Concept Cash Manager

There are two aspects to the interface between BankLink Practice and Concept Cash Manager:

- Copying a chart from Concept Cash Manager into BankLink Practice
- Transferring transactions from BankLink Practice to Concept Cash Manager

To help you keep track of your client files, make the **Client Code** in BankLink Practice the same as the **Client Code** in Concept Cash Manager.

If you experience a problem interfacing BankLink Practice with Concept Cash Manager please contact BankLink Support and advise the contents of the **Load Chart From** and **Save Entries To** fields in the **Maintain Accounting System** window. To view this window, click **Other Functions, Accounting System**.

Copying a chart from Concept Cash Manager into BankLink Practice

You can copy a client's chart of accounts from Concept Cash Manager into BankLink Practice so that BankLink Practice validates the account codes you enter. To copy a chart:

1 In Concept Cash Manager, export the required client chart.

2 In BankLink Practice, set the **Accounting System** field to **Concept Cash Manager** or **Concept Cash Manager 2000** and enter the drive and folder to which the client chart has been exported.

You can enter the BankLink Practice details as practice defaults, so that BankLink Practice automatically enters them for all new client files.

To export a chart from Concept Cash Manager:

1 In Concept Cash Manager, open the required client

2 Click **Transactions**

The **Transaction Listing Screen** appears

3 Click **Setup, Codes**

4 Click **Tools, Export**

Concept Cash Manager extracts the chart to a text file, for example **Codes.CSV**

5 Click on the **Browse** button under the **Output file Name** field and locate the drive and folder where BankLink Practice is installed, for example: **F:\BK5\Codes.CSV**

6 Click **OK**

7 If Concept Cash Manager informs you that the file already exists, click **Yes** to overwrite

Concept Cash Manager confirms the file has been created

8 Click **Close**

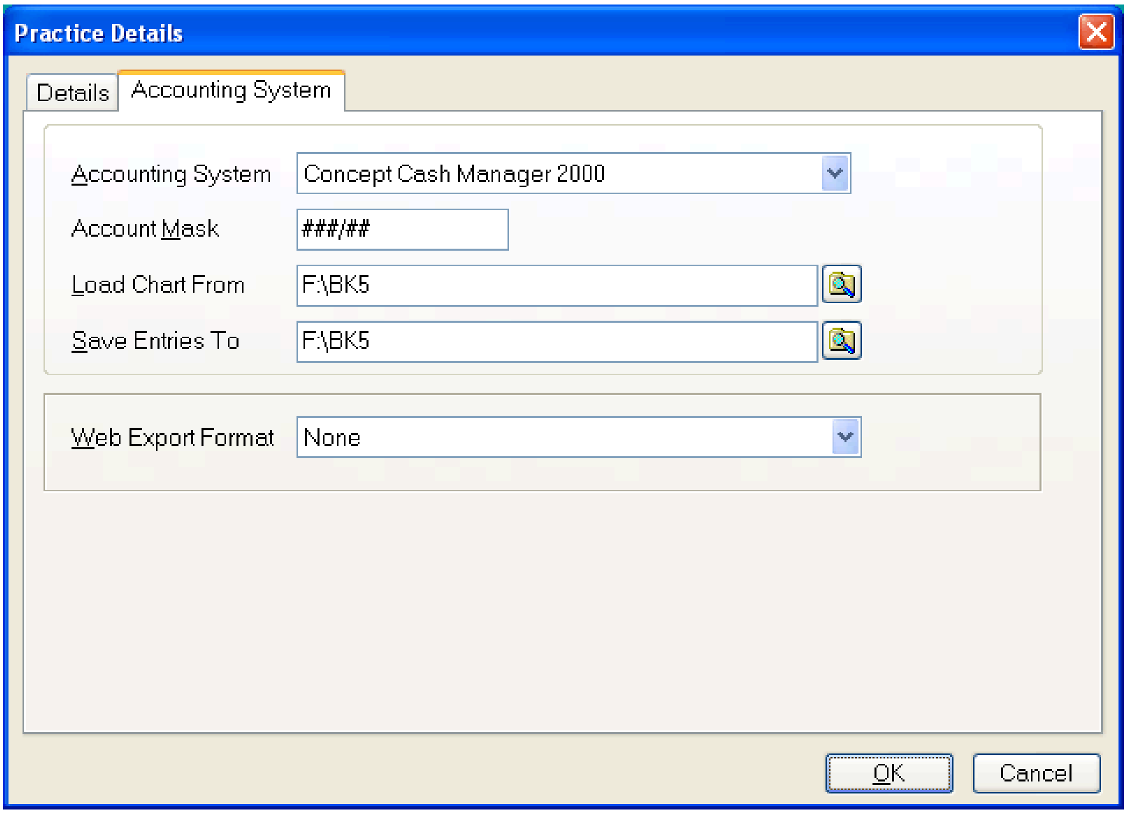
Repeat this process each time the chart is changed in Concept Cash Manager. This ensures that the client's chart is the same in BankLink Practice and Concept Cash Manager.

To set up the link to Concept Cash Manager 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 **Concept Cash Manager 2000** or **Concept Cash Manager**

4 Click in the **Account Mask** field if required and enter a mask, for example **###/##**

5 Click the **Browse** button next to the **Load Chart From** field to locate the drive and folder where your exported Concept Cash Manager chart is stored, for example **F:\BK5** and click **OK**

6 Click the **Browse** button next to the **Save Entries To** field to locate the drive and folder where BankLink Practice is installed, for example **F:\BK5** and click **OK**

7 Click **OK**

The account mask is a tool that automatically inserts separators if they are used in your chart codes. You enter a hash symbol (#) for each digit and other punctuation symbols such as **/** and **-** to reflect the format of the account codes in the chart of accounts (for example **230/01 = ###/##**) - BankLink Practice then inserts the punctuation for you in all **Account** code fields. It does not affect the interface to Concept Cash Manager.

Set up Practice GST Defaults

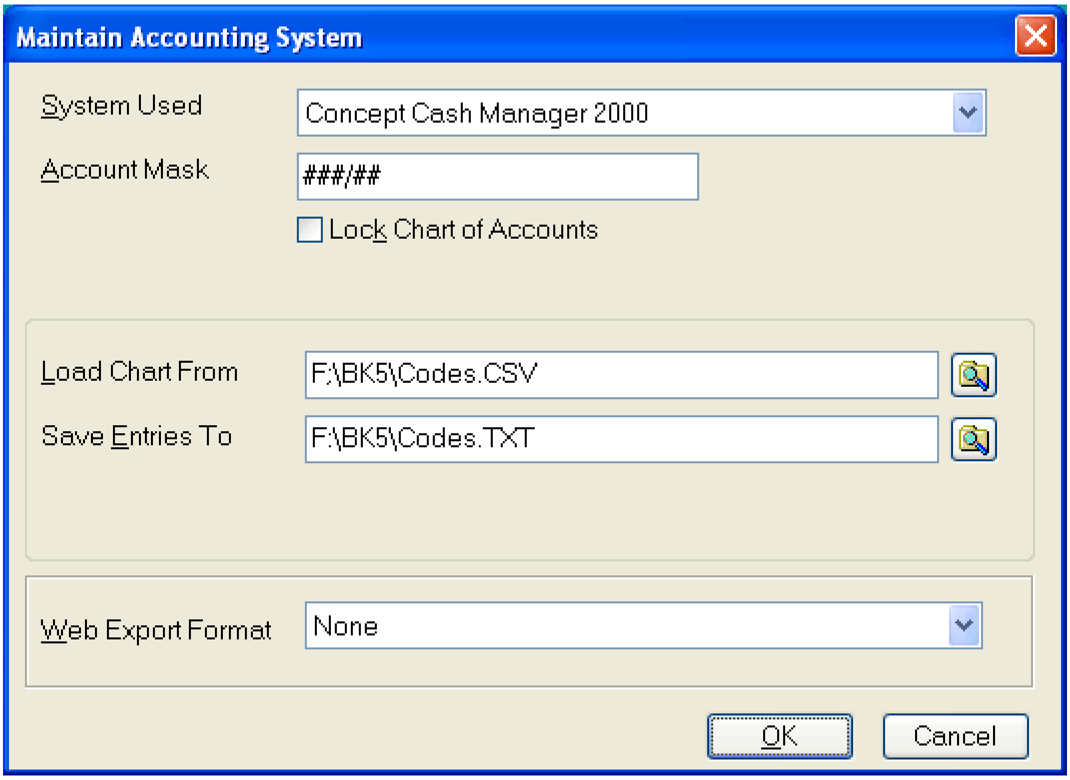
You must set up the GST classes used in Concept Cash Manager in BankLink Practice. If you have already set up the Practice GST Defaults (as shown in Chapter A4 of the Guide), BankLink Practice automatically completes the Rates tab in the GST Set Up window for each new client (as shown in Setting up a new client in Chapter A5).

To set up the link to Concept Cash Manager 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 **Concept Cash Manager** or **Concept Cash Manager 2000**

4 Click in the **Account Mask** field if required and enter a mask.

5 Ensure the **Lock Chart of Accounts** field is unchecked so that the chart can be refreshed

6 Click in the **Load Chart From** field and enter the file name of the Concept Cash Manager client, for example **F:\BK5\Codes.CSV**

7 Click in the **Save Entries To** field and enter the name of the text file that will be created when extracting data, for example **F:\BK5\Codes.TXT**

8 Click **OK**

9 As you changed the details in the **Load Chart From** field, BankLink Practice asks **Do you want to Load the Chart Now?** - click **Yes** to refresh the chart into BankLink Practice

BankLink Practice displays an **Information** window confirming that the chart has been refreshed

10 Click **OK**

To refresh a chart into BankLink Practice:

1 In BankLink Practice, open the required client file

2 Click **Other Functions, Refresh Chart**

BankLink Practice displays an **Information** window confirming that the chart has been refreshed

3 Click **OK**

During the Refresh Chart process, GST classes assigned to account codes in the Concept chart are brought into BankLink Practice. GST set up must be completed in BankLink Practice in order for GST to be calculated when transactions are coded.

To set up GST for a single client:

1 Click **Other Functions, GST Set Up**

BankLink Practice displays the **GST Set Up** window

2 Load the practice defaults into the **Rates** tab by clicking on the **Load Defaults** button

3 Complete the **Details** and **Report Options** tabs

Transferring transactions from BankLink Practice to Concept Cash Manager

You must code all transactions in BankLink Practice before transferring the data to Concept Cash Manager.

Use the **F8** function key in the **Code Entries Screen** to check whether all transactions have been correctly coded. Transferring the coded transactions is a two-stage process:

1 In BankLink Practice, extract data to a .TXT file.

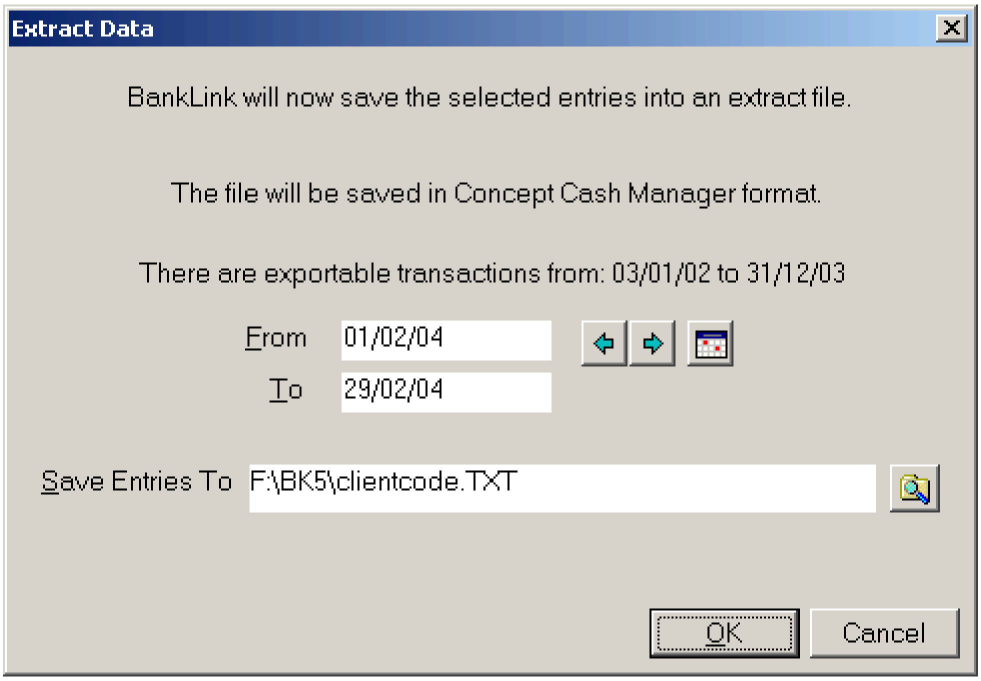
2 In Concept Cash Manager, import the .TXT file.

To extract data to a .TXT 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 correct details.

6 Click **OK**

7 If BankLink Practice displays the **Overwrite File** window asking **The file F:\BK5\clientcode.TXT already exists. Overwrite?**, click **Yes**

BankLink Practice displays the **Extract Data: Select the account you want to process** window

8 Click on the bank account or journal you want to transfer - you must transfer each account or journal separately

9 Click **OK**

BankLink Practice displays an Information window with the message **Extract Data Complete. Entries were saved in F:\BK5\clientcode.TXT**

10 Click **OK**

BankLink Practice sets transfer flags on all transactions in the specified range, indicating that they have been extracted to a text file. This is to prevent duplications in Concept Cash Manager.

To import the .TXT file into Concept Cash Manager:

1 In Concept Cash Manager, open the required client ledger

2 Click **Transactions, Setup, Online Banking**

The **Configure Online Banking** window displays

3 Ensure the **Banking Product** field is set to **BankLink**

4 Click **OK**

5 Click **Import, Bank Transactions**

The **Load Bank Transactions** window displays

6 Click on the **Browse** button next to the **Data file (path)** field and locate the drive and folder where BankLink Practice is installed, for example: **F:\BK5\clientcode.TXT**

7 Click **OK**

8 Another **Load Bank Transactions** window displays showing all the transactions to import - you can edit the transaction fields in this window if you want

9 Click **OK**

The GST amount in BankLink Practice and the GST amount in Concept Cash Manager may differ very slightly. The file format required by Concept Cash Manager may result in a rounding error.

Summary of the interface with Concept Cash Manager

Previously in this document we have shown you how to set up BankLink Practice and Concept Cash Manager to facilitate the transfer of information, and how to carry out the regular data transfer activities such as exporting a chart or creating an extract file. This summary reviews the regular data transfer activities.

Copying a chart from Concept Cash Manager into BankLink Practice

To export a chart from Concept Cash Manager:

1 In Concept Cash Manager, open the required client

2 Click **Setup, Codes**

3 Click **Tools, Export**

Concept Cash Manager extracts the chart to a text file, for example **Codes.CSV**

4 Click on the **Browse** button under the **Output file Name** field and locate the drive and folder where BankLink Practice is installed, for example: **F:\BK5\Codes.CSV**

5 Click **OK**

6 If Concept Cash Manager informs you that the file already exists, click **Yes** to overwrite

Concept Cash Manager confirms the file has been created

7 Click **Close**

To refresh a chart into BankLink Practice:

1 In BankLink Practice, open the required client file

2 Click **Other Functions, Refresh Chart**

BankLink Practice displays an **Information** window confirming that the chart has been refreshed

3 Click **OK**

Transferring transactions from BankLink Practice to Concept Cash Manager

To extract data to a .TXT 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 correct details.

6 Click **OK**

7 If BankLink Practice displays the **Overwrite File** window asking **The file F:\BK5\clientcode.TXT already exists. Overwrite?**, click **Yes**

BankLink Practice displays the **Extract Data: Select the account(s) you want to process** window

8 Enable the check box in the **Select** column for each bank account and/or journal you want to transfer

9 Click **OK**

BankLink Practice displays an Information window with the message **Extract Data Complete. Entries were saved in F:\BK5\clientcode.TXT**

10 Click **OK**

To import the .TXT file into Concept Cash Manager:

1 In Concept Cash Manager, open the required client ledger

2 Click **Setup, Online Banking**

The **Configure Online Banking** window displays

3 Ensure the **Banking Product** field is set to **BankLink**

4 Click **OK**

5 Click **Import, Bank Transactions**

The **Load Bank Transactions** window displays

6 Click on the **Browse** button next to the **Data file (path)** field and locate the drive and folder where BankLink Practice is installed, for example: **F:\BK5\clientcode.TXT**

7 Click **OK**

8 Another **Load Bank Transactions** window displays showing all the transactions to import - you can edit the transaction fields in this window if you want

9 Click **OK**