



Intech

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

- Copying a chart from Intech into BankLink Practice
 - Transferring coded transactions from BankLink Practice into Intech
-  To help you keep track of your client files, make the **Client Code** in BankLink Practice the same as the **Client Code** in Intech.
-  If you experience a problem interfacing BankLink Practice with Intech 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 Intech into BankLink Practice

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

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

- 1 In Intech, open the required ledger
- 2 Click **File, Utilities, Archiving**
- 3 Select **Archive Ledger**
- 4 Enter a Ledger Number
- 5 Enter the drive letter mapped to Intech\Archive



Intech exports the file to the following location: **F:\INTECH\ARCHIVE\xxxxLM.TXT** where **F** is the drive to which Intech has been installed and **xxxx** is the Intech ledger number



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

To set up the link to Intech as a practice default:

- 1 In BankLink Practice, open the required client file
BankLink Practice displays the **Practice Details** window
- 2 Click on the **Accounting System** tab

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

Accounting System	Intech
Account Mask	###/##
Load Chart From	F:\INTECH\ARCHIVE
Save Entries To	F:\INTECH\ARCHIVE
Web Export Format	None

Buttons: OK, Cancel

- 3 Click in the **Accounting System** field and select **Intech**
- 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 Intech chart is stored, for example **F:\INTECH\ARCHIVE**, and click **OK**
- 6 Click the **Browse** button next to the **Save Entries To** field to locate the drive and folder where Intech has been installed, for example **F:\INTECH\ARCHIVE**, 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 Intech.

Set up Practice GST Defaults

You must set up the GST classes used in Intech 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 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.

- 3 Click **OK**



In BankLink Practice, you must specify the length of the chart codes used in the Intech ledger:

- 1 Click **File, Open** and open the required client file
- 2 Click **Other Functions, Chart Of Accounts**
- 3 Click **New**

BankLink Practice displays the **Add Chart Code** window

- 4 Click in the **Code** field and enter **CODE**
- 5 In the **Description** field enter the length of the chart codes used in the Intech ledger - for example, If the chart codes are four digits long enter 4, if they are three digits long enter 3



During the Refresh Chart process, GST classes assigned to account codes in the Intech 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 In BankLink Practice, 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 Intech

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

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 file.
- 2 In Intech, import the file.

To extract data to a 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 Click in the **Save Entries To** field and enter an eight digit filename followed by a three digit file extension. For example, **F:\INTECH\DATA\11111122.333** where:
 - 1 = the bank account number (6 digits).
 - 2 = the bank account suffix (2 digits).
 - 3 = the branch code (3 digits).
- 6 Click **OK**

- 7 If BankLink Practice displays the **Overwrite File** window asking **The file F:\INTECH\DATA\1111122.333 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 for the bank account or journal you want to transfer - you have to transfer each account or journal separately

- 9 Click **OK**

BankLink Practice displays an Information window with the message **Extract Data Complete.<number> Entries were saved in F:\INTECH\ARCHIVE\1111122.333**

- 10 Click **OK**

- 11 Repeat all steps for each bank account or journal, using a different filename



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

To import the file into Intech:

- 1 In Intech, click **File, Source Codes**

- Code 8 - Data Bank Statement
- Line 4 - GST should equal 0
- Line 7 - GST Control should be bank account chart code to post bank contra entry

- 2 Click **Transactions, Transaction Entry**

3 Intech prompts you to enter a batch no. and date:

- Code 8 - Data Bank Statement
- Key Alpha No.- **Yes** or **No**
- Bank account - for example 111111 (first 6 digits of extract file)
- Suffix Code - for example 22 (next 2 digits of file extracted from BankLink Practice)
- Branch No. - for example 333 (extension of file extracted from BankLink Practice)
- Allow asset entries?
Yes - transaction entry pauses to allow entry of an item number, months depreciation etc.
No - transaction entry stops on asset codes to allow these to be coded to a suspense account for later analysis
- Files are located? - **Hard Disk** (Intech looks in the DATA folder, for example: F:\INTECH\DATA)
- Are You Sure? - **Yes**

Intech imports the data and posts to the individual account codes. The balance of the batch is posted to the code set up in Line 7 (the bank account chart code).

Enter a new batch for each bank account or journal file created in BankLink Practice.

Summary of the interface with Intech

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

To export a chart from Intech:

- 1 In Intech, open the required ledger
- 2 Click **File, Utilities, Archiving**
- 3 Select **Archive Ledger**
- 4 Enter a Ledger Number
- 5 Enter the drive letter mapped to Intech\Archive

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.

- 3 Click **OK**

Transferring transactions from BankLink Practice to Intech

To extract data to a 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 Click in the **Save Entries To** field and enter an eight digit filename followed by a three digit file extension. For example, **F:\INTECH\DATA\11111122.333** where:
 - 1 = the bank account number (6 digits).
 - 2 = the bank account suffix (2 digits).
 - 3 = the branch code (3 digits).

6 Click **OK**

7 If BankLink Practice displays the **Overwrite File** window asking **The file F:\INTECH\DATA\1111122.333 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 for the bank account or journal you want to transfer - you have to transfer each account or journal separately

9 Click **OK**

BankLink Practice displays an Information window with the message **Extract Data Complete.<number> Entries were saved in F:\INTECH\ARCHIVE\1111122.333**

10 Click **OK**

11 Repeat all steps for each bank account or journal, using a different filename

To import the file into Intech:

1 In Intech, click **File, Source Codes**

- Code 8 - Data Bank Statement
- Line 4 -GST should equal 0
- Line 7 - GST Control should be bank account chart code to post bank contra entry

2 Click **Transactions, Transaction Entry**

3 Intech prompts you to enter a batch no. and date:

- Code 8 - Data Bank Statement
- Key Alpha No. - **Yes** or **No**
- Bank account - for example 111111 (first 6 digits of extract file)
- Suffix Code - for example 22 (next 2 digits of file extracted from BankLink Practice)
- Branch No. - for example 333 (extension of file extracted from BankLink Practice)
- Allow asset entries?
Yes - transaction entry pauses to allow entry of an item number, months depreciation etc.
No - transaction entry stops on asset codes to allow these to be coded to a suspense account for later analysis
- Files are located? - **Hard Disk** (Intech looks in the DATA folder, for example: F:\INTECH\DATA)
- Are You Sure? - **Yes**

Intech imports the data and posts to the individual account codes. The balance of the batch is posted to the code set up in Line 7 (the bank account chart code)

4 Repeat for each bank account or journal file created in BankLink Practice