



## ***BankLink Notes Guide***

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## **Chapter 1: Start Here!**

Your accountant requires information about your business in order to process your accounts and produce a BAS/GST return.

In the past your accountant may have faxed or posted a BankLink Coding Report to you. After adding a description to each transaction in the Coding Report you would return it to your accountant.

This process can now be completed via email using BankLink Notes.

Your accountant sends an email with a transaction file attached. Opening this file displays your transactions in BankLink Notes. You add descriptions (Notes) to the transactions which enable your accountant to code them.

Alternatively, your accountant may provide you with a chart of accounts or payee list so that you can code your own transactions.

When you have processed all the transactions, you email the file back to your accountant.

If you're reading this on-line you'll already have installed the software, but if you're reading a printed Guide, your next step is to read Installing BankLink Notes.

This Guide was last updated on 19 March, 2009.

## Installing BankLink Notes

To be able to work on the files your accountant sends you, you first need to install BankLink Notes. The BankLink wizard will guide you through this very simple process.

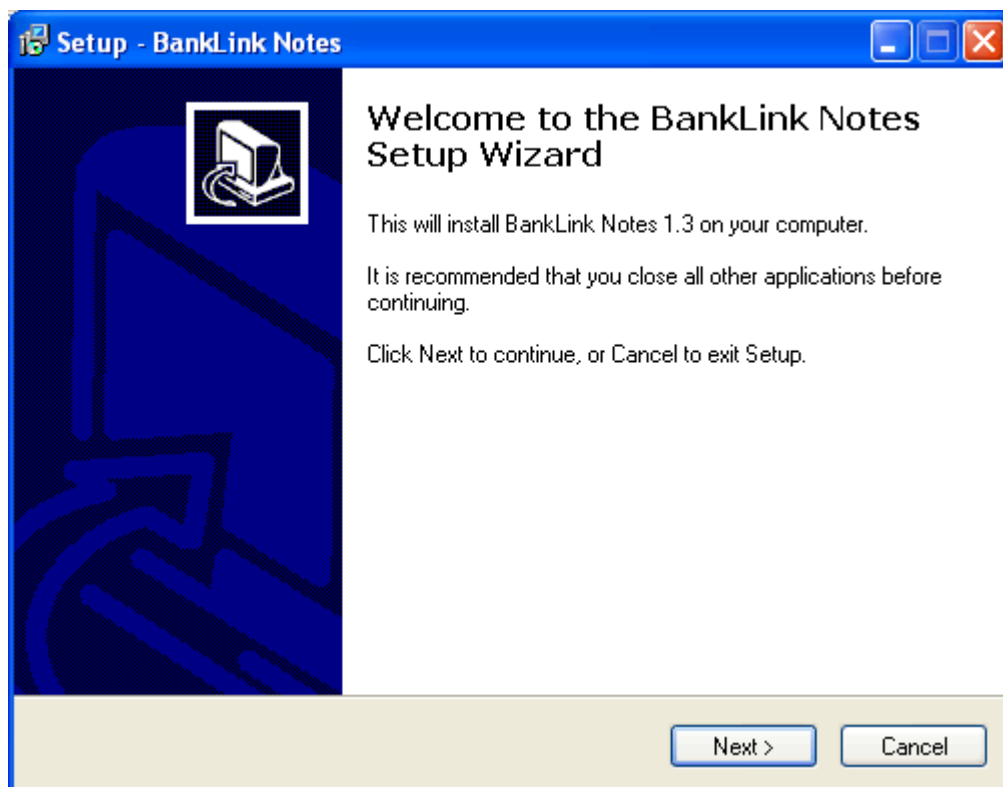
### Hardware and Software Requirements

BankLink Notes is a Windows application and will run on any stand-alone PC with a 32-bit Windows Operating System, e.g. Windows 98, 2000 or XP. The PC must also be able to send and receive emails.

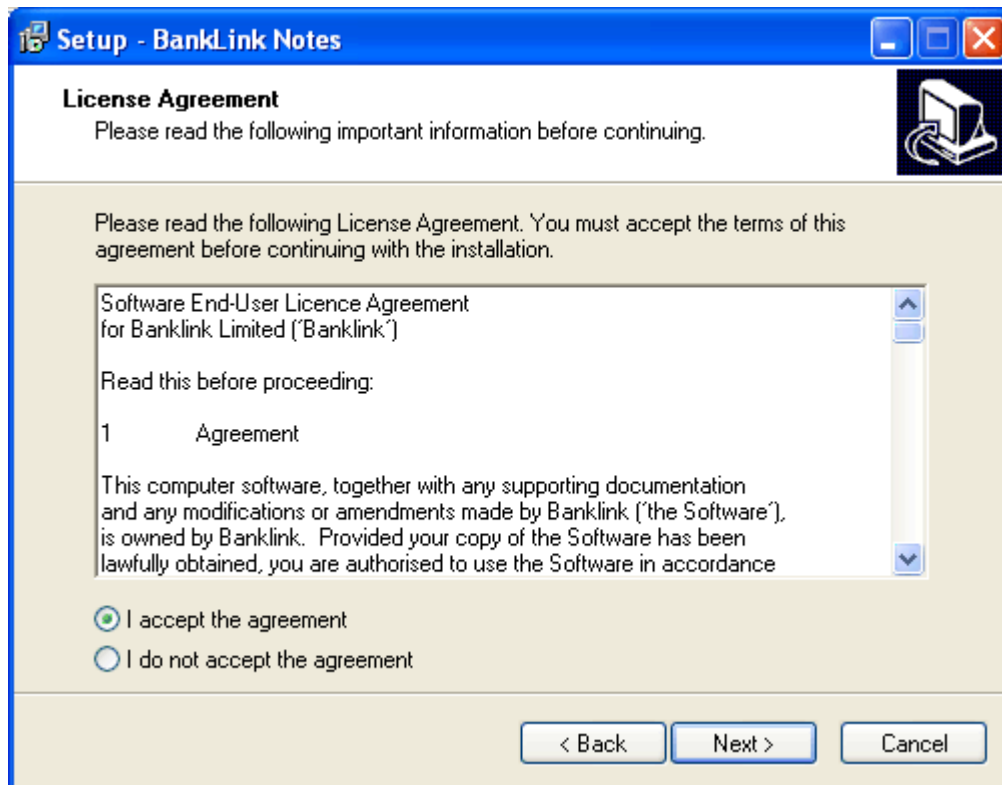
### To install BankLink Notes

- 1 Close all applications currently running on your PC
- 2 Double-click **setupnotes.exe**

You see the **BankLink Notes Setup Wizard**



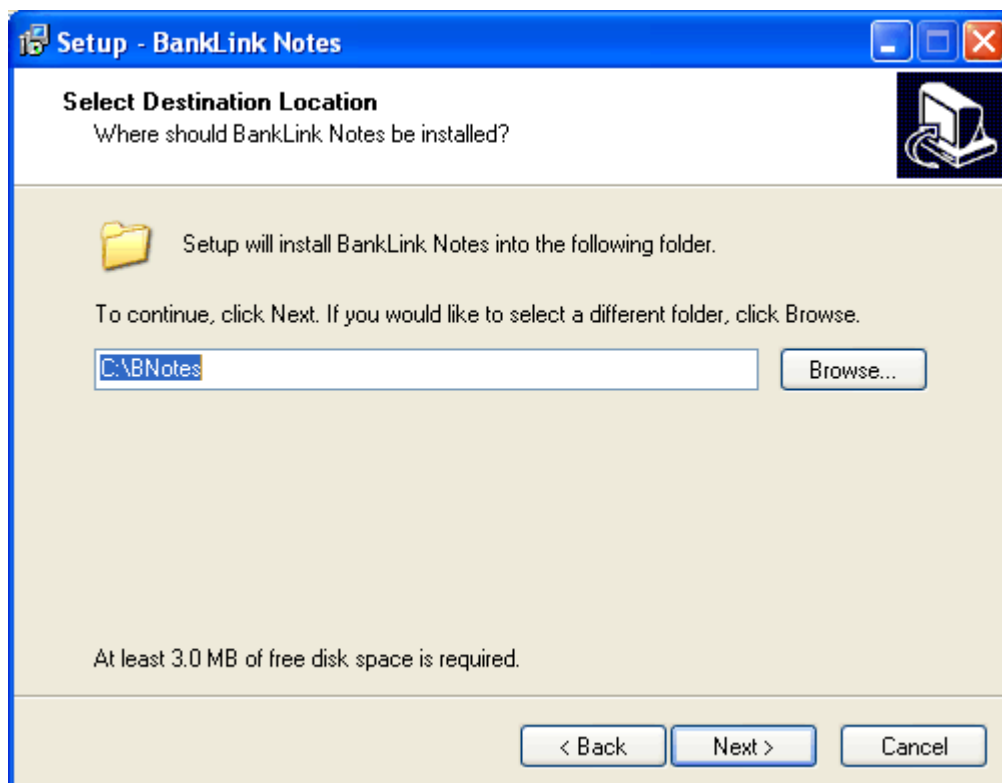
- 3 Read the recommendation and then click **Next**  
You see the **License Agreement** window



4 Click to select **I accept the agreement**

5 Click **Next**

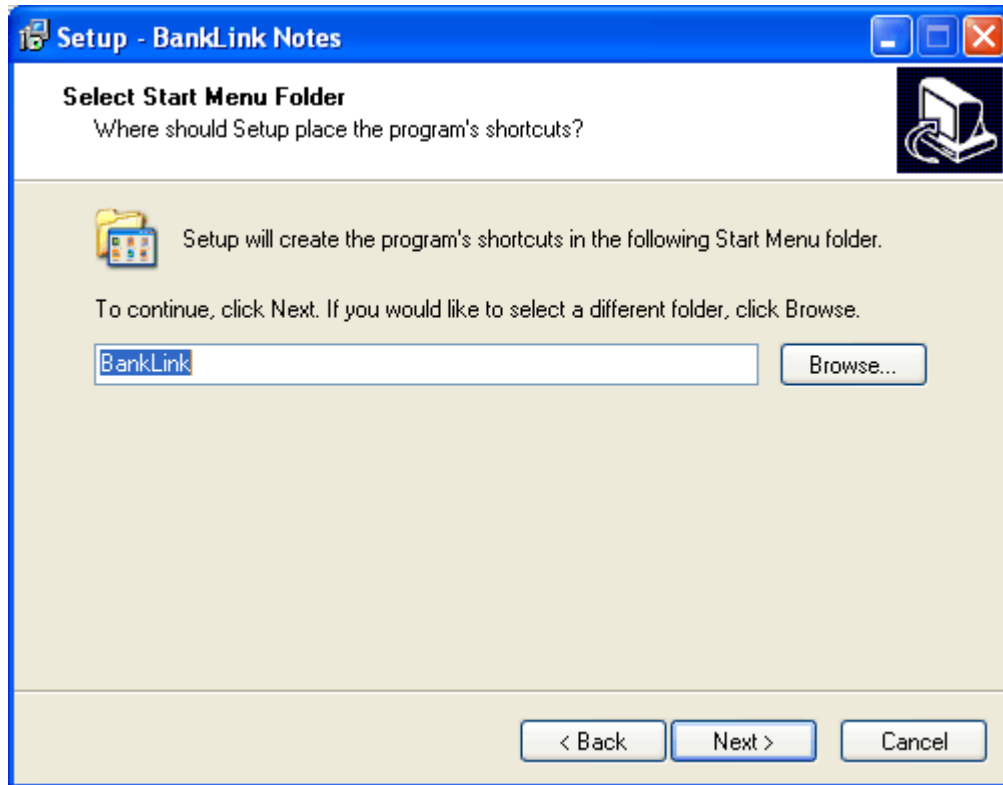
You see the **Select Destination Location** window



6 The destination directory defaults to **C:\BNotes** &ndash; you can click **Browse** to change the drive and folder if required

7 Click **Next**

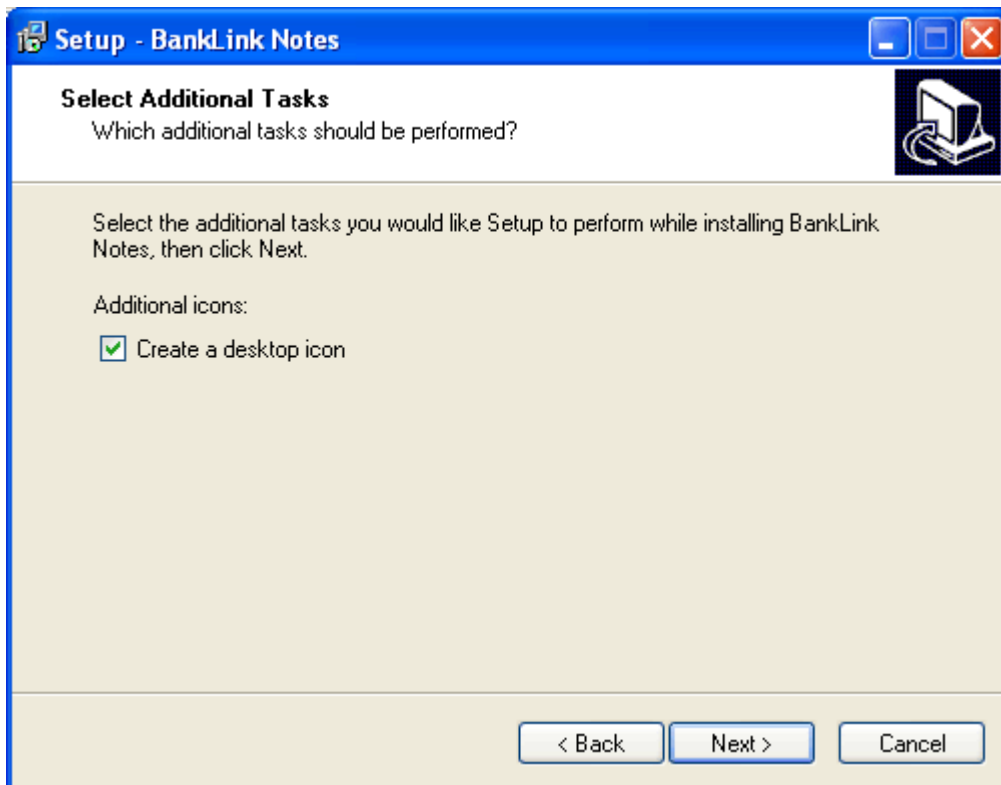
You see the **Select Start Menu Folder** window



8 The Setup Wizard creates the BankLink Notes program's shortcuts in the **BankLink Start Menu** folder &ndash; you can change this if required

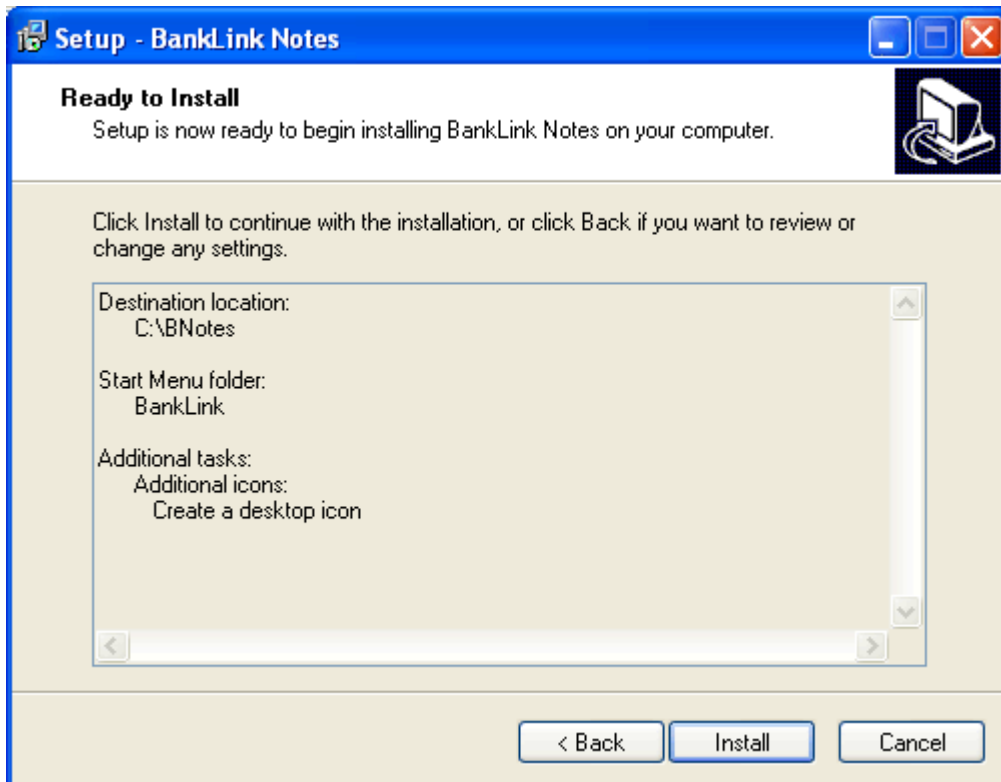
9 Click **Next**

You see the **Select Additional Tasks** window - the **Create a desktop icon** check box is enabled by default



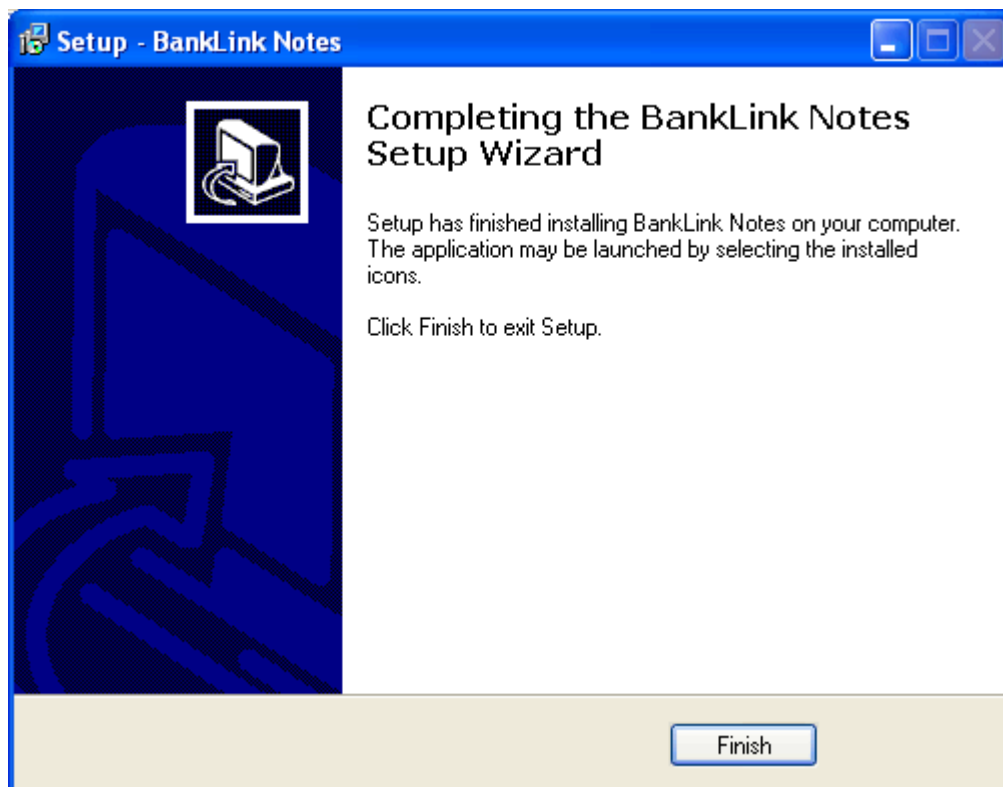
**10** Click **Next**

You see the **Ready to Install** window with a summary of the actions that will be carried out



**11** Click **Install** to complete the installation process

The Setup Wizard installs the software and then displays a message telling you that the installation is complete



12 Click **Finish** to exit the Setup Wizard

## ***Chapter 2: BankLink Notes Basics***

When you start adding notes or coding, there are a few things you need to know about how BankLink Notes works.

See the topics listed below to learn about:

- Opening files
- Viewing Bank Accounts
- Sorting Transactions
- Changing Column Widths and Column Order
- The Transaction Panel

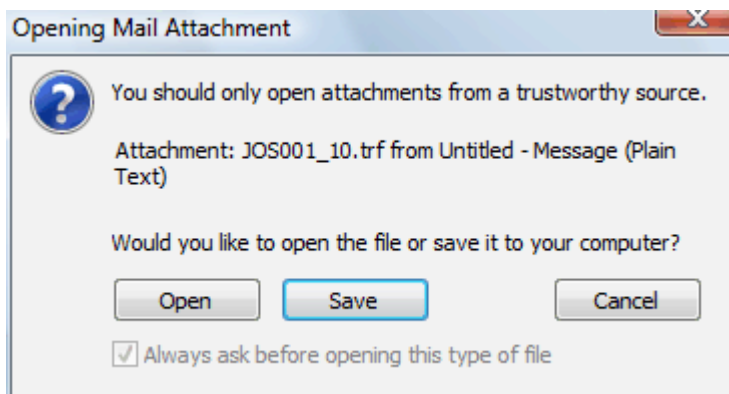
## Opening Files

There are two ways to open a transaction file.

### To open a transaction file from an email message

- 1 Double-click on the email attachment, for example, **HAMILTON\_10.trf**

You see the **Opening Mail Attachment** window

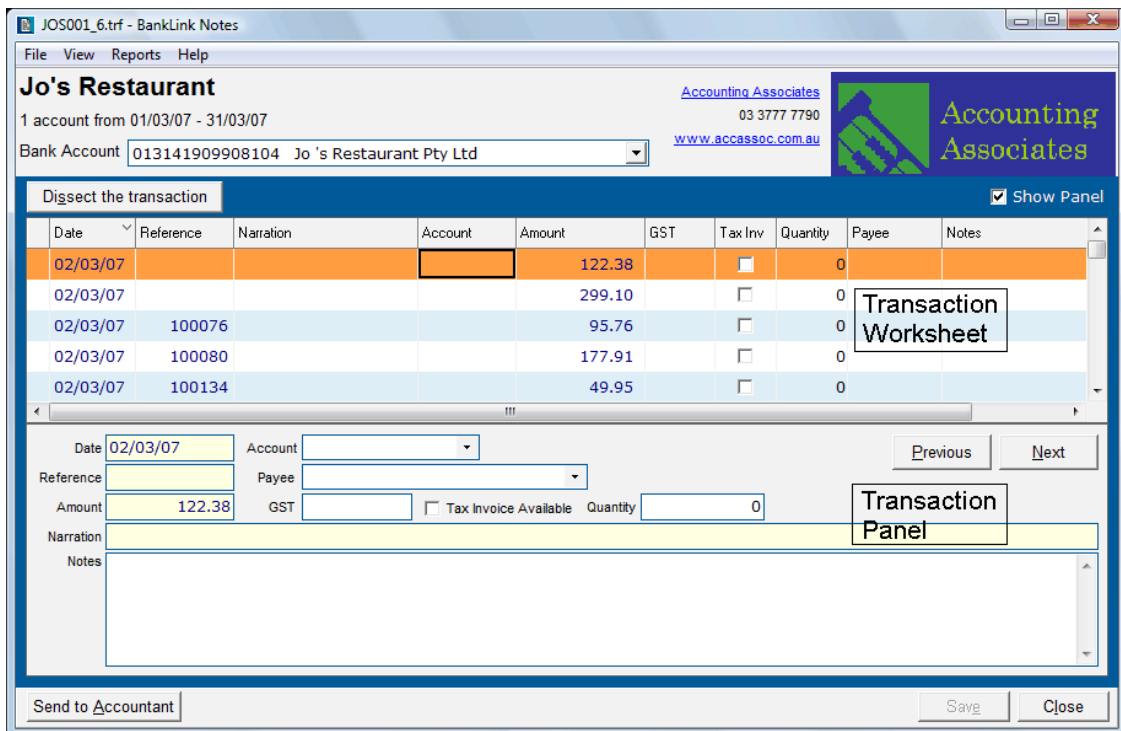


- 2 Click **Open**

BankLink Notes opens automatically, displaying your transactions

### To open a saved transaction file

- 1 Save the email attachment to a folder
- 2 Double-click the **BankLink Notes** icon on your desktop to open the application  
BankLink Notes opens
- 3 Click **File, Open**  
BankLink Notes displays the **Open BankLink Notes file** window
- 4 Browse to the folder you saved the email attachment to and click to select it
- 5 Click **Open**  
BankLink Notes displays your data



Each transaction is displayed on a separate row in the **Transaction Worksheet**. The selected transaction is highlighted in colour with a bold border indicating the active field.

The **Transaction Panel** provides an alternative view of the selected transaction.

The first column contains an icon beside the second transaction dated 9/12/05 for \$1,200.00. This indicates that your accountant has coded this transaction, i.e. 380 - in the Account field.

## **Viewing Bank Accounts**

You can view only one bank account at a time in BankLink Notes. If you have more than one bank account, process the transactions in your first account and then select another account.

### **To view another bank account**

- 1** Click **Bank Account**
  - 2** Select a bank account from the drop down list
- BankLink Notes displays the transactions for the bank account you have selected

## Sorting transactions

By default, transactions are sorted in date order. Your transactions can also be sorted in Reference, Narration, Account or Amount order. The mouse pointer changes to a hand symbol when it is placed over a column header you can sort on. The sort order is indicated by a down arrow symbol in the upper right hand corner of the column header - the example below shows that the file is sorted in **Date** order.

Date	Reference	Narration	Account	Amount
------	-----------	-----------	---------	--------

### To sort transactions:

- Click one of the column headings in the **Transaction Worksheet**:
  - **Date** to sort the transactions in date order
  - **Reference** to sort the transactions in cheque number order
  - **Account** to sort the transactions in account code order
  - **Amount** to sort the transactions by amount
  - **Narration** to sort the transaction alphabetically by narration

## ***Changing column widths and column order***

You can change the column widths and column order in the Transaction Worksheet.

### **To change the column widths in the Transaction Worksheet:**

- 1** Position the mouse pointer on the line separating the column headings  
The pointer is transformed to indicate that the column width can be changed
- 2** Drag the cursor right to increase the column width or drag the cursor left to decrease the column width

### **To change the column order in the Transaction Worksheet**

- 1** Hold down the **Shift** key and click on a column heading to select the column  
The column header changes colour
- 2** Position the mouse pointer on the selected column heading and drag the column to its new position



Changes made to the column widths or column order are not remembered when the transaction file is saved.

## Viewing the Transaction Panel

The **Transaction Panel** at the bottom of the window offers you an alternative view of the transaction highlighted in the Transaction Worksheet.

The screenshot shows a software interface for viewing transaction details. It includes the following elements:

- Date:** 02/03/07
- Account:** A dropdown menu.
- Reference:** A text input field.
- Payee:** A dropdown menu.
- Amount:** 122.38
- GST:** A text input field.
- Tax Invoice Available:** A checkbox that is currently unchecked.
- Quantity:** 0
- Buttons:** 'Previous' and 'Next' buttons are located in the top right corner.
- Transaction Panel:** A large yellow-highlighted area on the right side of the form, containing a 'Narration' section and a 'Notes' section (the latter is currently empty).

You can add notes or code transactions from either the **Transaction Worksheet** or the **Transaction Panel**.

### To show the Transaction Panel:

- Enable the **Show Panel** check box or
- Click **View, Transaction Panel**



## Chapter 3: Processing Transactions

Your accountant will let you know how to process your transactions in BankLink Notes. Your accountant may decide the best approach is for you to add notes about the transactions, enabling them to code. Alternatively, they may provide you with a chart of accounts or payee list so that you can code your own transactions.

Your accountant can configure BankLink Notes to appear as follows:

### BankLink Notes - all fields available

The screenshot shows the 'BankLink Notes' window for 'Jo's Restaurant'. The window title is 'JOS001\_12.trf - BankLink Notes'. The menu bar includes 'File', 'View', 'Reports', and 'Help'. The header area displays 'Jo's Restaurant' and 'Accounting Associates' with contact information: '1 account from 01/03/07 - 31/03/07', '03 3777 7790', and 'www.accassoc.com.au'. The 'Bank Account' is '013141909908104 Jo's Restaurant Pty Ltd'. Below the header are tabs for 'Dissect the transaction', 'Unpresented Cheques', 'Unpresented Withdrawal', and 'Unpresented Deposit', with a 'Show Panel' checkbox checked. A table lists transactions with columns: Date, Reference, Narration, Account, Amount, GST, Tax Inv, Quantity, Payee, and Notes. The first transaction is dated 02/03/07 with reference 110050 and amount 5.00, and has an icon in the Date column. The second transaction is dated 02/03/07 with reference 100076 and amount 122.38, and has an icon in the Reference column. Below the table are input fields for Date (02/03/07), Reference, Amount (122.38), GST, Tax Invoice Available (checkbox), and Quantity (0). There are also fields for Account, Payee, Narration, and Notes. At the bottom are buttons for 'Send to Accountant', 'Save', and 'Close'.

Date	Reference	Narration	Account	Amount	GST	Tax Inv	Quantity	Payee	Notes
02/03/07	110050		309	5.00		<input type="checkbox"/>	0		
02/03/07				122.38		<input type="checkbox"/>	0		
02/03/07				299.10		<input type="checkbox"/>	0		
02/03/07	100076			95.76		<input type="checkbox"/>	0		
02/03/07	100080			177.91		<input type="checkbox"/>	0		



The first column contains an icon beside the first transaction listed. This indicates that your accountant has coded this transaction, that is 309 has been entered in the Account field.

**BankLink Notes - restricted to the Notes field**

Accounting Associates  
03 3777 7790  
www.accassoc.com.au

Accounting Associates

Jo's Restaurant  
1 account from 01/03/07 - 31/03/07  
Bank Account 013141909908104 Jo 's Restaurant Pty Ltd

Dissect the transaction  Show Panel

Date	Reference	Narration	Amount	Notes
02/03/07			122.38	
02/03/07			299.10	
02/03/07	100076		95.76	
02/03/07	100080		177.91	
02/03/07	100134		49.95	
03/03/07	100086		157.75	

Date: 02/03/07  
Reference:  
Amount: 122.38  
Narration:  
Notes:

Send to Accountant Save Close

See the topics listed below to find out more about:

- Adding Notes
- GST Amount, Tax Invoice indicator and Quantity
- Dissecting Transactions
- Coding
- Coding by Payees
- Assigning jobs to transactions
- Editing Superfund details
- Adding unrepresented items
- Deleting unrepresented items

## **Adding Notes**

The information your accountant needs is:

- What a transaction is for
- Who the payment is to/from

This information can be added to the **Notes** field.

### **To add Notes via the Transaction Worksheet:**

- 1 Click in the **Notes** field
- 2 Enter the information your accountant has requested

### **To repeat Notes from the previous transaction in the Transaction Worksheet:**

- In the Notes field, press the **+** key on the numeric keypad  
BankLink Notes repeats the Notes in the previous transaction and moves to the next transaction line

### **To copy and paste Notes:**

- 1 Right click the **Notes** field you want to copy and select **Copy (Ctrl+C)**
- 2 Right click the **Notes** field you want to copy the Notes to and select **Paste (Ctrl+V)**

### **To add notes via the Transaction Panel:**

- 1 Click in the **Notes** field
- 2 Enter the information your accountant has requested
- 3 Click **Next** to move to the next transaction

## ***Adding GST Amount, Tax Invoice indicator and Quantity***

Your accountant may also want to know:

- What the GST amount is
- Whether you have a tax invoice
- How many items did you buy/sell

All this information can be added to the **Notes** field but it may be helpful to your accountant if you use the designated fields.

### **To add GST Amounts:**

- 1 Click in the **GST** field
- 2 Enter the GST amount

BankLink Notes can calculate a GST amount based on the GST rate:

- Type the GST rate in the GST field and press the % key

### **To advise your accountant that you have Tax Invoices:**

- 1 Click in the **Tax Inv** field
- 2 Click again to enable the **Tax Inv** check box

The Tax Invoice check box is available at transaction level, and also in dissections. This means that if you are dissecting a credit card payment for example, you can indicate for each line of the dissection whether there is a tax invoice available.

### **To add Quantities:**

- 1 Click in the **Quantity** field
- 2 Enter the number of items you bought/sold

## Dissecting transactions

Sometimes a transaction can relate to multiple goods or services.

In the following example cheque number 100080 was for new tyres and fuel:

The screenshot shows the 'BankLink Notes' window for 'Jo's Restaurant'. The window title is 'JOS001\_7.trf - BankLink Notes'. The menu bar includes 'File', 'View', 'Reports', and 'Help'. The header area displays 'Jo's Restaurant' and 'Accounting Associates' with contact information: '03 3777 7790' and 'www.accassoc.com.au'. Below this, it shows '1 account from 01/03/07 - 31/03/07' and a 'Bank Account' dropdown set to '013141909908104 Jo's Restaurant Pty Ltd'. A 'Dissect the transaction' button is active, and a 'Show Panel' checkbox is checked. A table lists transactions with columns for Date, Reference, Narration, Amount, and Notes. The transaction with reference 100080 is highlighted in orange. Below the table, a form displays the details for the selected transaction: Date (02/03/07), Reference (100080), Amount (177.91), Narration (empty), and Notes (Liam's Garage - 2 new tyres \$120 and petrol \$57.91). Navigation buttons 'Previous' and 'Next' are visible. At the bottom, there are buttons for 'Send to Accountant', 'Save', and 'Close'.

Date	Reference	Narration	Amount	Notes
02/03/07	100080		177.91	Liam's Garage - 2 new tyres \$120 and petrol \$57.91
02/03/07	100134		49.95	
03/03/07	100086		157.75	
03/03/07	100090		1,116.86	
03/03/07	100093		38.48	
04/03/07	100088		1,146.14	

Dissected Transaction Details:

Date: 02/03/07  
 Reference: 100080  
 Amount: 177.91  
 Narration:   
 Notes: Liam's Garage - 2 new tyres \$120 and petrol \$57.91

All this information can be added to the Notes field but it may be helpful to your accountant if you dissect the transaction.

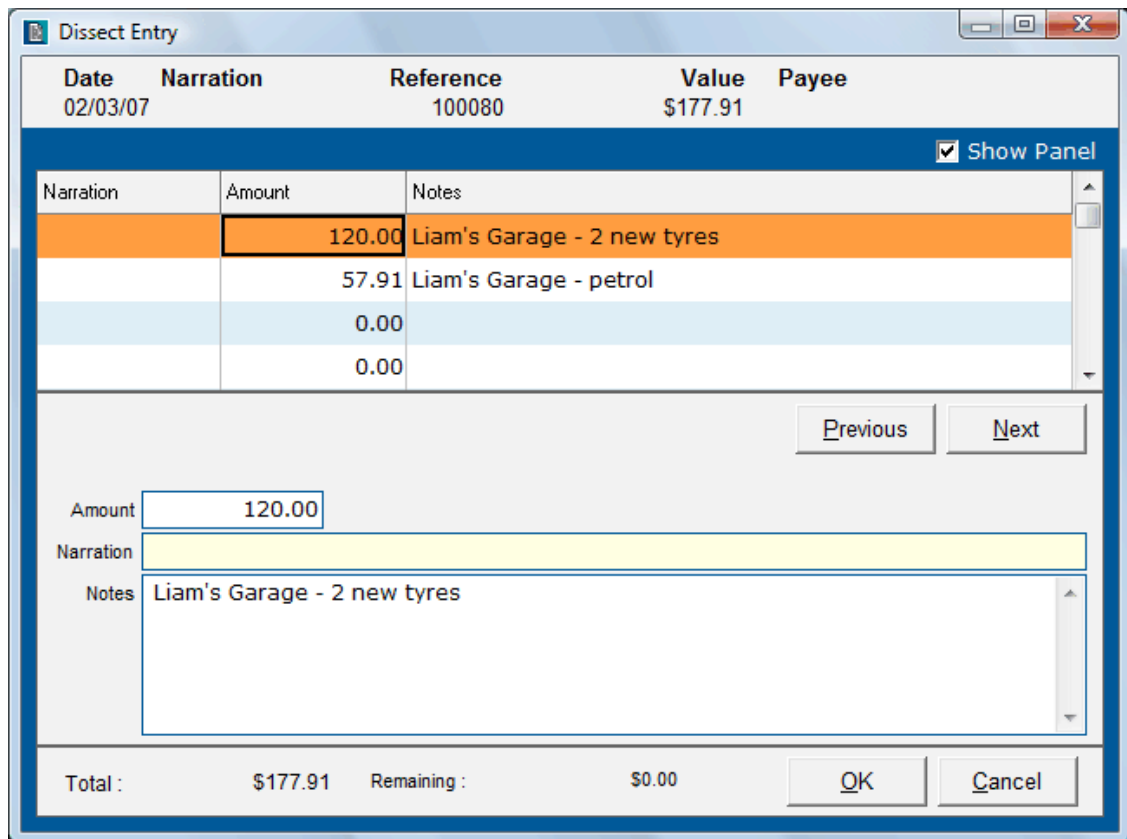
### To dissect transactions:

- 1 Click in an active field of the transaction you want to dissect, for example, Notes
- 2 Click **Dissect the transaction**



If you click in the **Account**, **GST**, **Payee** or **Job** fields you can press / to display the **Dissect Entry** window

BankLink Notes displays the **Dissect Entry** window



- 3 Type an amount and press **Enter**
- 4 Type a description of the first good/service, e.g. tyres, and press **Enter**
- 5 Type an amount and press **Enter**
- 6 Type a description of the second good/service, e.g. fuel, and press **Enter**
- 7 Continue to add information about the transaction as required
- 8 Click **OK**

BankLink Notes displays the main window showing all transactions



This symbol  appears in the **Amount** field when a transaction is dissected



If the **Account** field is visible the word **DISSECTED** will appear



In the **Dissect Entry** window

- **Ctrl+Delete** deletes a line
- When the **Amount** field is highlighted, press the = key to bring in the remaining value
- Bring a percentage of the total transaction value into the **Amount** field by typing a percent and then pressing the % key

If you have incorrectly dissected a transaction you may want to remove the dissection and start again.

**To remove a dissection:**

- 1** In the main screen, click in the **Account** field of the dissected transaction
- 2** Press **Delete**  
BankLink Notes displays the **Remove Dissection** window and asks you to confirm that you want to remove all of the dissection lines for the entry
- 3** Click **Yes** to remove the dissection




Dissections created by your accountant can only be removed by the practice

## Coding

Your accountant may have provided a chart of accounts in order for you to code your own transactions.

### To code via the Transaction Worksheet:

- 1 Click in the **Account** field
- 2 Type an account code, or click  to select a code from the drop down list (**F4**)


### To repeat the account code from the previous transaction in the Transaction Worksheet:

- In the **Account** field, press the **+** key on the numeric keypad  
BankLink Notes repeats the account code in the previous transaction and moves to the next transaction line

### To copy and paste an account code:

- 1 Right click the **Account** field you want to copy from and select **Copy (Ctrl+C)**
- 2 Right click the **Account** field you want to copy the code to and select **Paste (Ctrl+V)**


### To code via the Transaction Panel:

- 1 Click in the **Account** field
- 2 Type an account code, or click  to select a code from the drop down list (**F4**)
- 3 Click **Next** to move to the next transaction



GST is calculated automatically by BankLink Notes - only amend the GST amount if you have a tax invoice showing a different value

### To dissect and then code a transaction:

- 1 Click in the **Account** field of the transaction you want to dissect
- 2 Click **Dissect the transaction**  
BankLink Notes displays the **Dissect Entry** window
- 3 Type an account code, or click  to select a code from the drop down list (**F4**)
- 4 Type an amount and press **Enter**
- 5 Continue to add account codes and amounts until the transaction is dissected as required
- 6 Click **OK**  
BankLink Notes displays the main screen showing all transactions


## Coding by Payee

Your accountant may have supplied you with a list of payees that you can use to code transactions.

A typical payee list may include:

- Common expense codes
- Account code splits, for example, Home telephone
- Your regular suppliers
- The names of your staff members to whom you pay wages and so on

### To code by payees via the Transaction Worksheet:

- 1 Click in the **Payee** field
- 2 Enter a payee name or number, or click  to select a payee from the drop down list (**F4**)


### To repeat the payee code from the previous transaction in the Transaction Worksheet:

- In the **Payee** field, press the **+** key on the numeric keypad  
BankLink Notes repeats the payee code in the previous transaction and moves to the next transaction line

### To copy and paste a payee code:

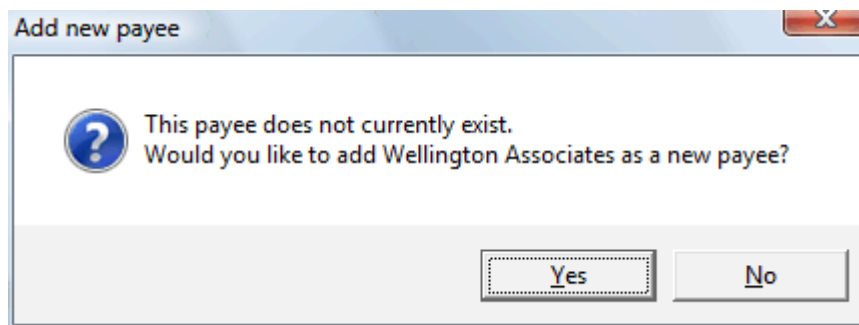
- 1 Right click the **Payee** field you want to copy from and select **Copy (Ctrl+C)**
- 2 Right click the **Payee** field you want to copy the code to and select **Paste (Ctrl+V)**

### To code by payee via the Transaction Panel:

- 1 Click in the **Payee** field
- 2 Enter a payee name or number, or click  to select a payee from the drop down list (**F4**)
- 3 Click **Next** to move to the next transaction

### To add a new Payee:

- 1 Type a new payee name into the **Payee** field and press **Enter**  
BankLink Notes displays the **Add new payee** window




- 2 Click **Yes** to confirm that you want to add the payee  
Your accountant will link the appropriate account codes to this payee for use in future months

## Assigning jobs to transactions

Your accountant may have supplied you with a list of jobs that you can assign to transactions.

### To assign a job via the Transaction Worksheet:

- 1 Click in the **Job** field
- 2 Enter a job name or code, or click  to select a job from the drop down list (**F4**)


### To repeat the job code from the previous transaction in the Transaction Worksheet:

- In the **Job** field, press the **+** key on the numeric keypad  
BankLink Notes repeats the job code in the previous transaction and moves to the next transaction field

### To copy and paste a job code:

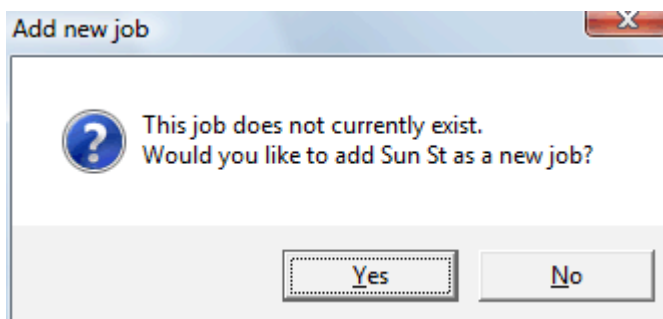
- 1 Right click the **Job** field you want to copy from and select **Copy (Ctrl+C)**
- 2 Right click the **Job** field you want to copy the code to and select **Paste (Ctrl+V)**

### To assign a job via the Transaction Panel:

- 1 Click in the **Job** field
- 2 Enter a job name or code, or click  to select a payee from the drop down list (**F4**)
- 3 Click **Next** to move to the next transaction

### To add a new Job:

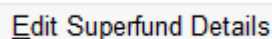
- 1 Type a new job name into the **Job** field and press **Enter**  
BankLink Notes displays the **Add new job** window



- 2 Click **Yes** to confirm that you want to add the job  
Your accountant will set the job code up so that it can be included in your subsequent Notes files

## Editing Superfund details

If your accountant has set up your BankLink Notes file so that you can provide more information about Superfund transactions you will see the **Edit Superfund Details** button:



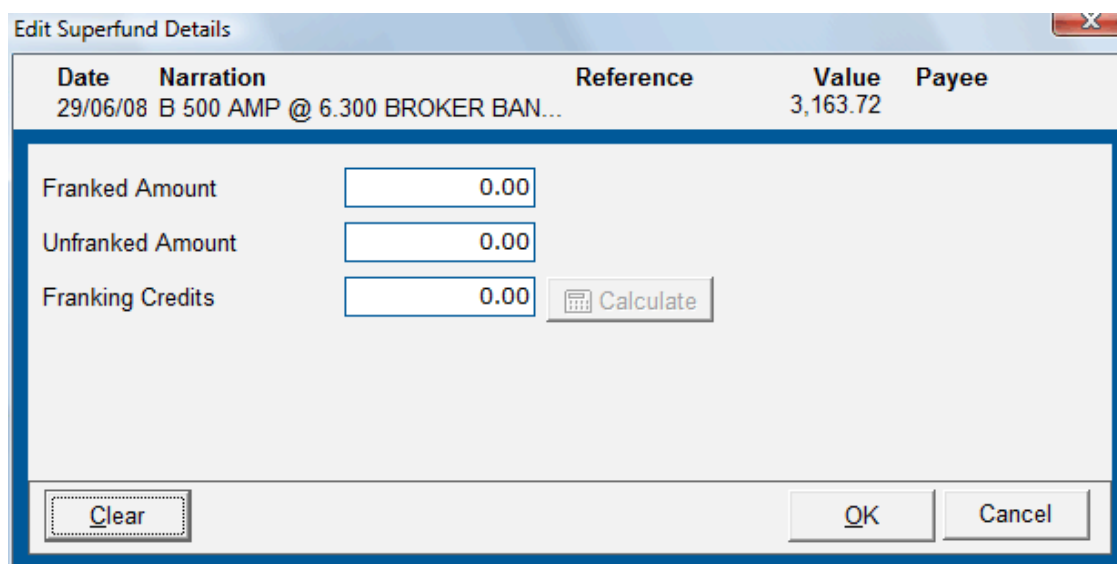
The Superfund details that you can enter for a transaction include:

- Franked Amount
- Unfranked Amount, and
- Franking Credits

### To edit superfund details:

- 1 Click to select the transaction you want to add **superfund details** to
- 2 Click **Edit Superfund Details**

BankLink Notes displays the **Edit Superfund Details** window



Date	Narration	Reference	Value	Payee
29/06/08	B 500 AMP @ 6.300 BROKER BAN...		3,163.72	Payee

Franked Amount:

Unfranked Amount:

Franking Credits:

- 3 Enter the **Franked Amount**

BankLink Notes calculates the **Unfranked Amount** and **Franking Credits** for you

- 4 Click **OK**

BankLink Notes displays the transaction with an **S** in the first column to show that superfund details have been added

	Date	Reference	Narration
s	06/04/08		Col First State DD090000403927



You can change the **Franking Credits** amount if necessary - BankLink Notes adds an orange highlight to the field to show that the calculated amount has been overwritten



If you have entered an incorrect **Franking Credits** amount, click **Calculate** to restore the amount calculated by BankLink Notes



If you have added incorrect amounts, you can click **Clear** to remove all values from the **Edit Superfund Details** window and start again

You can add superfund details to the lines of a dissection.

### To add superfund details to a dissected transaction:

- 1 Click in the **Account** field of the transaction you want to dissect
- 2 Click **Dissect the transaction**  
BankLink Notes displays the **Dissect Entry** window
- 3 Type an **Account** code, or click  to select a code from the drop down list (**F4**)
- 4 Type an **Amount** and press **Enter**
- 5 Click **Edit Superfund Details**  
BankLink Notes displays the **Edit Superfund Details** window
- 6 Enter the **Franked Amount**  
BankLink Notes calculates the **Unfranked Amount** and **Franking Credits** for you
- 7 Click **OK**
- 8 Continue to add account codes, amounts and superfund details until the transaction is dissected as required
- 9 Click **OK**  
BankLink Notes displays the transaction with an **S** in the first column to show that superfund details have been added

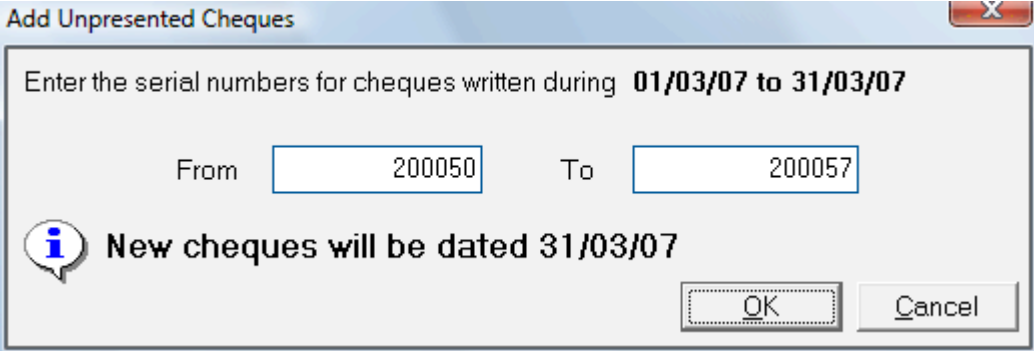
## Adding unrepresented items

The transactions processed so far have all been presented at the bank. Your accountant may ask you to add unrepresented cheques, withdrawals and deposits in BankLink Notes. Once you've added unrepresented items you can use chart of accounts codes, payees, jobs or just notes to provide information about the transaction to your accountant.

### To add unrepresented cheques:

- 1 Click **Unrepresented Cheques**


BankLink Notes displays the **Add Unrepresented Cheques** window



- 2 Type the first cheque number of the range in the **From** field
- 3 Type the last cheque number of the range in the **To** field
- 4 Click **OK**

BankLink Notes compares the cheque numbers that you have entered with the presented cheques in the same period. Any cheque numbers in the range you entered, which are not found in the presented transactions, will be added as unrepresented cheques on the last day of the current period, for example, 31/12/05.

- 5 Click **Yes** to add the unrepresented cheques

 The unrepresented cheques are added with a zero value, that is, 0.00. Red text is used to highlight that an amount must be added.

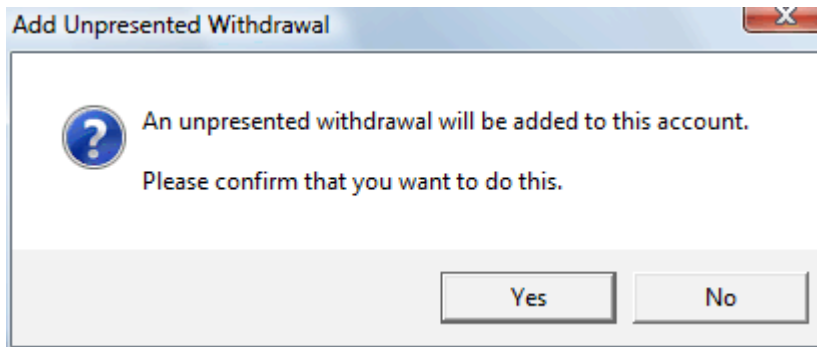
### To add amounts to unrepresented cheques:

- 1 Click in the **Amount** field of an unrepresented cheque
- 2 Enter the cheque amount
- 3 Press **Enter**
- 4 Repeat the above process until you have assigned amounts to all unrepresented cheques


### To add an unrepresented withdrawal:

- 1 Click **Unrepresented Withdrawal**

BankLink Notes displays the **Add Unrepresented Withdrawal** confirmation window



- 2 Click **Yes** to add an unpresented withdrawal

 The unpresented withdrawal is added with a zero value, that is, 0.00. Red text is used to highlight that an amount must be added.

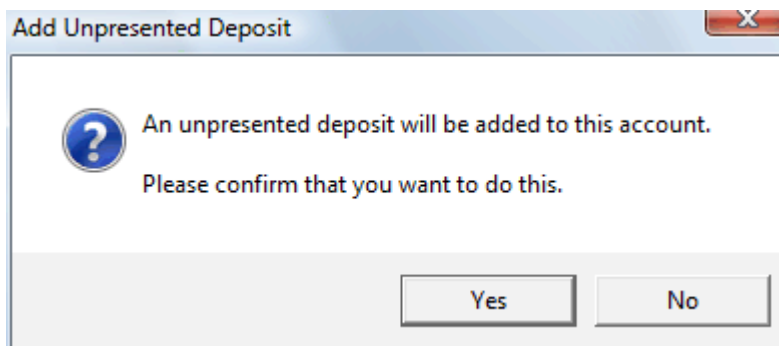
### To add an amount to an unpresented withdrawal:

- 1 Click in the **Amount** field of the unpresented withdrawal
- 2 Enter the withdrawal amount
- 3 Press **Enter**


### To add an unpresented deposit:

- 1 Click **Unpresented Deposit**

BankLink Notes displays the **Add Unpresented Deposit** confirmation window



- 2 Click **Yes** to add an unpresented deposit

 The unpresented deposit is added with a zero value, that is, 0.00. Red text is used to highlight that an amount must be added.

### To add an amount to an unpresented deposit:

- 1 Click in the **Amount** field of the unpresented deposit
- 2 Enter the deposit amount
- 3 Press **Enter**

## *Deleting unrepresented items*

You can delete unrepresented items that you've added in error.

### To delete unrepresented items:

- 1 Click to select the unrepresented item you want to delete
- 2 Hold down the **Ctrl** key and press **Delete (Ctrl+Delete)**
- 3 If you have added an amount to the unrepresented item, BankLink Notes displays the **Delete Entry** window
- 4 Click **Yes** to delete the unrepresented item



You can't delete any unrepresented items sent to you by your accountant as part of the BankLink Notes file - you should contact the practice if the items need to be changed or removed.

## Chapter 4: Returning files to your accountant

When you have processed all your bank account data you are ready to return the transaction file to your accountant.



Some initial set up is required to email from within BankLink Notes. See **Chapter 6: Administration**.

### Emailing files to your accountant

#### To email a transaction file to your accountant:

- 1 Click **Send to Accountant**  
BankLink Notes displays a message informing you that the transaction file must be saved prior to being sent
- 2 Click **OK**  
BankLink Notes displays the **Save BankLink Notes file** window
- 3 Click **Save** to save the file with its existing name to the BankLink Notes folder  
BankLink Notes displays the **Send Mail** window with the Notes file attached:
- 4 Enter your accountant's email address in the **To** field
- 5 Click in the **Subject** field and enter a subject if required
- 6 Click **Attach Another File** to include another file with the email - for example a document or spreadsheet
- 7 You can click in the **Message** field and type a message to your accountant
- 8 Click **Send**  
A message appears to confirm that the message has been sent.

If you are having difficulty setting up BankLink Notes to send emails from within the software there is another method which you can use.

First, you save the transaction file to a folder on your PC and then attach it to an email.

#### To save your transaction file:

- 1 Click **Save**  
BankLink Notes displays the **Save BankLink Notes file** window
- 2 BankLink Notes saves the file by default to the folder where the Notes software is installed, with the existing file name - you can change this if required
- 3 Click **Save**
- 4 Now open your mail program and send the transaction file as an email attachment



## Chapter 5: Reports

You can produce the following reports from BankLink Notes:

- Transaction list
- Transaction list including the notes you have added
- Chart of accounts (if your accountant sends a chart)
- Payee list (if your accountant sends a payee list)

The reports cover only the data included in the file you have open when you produce the report.

See **Producing reports** and **Print Setup Options** for further information.

## Producing reports

### To produce a report:

1 Click **Reports** and choose one of the following:

- Chart of Accounts
- Payee List
- Transaction List
- Transaction List with Notes

If you choose Transaction List, or Transaction List with Notes, BankLink Notes displays the **Report Options** window

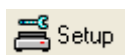
2 Enable the checkbox if you want to **Rule a line between entries**

3 Click **OK**

BankLink Notes previews the report to screen

### Toolbar Options

When you preview a report you can use the toolbar at the top of the window to perform the following actions:



Setup

To take you to the **Print Setup** window



Print

To print the report using your default printer



Width

To display the report 'full width' on screen



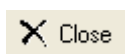
Full Page

To display the report 'full page' on screen



124%

To alter the 'percentage size' of the report on screen



Close

To close the report



To view the first page of the document



To view the previous page of the document



To view the next page of the document



To view the last page of the document

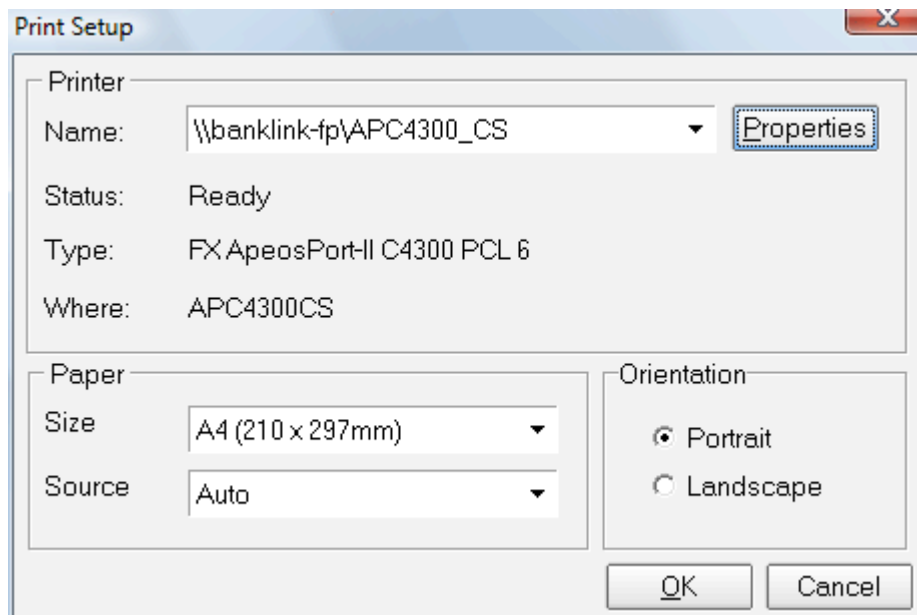
## Print Setup Options

When you preview a report, you can change your print options.


### To change your print options:

- Click the **Setup** button on the toolbar

You see the **Print Setup** window:




### To select a different printer:

- 1 Click  in the **Name** field
- 2 Select a printer from the drop down list
- 3 Click **OK**


### To change the properties of your printer:

- 1 Click **Properties**
- 2 Change your printer's properties as required
- 3 Click **OK**

### To select the paper size:

- 1 Click  in the **Size** field
- 2 Select the paper size from the drop down list
- 3 Click **OK**

**To select the paper source:**

- 1 Click  in the **Source** field
- 2 Select the paper source from the drop down list
- 3 Click **OK**

**To select the orientation:**

- 1 Click one of the options in the **Orientation** field:
  - **Portrait**
  - **Landscape**
- 2 Click **OK**

## ***Chapter 6: Administration***

This chapter covers:

- Emailing from within BankLink Notes
- Password protecting a transaction file
- Saving files and abandoning changes
- Getting Help
- Updating BankLink Notes

## **Emailing from BankLink Notes**

You can email directly from BankLink Notes once you have set up your email attributes (mail settings).

### **To set up mail settings for Microsoft® Outlook:**

- 1** Click **Send to Accountant**  
BankLink Notes displays the **Send Mail** window
- 2** Click **Settings**  
BankLink Notes displays the **Mail Settings** window
- 3** Select **Microsoft® Outlook**
- 4** Click **OK**

### **To set up mail settings for all other mail programs:**

- 1** Click **Send to Accountant**  
BankLink Notes displays the **Send Mail** window
- 2** Click **Settings**  
BankLink Notes displays the **Mail Settings** window
- 3** Select **Use this application** if you use any other mail program, e.g. Outlook® Express, Netscape mail etc  
BankLink Notes displays the **User Information** and **Server Information** panels
- 4** Click in the **Name** field and enter your name
- 5** Click in the **E-mail address** field and enter your email address
- 6** Click in the **Outgoing mail (SMTP)** field and enter the address of your Internet Mail SMTP Server
- 7** Change the entries in the **Port** and **Connect Timeout** fields if required
- 8** Enable the **My server requires authentication** check box if your mail server requires you to enter a user name to log in
  - Click in the **Account name** field and enter the account name used when logging in to your mail program
  - Click in the **Password** field and type the password used when logging in to your mail program
- 9** Click **OK**

Usually one Internet account name and password will log you into both the Internet and your mail server. Only in rare cases is an additional account name required to log in to your mail server.

### **Password protecting a transaction file**

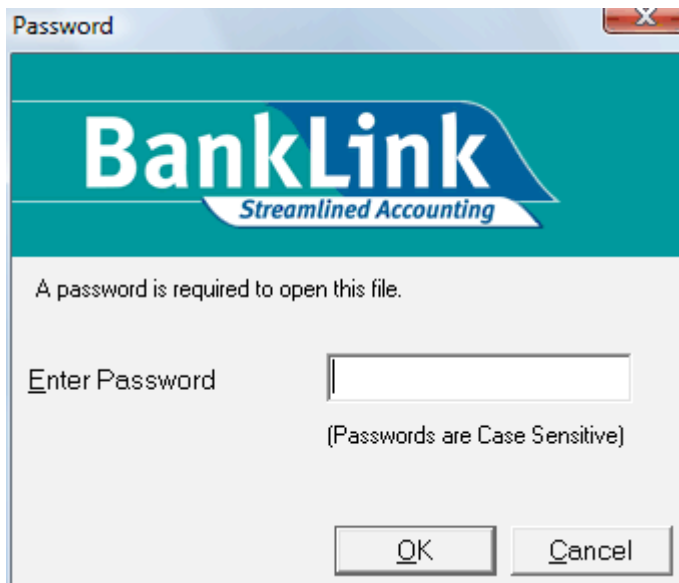
You can password protect BankLink Notes transaction files, ensuring that only you and your accountant can view your bank statements.

Your accountant can add an initial password prior to e-mailing your transaction file. Ideally your accountant will have consulted you first!

#### **To open a password protected file:**

- 1 Open your file, either from the email attachment or from within the BankLink Notes software

BankLink Notes displays the **Password** window:



- 2 Enter your password
- 3 Click **OK**

#### **To add or change your password:**

- 1 Click **File, Password**
- 2 Enter your new password
- 3 Click **OK**

## Saving files and abandoning changes

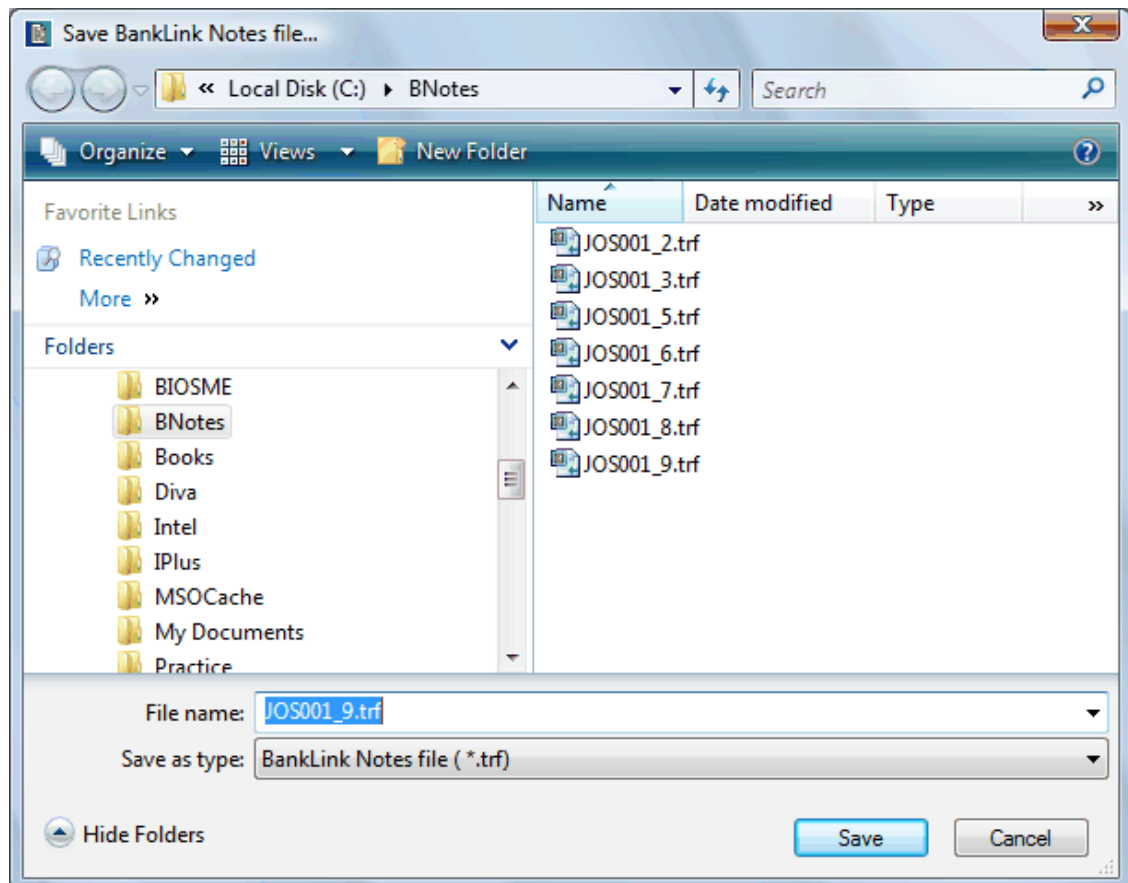
You can save BankLink Notes files or choose to abandon any changes you have made.

### Saving files

To save the transaction file in a location and with a name of your choice:

- 1 Click **File, Save as**

BankLink Notes displays the **Save BankLink Notes file** window



- 2 Choose a location and change the file name if required, for example **C:\BNotes\MYFILE\_1.trf**

- 3 Click **Save**

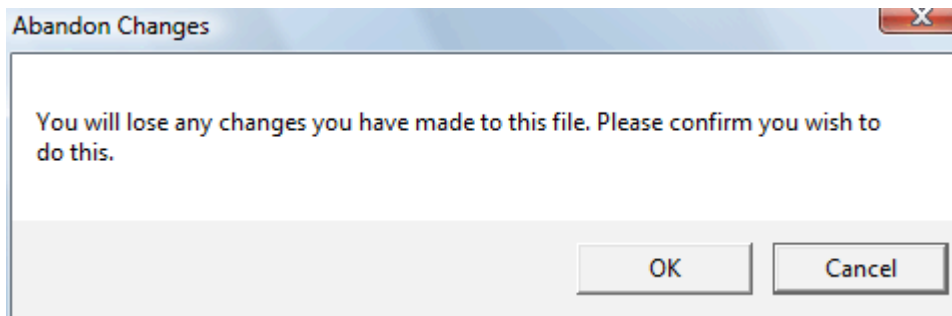
BankLink Notes saves the file

### **Abandoning changes**

If you have been working on a file and realise that the changes you have made are incorrect, you may want to close the file without saving anything and then reopen it to start again from scratch.

#### **To abandon all changes made on a transaction file since it was last saved:**

- 1 Click **File, Abandon Changes**



- 2 Click **OK** to confirm that you don't want save your changes  
BankLink Notes closes the file without saving any changes you have made

## **Getting Help**

The Help menu is where you can access full on-line help.

### **To view on-line help:**

- Click **Help, BankLink Notes Help** or press **F1**

You can view the program and system information via this menu, that is, the BankLink Notes version number and its location on your PC. Your accountant may also have included practice contact details with your BankLink Notes file - they are displayed along with the program and system information.

### **To access the Windows Calculator:**

- Click **Help, Windows Calculator**

### **To view program and system information:**

- Click **Help, About BankLink Notes**

If you are sending emails from within BankLink Notes using an email program other than Microsoft Outlook, the software records the sent items in an email log, accessible from the Help menu.

## Updating BankLink Notes

From time to time your accountant will ask you to upgrade your version of BankLink Notes.

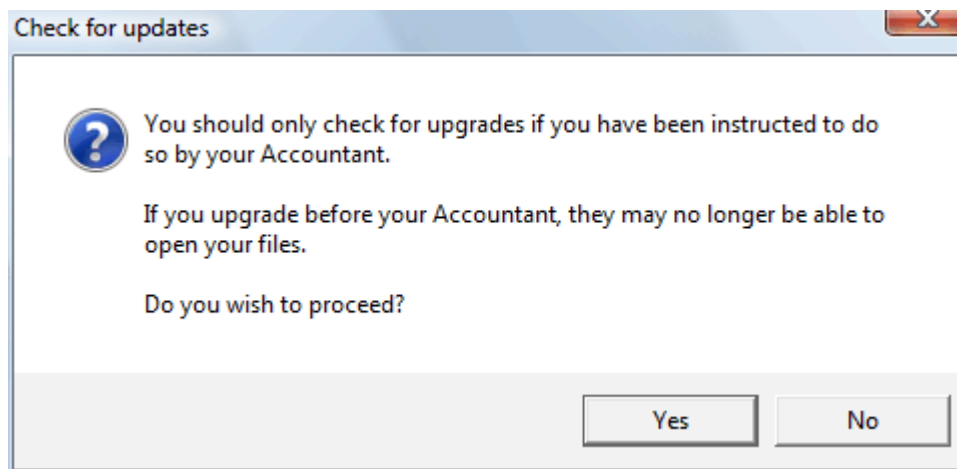
You need to be using the correct version of BankLink Notes to be able to read the files your accountant sends you.

You can upgrade from within the software.

### To upgrade BankLink Notes:

- 1 Open a BankLink Notes file
- 2 Click **Help, Check for Updates**

BankLink Notes displays the **Check for Updates** confirmation window



- 3 Click **Yes** (only if your accountant has requested you to do this)  
BankLink Notes compares your software to the files available for download and displays progress in the **BankLink Notes Update** window - BankLink Notes lists any updates found and displays the **Download Now** button
- 4 Click the check box to select an update
- 5 Click **Download Now** and follow the prompts to update your software