Accomplish CashManager

This information supports the interface between BankLink Practice 5.4 or later, and Accomplish Cash Manager version 10 or later.

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

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

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

If you experience a problem interfacing BankLink Practice with Accomplish CashManager 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 Accomplish CashManager into BankLink Practice

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

1 In Accomplish CashManager, export the required client chart.

2 In BankLink Practice, set the **Accounting System** field to **Accomplish CashManager** 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 Accomplish CashManager:

1 In Accomplish CashManager, open the required client file

2 Click **File, Export Data, Export Chart to BankLink**

The **Export file name** window displays

3 Enter the file name, for example: **F:\CASHWIN\clientcode\CHART.CHT**

4 Click **OK**

5 If Cash Manger prompts you to overwrite the existing file, click **Yes**

Cash Manager displays a message stating the file was created successfully

6 Click **OK**

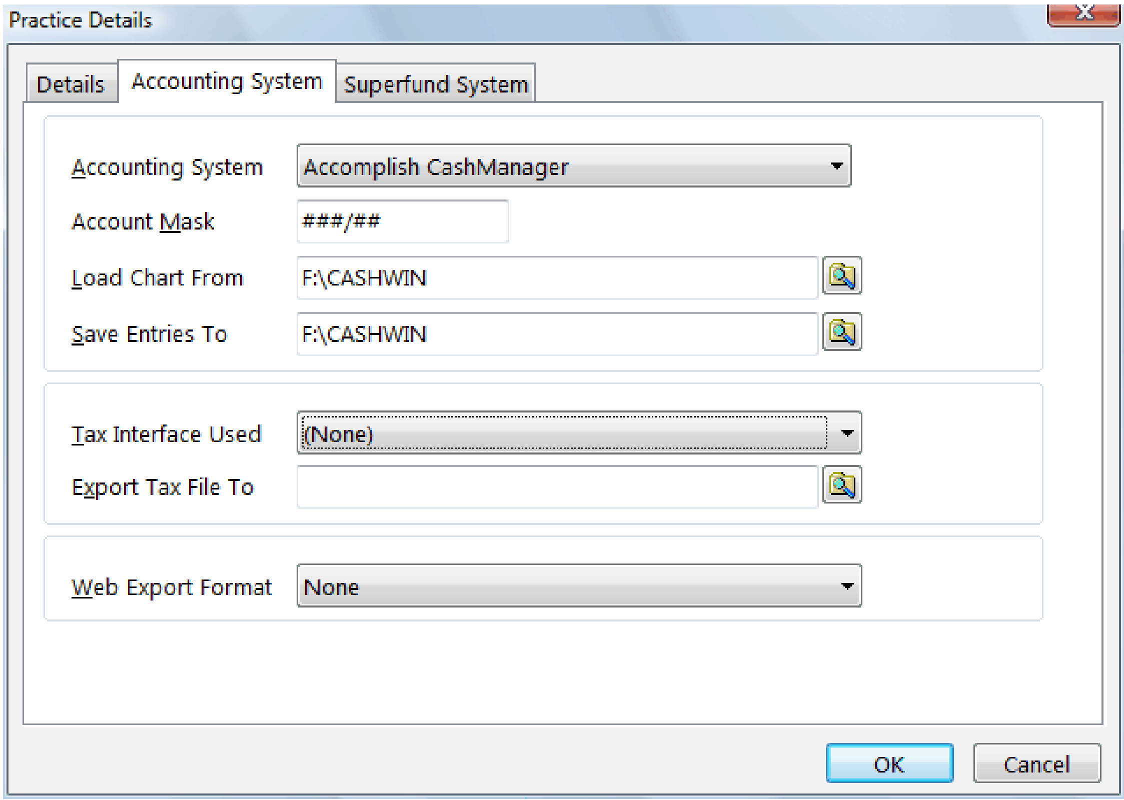
Repeat this process each time you change a client’s chart in Accomplish CashManager. This ensures that the client’s chart is the same in BankLink Practice and Accomplish CashManager.

To set up the link to Accomplish CashManager 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 **Accomplish CashManager**

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

5 Click on the **Browse** button next to the **Load Chart From** field and locate the drive and folder where the exported Accomplish CashManager chart is stored, for example **F:\CASHWIN** and click **OK**

6 Click on the **Browse** button next to in the **Save Entries To** field and locate the drive and folder where Accomplish CashManager is installed, for example **F:\CASHWIN** and click **OK**

7 Click in the **Tax Interface Used** field and select **None**

8 Leave the **Export Tax File To** field blank

9 Click in the **Web Export Format** field and select a web export format if used

10 Click **OK**

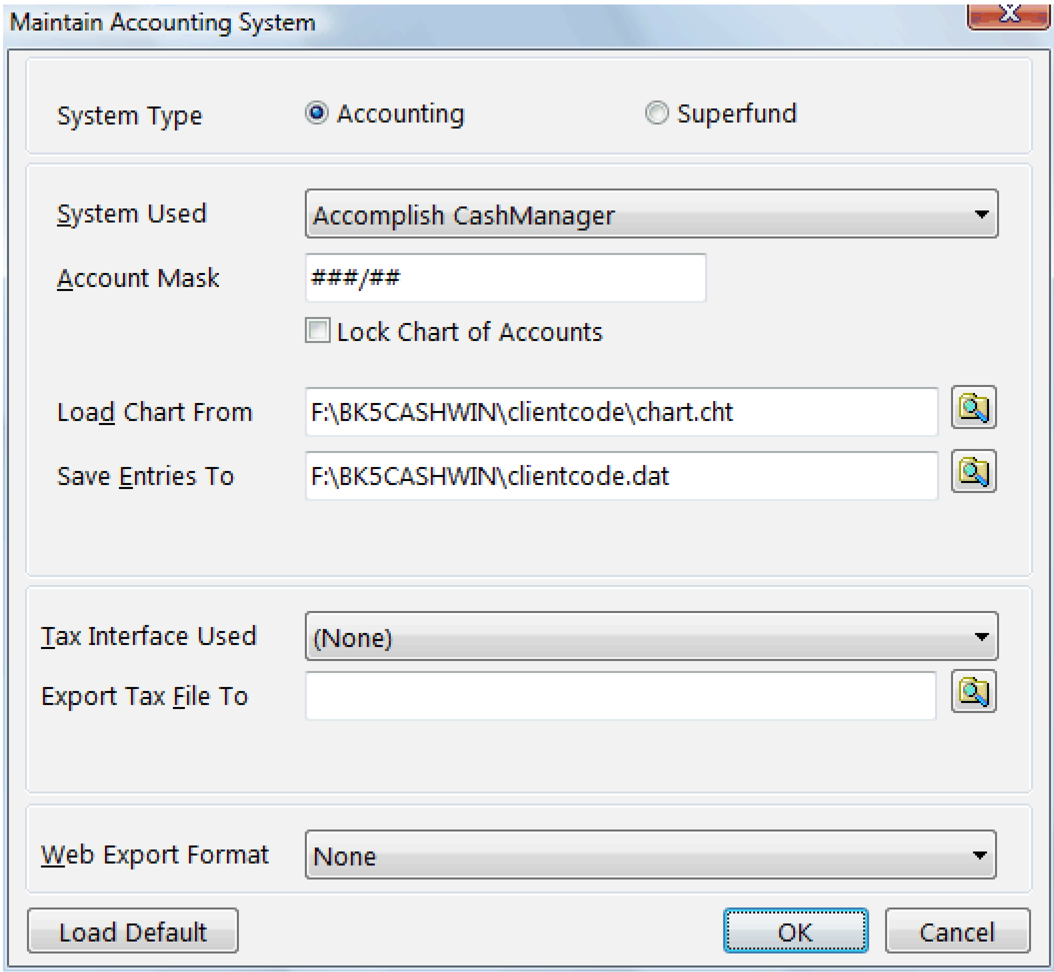
The account mask is a tool that automatically inserts separators if they are used in your chart codes. You enter a hash symbol (#) for each digit and other punctuation symbols such as **/** and **-** to reflect the format of the account codes in the chart of accounts (for example **230/01 = ###/##**) - BankLink Practice then inserts the punctuation for you in all **Account** code fields. It does not affect the interface to Accomplish CashManager.

To set up the link to Accomplish CashManager 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



System Type defaults to **Accounting**

3. Click in the **System Used** field and select **Accomplish CashManager**
4. Click in the **Account Mask** field if required and enter a mask, for example **###/##**
5. Ensure the **Lock Chart of Accounts** field is unchecked so that the chart can be refreshed
6. Click on the **Browse** button next to in the **Load Chart From** field and locate the drive and folder where the exported Accomplish CashManager chart is stored, for example **F:\CASHWIN\clientcode\CHART.CHT** and click **OK**
7. Click in the **Save Entries To** field and enter the name of the file to be created when extracting data, for example **F:\CASHWIN\clientcode.DAT** where clientcode is the code used for the client in BankLink Practice and Accomplish CashManager - Accomplish CashManager requires this file to have the extension .DAT.
8. Click in the **Tax Interface Used** field and select **None**
9. Leave the **Export Tax File To** field blank
10. Click in the **Web Export Format** field and select a web export format if used
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
13. Click **OK**

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

14 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**

An **Information** window displays confirming that the chart has been refreshed

3 Click **OK**

If you require BankLink Practice to calculate GST on a transaction as it is coded and complete the GST return, you must complete all the tabs in the **GST Set Up** window at client level - see Chapter A4.

To complete the **Rates** and **BAS Fields** tabs you can use an existing BankLink Practice template file, for example Sol6.tpm, Xlon.tpm etc. NOTE: You need to change the GST Control Accounts.

Transferring transactions from BankLink Practice to Accomplish CashManager

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

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 .DAT file.

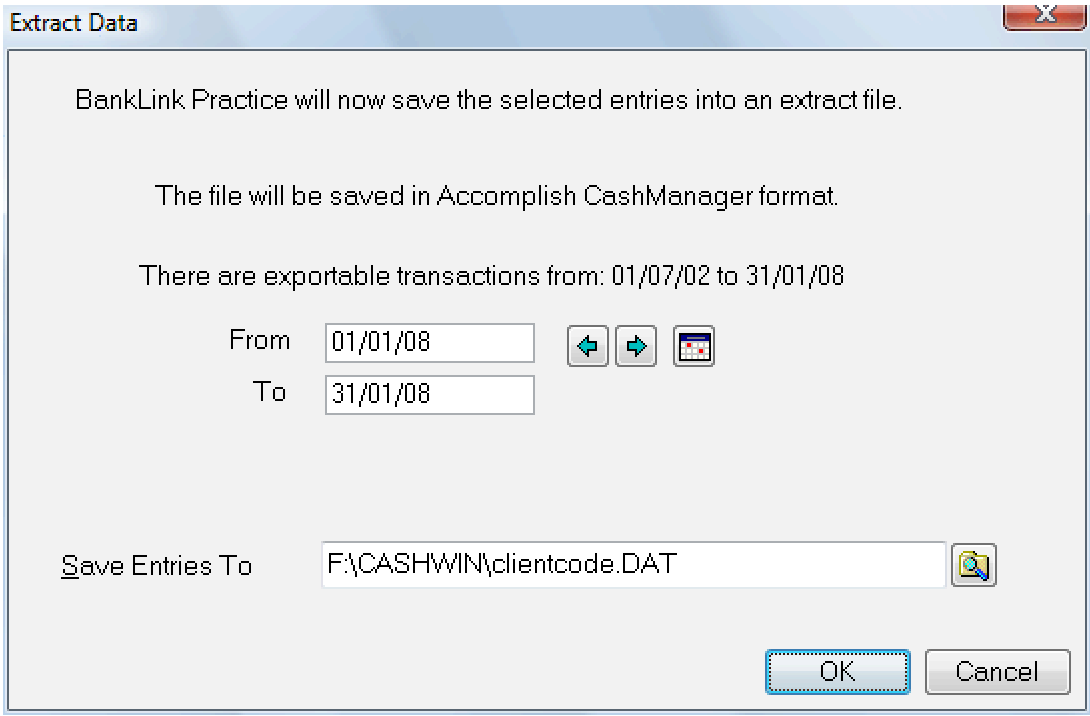
2 In CashManager, import the .DAT file.

To extract data to a .DAT 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 the **Overwrite File** window displays asking **The file F:\CASHWIN\clientcode.DAT 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 in the **Select** column next to the account or journal 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:\CASHWIN\clientcode.DAT**

10 Click **OK**

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

To import the .DAT file into Accomplish CashManager:

1 In Accomplish CashManager, click **File, Import Data, Transaction Import**

Accomplish CashManager displays the **Import Transactions** window

2 Select **BankLink v5.1** as the import file format

3 Select the **Bank Account** for the transactions you are importing

4 Enter the suspense account for invalid codes

5 If the **Import File Name** field does not contain the correct details, click the **Browse** button to locate the file created in the Extract Data process

6 Click **OK**

Accomplish CashManager displays the client name of the selected import file

7 Confirm the name

Accomplish CashManager displays a notification when the import is complete and prompts you to delete the import file

8 Click **Yes** to delete the file - this minimises the risk of duplicating data in the ledger

Summary of the interface with Accomplish Cash Manager

Previously in this document we have shown you how to set up BankLink Practice and Accomplish Cash Manager 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 client chart from Cash Manager into BankLink Practice

To export a chart from Accomplish CashManager:

1 In Accomplish CashManager, open the required client file

2 Click **File, Export Data, Export Chart to BankLink**

The **Export file name** window displays

3 Enter the file name, for example: **F:\cashwin\clientcode\chart.cht**

4 Click **OK**

5 If Accomplish Cash Manger prompts you to overwrite the existing file, click **Yes**

Accomplish Cash Manager displays a message stating the file was created successfully

6 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**

An **Information** window displays confirming that the chart has been refreshed

3 Click **OK**

Transferring transactions from BankLink Practice to Accomplish CashManager

To extract data to a .DAT 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 the **Overwrite File** window displays asking **The file F:\CASHWIN\clientcode.DAT 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 in the **Select** column next to the account or journal 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:\CASHWIN\clientcode.DAT**

10 Click **OK**

To import the .DAT file into Accomplish CashManager:

1. In CashManager, click **File, Import Data, Transaction Import**

   Accomplish CashManager displays the **Import Transactions** window

2. Select **BankLink v5.1** as the import file format
3. Select the **Bank Account** for the transactions you are importing
4. Enter the suspense account for invalid codes
5. If the **Import File Name** field does not contain the correct details, click the **Browse** button to locate the file created in the Extract Data process
6. Click **OK**

   Accomplish CashManager displays the client name of the selected import file

7. Confirm the name

   Accomplish CashManager displays a notification when the import is complete and prompts you to delete the import file

8. Click **Yes** to delete the file - this minimises the risk of duplicating data in the ledger