

Attaché Business Partner

The **Keystroke File Import (KFI)** module is required in order to interface **BankLink Practice with Attaché Business Partner**. For further information regarding the KFI module please contact **Attaché**.

There are two aspects to the interface between BankLink Practice and Attaché Business Partner:

- Copying a chart from Attaché BP into BankLink Practice
- Transferring transactions from BankLink Practice to Attaché BP



In order to keep track of your client files, make the **Client Code** in BankLink Practice the same as the **Client Code** in Attaché Business Partner.



If you experience a problem interfacing BankLink Practice with Attaché Business Partner 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 Attaché Business Partner into BankLink Practice

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

- 1 In Attaché Business Partner, export the required client chart
- 2 In BankLink Practice, set the **Accounting System** field to **Attaché Business Partner** and enter the drive and folder to which the client chart has been exported

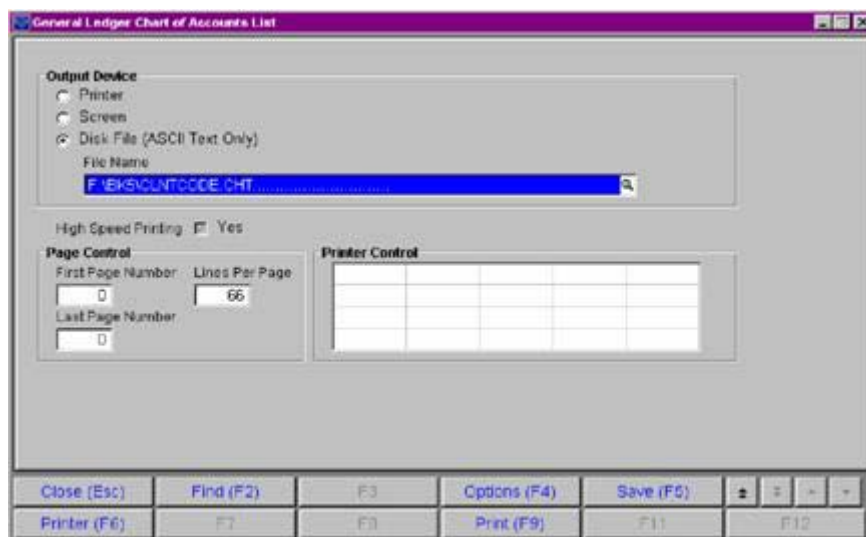
You can enter the BankLink Practice details as practice defaults, so that BankLink Practice automatically enters them for all new client files.

To export a chart from Attaché Business Partner:

- 1 In Attaché Business Partner, open the required client file from the **Main Menu**
- 2 Select **Reports, General Ledger**
- 3 Click on the **Details** tab and then click **Chart List**

The **Selections** option appears

- 4 Press the **Enter** key to select all accounts
- 5 The **Output Device** option appears



- 6 Select the **Disk File (ASCII Text Only)** option
- 7 Enter a drive, folder and file name in the **File Name** field, for example: **F:\BK5\clientcode.CHT** where F is the drive on which BankLink Practice is installed

- 8 Press the **F9** key to print (print to file)

Attaché BP exports the file



Repeat this process each time you change a client's chart in Attaché BP. This ensures that the client's chart is the same in BankLink Practice and Attaché BP.

To set up the link to Attaché BP 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

The screenshot shows the 'Practice Details' window with the 'Accounting System' tab selected. The fields are as follows:

Accounting System	Attaché Business Partner
Account Mask	###/##
Load Chart From	F:\BK5
Save Entries To	F:\ATTACHE
Web Export Format	None

Buttons for 'OK' and 'Cancel' are visible at the bottom right of the window.

- 3 Click in the **Accounting System** field and select **Attaché Business Partner**
- 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 Attaché 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 Attaché has been installed, for example **F:\ATTACHE** 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 Attaché Business Partner.

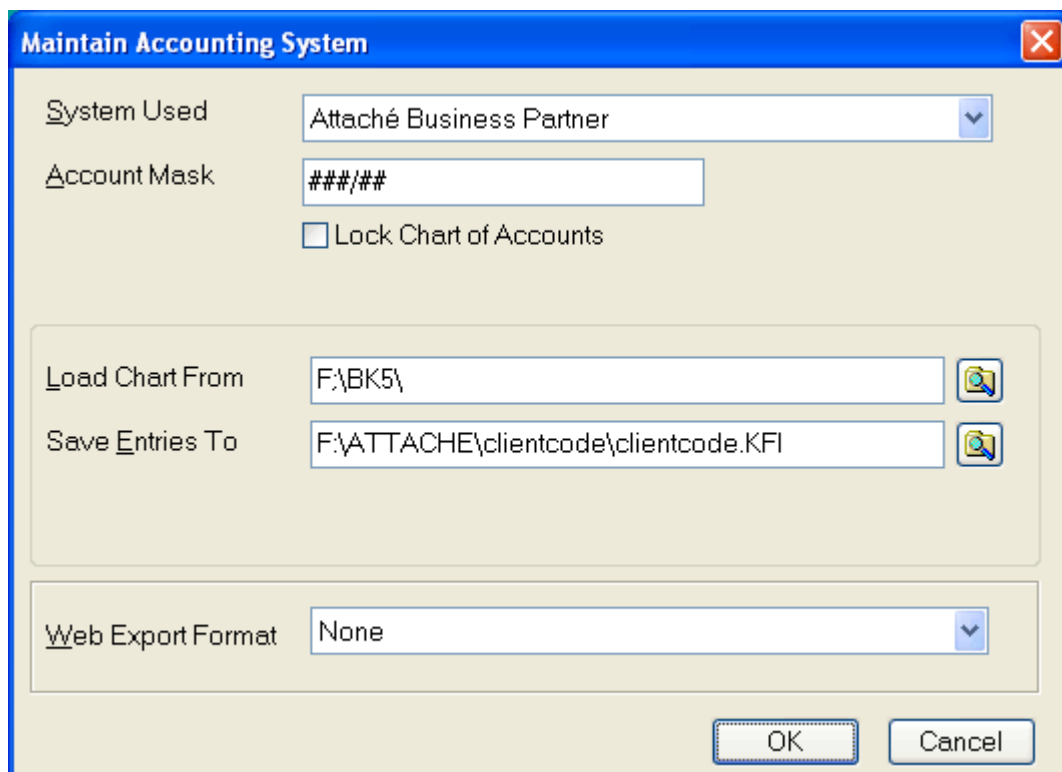
Set up Practice GST Defaults

You must set up the GST classes used in Attache Business Partner 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 Attaché BP for a single client:

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

The **Maintain Accounting System** window displays



- 3** Click in the **System Used** field and select **Attaché Business Partner**
- 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 drive and folder that you exported the chart to, for example **F:\BK5**
- 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:\ATTACHE\clientcode\clientcode.KFI** (where **F:\ATTACHE** represents the drive and folder to which Attaché Business Partner has been installed, and **clientcode** is the Attaché Business Partner client code) - Attaché Business Partner requires this file to have the extension **.KFI**
- 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 client 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



During the Refresh Chart process, GST classes assigned to account codes in the Attaché 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:

- 3 In BankLink Practice, open the required client file
- 4 Click **Other Functions, GST Set Up**

The **GST Set Up** window displays
- 5 Load the practice defaults into the **Rates** tab by clicking on the **Load Defaults** button
- 6 Complete the **Details** and **Report Options** tabs

Transferring transactions from BankLink Practice to Attaché BP

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

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

- 1 In BankLink Practice, extract data to a .KFI file
- 2 In Attaché Business Partner, import the .KFI file

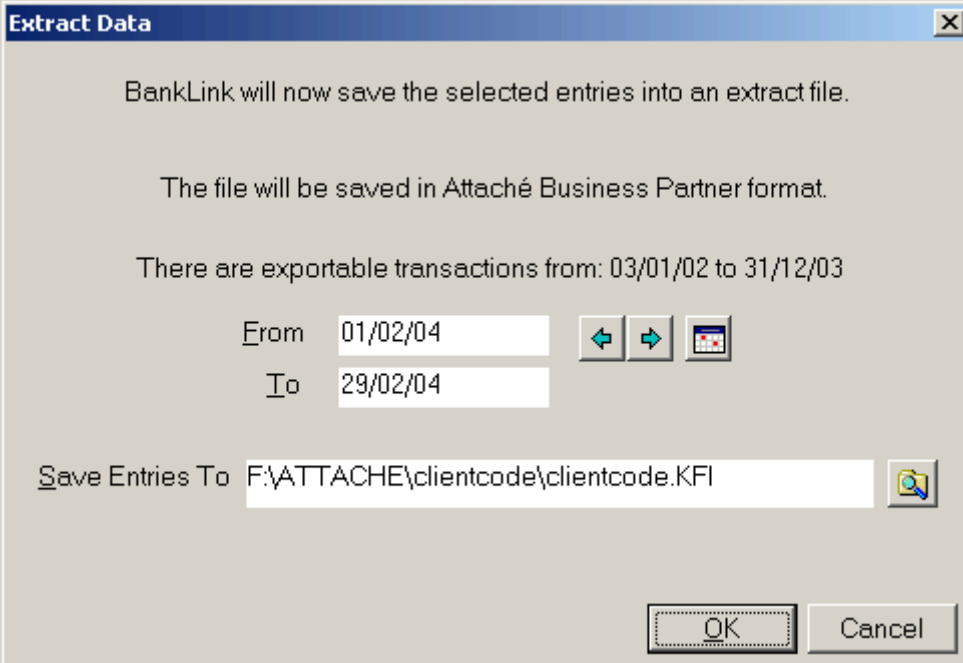


You need to change the Company Settings in Attaché Business Partner if you want to import GST amounts - see below.

To extract data to a .KFI 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 title bar is blue with the text 'Extract Data' and a close button. The main area is light gray and contains the following text: 'BankLink will now save the selected entries into an extract file.', 'The file will be saved in Attaché Business Partner 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 '01/02/04' and 'To' with the value '29/02/04'. To the right of these fields are three small icons: a left arrow, a right arrow, and a calendar icon. At the bottom, there is a text field labeled 'Save Entries To' containing the path 'F:\ATTACHE\clientcode\clientcode.KFI' and a search icon. At the very bottom are 'OK' and 'Cancel' buttons.

Extract Data

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

The file will be saved in Attaché Business Partner format.

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

From 01/02/04

To 29/02/04

Save Entries To F:\ATTACHE\clientcode\clientcode.KFI

OK Cancel

- 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 that the **Save Entries To** field contains the correct details
- 6 Click **OK**

- 7 If the **Overwrite File** window displays asking, **The file F:\ATTACHE\clientcode\clientcode.KFI already exists. Overwrite?**, click **Yes**

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

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

- 9 Click **OK**

BankLink Practice displays an **Information** window with the message **Extract Data Complete. (n) Entries were saved in F:\ATTACHE\clientcode\clientcode.KFI**

- 10 Click **OK**



BankLink Practice sets transfer flags on all transactions in the specified range, indicating that they have been extracted to a .KFI file. This is to prevent duplications in Attaché Business Partner.

To set up Attaché Business Partner to import GST amounts:

- 1 In Attaché Business Partner, click **Setups, Company**
- 2 Click the **Options** tab and then double-click **Company Options**
- 3 Enable **GST Calculation** and click **Accept (F9)**
- 4 Click **Close (Esc)**
- 5 Click **Setups, General Ledger**
- 6 Click the **Options** tab and then double-click **General Ledger Options**
- 7 Set the **Tax Rate** to **0.00**



You only need to do this once, rather than each time you import the .KFI file.

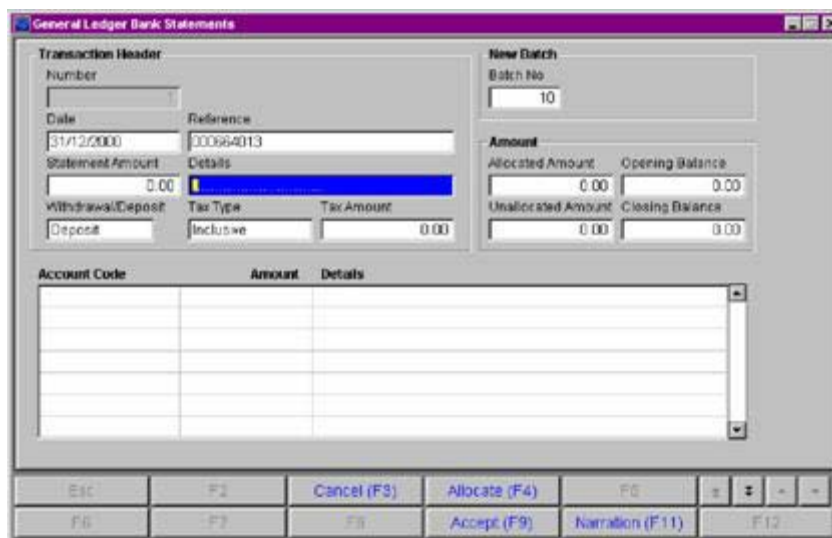
To import the .KFI file into Attaché Business Partner:

- 1 Click **Transactions, General Ledger**
- 2 Click the **Transactions** tab and then double-click **Bank Statements**

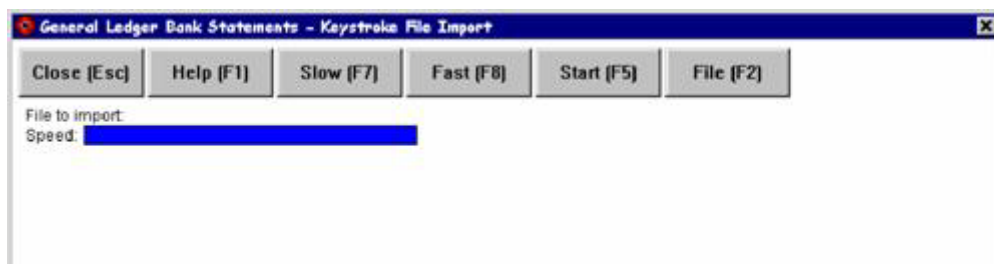
Attaché Business Partner displays the **Bank Statements** window



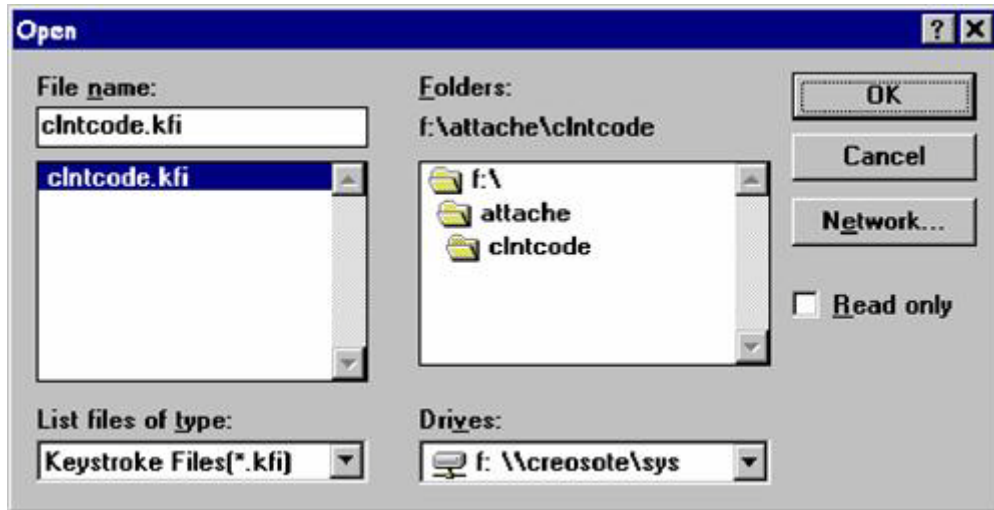
- 3 Edit the settings as required and then enter through the screen (**Enter**)



- 4 Press the **Control** and **F9** key together



- 5 Press the **F2** key



- 6 **Browse** for the folder where the extracted data was saved and double-click the required file, for example **clientcode.KFI**



- 7 Press the **F5** key to start the import



Attaché Business Partner reads the file and posts the transactions. The transactions are displayed on screen during the **Keystroke File Import** process. To alter the speed of the import, use the **F7** and **F8** keys.

Summary of the interface with Attaché Business Partner

Previously in this document we have shown you how to set up BankLink Practice and Attaché Business Partner 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 Attaché Business Partner into BankLink Practice

To export a chart from Attaché Business Partner:

- 1** In Attaché Business Partner, open the required client file from the **Main Menu**
- 2** Select **Reports, General Ledger**
- 3** Click on the **Details** tab and then click **Chart List**
The **Selections** option appears
- 4** Press the **Enter** key to select all accounts
- 5** The **Output Device** option appears
- 6** Select the **Disk File (ASCII Text Only)** option
- 7** Enter a drive, folder and file name in the **File Name** field, for example:
F:\BK5\clientcode.CHT where F is the drive on which BankLink Practice is installed
- 8** Press the **F9** key to print (print to file)
Attaché Business Partner exports the file

To refresh a client 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

Transferring transactions from BankLink Practice to Attaché Business Partner

To extract data to a .KFI 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 that the **Save Entries To** field contains the correct details
- 6 Click **OK**
- 7 If the **Overwrite File** window displays asking, **The file F:\ATTACHE\clientcode\clientcode.KFI already exists. Overwrite?**, click **Yes**
BankLink Practice displays the **Extract Data: Select the account(s) you want to process** window
- 8 Click on the bank account or journal you want to transfer
- 9 Click **OK**
BankLink Practice displays an **Information** window with the message **Extract Data Complete. (n) Entries were saved in F:\ATTACHE\clientcode\clientcode.KFI**
- 10 Click **OK**

To import the .KFI file into Attaché Business Partner:

- 1 Click **Transactions, General Ledger**
- 2 Click the **Transactions** tab and then double-click **Bank Statements**
Attaché Business Partner displays the **Bank Statements** window
- 3 Edit the settings as required and then enter through the screen (**Enter**)
- 4 Press the **Control** and **F9** key together
- 5 Press the **F2** key
- 6 **Browse** for the folder where the extracted data was saved and double-click the required file, for example **clientcode.KFI**
- 7 Press the **F5** key to start the import