

## AccPac for Windows

There are two aspects to the interface between BankLink Practice and AccPac:

- Copying a chart from AccPac into BankLink Practice
- Transferring coded transactions from BankLink Practice into AccPac



To help you keep track of your client files, make the **Client Code** in BankLink Practice the same as the client reference in AccPac for Windows.



If you experience a problem interfacing BankLink Practice with AccPac for Windows 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 AccPac into BankLink Practice

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

- 1 In AccPac, export the required client chart.
- 2 In BankLink Practice, set the **Accounting System** field to **AccPac for Windows** 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 AccPac:

- 1 In AccPac, click **General Ledger**
- 2 Double-click **Accounts**
- 3 Click **File, Export**
- 4 Select **Basic Account Profile**
- 5 Click **OK**  
AccPac displays the **Export Accounts** window
- 6 Click **All**
- 7 Click **OK**
- 8 In the next window AccPac asks you to specify a folder and file name for the exported chart. We recommend you use the BankLink Practice folder (in BankLink Practice click **Help, About, BankLink Practice is using...**) and clientcode.CHT where clientcode represents this client's BankLink Practice code.
- 9 Click in the **Look In** field to locate the required folder.
- 10 Enter the file name for the exported chart.
- 11 Click **OK**  
AccPac displays confirmation that the chart has been exported
- 12 Click **OK**



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

### To set up the link to AccPac as a practice default:

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

The **Practice Details** window displays

- 2 Click on the **Accounting System** tab

The screenshot shows the 'Practice Details' window with the 'Accounting System' tab selected. The window contains the following fields and controls:

- Accounting System:** A dropdown menu with 'AccPac for Windows' selected.
- Account Mask:** A text input field containing '###/##'.
- Load Chart From:** A text input field containing 'F:\BK5' with a 'Browse' button (magnifying glass icon) to its right.
- Save Entries To:** A text input field containing 'F:\BK5' with a 'Browse' button (magnifying glass icon) to its right.
- Web Export Format:** A dropdown menu with 'None' selected.
- Buttons:** 'OK' and 'Cancel' buttons are located at the bottom right of the window.

- 3 Click in the **Accounting System** field and select **AccPac for Windows**
- 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 AccPac 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 has been installed, for example F:\BK5\ and click **OK**
- 7 Click in the **Tax Interface Used** field and select **None**
- 8 Leave the **Export Tax File To** field blank

9 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 AccPac for Windows.

### Set up Practice GST Defaults

You must set up the GST classes used in AccPac 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 AccPac 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

**Maintain Accounting System**

System Used: AccPac for Windows

Account Mask: ###/##

Lock Chart of Accounts

Load Chart From: F:\BK5\clientcode.CHT

Save Entries To: F:\BK5\clientcode.CSV

Web Export Format: None

OK Cancel

- 3 Click in the **System Used** field and select **AccPac for Windows**
- 4 Click in the **Account Mask** field if required and enter a mask, for example **####/##**
- 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 exported chart, for example **F:\BK5\clientcode.CHT**
- 7 Click in the **Save Entries To** field and enter the name of the file that will be created when extracting data for example **F:\BK5\clientcode.CSV** (where **F:\BK5** represents the drive and folder to which BankLink Practice has been installed, and **clientcode** is the BankLink Practice client code) - AccPac requires this file to have the extension **.CSV**
- 8 Click **OK**
- 9 As you have 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 client chart into BankLink Practice:

- 1 In BankLink Practice, click **File, Open** and 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, the GST classes assigned to account codes in the AccPac chart are **not** brought into BankLink Practice. You must add the GST classes to the chart in BankLink Practice. See Chapter A4 for more information.

### To set up GST for a single client:

- 1 Click **File, Open** and open the required client file
- 2 Click **Other Functions, GST Set Up**  
The **GST Set Up** window displays
- 3 Load the practice defaults into the **Rates** tab by clicking on the **Load Defaults** button
- 4 Complete the **Details** and **Report Options** tabs

## Transferring transactions from BankLink Practice to AccPac

You must code all transactions in BankLink Practice before transferring the data to AccPac.

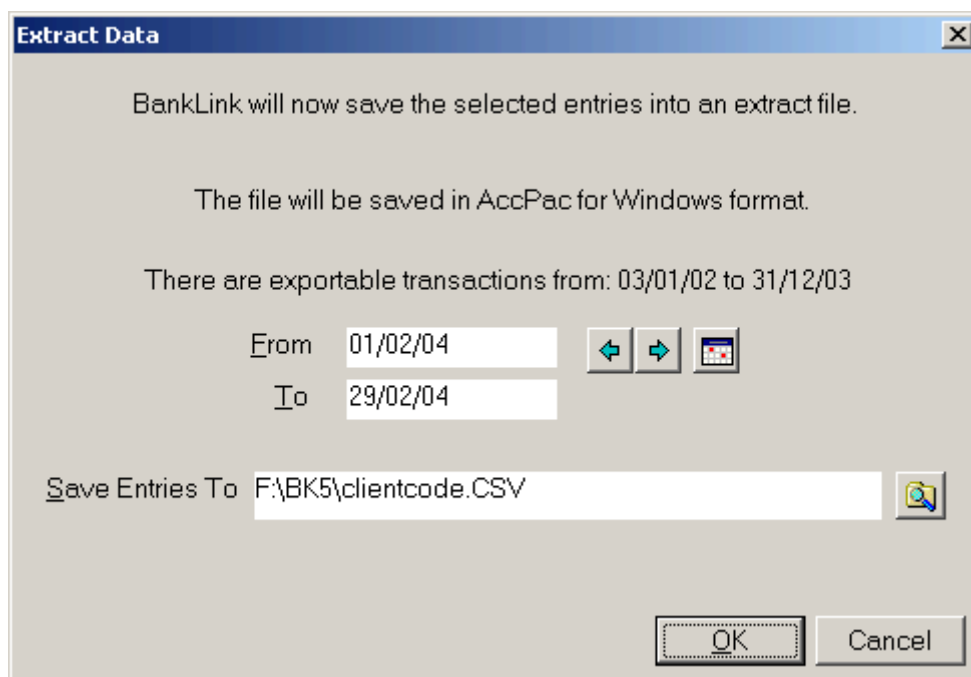
Use the **F8** function key in the **Code Entries Screen** to check whether all transactions have been correctly coded. Transferring the coded transactions is a two-stage process:

- 1 In BankLink Practice, extract data to a .CSV file.
- 2 In AccPac, import the .CSV file.

### To extract data to a .CSV 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 start date of the range of data you wish to transfer
- 4 Click in the **To** field and enter the end date of the range of data you wish to transfer
- 5 Check that the **Save Entries To** field contains the correct details.
- 6 Click **OK**
- 7 If the **Overwrite File** window displays asking **The file F:\BK5\clientcode.CSV already exists. Overwrite?**, click **Yes**

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

- 8 Enable the check boxes in the **Select** column next to the accounts or journals you want to extract
- 9 Click **OK**

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

- 10 Click **OK**



BankLink Practice sets transfer flags on all transactions in the specified range, indicating that they have been extracted to a .CSV file. This is to help prevent duplications in AccPac.

### To import the .CSV file into AccPac for Windows:

(We recommend you backup your AccPac company data before commencing the import process.)

- 1 In AccPac, click **General Ledger**
- 2 Double-click **Journal Entry**
- 3 Click **Batch, New**
- 4 Click **File, Import**
- 5 Click in the **Look In** field to locate the folder where the data was extracted, for example F:\BK5\
- 6 Double-click the client's .CSV file

The **Import Journal Headers** window appears

- 7 Click **OK**

AccPac imports the file - when the process is completed AccPac displays confirmation

- 8 Click **Close** to exit the **Journal Entry** window

## **Summary of the interface with AccPac**

Previously in this document we have shown you how to set up BankLink Practice and AccPac 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 AccPac into BankLink Practice**

#### **To export a chart from AccPac:**

- 1** In AccPac, click **General Ledger**
- 2** Double-click **Accounts**
- 3** Click **File, Export**
- 4** Select **Basic Account Profile**
- 5** Click **OK**  
AccPac displays the **Export Accounts** window
- 6** Click **All**
- 7** Click **OK**
- 8** In the next window AccPac asks you to specify a folder and file name for the exported chart. We recommend you use the BankLink Practice folder (in BankLink Practice click **Help, About, BankLink Practice is using...**) and clientcode.CHT where clientcode represents this client's BankLink Practice code.
- 9** Click in the **Look In** field to locate the required folder.
- 10** Enter the file name for the exported chart.
- 11** Click **OK**  
AccPac displays confirmation that the chart has been exported
- 12** Click **OK**

#### **To refresh a client chart into BankLink Practice:**

- 1** In BankLink Practice, open the required client file
- 2** Click **Other Functions, Accounting System**
- 3** Click on the **Accounting System** tab
- 4** Check the **System Used** is **AccPac for Windows**
- 5** Ensure the **Lock Chart of Accounts** field is unchecked so that the chart can be refreshed

- 6 Check the **Load Chart From** contains the folder and file name of the chart exported from AccPac for Windows for example **F:\BK5\clientcode.CHT**
- 7 Check that the **Tax Interface Used** is **None**
- 8 Click **OK**
- 9 Click **Other Functions, Refresh Chart**  
An information window displays confirming that the chart has been refreshed
- 10 Click **OK**

### *Transferring transactions from BankLink Practice to AccPac*

#### **To extract data to a .CSV 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 start date of the range of data you wish to transfer
- 4 Click in the **To** field and enter the end date of the range of data you wish to transfer
- 5 Check that the **Save Entries To** field contains the correct details.
- 6 Click **OK**
- 7 If the **Overwrite File** window displays asking **The file F:\BK5\clientcode.CSV already exists. Overwrite?**, click **Yes**  
The **Extract Data: Select the account(s) you want to process** window displays
- 8 Enable the check boxes in the **Select** column next to the accounts or journals you want to extract
- 9 Click **OK**  
BankLink Practice displays an **Information** window with the message **Extract Data Complete. <number> Entries were saved in F:\BK5\clientcode.CSV**
- 10 Click **OK (Alt+O)**

#### **To import the .CSV file into AccPac for Windows:**

- 1 In AccPac, click **General Ledger**
- 2 Double-click **Journal Entry**
- 3 Click **Batch, New**
- 4 Click **File, Import**

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- 5** Click in the **Look In** field to locate the folder where the data was extracted, for example F:\BK5\
  - 6** Double-click the client's .CSV file  
The **Import Journal Headers** window appears
  - 7** Click **OK**  
AccPac imports the file - when the process is completed AccPac displays confirmation
  - 8** Click **Close** to exit the **Journal Entry** window