

- Link to a list of Financial Institutions that provide Daily Data on the BankLink website
- Option to be notified when Daily Data transactions are available for download

Retrieving and Processing Data

- The **System|Start New Month** field has been renamed to **System|Start New period** to reflect the greater options

Client Authority Forms

- New data download frequency period options on the Client Authority Form in the software and pdf versions
- Option in Bulk Authority Form Import to specify data download frequency periods

Superfund Processing

- Sage Handisoft Superfund
- Supercorp SuperVisor II
 - The Member ID appears as a drop down list in the **Superfund Details** window accessed by pressing the **Super** button when coding
- MYOB Superfund
 - The Member ID appears as a drop down list in the **Superfund Details** window accessed by pressing the **Super** button when coding

March 2010

Clients page

- The **New Accounts** link now indicates how many new accounts have been downloaded
- If there are unattached accounts an **Unattached Accounts** link is displayed indicating the number of unattached accounts - click the link to go to the **Setup New Accounts** window where you can attach the accounts to client files

System Bank Accounts

- New layout to make it easier to see bank accounts with additional detail
 - **Client Code** and **Client Name** columns allow you to identify what client file a bank account is attached to
 - A **Charge** column lets you identify which bank accounts do not export the charge to your practice management system
 - Bank accounts belonging to BankLink Books Secure clients have been added along with a **Secure Code** column to show which bank accounts belong to which BankLink Books Secure client
 - An **Institution** column shows which institution each bank account belongs to
 - An **Inactive** column exists to identify bank accounts no longer delivered data by The BankLink Service
- Link directly to the **Setup New Accounts** window
- Automatically email BankLink Client Services a delete request
- Perform selected tasks on multiple bank accounts
- Use a filter to display the bank accounts you need to see
- A search facility has been added - just type part of the bank account number, bank account name client code or client file name
- You can choose which columns to display and in what order
- You can sort by all columns either ascending or descending
- Print the current view of the **Maintain Bank Accounts in Admin System** window

Import Client Authority Forms

- Can now import an Excel file containing multiple clients' details to pre-fill the required authority forms. This will save time if:
 - You are a new practice to BankLink
 - A new institution comes on board
 - A practice merger or split occurs
 - An additional partner needs to add their clients on

Emails

- Full colour palette to set branding colours for fonts and backgrounds in
 - Practice default email signature
 - All emails sent from BankLink Practice
- Added **Date** and **Time** to the merge fields
- Extra options have been added to the toolbar. You can:
 - Delete selected text
 - Undo typing

Custom Documents

- Can create custom documents to:
 - Produce at client level from Favourites either by itself or with other custom documents and/or reports
 - Include with Scheduled Reporting at System level
 - Include with Scheduled Reporting on a client by client basis

Reports

- Coding Optimisation Report available from the System Reports shows how transactions have been coded within the client files
- List Payees
 - Can produce in name order or number order
 - Can rule a line between payees

- Report Header/Footer changes
 - Header can appear on first page only
 - First page header can be different from remaining pages
 - Footer can appear on the last page only
 - Last page footer can be different from previous pages

Coding

- Use **Find and Replace** to recode transactions from one code to another

Chart Mapping

- Convert a client file from one set of chart of account codes to another

BankLink Books

- Choose whether to allow Books clients to edit memorisations
- Desktop shortcut is added automatically when BankLink Books is installed

Superfund Processing

- New SuperCorp Supermate Super fund BankLink Interface
- MYOB Superfund **renamed to SuperCorp Superfund**
- New RewardSuper Interface
- New ProSuper Interface
- **BGL Bulk Extract (by request)**
- Praemium Bulk Extract (by request)

Interfaces

- MYOB Accounting
 - A new import allows transactions to be imported using the General Journal import

GST

- Rate 16.443 has been added to the Fuel Tax worksheet

What's New in BankLink Practice 2009?

Clients Page

- When New Accounts are received in the download a **New Accounts Exist** link is displayed - click the link to go to the Setup New Accounts window where you can attach the accounts to client files
- Two new filter options - **Coded Clients** and **Uncoded Clients**, and GST due **This Month, Next Month, 2 Months or More** and **Not Applicable** - to help you display only those clients you want to work on
- **Search** feature added to the Clients Page - just type part of the client name or code to quickly find the client you're looking for
- Click **Show Available Institutions** to go to the BankLink website where you can view the latest list of Financial Institutions supplying statement information through The BankLink Service
- Choose the date range to display in the **Processing Status** column

Clients

- Import contact detail updates for all or a selection of clients

Practice Details

- Add a practice-wide email signature that appears on emails sent from BankLink Practice

Task Tracking

- Set up automatic task creation for any or all of the following - Print, email or fax a Coding Report, Export a BankLink Notes file, Export a Web file, Check Out a client file, Check in a client file, Generate Scheduled Reports, Send a Query Email
- Two new actions included in the list - **Sending a Query Email**, and **Checking In a client file**
- New options to automatically close BankLink Notes and Web file export tasks when the files are imported, and automatically close Check Out tasks when the files are checked in
- Set individual reminder dates for the actions so that, for example, you can allow longer for the return of a checked out file, than a reply to a query email
- In the Clients Page, you can select a group of clients and:
 - Add a task to all of them at once
 - Report on **Open Tasks** for all those selected

Memorisations

- Add Job codes to memorisations to include transactions coded by memorisation in the Coding by Job report
- Add **Applies From** and **Applies To** dates to existing and new memorisations
- Copy the details of an existing memorisation to a new memorisation

GST

- When overriding GST you can select **No Rate** from the drop down list
- New option to add a rule to T1: PAYG Instalment Income in the PAYG Instalment section of the BAS
- The GST Reconciliation report can now show the GST payable/receivable monthly, two monthly, quarterly, six monthly or annually, defaulting to the GST Period in the client's GST Set Up

Historical entries

- Date field now editable after entries are posted
- Import historical transactions from a .csv file

Unpresented Items

- New ways to add amounts to unpresented items - cheques, withdrawals and deposits - double click the amount cell, or right click and select from menu

Journals

- Add multiple, separate journals to any date
- **GST Total** for journal now shown on-screen
- New **Clear** button to clear all the lines in a journal
- **Next Day** option for reversing and standing Cash and Accrual journals
- Review the journal list for each journal type in the new **Journal Entries Screen**
- Add **Notes** to journals in the Journal Entries Screen
- Set and clear transfer flags in the Journal Entries Screen

Budgets

- Find chart codes by using:
 - The Chart lookup button
 - The vertical scroll bar - move the scroll bar up or down until the chart code you want appears on the right hand side - release the mouse to move the record with the displayed code to the top of the **Budget** window
- New Clear functionality - clear a row, or a column
- Use Unit Price and Quantity to calculate budget amounts
- Hide unused codes in the budget window, or display all
- Advanced chart code sort for MYOB Accountants Enterprise clients now applied in the **Budget** window

Reports

- Suppress the printing of practice headers and footers for selected users
- Add GIF or JPG files to report headers and footers
- Coding Report
 - Option to rule a line between columns
 - New Custom style lets you choose columns, order, and orientation; save and load the layout to other client files
- New option in the Ledger Report to display and configure Superfund details
 - You can choose the columns, order, and orientation as well as save and load the layout to other superfund client files
- Option to display Unit Price and Quantity in the Cash Flow - 12 Months Budget report
- New Profit and Loss report - 12 Months Budget
- In both the Custom Cash Flow and Profit and Loss reports:
 - Select which bank accounts to include
 - Report at divisional level or overall
- In the Custom Cash Flow, Custom Profit and Loss and Balance Sheet reports choose whether to include non-posting chart code titles
 - Use Detailed or Summarised to show the values in the report either at sub-account or title level

- Option in the Coding by Jobs report to display just Net values or GST and Gross as well
- List Memorisations report - choose which accounts to display memorisations for
- Produce List Journal reports for specific journal types
- List Client Report Options report has a new column, Destinations, indicating how Scheduled Reports are delivered - for example, Printer, Fax, Email, BankLink Notes, etc

Graphs

- Last Year comparison added to Trading Results graph

Scheduled Reporting

- When generating scheduled reports there are two new sort options - by Group or by Client Type
- Microsoft Excel (.xls) has been added to the list of formats you can use when emailing Coding Reports
- Send files as attachments from Scheduled Reporting - for example spreadsheets for recording cash transactions

Transfer flags

- New option under Other Functions, Housekeeping to set the transfer flags for all transactions, including journals, in a period

Superfund Processing

- New interface to IRESS Xplan
- Practices using the latest version of Supercorp Supervisor II can now import quantity and GST information from BankLink Practice

Exporting Charges

- Set Practice Management System
- New Maintain File and Cost Codes option independent of the Export Charges routine
- Option to set a fixed dollar amount for each charge
- Option to mark a client as No Charge, either in the export wizard, or via System, Maintain Bank Accounts
- New List Charges report showing edited file and cost codes alongside the original BankLink charges

Users

- Option to display the practice logo when restricted users open files in BankLink Practice
- Option to suppress the printing of practice headers and footers on reports for selected users

Client Details for BankLink Books clients

- Books users now see the Basic chart by default
- Choose whether to allow Books clients to:
 - Unlock entries and clear transfer flags
 - Edit the chart of accounts
 - Produce Cash Flow, Profit & Loss, Trial Balance and Balance Sheet reports

BankLink Notes

- Jobs are now available to export with clients' BankLink Notes files
- Tax Invoice check box now available on each line of a dissection

What's New in BankLink Practice 2008?

September 2008

Superfund processing:

- Set up both accounting and superfund systems at practice level
 - Choose accounting or superfund defaults when setting up client files
- Auto-calculate Franking Credits when adding superfund details to transactions
- Add superfund details to memorisations
- Apply master memorisations to a specific superfund or accounting system
- Include superfund fields in BankLink Notes files
- Transfer multiple accounts for a client when interfacing to Desktop Super, MYOB Superfund and Supercorp SuperVisor II
- New interface to Class Super (Super-IP)

March 2008

Clients page

- Processing status indicator showing whether new data is available for each client file
- **Group** and **Client Type** fields, which you assign to clients and use to sort and filter the Clients page
- Filter the Clients page to show or exclude **archived** client files
- New link on the Clients page to **Download new data**

Home Page

- Processing status indicator showing whether new data is available for the client file

Downloading data

- New option to automatically retrieve new transactions when a client file is opened

Job Costing

- Create **Jobs** and assign them to transactions in the Code Entries Screen, Dissections, Journals, Historic and Manual Data Entry
- Report on Jobs via the Custom Cash Flow or Custom Profit and Loss
- Summarised and Detailed **Job Coding reports**

Budgets

- **Total column** at the left of the month columns in the Budget worksheet showing annual budget entered

Journals

- When creating Standing journals, specify how many months the journals recur for

Reporting

- **Report Header/Footer** functionality extended to cover more report types - Ledger, GST, Listings, Bank Reconciliations, Payee Spending Reports, Exception Reports, System Reports and Graphs
- Report **styles** functionality introduced so you can customise the look of your reports with images, fonts and colours
- New System Reports listing **Groups** and **Client Types**

Scheduled Reporting

- Extended MAPI support under File, Preferences for System users to ensure smooth processing of emailed reports and files from Scheduled Reporting
- Enter multiple email addresses in the CC field to send copies of reports or files

Interfaces

- HandiLedger - divisional charts now supported in BankLink Practice

Archiving client files

- Option to **archive** (and reinstate) client files, either via System/Maintain Clients or Other Functions/Client Details/ Administration

Client Files

- New option to **Adopt** a BankLink Books Secure client file that has come from another practice, allowing you to make any admin changes necessary

BankLink Notes

- Quantity field now included in Transaction List and Transaction List with Notes reports
- Option to rule a line between entries
- New **Send to Accountant** button

What's New in BankLink Practice 2007?

Clients page

- Clients page always displayed when starting BankLink Practice
 - Shows processing status for each client file, indicating whether the months in view are uncoded, coded, finalised or transferred
- Use the Clients page filter to display the files you need to see
 - Produce a report based on the current view of the Clients page
- Open client files directly from the list in the Clients page by double-clicking

Home page

- See the client's processing status at a glance in the Home page when you open a client file
 - Shows processing status for each bank account, journal and GST period
- Use the quick links from the Home page to perform common tasks
- Access the code entries screen, journals, BAS directly from the Home page

Reporting

- Create a list of Favourite Reports which you run regularly for a client
 - View report setup and last run details
 - Generate some or all of the reports listed in one easy process
- Profit and Loss - new option to include Percentage of Income column

Code Entries Screen

- Split dissections by fixed amounts and percentages
 - Dissection pop-up hint now shows percentages where applicable
- Bank account balance displayed in the Status bar
- Use the Query functionality to send clients their uncoded entries in plain text emails

Support for four decimal places

- Enter up to 4 decimal places in quantities, percentage fields and GST rates in BankLink Practice, Books and Notes
 - New percent column in dissections, journals, memorisations and payees
- Specify, via System Options, the number of decimal places to extract to your main accounting system - from 0 to 4

View Statements & Download Documents

- Restrict access to statement and download documents by setting a password

New Accounting System Interfaces

- BGL Simple Ledger
- Desktop Super

Export Charges

- New charges interface to MYOB Accountants Office
- New charges interface to HandiSoft Time and Billing
- Increase charges by a percentage, a fixed amount, or both, before individual adjustment
 - Override adjusted charges where necessary
- Use the Search feature in charges grid to quickly locate clients
- Manage your file and cost codes as part of the export process