Acclipse Web Manager

BankLink has developed an interface with Acclipse Web Manager. This interface allows your clients to code their bank statement transactions and view reports in a web environment.

This information supports the interface between BankLink Practice 5.5 or later, and Acclipse Web Manager.

There are three aspects to the interface between BankLink Practice and Acclipse Web Manager:

- Exporting transactions from BankLink Practice
- Importing transactions into BankLink Practice
- Sending reports from BankLink Practice to Acclipse Web Manager

If you experience a problem interfacing BankLink Practice with Acclipse Web Manager please contact BankLink Support and advise the contents of the **Web Export Format** field in the **Maintain Accounting System** window. To view this window, click **Other Functions, Accounting System**.

You can set Acclipse Web Manager as the default web export format, so that BankLink Practice automatically enters the details for all new client files.

To set Acclipse Web Manager as the practice default format for web exports:

1. In BankLink Practice, click **System, Practice Details**

   BankLink Practice displays the **Practice Details** window

2. Click on the **Accounting System** tab
3. Click in the **Web Export Format** field and select **Acclipse Web Manager**
4. Click **OK**

To set Acclipse Web Manager as the web export format for a single client:

1. In BankLink Practice, open the required client file
2. Click **Other Functions, Accounting System**

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

3. Click in the **Web Export Format** field and select **Acclipse Web Manager**
4. Click **OK**

Once a transaction file is exported from BankLink Practice, Web Manager is used to:

5. Upload this exported file or report from your computer to the Secure Area on the Acclipse Web Manager server

6 Allow your clients to code their transactions using the Acclipse Web Manager web browser, or to view reports posted there

7 Download the coded transactions from the Secure Area on the Acclipse Web Manager server to your computer, ready to be imported into BankLink Practice

Acclipse Web Manager can notify the manager of a particular file when it is ready for download, but you need to assign the BankLink Practice client file to that person and ensure that the practice contact details as seen by the client contain the correct name and email address.

To include a Manager's Name and E-mail in an Acclipse Web Manager file:

1 In BankLink Practice, open the client file

2 Click **Other Functions**, **Client Details** and select the **Administration** tab

3 Click the **Assigned To** field and select the manager's name from the drop down list of BankLink Practice Users

4 BankLink Practice exports the User name and associated email address to the Acclipse Web Manager file as the Manager's Name and Manager's E-mail

If the file is not assigned to a staff member there will be no Manager's Name or Manager's E-mail in the Acclipse Web Manager file so no-one will be notified when the file is ready for download.

The **Practice contact details as seen by this client** field in the BankLink Practice client file determine the contact details to be displayed in Acclipse Web Manager. See Chapter A5 - Creating client files and attaching bank accounts for further information.

If you require any further documentation or support on the above steps, please contact Acclipse (www.acclipse.com).

Exporting transactions from BankLink Practice for Acclipse Web Manager

You usually export Acclipse Web Manager transaction files as part of the **Scheduled Reports** function. However, the files can also be exported as required for each client. This topic covers the individual export option.

To export to file:

1 Open the required client file

2 Click **Other Functions, Export Acclipse Web Manager File**

BankLink Practice displays the **Export Acclipse Web Manager File** window

3 Click in the **From** field to enter a start date, and click in the **To** field to enter an end date - you can use the **Previous**, **Next** and **Calendar** buttons to help you

4 Click in the **Include** field and change **All Entries** to **Uncoded Only** if you would like to export just the uncoded transactions - leave as **All Entries** if you would like to export all transactions for the period

5 Disable the **Include a Chart of Accounts** check box if you do **not** want the chart of accounts from the client's BankLink Practice file incorporated in the Web File - if the chart of accounts is disabled, the client can see but not edit the Account field in the Web File

6 Disable the **Include a Payee List** check box if you do **not** want the BankLink Practice payee list incorporated in the Web File

7 Disable the **Account** check box if you do **not** want your client to see the Account column in their Web File - you can only disable the **Account** check box if you do not include a chart of accounts with the Web File

8 Disable the **GST** check box if you do **not** want your client to see the GST column in their Web File - if you disable this check box, it is a good idea to clearly instruct the client to add any GST information to their description in the Note column (such as any GST free or partial GST transactions)

9 Disable the **Tax Invoice** check box if you do **not** want your client to tick a box in Acclipse Web Manager to advise they have a tax invoice

10 Disable the **Quantity** check box if you do **not** want your client to enter quantities

11 Click in the **Choose a Secure Area** field and select a secure area on the Web Manager server where the exported transactions will be stored.

12 BankLink Practice populates the Filename field using the following format by default: <datapath>/files/<clientcode>_<sequence_number>.bkx, for example:

F:\acclipse data files \Files\CLNTCODE_1.bkx. The number following the underscore increases every time a transaction file is exported.

Using the default filename means that you will be prompted to import the file when opening the client, once the client has completed coding and the file has been saved to the Acclipse import folder.

13 By default, BankLink Practice includes all bank accounts with entries in the specified date range - to generate the file for specific accounts

- Click the **Advanced** tab
- Click **Clear all** to de-select all accounts
- Select an account by enabling the check box next to it
- Click **Select All** to select all accounts and restore the default

14 Click **OK**

BankLink Practice displays the **Information** window to confirm the number of entries you have exported

15 Click **OK**

Importing transactions from Acclipse Web Manager into BankLink Practice

Once a transaction file is exported from BankLink Practice, Acclipse Web Manager is used to:

1 Upload this exported file from your computer to the Secure Area on the Acclipse Web Manager server

2 Allow your clients to code their transactions using the Acclipse Web Manager web browser

3 Download the coded transactions from the Secure Area on the Acclipse Web Manager server to your computer, ready to be imported into BankLink Practice.

To import a web file:

1 In BankLink Practice, open the required client file

BankLink Practice checks the Acclipse import folder and if the next import .bko file for the client exists, gives you the option to import the file

You will only receive the prompt if the file is exported with the default filename - If you use a different name BankLink Practice will not recognise the file and you will need to click **Other Functions, Import Acclipse Web Manager File** and **Browse** to find it.

2 Click **Yes** to import the file

BankLink Practice displays **Import Acclipse Web Manager File** window

3 BankLink Practice enables the **Automatically transfer the following information into the Narration field for each entry** check box - if you disable it, no information is updated to the narration fields of the transactions and the original narrations are retained

4 Select from:

- **Notes**
  Descriptions that your clients type in the note field in Web Manager are automatically placed in the note panel for each transaction in BankLink Practice on import - selecting Notes also places a copy of the note that your client has typed directly into the Narration field of the transaction

- **Payee name**
  This automatically updates the payee name of a transaction to the narration field on import - if payees are not used, this response is the same as leaving the Narration field in BankLink Practice blank

- **Payee name and Notes**
  This places both the payee name and note in the Narration field

5 If the **Narration** field already contains some text, select from:

- **Replace it**
  This replaces any existing narration on import with either the payee name or note, depending on what you have selected to be imported into the Narration field

- **Append it**
  This adds either the payee name or note on to the end of the existing narration separated with a colon (:), depending on what you have selected to be imported into the Narration field on import

- **Do nothing**
  This retains any existing narration on import and any payee name or note will be ignored on import - the notes are still imported into the Notes panel

6 Enable the **Show examples** check box to see how the **Narration** field is affected by the options you select

7 BankLink Practice populates the **Filename** field by default: <datapath>/BankLink/<clientcode>_<sequence_number>.bko, for example:

F:\acclipse data files\BankLink\CLNTCODE_1.bko

8 Click **OK**

BankLink Practice displays the **Verify Results** window

9 Click one of:

- **Yes** to import the transaction file

- **No** to cancel the import

10 If you click **Yes**, BankLink Practice displays a message confirming that the import has been successful - click **OK**

Rejected transactions

There are rare circumstances when transactions are rejected during the import process. If this happens the **Verify Results** window contains extra information indicating the number of rejected transactions.

You can click the **View** button to see the rejected transaction(s) displayed in Notepad. Contact BankLink Support for more assistance with rejected transactions.

Sending reports from BankLink Practice to Acclipse Web Manager

You can produce reports from BankLink Practice to upload to your Acclipse Web Manager secure area, where your clients can access them. Reports available for upload can be selected from the Reports or Graphs menus - the reports are saved as .PDF documents.

To save a report to an Acclipse Web Manager file:

1. Click the **File** button in the setup window of the report you have chosen

   BankLink Practice displays the **Save Report to File** window

2. Click in the **Format** field and select **Acclipse Web Manager**

   BankLink Practice expands the **Save Report to File** window to include the **Title**, **Description**, **Secure Area** and **Category** fields which are relevant only to Acclipse Web Manager

3. Click in the **Save Report To** field if you want to change the name of the file
4. Click in the **Title** field to change the title of the report
5. Click in the **Description** field to enter a description of the report
6. Click in the **Secure Area** field to select the Secure Area you will upload the report to
7. Click in the **Category** field to choose the category for the report in the Secure Area
8. Click **OK**
9. If BankLink Practice prompts you to overwrite the existing file, click **Yes**

   BankLink Practice asks you if you want to view the file

10. Click **Yes** if you want to see it now, or **No** to return to BankLink Practice

    The report is now ready to be uploaded to Acclipse Web Manager using the WebXOffice Secure Area Manager

For more information on reporting in BankLink Practice see Chapter 13 Producing Reports.