

Exporting charges to APS Advance

Before exporting charges to APS Advance, you need to check that the correct system is set up in your Practice Details.

To check that the system is set up correctly:

1 Click **System, Practice Details**

BankLink Practice displays the **Practice Details** window

2 Select the **Practice Management System** tab

3 Check that the **Practice Management System** field is displaying **APS Advance** - if not, select it from the drop-down list

4 Click **OK**

To export charges to APS Advance:

1 Click **System, Charges, Export Charges**



If you have not selected a Practice Management System as described above, you will be prompted to do so.

BankLink Practice displays the **Export Charges Options** window

2 Click the **Month to export** field to select the required month

3 BankLink Practice saves the export file as **banklink.csv** to the BankLink Practice folder, for example F:\BK5, by default but you can click the **Browse** button in the **Save Entries To** field to choose a different folder

4 Click **Next** to continue

BankLink Practice displays the **Increase Charges** window where you can increase the charges by fixed and/or percentage amounts

5 To add fixed amounts, click the **Fixed** check box and then select one of the following options, specifying the amount as required:

- Add a fixed dollar amount to each charge
- Distribute a fixed dollar amount across all charges
- Set a fixed dollar amount for each charge

6 Click the **Percentage** check box If you want to specify a percentage amount to increase all charges by



If both Fixed and Percentage amounts are specified, the Fixed amount will be applied first, followed by the Percentage increase.

- 7 Click the **View Statement and Download Document** link if you would like to see the PDF document version of the charges you are about to export

- Enter the Statement and Download Documents password if prompted

BankLink Practice displays the documents in a separate window which you can refer to while continuing with the export

- 8 Click **Next** to continue

BankLink Practice displays **Edit Charge Details** window



You can sort the information displayed by clicking on the header of the column you want to sort by.

- 9 Enter or amend details in the **File Code, Cost Code, Client,** and **Matter** columns - changes made will be remembered for the next time you export the file



When fixed and/or percentage amounts are added to the charges, BankLink displays an **Increased Charges** column in the transaction display - the column is editable so you can further adjust the charges if required.



The **Client** field is mandatory and must be completed before you can choose a **Matter**.

- 10 **Hide accounts with no charge this month** is ticked by default - click to remove the tick to see all accounts

- 11 You can use the **Find** field and the **Next** and **Previous** buttons to search all the columns for a particular charge

- 12 You can flag an account as No Charge to exclude it from the export - right click the account and select **Flag Account as No Charge** from the context menu - see [Flagging a bank account as No Charge](#) for more information

- 13 Select from:

- **Report** to produce an Export Charges report
- **Save Data** to save changes you have made to the **File Code, Cost Code, Client,** and **Matter** columns if you need to exit the window before you complete the export
- **Back** to select a different month to export or another file location to save the charges to
- **Finish** to export the data
- **Cancel** to exit

When you export the data BankLink Practice displays an **Information** window confirming the number of charges exported, and the file to which they have been saved

14 Click **OK**



The charges are exported as displayed in the grid - net of GST.



For information on importing the charges file into APS Advance please contact your APS Advance consultant.