

Business Products Interface

You can extract uncoded BankLink Practice data to OFX (versions 1 & 2) or QIF files for import into your clients' business products software. You send the data uncoded as business product software does not accept GST information from BankLink Practice.



These are the formats used by internet or PC banking products for transactional reporting. In order to import the files into your business products software you should go to the section in your product's Help or Guide for bank account imports and follow the same steps.



Only delivered data is extracted to OFX and QIF files, for example the file contains Statement Details instead of Narration, and unrepresented items and journals are excluded.

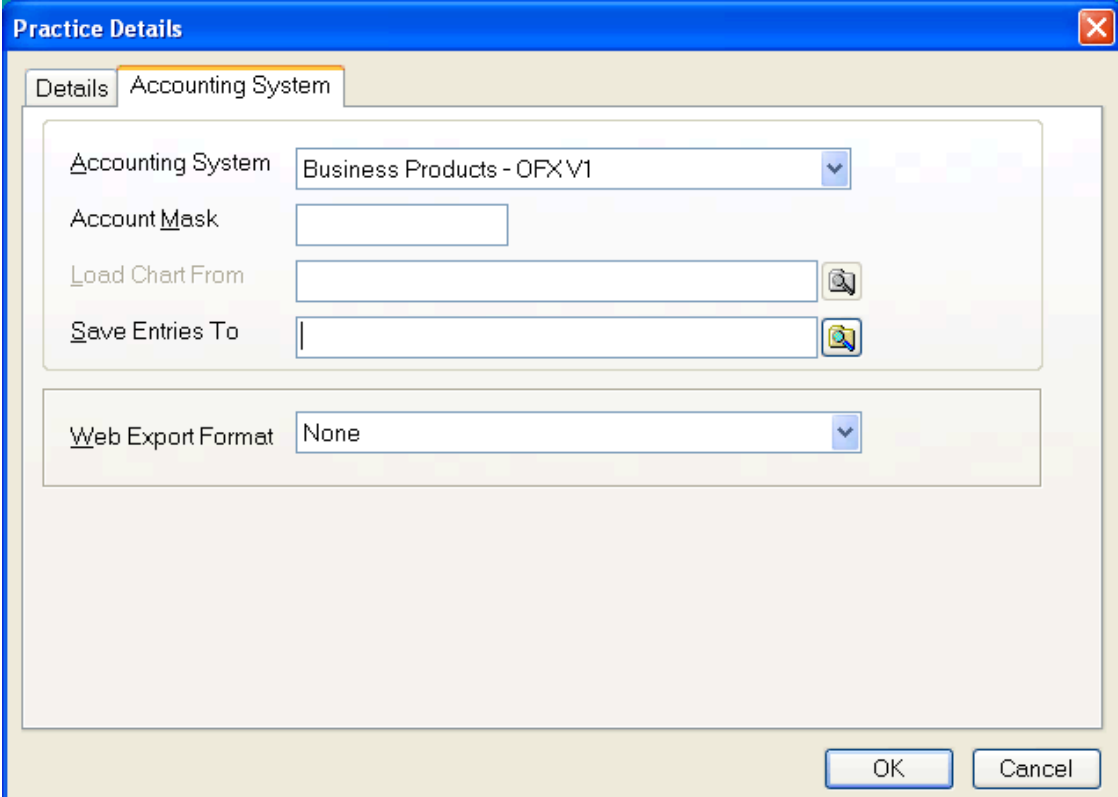
Producing .OFX Files (Versions 1 & 2)

You can extract uncoded BankLink Practice data to .OFX files (versions 1 & 2) for import into your client's business products software.

-  Only delivered data is extracted to OFX files, for example the file contains **Statement Details** instead of **Narration**, and unrepresented items and journals are excluded. No coding or GST information is included in the file.
-  When extracting to an OFX file the data is extracted to a single file whether the BankLink Practice client has one, or many bank accounts attached.

To set up the link to produce .OFX files as a practice default:

- 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 **Accounting System** field and select **Business Products - OFX V1** or **Business Products - OFX V2**



The screenshot shows the 'Practice Details' dialog box with the 'Accounting System' tab selected. The 'Accounting System' dropdown menu is set to 'Business Products - OFX V1'. Below it, there are three text input fields: 'Account Mask', 'Load Chart From', and 'Save Entries To'. The 'Save Entries To' field has a browse button (magnifying glass icon) next to it. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

- 4 Click the **Browse** button next to the **Save Entries To** field to locate the drive and folder where you want to save the extracted files to and click **OK**
- 5 Click **OK**

To set up the link to produce .OFX files 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 **System Used** field and select **Business Products - OFX V1** or **Business Products - OFX V2**

The **Load Chart From** field is greyed out as the data to be extracted will be uncoded

- 4 If you have specified a folder for the **Save Entries To** field at practice level it will be displayed in the **Save Entries To** field in this window. If no folder has been specified you can click the **Browse** button to locate the folder you want to save exported files to.
- 5 If you chose **Business Products - OFX V1** or **Business Products - OFX V2** in the **System Used** field you can enter a filename, though if you leave it blank you will be prompted for one when you extract the data
- 6 Click **OK**

Transferring the transactions is a two-stage process:

- 1 In BankLink Practice, extract data to an .OFX file
- 2 In the business products software, import the .OFX file

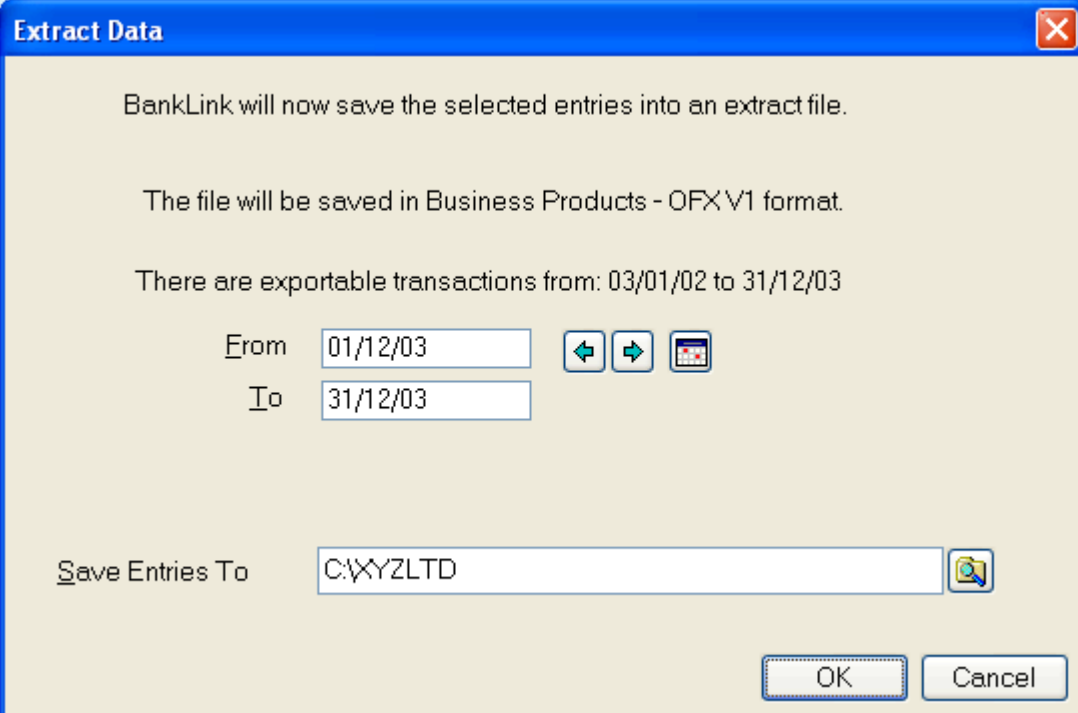


You can extract uncoded data to an OFX file. This is because the business products handle GST differently and do not accept GST information from BankLink Practice. If you extract coded data where you have overridden GST amounts this will not be reflected in the business product software.

To extract data to an .OFX file:

- 1 In BankLink Practice, open the required client file
- 2 Click **Other Functions, Extract Data**

BankLink Practice displays the **Extract Data** window




A screenshot of the 'Extract Data' dialog box. The window has a blue title bar with the text 'Extract Data' and a close button (X) in the top right corner. The main area is light beige and contains the following text: 'BankLink will now save the selected entries into an extract file.', 'The file will be saved in Business Products - OFX V1 format.', and 'There are exportable transactions from: 03/01/02 to 31/12/03'. Below this, there are two date input fields: 'From' with the value '01/12/03' and 'To' with the value '31/12/03'. Between these fields are three small icons: a left arrow, a right arrow, and a calendar icon. At the bottom, there is a 'Save Entries To' field containing the text 'C:\XYZLTD' and a folder selection icon. At the very bottom right, there are 'OK' and 'Cancel' buttons.

Extract Data


BankLink will now save the selected entries into an extract file.

The file will be saved in Business Products - OFX V1 format.

There are exportable transactions from: 03/01/02 to 31/12/03

From   

To

Save Entries To 

- 3 Click in the **From** field and enter the date from which you want to extract data
- 4 Click in the **To** field and enter the date to which you want to extract data
- 5 Check the **Save Entries To** field contains the correct details

6 Click **OK**



BankLink Practice displays an **Information** window with the message **Extract Data Complete. <number> Entries were saved in C:\clientcode.OFX**



7 Click **OK**

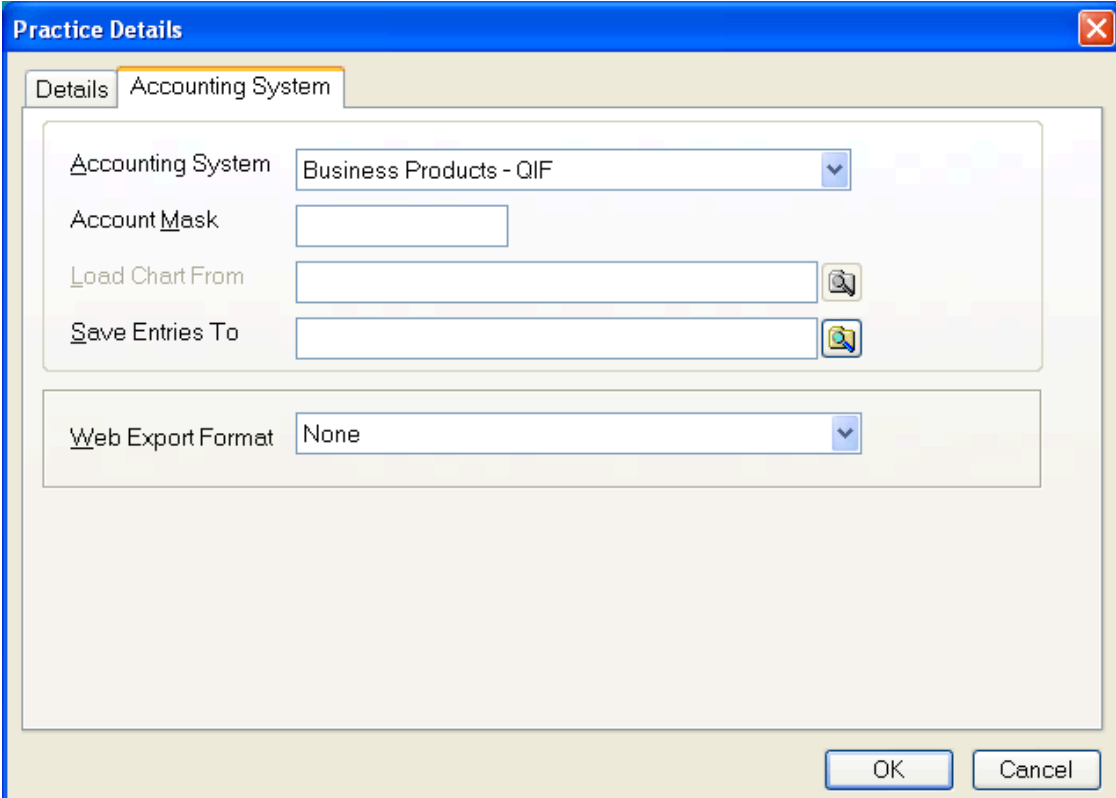
Producing .QIF files

You can extract uncoded BankLink Practice data to .QIF files for import into your client's business products software.

-  Only delivered data is extracted to QIF files, for example the files contain **Statement Details** instead of **Narration**, and unrepresented items and journals are excluded. No coding or GST information is included in the file.
-  When extracting to a QIF file the data is extracted to a separate file for each bank account attached to the BankLink Practice client.

To set up the link to produce .QIF files as a practice default:

- 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 **Accounting System** field and select **Business Products - QIF**



The screenshot shows the 'Practice Details' window with the 'Accounting System' tab selected. The 'Accounting System' dropdown menu is set to 'Business Products - QIF'. Below it, there are three text input fields: 'Account Mask', 'Load Chart From', and 'Save Entries To'. The 'Save Entries To' field has a browse button (represented by a folder icon) next to it. At the bottom of the window, there are 'OK' and 'Cancel' buttons.

- 4 Click the **Browse** button next to the **Save Entries To** field to locate the drive and folder where you want to save the extracted files to and click **OK**
- 5 Click **OK**

To set up the link to produce .QIF files 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 **System Used** field and select **Business Products - QIF**

The **Load Chart From** field is greyed out as the data to be extracted will be uncoded

- 4 If you have specified a folder for the **Save Entries To** field at practice level it will be displayed in the **Save Entries To** field in this window or you can click the **Browse** button to locate the folder you want to save extracted files to



If you don't select a folder BankLink Practice enters the **Client Code** in the **Save Entries To** field and prompts you to create the folder when you extract the data. If you do this the folder is created as a sub-folder within your BankLink Practice installation, for example **F:\BK5\XYZLTD**, where **F:\BK5** is the folder where BankLink Practice is installed and **XYZLTD** is the **Client Code**.

- 5 When you choose **Business Products - QIF** you do not need to enter a filename as BankLink Practice will create one in the format **XYZLTD_981234123456700_311203.QIF** where **XYZLTD** represents the BankLink Practice client code, **981234123456700** is the bank account number and **311203** is the **To** date chosen when you extract data
- 6 Click **OK**

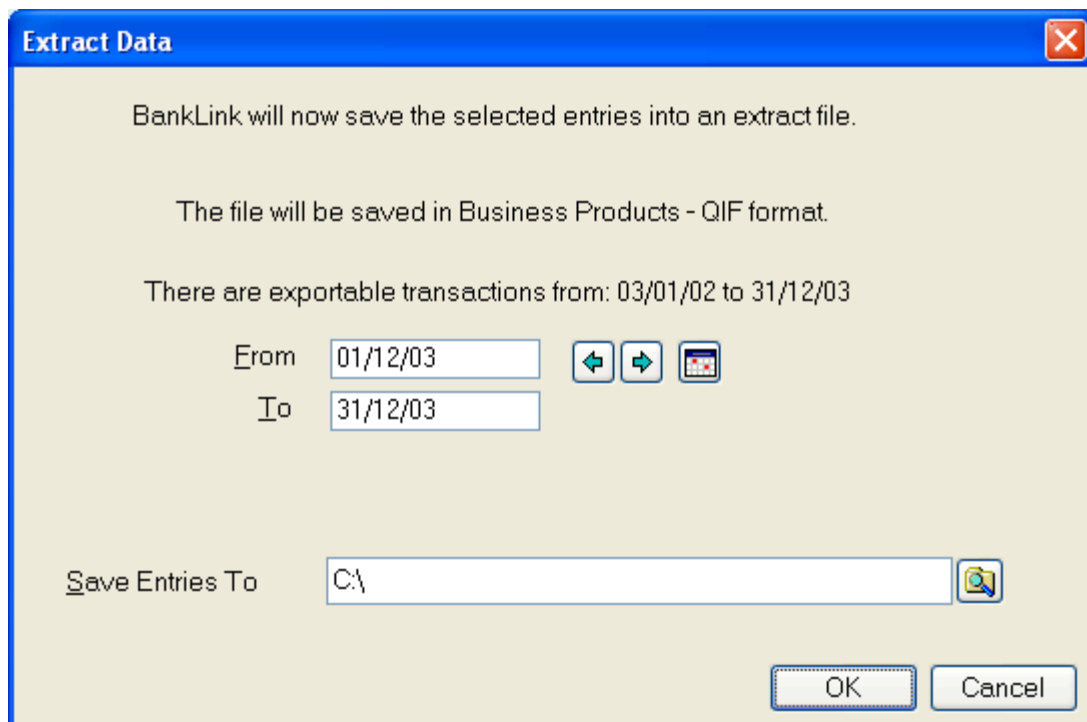
Transferring the transactions is a two-stage process:

- 1 In BankLink Practice, extract data to a .QIF file
- 2 In the business products software, import the .QIF file

To extract data to a .QIF file:

- 1 In BankLink Practice, open the required client file
- 2 Click **Other Functions, Extract Data**

BankLink Practice displays the **Extract Data** window



- 3 Click in the **From** field and enter the date from which you want to extract data
- 4 Click in the **To** field and enter the date to which you want to extract data
- 5 Check the **Save Entries To** field contains the folder you want to save the file to

6 Click **OK**

BankLink Practice displays an **Information** window with the message **Extract Data Complete. <number> Entries were saved in C:**



BankLink Practice saves the file with a name in the format **XYZLTD_981234123456700_311203.QIF** where **XYZLTD** represents the BankLink Practice client code, **981234123456700** is the bank account number and **311203** is the **To** date chosen when you extract data

7 Click **OK**