

This document outlines how to export coded transactions from BankLink (recorded to the Practice GL chart) and import them into Cashmanager RURAL

## Typical Use

### Banklink data used as basis of Cashmanager RURAL budget

A farming client set up on **BankLink** requires help preparing a budget and cashflow forecast. Last year's BankLink transactions are transferred to Cashmanager RURAL and used as the basis of a detailed budget supported by worksheets, livestock reconciliations and analysis per ha, Cow, KgMS or SU.

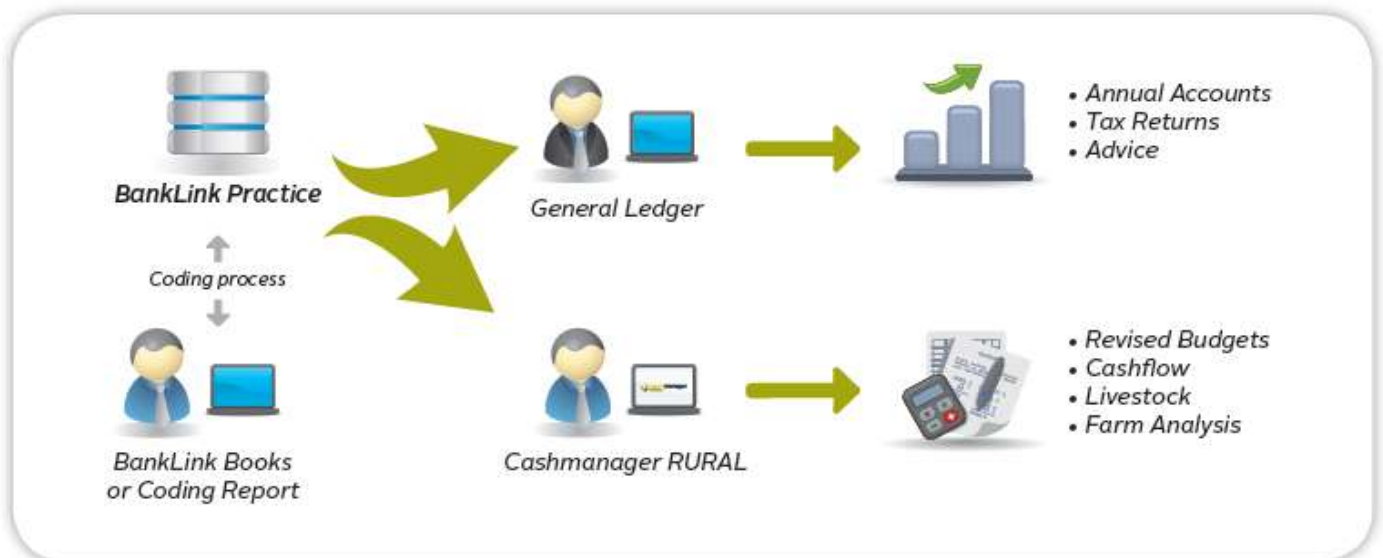
### Farmer requires monthly management reporting

Each month the CA loads the BankLink coded transactions into Cashmanager RURAL (Desktop or ONLINE), revising the budget cashflow and providing the farmer with monthly management reports.

### Farmer wants/needs to take ownership of the budgets

Each month Banklink coded transactions are loaded into Cashmanager RURAL ONLINE and fully managed by a technician. The farmer logs in, reviews YTD and the updates the budget and cashflow as required.

## Overview



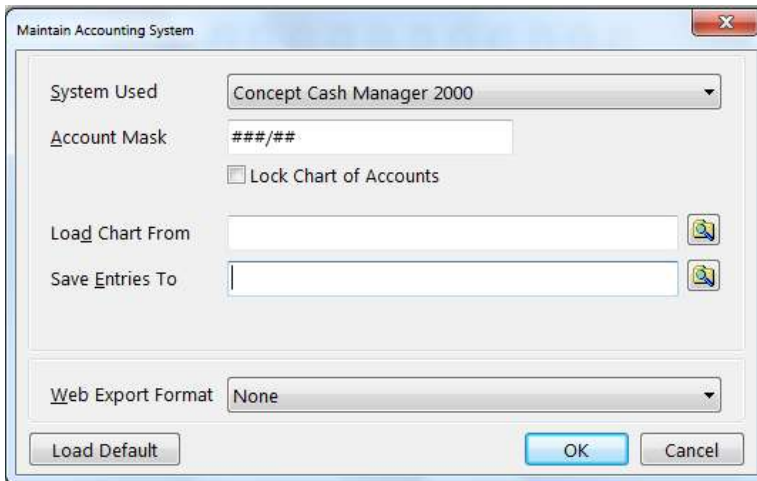
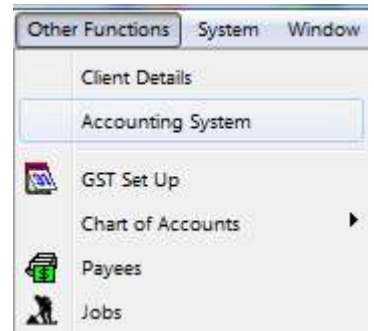
- The new import option (Cashmanager RURAL 4.2f or higher) allows transactions coded in the **BankLink** system (to the practice GL chart) to be exported to any **Cashmanager RURAL** database.
- A code mapping system in **Cashmanager RURAL** manages the transfer using the existing "Accountants codes" that exist in Setup Codes.
- The farmer will be able to utilise the unique strengths of **Cashmanager RURAL** for farm management, budget preparation and Revised Cashflow forecasting.
- The CA retains the simplicity of integrating **BankLink** with their GL Systems.

## Exporting from BankLink Practice

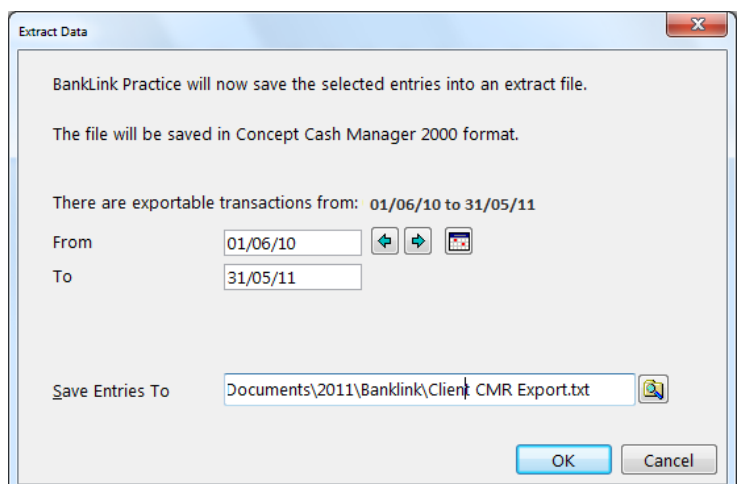
The only change required in **BankLink Practice** is to define the format of the export file. This must be set to either “Concept Cashmanager 2000” or “MYOB Accountants Office”

### Step by Step

1. Open **BankLink Practice** and select the client
2. Click on the **Other Functions** menu and select **Accounting System** (right)
3. The **Maintain Accounting System** screen will appear (below)



- a. **Concept Cash Manager 2000** - When using this format each account must be exported separately.
  - b. **MYOB Accountants Office** – This format includes a transaction for the Bank a/c contra. This contra transaction will need to be deleted after each import.
4. Record the destination folder in the **Save Entries to** box.
  5. Click **OK**
  6. To extract Coded transactions from **BankLink Practice** select the client and click on the **Other Functions** menu and then on **Extract Data**.
    - a. Chose the date range to export
    - b. Record the name of the export file.NB. Use the **.txt** type as the filename extension
  7. We recommend you print a **Trial Balance** report from the clients **Banklink** data for the last financial year. This will identify the General Ledger codes in use for this client. This information is required when setting up the code mapping in **Cashmanager RURAL**.



# Importing into Cashmanager RURAL

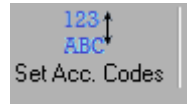
While numeric codes can be entered into **Cashmanager RURAL**, the specialised nature of its output means that it is unlikely a Practice GL chart will directly translate into the **Cashmanager RURAL** code setup.

- Structural incompatibility is likely for inventory codes like Livestock, Milksolids and Crops.
- Further, much of the strength of budget worksheets and the simplicity of monthly cashflow revision is lost if the **Cashmanager RURAL** Category and Extended code hierarchy is compromised.
- We encourage code mapping to be used to manage any incompatibility. This ensures the unique strengths of Cashmanager RURAL are retained.

NB: Where **BankLink** is set up to use **Cashmanager RURAL** alpha codes – No mapping is required.

## Step by Step

1. In **Cashmanager RURAL** go to the **Setup Codes** screen and click on the **Set Acc. Codes** button (right)



2. Using the Trial Balance Report printed from **BankLink Practice** as a guide, record the Practice GL codes used in that report beside each **Cashmanager RURAL** extended code.

- a. Mapping is not required for the following GL codes:- Bank account, GST input, GST output.
- b. In most cases a suspense code will need to be added to Cashmanager RURAL and the GL suspense code mapped to it.
- c. An exception report produced as the import is processed will identify outstanding mapping issues.
- d. The import places transactions into a temporary table where further editing is enabled.

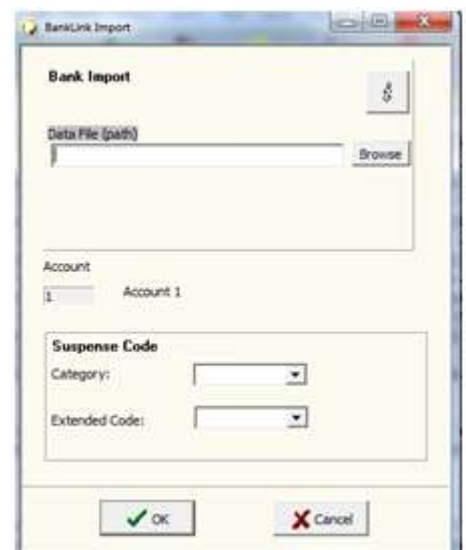
System	Code	Description	Date	Description	Source	Code
1	INCOME	MR	Milk Revenue	Category		
2	INCOME	MR	Milk Revenue	A	Advance	
3	INCOME	MR	Milk Revenue	L	Last Season	
4	INCOME	MR	Milk Revenue	D	Dividend	
5	INCOME	MR	Milk Revenue	DNZ	Dairy NZ Levy	
6	INCOME	MR	Milk Revenue	C	Colostrum	
7	INCOME	DA	Dairy Cows	Category		
8	INCOME	DA	Dairy Cows	C	Mixed Age Cows	
9	INCOME	DA	Dairy Cows	H2	Ripe Heifers	
10	INCOME	DA	Dairy Cows	H1	Rise Heifers	
11	INCOME	DA	Dairy Cows	HF	Heifer Calves	
12	INCOME	DA	Dairy Cows	BB	Bobby Calves	
13	INCOME	DA	Dairy Cows	BU	Bull Calves	
14	INCOME	DA	Dairy Cows	B	Bull	
15	INCOME	OF	Other Farm Income	Category		
16	INCOME	OF	Other Farm Income	A	Rebates	
17	FARM EXPENSE	AH	Animal Health	Category		
18	FARM EXPENSE	AH	Animal Health	B	Blot	
19	FARM EXPENSE	AH	Animal Health	D	Drench	

- e. Users may edit the transaction code once imported to the **Cashmanager RURAL** transaction list.

3. From the Cashbook screen click on the **Import** menu and select **BankLink** (left)



4. Enter the **Data File (path)** to identify the location and name of the **Banklink** file to be imported (right)



5. Set the **Suspense Code** for receiving unmapped transactions.

6. Click **OK**

7. **Cashmanager RURAL** displays the transactions in a temporary screen where codes can be checked before the transactions are added to the cashbook.

## Monthly Workflow

The existing coding processes provided by the **BankLink** system are retained.

- Once the coded transactions are checked back into **BankLink Practice** a technician will export a file in a format **Cashmanager RURAL** can read
- Import into **Cashmanager RURAL** is managed by a technician or by the farmer

### Step by Step

#### Preparing Coded transactions

1. Monthly transactions 'arrive' from **BankLink**
2. The File is checked out of **BankLink Practice** and sent to the farmer  
OR a coding report is generated and sent to the farmer
3. Farmer codes the uncoded transactions
4. File/coded data is checked back in to **BankLink Practice**
5. Technician uses **BankLink Practice** to create an export file

#### Technician manages the import to Cashmanager RURAL

1. The technician imports the coded transactions into **Cashmanager RURAL ONLINE**
2. Farmer is invited to log in and review the transactions or update their budgets

OR

#### Farmer manages the import

1. Technician emails the file to the farmer
2. Farmer imports the coded transactions into **Cashmanager RURAL** (desktop or ONLINE)

There will be a delay between the farmer doing the coding in **BankLink** and the technician returning the **Cashmanager RURAL** transaction import file.

This is unavoidable because:-

1. Only **BankLink Practice** has the export capability
2. Exporting from **BankLink Practice** enables the technician to review the farmers coding and return any changes to the farmer.

## Budgeting Basics

Cashmanager RURAL has excellent tools for comparing forecast with actual on a month by month basis.

This process is made much easier if the following policy is followed:-

***“Budget as you plan to code and code as you planned in the budget”***