MYOB Accountants Office

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

- Copying the client chart from MYOB AO into BankLink Practice
- Transferring coded transactions from BankLink Practice into MYOB AO

You must make the **Client Code** in each BankLink Practice client file the same as the **BankLink ID** for each MYOB AO client for the interface to work.

If you experience a problem interfacing BankLink Practice with MYOB Accountants Office please contact BankLink Support.

Copying a chart from MYOB AO into BankLink Practice

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

- The directory path to BankLink Practice must be set on all the workstations which use this interface
- The BankLink ID in MYOB AO must be the same as the client code used in BankLink Practice for each client
- In BankLink Practice, set the Accounting System to MYOB Accountants Office and enter the drive and folder in which the client chart is stored

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

To input a BankLink ID in MYOB AO:

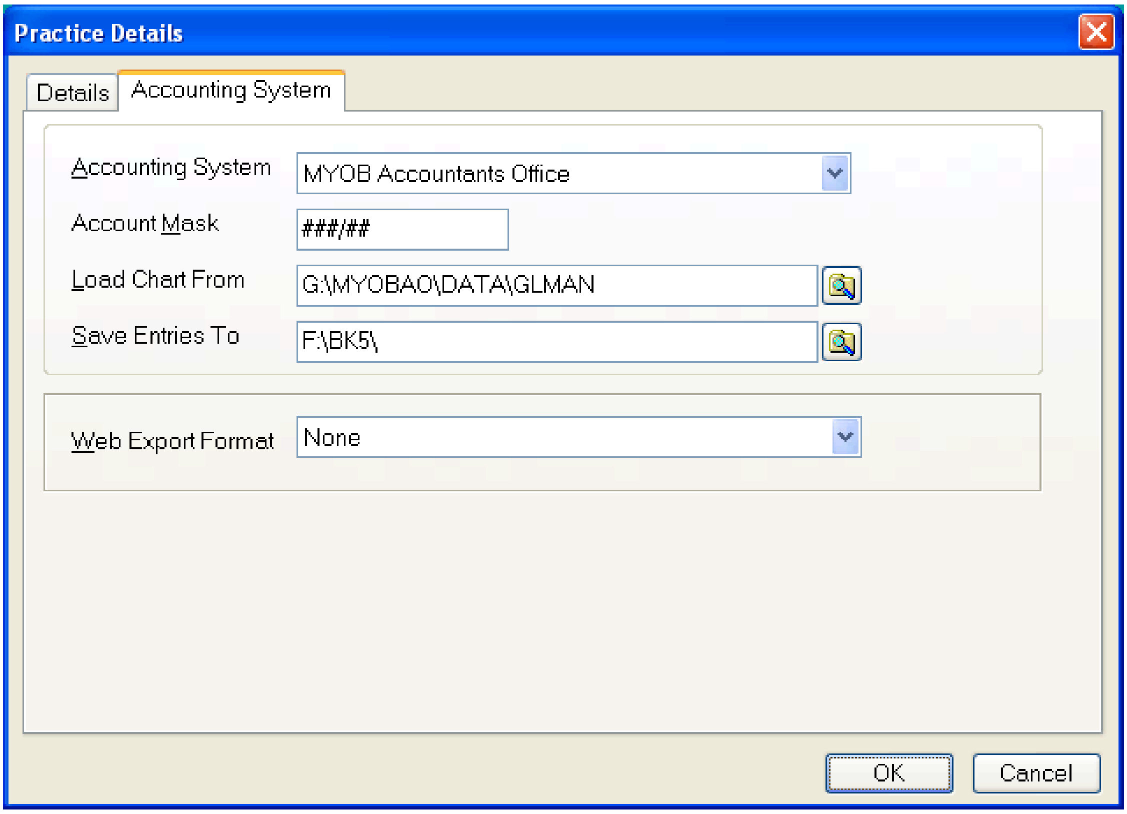
1. Open MYOB AO
2. From the Main Menu, select **General Ledger** in your **Client Accounting Options**
3. Open the relevant client ledger
4. Click **File, Import, BankLink**
5. You are prompted to enter the **BankLink ID** - this must be the same as the BankLink Practice client code
6. Click **OK**
7. If you need to amend the BankLink ID click **File, Import, BankLink** and use the **Change BankLink ID** button

To set up the link to MYOB AO 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 **MYOB Accountants Office**

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

5 Click on the **Browse** button in the **Load Chart From** field to locate the drive and folder where you will find your MYOB AO clients, for example **G:\MYOBAO\DATA\GLMAN** and click **OK** - for CA Systems GL users who have upgraded to MYOB AO the path **G:\CASYSTEM\DATA\GLMAN** may still be used

6 Click on the **Browse** button in 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 MYOB AO.

Set up Practice GST Defaults

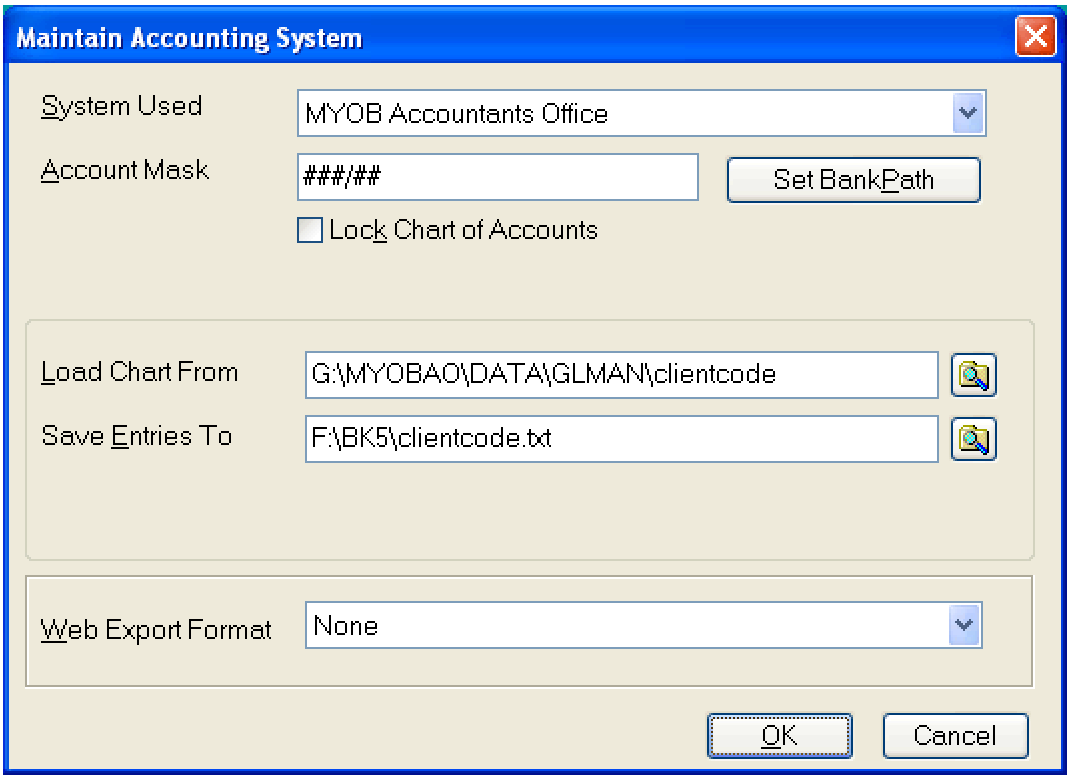
You must set up the GST classes used in MYOB Accountants Office in BankLink Practice. If you have already set up the Practice GST Defaults (as shown in Chapter A4 of the Guide), BankLink Practice automatically completes the Rates tab in the GST Set Up window for each new client (as shown in Setting up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

To set up the link to MYOB AO for a single client:

1. In BankLink Practice, open the required client file

2. Click **Other Functions, Accounting System**

3. BankLink Practice displays the **Maintain Accounting System** window



4. Click in the **System Used** field and select **MYOB Accountants Office**

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

   If the **BankPath** has not already been set on this workstation BankLink Practice displays the **Set BankPath** button

6. Click the **Set BankPath** button

   BankLink Practice displays the message **The BankPath environment variable is not currently set. Do you want to set it to F:\BK5?** (where F:\BK5 is the drive and folder to which BankLink Practice has been installed)

7. Click **Yes**

   BankLink Practice displays the message **BankPath has been updated**

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

9 Click in the **Load Chart From** field and enter the name of the MYOB AO client chart, for example: **G:\MYOBAO\DATA\GLMAN\clientcode**

10 Click in the **Save Entries To** field and enter the name of the file to be created when extracting data, for example **F:\BK5\clientcode.TXT** - the transaction data must be extracted as a text file (.TXT)

11 Click **OK**

12 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

13 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

3 Click **OK**

You must refresh the chart into the BankLink Practice client file each time the chart is changed in MYOB AO. This ensures that the client's chart is the same in BankLink Practice and MYOB AO.

GST classes assigned to account codes in the MYOB AO chart are brought into BankLink Practice during the Refresh Chart process. GST set up must be completed in BankLink Practice in order for GST to be calculated when transactions are coded. See Chapter A4 for more information.

To set up GST for a single client:

1 In BankLink Practice, open the required client file

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

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

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 MYOB Accountants Office

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

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:

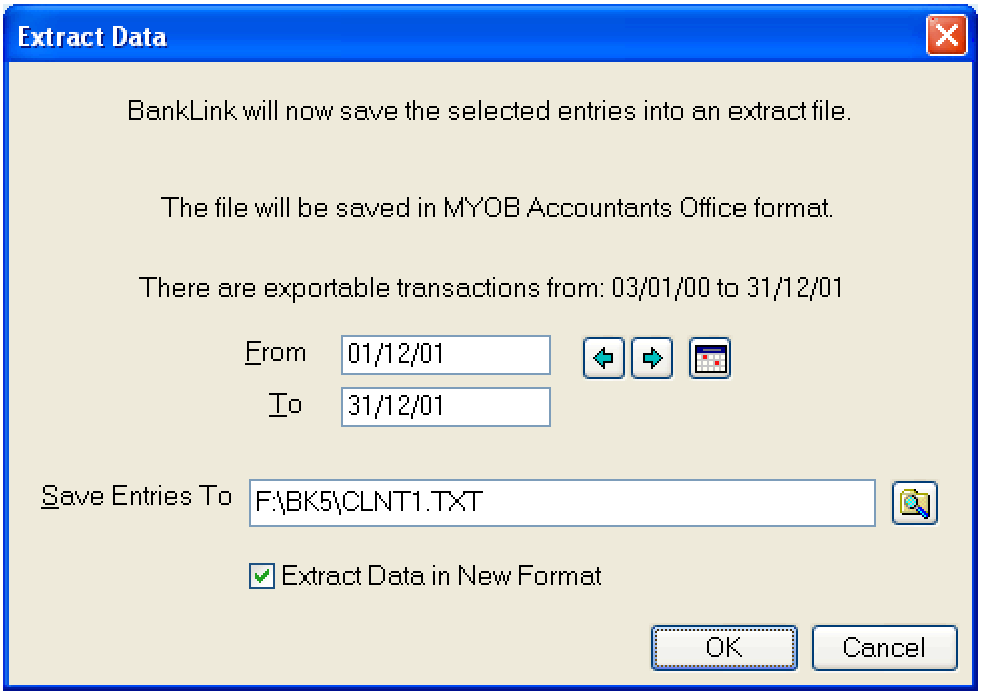
- In BankLink Practice, extract data to a .TXT file
- In MYOB AO, import the .TXT file

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(s) you want to process** window

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.TXT**

10. Click **OK**

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

To import the .TXT file into MYOB AO:

1. In MYOB AO, select **General Ledger** from the main menu

2. Open the required client ledger

3. Click **File, Import, BankLink**

   The **Import from BankLink** window displays

4. Enter the same date range that was used in BankLink Practice during the Extract Data process

5. Check that the **BankLink ID** is the same as the client code used in BankLink Practice

6. Click **OK** to process the import

BankLink Practice allows you to transfer data from bank accounts with account numbers that contain alpha characters or have an account number longer than 15 digits. Cash and accrual journals can also be transferred from BankLink Practice into MYOB AO. Before importing ensure that all accounts and/or journals have been set up in MYOB AO. Refer to your MYOB Administrator for details on the appropriate action if they have not.

Summary of the Interface with MYOB Accountants Office

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

To refresh a client chart into BankLink Practice:

1. In BankLink Practice, open the required client file
2. Click **Other Functions, Accounting System**
3. Check the **System Used** is **MYOB AO**
4. Make sure that the **Lock Chart of Accounts** checkbox is not ticked so that the chart can be refreshed
5. Check the **Load Chart From** field contains the drive and folders where the MYOB AO chart file is saved. For example: **G:\MYOBAO\DATA\GLMAN\CLIENTCODE** or **G:\CASYSTEM\DATA\GLMAN\CLIENTCODE**
6. Click **OK**
7. Click **Other Functions, Refresh Chart**

   An **Information** window displays confirming that the chart has been refreshed
8. Click **OK**

Transferring transactions from BankLink Practice to MYOB AO

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 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.TXT**

10 Click **OK**

To import the .TXT file into MYOB AO:

1 In MYOB AO, select **General Ledger** from the main menu

2 Open the required client ledger

3 Click **File, Import, BankLink**

The **Import from BankLink** window displays

4 Enter the same date range that was used in BankLink Practice during the **Extract Data** process

5 Check that the **BankLink ID** is the same as the client code used in BankLink Practice

6 Click **OK** to process the import