

Xcede Professional Accounting Version 8

This information supports the interface between BankLink Practice 5.6 or later, and XPA version 8 or later.

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

- Copying a chart from XPA into BankLink Practice
- Transferring transactions from BankLink Practice to XPA



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



If you experience a problem interfacing BankLink Practice with XPA 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 Xcede Professional Accounting Version 8 into BankLink Practice

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

- In BankLink Practice, set the **Accounting System** field to **Professional Accounting XPA 8** and enter the drive and folder where the client chart is stored

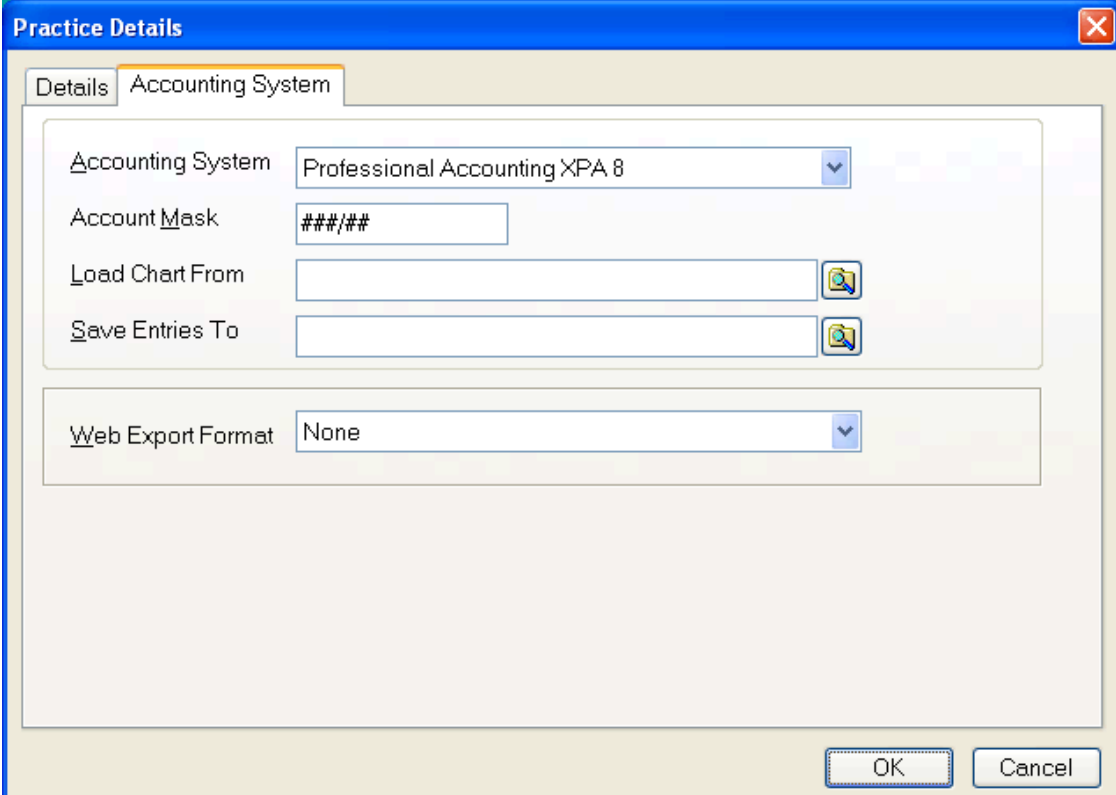
You can enter the BankLink Practice details as practice defaults, so that BankLink Practice automatically enters them for all new client files.

To set up the link to Xcede Professional Accounting Version 8 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' dialog box with the 'Accounting System' tab selected. The 'Accounting System' dropdown is set to 'Professional Accounting XPA 8'. The 'Account Mask' field contains '###/##'. The 'Load Chart From' and 'Save Entries To' fields are empty, each with a magnifying glass icon. The 'Web Export Format' dropdown is set to 'None'. 'OK' and 'Cancel' buttons are at the bottom right.

- 3 Click in the **Accounting System** field and select **Professional Accounting XPA 8**

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

- 5 Leave the **Load Chart From** field blank - BankLink Practice populates this when you refresh the chart from XPA Version 8

- 6 Leave the **Save Entries To** field blank - BankLink Practice populates this when you transfer the data to XPA Version 8
- 7 Click in the **Web Export Format** field to select a web export format if used
- 8 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 PA.

Set up Practice GST Defaults

You must set up the GST classes used in Xcede Professional Accounting Version 8 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 Xcede Professional Accounting Version 8 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

- 3 Click in the **System Used** field and select **Professional Accounting XPA 8**

- 4 Click in the **Account Mask** field if required and enter a mask, for example **####/##**
- 5 Make sure that the **Lock Chart of Accounts** checkbox is not ticked so that the chart can be refreshed
- 6 Click the **Browse** button in the **Load Chart From** field
The XPA Ledger Listing displays
- 7 Click the required ledger and click **OK**
- 8 Click the **Browse** button in **Save Entries To** field
The XPA Ledger Listing displays
- 9 Click the required ledger and click **OK**
The path and filename of the XPA ledger is entered in the **Save Entries To** field
- 10 Click **OK**
As you changed the details in the **Load Chart From** field, BankLink Practice asks **Do you want to Load the Chart Now?**
- 11 Click **Yes** to refresh the chart into BankLink Practice
BankLink Practice displays an **Information** window confirming that the chart has been refreshed
- 12 Click **OK**

To refresh a client chart into BankLink Practice:

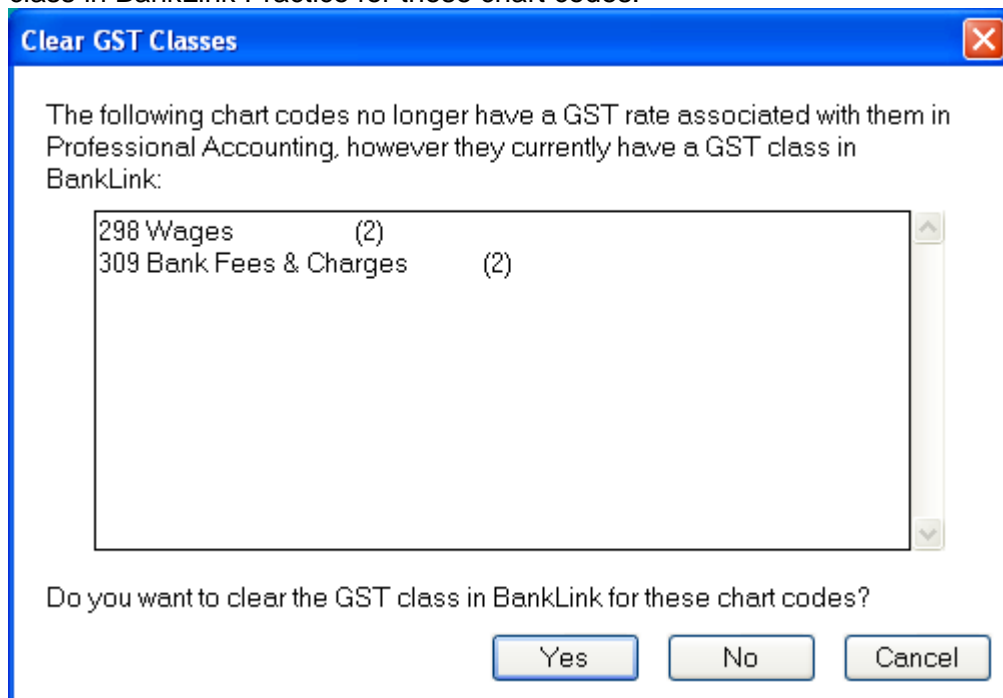
- 1 In BankLink Practice, open the required client file
 - 2 Click **Other Functions, Refresh Chart**
 - 3 Click **Yes**
BankLink Practice displays an **Information** window to confirm the ledger you are refreshing
 - 4 Click **Yes** to confirm or **No** to choose a different ledger from the XPA ledger listing
 - 5 Click **OK**
BankLink Practice displays an **Information** window confirming that the chart has been refreshed
-  Repeat this process each time the chart is changed in XPA. This ensures that the client's chart is the same in BankLink Practice and XPA.
-  During the Refresh Chart process, GST classes assigned to account codes in the XPA 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**
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
- 5 Click **OK**




When the chart is subsequently refreshed, if chart codes no longer have an associated GST Rate in XPA, however they do have a GST class in BankLink Practice, an **Information** window displays asking whether you want to clear the GST class in BankLink Practice for these chart codes.



- Click **Yes** to clear the GST classes assigned in BankLink Practice
- Click **No** to keep the GST classes assigned in BankLink Practice
- Click **Cancel** to quit the process without refreshing the chart

Transferring transactions from BankLink Practice to Xcede Professional Accounting Version 8

To extract the BankLink Practice data:

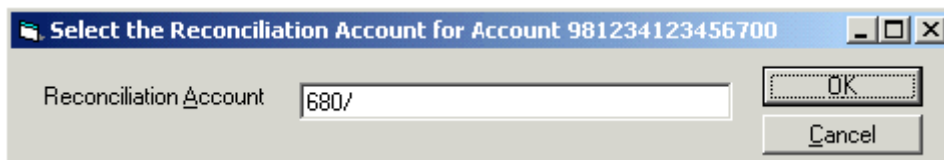
- 1** In BankLink Practice, open the required client file
- 2** Click **Other Functions, Extract Data**
BankLink Practice displays the **Extract Data** window
- 3** Click in the **From** field, and enter the date from which you want to extract data
- 4** Click in the **To** field enter the date to which you want to extract data
- 5** Check the **XPA Ledger** field contains the correct details
 If the field is blank or the details are incorrect
 - Click the **Browse** button
 - You see the **Select existing XPA file** window
 - Click to select the correct Ledger and click OK
 - BankLink Practice displays the path to the selected ledger in the **XPA Ledger** field
- 6** Click **OK**
BankLink Practice displays the **Extract Data: Select the account(s) you want to process** window
- 7** Enable the check box in the **Select** column for each bank account and/or journal you want to transfer
- 8** Click **OK**
The **XPA Import Options** window appears

9 Enable the check boxes as required:

- **Use Imported Tax Amount** if you want XPA to use the GST class and GST amount of the coded transactions in BankLink Practice
- **Apply Account Tax Rates** if you want to apply the default GST rates assigned to the account code in the XPA client chart
- **Apply Cash In/Cash Out** if you want BankLink Practice transactions to be included in the cash flow reports in XPA
- **Post All Entries** if you want XPA to post the entries during the import process
- **Flag Entries for Reconciliation** if you want the BankLink Practice transactions to be included in the Bank Reconciliation in XPA
- **Confirm Reconciliation Accounts** if you want to change the reconciliation account before the entries are imported

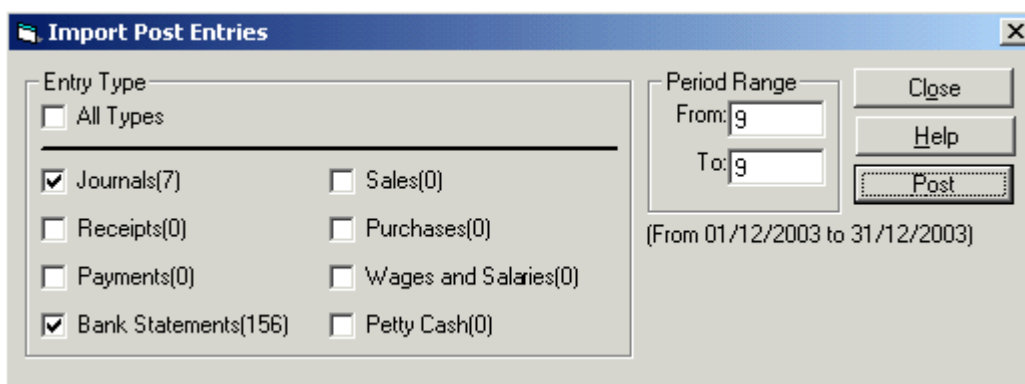
10 Click **Import**

11 If you enabled the **Confirm Reconciliation Accounts** check box, or the reconciliation account has not been correctly defined in XPA (Data Entry/Reconciliation accounts), you will be prompted to enter the **Reconciliation Account**



12 Click **OK**

13 If you enabled the **Post All Entries** check box, the **Import Post Entries** screen displays - enable the check boxes for the Bank Statement and/or Journal entries



14 Click **Post**

A message window displays confirming that **<number> transactions were successfully imported**

15 Click **OK**

BankLink Practice displays an **Information** window with the message **Data imported into XPA successfully. <number> entries were transferred.**

16 Click **OK**

BankLink Practice displays the **Code Entries Screen** with the transfer flags set



During the import process XPA may display the following messages:

"Transactions exist without an account code"

BankLink Practice transactions have been extracted without an account code assigned

- Click **Yes** to post these entries to the suspense account
- Click **No** to import these entries as uncoded
- Click **Cancel** to abort the import.

BankLink Practice displays the **Code Entries Screen**

"Account <number> exists in Transaction lines that does not exist in the Ledger, Add the Account?"

An account code has been defined in the BankLink Practice client file that does not exist in the XPA Ledger

- Click **Yes** to add the account to the XPA Ledger
- Click **No** to abort the import

BankLink Practice displays the **Code Entries Screen**

"<number> Tax code exists in Transaction lines that does not exist in the XPA Ledger"

A tax code has been defined in the BankLink Practice client file that does not exist in the XPA Ledger.

- Click **OK** to abort the import.

BankLink Practice displays the **Code Entries Screen.**

Summary of the interface with Xcede Professional Accounting Version 8

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

To refresh a client chart into BankLink Practice:

1 In BankLink Practice, open the required client file

2 Click **Other Functions, Refresh Chart**

3 Click **Yes**

BankLink Practice displays an **Information** window to confirm the ledger you are refreshing

4 Click **Yes** to confirm or **No** to choose a different ledger from the XPA ledger listing

5 Click **OK**

BankLink Practice displays an **Information** window confirming that the chart has been refreshed

Transferring transactions from BankLink Practice to XPA

To extract the BankLink Practice data:

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 enter the date to which you want to extract data

5 Check the **XPA Ledger** field contains the correct details

6 Click **OK**

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

7 Enable the check box in the **Select** column for each bank account and/or journal you want to transfer

8 Click **OK**

The **XPA Import Options** window appears

9 Enable the check boxes as required:

- **Use Imported Tax Amount** if you want XPA to use the GST class and GST amount of the coded transactions in BankLink Practice
- **Apply Account Tax Rates** if you want to apply the default GST rates assigned to the account code in the XPA client chart
- **Apply Cash In/Cash Out** if you want BankLink Practice transactions to be included in the cash flow reports in XPA
- **Post All Entries** if you want XPA to post the entries during the import process
- **Flag Entries for Reconciliation** if you want the BankLink Practice transactions to be included in the Bank Reconciliation in XPA
- **Confirm Reconciliation Accounts** if you want to change the reconciliation account before the entries are imported

10 Click **Import**

11 If you enabled the **Confirm Reconciliation Accounts** check box, or the reconciliation account has not been correctly defined in XPA (Data Entry/Reconciliation accounts), you will be prompted to enter the **Reconciliation Account**

12 Click **OK**

13 If you enabled the **Post All Entries** check box, the **Import Post Entries** screen displays - enable the check boxes for the Bank Statement and/or Journal entries

14 Click **Post**

A message window displays confirming that **<number> transactions were successfully imported**

15 Click **OK**

BankLink Practice displays an **Information** window with the message **Data imported into XPA successfully. <number> entries were transferred.**

16 Click **OK**

BankLink Practice displays the **Code Entries Screen** with the transfer flags set