

## Exporting charges to MYOB Viztopia

Before exporting charges to MYOB Viztopia, you need to check that it 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 **MYOB Viztopia** - if not, select it from the drop-down list

**4** Click **OK**

### To export charges to MYOB Viztopia:

**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** The **Save Entries To** field defaults to **banklink.txt** - click the **Browse** button to select a folder and enter a different filename if required

**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 the **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, Assignment Code,** and **Disbursement Code Type** 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.



**Assignment Code** is a mandatory field - it is alphanumeric, defaults to upper case, and up to 20 characters long. There must be at least 3 characters, in the format X/X - the slash is mandatory and there must be at least one character on either side.



**Disbursement Code Type** is a mandatory field - it is alphanumeric, and up to 10 characters long. This code is case sensitive and so must exactly match the code as it is in Viztopia.

- 10 **Hide accounts with no charge this month** is ticked by default - 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**, **Assignment Code**, and **Disbursement Code Type** 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 MYOB Viztopia please contact your MYOB consultant.