

BGL Simple Ledger

There are two aspects to the interface between BankLink Practice and BGL Simple Ledger:

- Copying a chart from BGL Simple Ledger into BankLink Practice.
- Transferring coded transactions from BankLink Practice into BGL Simple Ledger.

The Superfund fields available in BGL Simple Fund are also available in BGL Simple Ledger - for information about how these work, please see:

- Coding transactions for BGL Simple Ledger



In order to keep track of your client files, make the **Client Code** in BankLink Practice the same as the client reference in BGL Simple Ledger.



If you experience a problem interfacing BankLink Practice with BGL Simple Ledger 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 BGL Simple Ledger into BankLink Practice

You can copy a client's chart of accounts from BGL Simple Ledger 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 **BGL Simple Ledger** and enter the drive and folder to 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 set up the link to BGL Simple Ledger as a practice default:

- In BankLink Practice, click **System, Practice Details**
BankLink Practice displays the **Practice Details** window
- Click on the **Accounting System** tab

The screenshot shows the 'Practice Details' dialog box with the 'Accounting System' tab selected. The fields are as follows:

Field	Value
Accounting System	BGL Simple Ledger
Account Mask	
Load Chart From	F:\BGLSUITE\SLEDGER\
Save Entries To	F:\BGLSUITE\SLEDGER\DATAIN
Tax Interface Used	(None)
Export Tax File To	
Web Export Format	None

- Click in the **Accounting System** field and select **BGL Simple Ledger**
- Click in the **Account Mask** field if required and enter a mask, for example **####/##**
- Click the **Browse** button next to the **Load Chart From** field to locate the drive and folder where BGL Simple Ledger is located, for example **F:\BGLSUITE\SLEDGER** and click **OK**
- Click the **Browse** button next to the **Save Entries To** field to locate **F:\BGLSUITE\SLEDGER\DATAIN** and click **OK**
- Click in the **Tax Interface Used** field and select **None**
- Leave the **Export Tax File To** field blank
- Click in the **Web Export Format** field and select **None**
- 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 BGL Simple Ledger.

To set up the link to BGL Simple Ledger 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

The screenshot shows the 'Maintain Accounting System' dialog box with the following fields and values:

- System Type:** Accounting (selected), Superfund
- System Used:** BGL Simple Ledger
- Account Mask:** ###/##
- Lock Chart of Accounts:**
- Load Chart From:** F:\BGLSUITE\SLEDGER\CLIENTCODE
- Save Entries To:** F:\BGLSUITE\SLEDGER\DATAIN\clientcode.CSV
- Tax Interface Used:** (None)
- Export Tax File To:** (empty)
- Web Export Format:** None

Buttons at the bottom: Load Default, OK, Cancel.

System Type defaults to **Accounting**

- 3 Click in the **System Used** field and select **BGL Simple Ledger**
- 4 Click in the **Account Mask** field if required and enter a mask, for example **###/##**
- 5 Make sure that the **Lock Chart of Accounts** field is not ticked so that the chart can be refreshed
- 6 Click in the **Load Chart From** field and enter the name of the ledger whose chart you require, for example **F:\BGLSUITE\SLEDGER\CLIENTCODE**
- 7 Click in the **Save Entries To** field and enter the name of the file that will be created when extracting data, for example **F:\BGLSUITE\SLEDGER\DATAIN\clientcode.CSV**. BGL Simple Ledger requires this file to have the extension .csv

- 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 **None**
- 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**



Repeat this process each time you change a client's chart in BGL Simple Ledger. This ensures that the client's chart is the same in BankLink Practice and BGL.



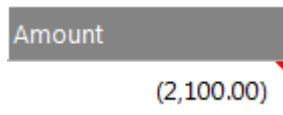
During the Refresh Chart process, the GST classes assigned to account codes in the BGL Simple Ledger chart are **not** brought into BankLink Practice. If you require BankLink Practice to calculate GST on a transaction as you code (and complete the BAS GST calculation sheet) then you must:

- 1 Load the BAS Template
- 2 In the client file, click **Other Functions, Templates, Load BAS Template**
- 3 Select the BGL template file from the list and check that the correct template is in the **File name** field
- 4 Click **Open**
BankLink Practice informs you that the GST details have been loaded from the template file
- 5 Click **OK**
- 6 Add GST classes to the chart codes in BankLink Practice - as described in Chapter A4

Coding transactions for BGL Simple Ledger

When you set up a client file with **BGL Simple Ledger** as the Accounting system, you can add extra information to coded transactions in the Code Entries Screen, Dissections, Memorisations and Journals. The extra information is added to superfund details fields which are included when you export coded information to BGL Simple Ledger.

Transactions where superfund details have been added are shown with a red flag at the top right hand corner of the Amount field:




Amount
(2,100.00)

When you click on one of these transactions you see a yellow pop-up hint with the coding and superfund details displayed.

Some points about superfund details



- When you enter an amount in the **Franked Amount** field, BankLink Practice calculates:
 - The balance and enters it in the **Unfranked Amount** field
 - The **Imputed Credit** and enters it in the **Imputed Credit** field
- If the amount you enter in the **Franked Amount** field is greater than the transaction amount, BankLink Practice replaces the amount entered with the transaction amount
- If the **Imputed Credit** amount is currently in line with the **Franked Amount** and the current Tax Rate, any change to the **Franked Amount** means that BankLink Practice automatically recalculates the **Imputed Credit**
- You can override the value in the **Imputed Credit** field if required - it is displayed in orange if the amount is not in line with the **Franked Amount** and current Tax Rate
- When the **Imputed Credit** is highlighted in orange, you can click  to recalculate it in line with the **Franked Amount** and current Tax Rate
- You can override the value in the **Unfranked Amount** field if required, but if you subsequently change the **Franked Amount**, the **Unfranked Amount** will not be recalculated
- You can click **Clear All** to remove all values from the superfund fields and start again

To enter superfund details in the Code Entries Screen:

- 1 Click on the **Account** field of the transaction you want to add superfund details to
- 2 Click **Super (F11, or right click, Edit Superfund Details)**
BankLink Practice displays the **Superfund Details** window
- 3 Enter the details as required
- 4 Use the **Prev** and **Next** buttons to move between transactions without returning to the **Code Entries Screen**, OR
- 5 Click **OK**



Codes and amounts entered in the **Account** and **Quantity** fields in the **Superfund Details** window are displayed in the **Account** and **Quantity** fields in the **Code Entries Screen**.

To clear superfund details in the Code Entries Screen:

- 1 Click on the **Account** field of the transaction you want to remove superfund details from
- 2 Right click and select **Clear Superfund Details** from the context menu
BankLink Practice displays the **Clear Superfund Details** window
- 3 Click **Yes**
BankLink Practice removes the superfund details although the **Account** and **Quantity** remain

To enter superfund details in the Dissect a Transaction window:

- 1 Click on the **Account** field of the transaction you want to dissect
- 2 Click **Dissect (/)**
- 3 Click **Super (F11)**, or right click, **Edit Superfund Details**
BankLink Practice displays the **Superfund Details** window
- 4 Enter the details as required
- 5 Use the **Prev** and **Next** buttons to move between lines of the dissection without returning to the **Dissect a Transaction** window, OR
- 6 Click **OK**



Codes and amounts entered in the **Account** and **Quantity** fields in the **Superfund Details** window are displayed in the **Account** and **Quantity** fields in the **Dissect a Transaction** window.

To enter superfund details in the Memorise Transaction window:


- 1 Click on the **Account** field of the transaction you want to memorise
- 2 Click **Mem (F4)**
- 3 Click **Super (F11)**, or right click, **Edit Superfund Details**
BankLink Practice displays the **Superfund Details** window
- 4 Enter details as required
- 5 Use the **Prev** and **Next** buttons to move between lines of the memorisation without returning to the **Memorise Transaction** window, OR
- 6 Click **OK**



The code entered in the **Account** field in the **Superfund Details** window is displayed in the **Account** field in the **Memorise Transaction** window.

To enter superfund details in the Enter Journal window:

- 1 Click on the **Account** field of the journal line you want to add superfund details to
- 2 Click **Super (F11)**, or right click, **Edit Superfund Details**
BankLink Practice displays the **Superfund Details** window
- 3 Enter the details as required

- 4 Use the **Prev** and **Next** buttons to move between lines of the journal without returning to the **Enter Journal** window, OR
 - 5 Click **OK**
-  Codes and amounts entered in the **Account** and **Quantity** fields in the **Superfund Details** window are displayed in the **Account** and **Quantity** fields in the **Enter Journal** window.

Transferring transactions from BankLink Practice to BGL Simple Ledger


You must code all transactions in BankLink Practice before transferring the data to BGL Simple Ledger.

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 .CSV file.
- 2 In BGL Simple Ledger, import the .CSV file.

To extract data to a .CSV 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 that 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:\BGLSUITE\SLEDGER\DATAIN\clientcode.CSV 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:\BGLSUITE\SLEDGER\DATAIN\clientcode.CSV**
 - 10 Click **OK**
-  BankLink Practice sets transfer flags on all transactions in the specified range, indicating that they have been extracted to a .CSV file. This is to prevent duplications in BGL Simple Ledger.

To import the .CSV file into BGL Simple Ledger:

- 1 In BGL Simple Ledger, click **Ledger Selection**
- 2 Double-click the required ledger
- 3 Click **Data In/Out**
- 4 Select **Transaction Import**
- 5 Click in the **Data Source** field and select **BankLink**
- 6 Click the **Browse** button in the **File Name** field, select the **clientcode.CSV** file you exported and click **OK**
- 7 Check that the transactions you're importing fall within the range shown in the **Period From** and **To** fields



Transactions outside the date range shown in the **From** and **To** fields are imported but not posted.

- 8 Click the **Browse** button to select the account code in the **Bank Account** field for the account you are importing
- 9 Click the **Browse** button if you need to change the account code in the **Balance Account** field
- 10 Click **Upload** to import the data
BGL Simple Ledger displays confirmation that the data import is complete

Summary of the interface with BGL Simple Ledger

Previously in this document we have shown you how to set up BankLink Practice and BGL Simple Ledger 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 BGL Simple Ledger 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 **BGL Simple Ledger**
- 4 Make sure that the **Lock Chart of Accounts** field is not ticked so that the chart can be refreshed
- 5 Check the **Load Chart From** field contains the drive and folders where the BGL Simple Ledger chart file is stored, for example: **F:\BGLSUITE\SLEDGER\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 BGL Simple Ledger

To extract data to a .CSV 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:\BGLSUITE\SLEDGER\DATAIN\clientcode.CSV 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:\BGLSUITE\SLEDGER\DATAIN\clientcode.CSV**
- 10 Click **OK**

To import the .CSV file into BGL Simple Ledger:

- 1 In BGL Simple Ledger, click **Ledger Selection**

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- 2 Double-click on the required ledger
- 3 Click **Data In/Out**
- 4 Select **Transaction Import** tab
- 5 Click in the **Data Source** field and select **BankLink**
- 6 Click the **Browse** button in the **File Name** field, select the **clientcode.CSV** file you exported and click **OK**
- 7 Check that the transactions you're importing fall within the range shown in the **Period From** and **To** fields
- 8 Click the **Browse** button to select the account code in the **Bank Account** field for the account you are importing
- 9 Click the **Browse** button if you need to change the account code in the **Balance Account** field
- 10 Click **Upload** to import the data
BGL Simple Ledger displays confirmation that the data import is complete