

Catsoft Ledgercat

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

- Copying a chart from Catsoft Ledgercat into BankLink Practice
- Transferring coded transactions from BankLink Practice into Catsoft Ledgercat



It is advisable to make the **Client Code** in BankLink Practice the same as the Entity code in Catsoft Ledgercat.



If you experience a problem interfacing BankLink Practice with Catsoft Ledgercat 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 Catsoft Ledgercat

You can copy a client chart of accounts from Catsoft Ledgercat into BankLink Practice so that BankLink Practice will validate the accounts codes you enter. To copy a chart:

- 1 In Catsoft Ledgercat, export the required chart
- 2 In BankLink Practice, set the **Accounting System** field to **Catsoft Ledgercat 2000**

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 Catsoft Ledgercat:

- 1 In Catsoft Ledgercat, select the **Entity** for which you want to export a chart
- 2 Click **Entity Chart**
Catsoft Ledgercat displays the chart
- 3 Press the **F12** function key
The chart is exported to the Catsoft Ledgercat data directory, no confirmation message appears
- 4 Click **Close**

Acc No	Typ	Name	Ext. Name	GACC	CF1	CF2	XTag	YTag	ZTag
1	DR	Opening Work in Progress					AVK	AVH	
2	DR	Opening Raw Materials					AVK	AVH	
7	DR	Purchases			002		AVK		
13	DR	Purchase of Parts			002		AVK		
17	DR	Purchase of Goods			002		AVK		
21	DR	Purchase of Materials			002		AVK		
25	DR	Direct Labour			002		AVK	AVN	
29	DR	Depreciation - Plant					AVK	AVU	
33	DR	Plant Repairs			002		AVK	AVS	
37	DR	Factory Rent and Rates			002		AVK	ADT	
41	DR	Factory Expenses			002		AVK		
45	DR	Insurance			002		AVK		
49	CR	Closing Work in Progress					AVK	AVJ	
50	CR	Closing Raw Materials					AVK	AVJ	
51	CR	Sales		G1	001		AVM	AIO	
52	CR	52aaa		G1	001		AVM	AIO	
71	DR	Opening Stock					AVK	AVH	
72	DR	Opening Work in Progress					AVK	AVH	
80	DR	Cost of Manufacturing B-Fwd							
83	DR	Materials		G11	002		AVK		
85	DR	Purchases		G11	002		AVK		
87	DR	Less Goods for Own Use		G11	002		AVK		
88	DR	Subcontracting Costs		G11	002		AVK		
90	DR	Direct Labour		G11	002		AVK	AVN	



Catsoft Ledgercat automatically names the chart file as **Entitycode.CHT** in the data directory, for example: **F:\Catsoft\wledger\Data\Entitycode.CHT** where **F:** is the drive to which Catsoft Ledgercat is installed.

To check the location of the data directory:

- 1 Click **Master, Report - Path Setting**
- 2 Click the **Path Settings Tab**

- 3 Check the **Data directory** (F:\catsoft\wledger\data) where F:\ is the drive to which Catsoft Ledgercat has been installed

To set up the link to Catsoft Ledgercat at practice level:

- 1 In BankLink Practice, click **System, Practice Details**

The **Practice Details** window appears:

- 2 Click on the **Accounting System** tab
- 3 Click in the **Accounting System** field and select **Catsoft Ledgercat 2000**
- 4 Click in the **Account Mask** field if required and enter a mask, for example **###/##**
- 5 Click the **Browse** button next to the **Load Chart From** field to locate the drive and folder where your exported Catsoft Ledgercat chart is stored, for example: **F:\Catsoft\wledger\Data**.
- 6 Click the **Browse** button next to the **Save Entries To** field to locate the drive and folder where BankLink Practice is installed, for example: **F:\BK5**
- 7 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 your 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 Catsoft Ledgercat.

To set up the link to Catsoft Ledgercat for a single client:

- 1 In BankLink Practice, open the required client file
- 2 Click **Other Functions, Accounting System**

The **Maintain Accounting System** window appears:

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

- System Type:** Accounting (selected), Superfund
- System Used:** Catsoft Ledgercat 2000
- Account Mask:** ###/##
- Lock Chart of Accounts:**
- Load Chart From:** F:\Catsoft\wledger\Data\Entitycode.CHT
- Save Entries To:** F:\BK5\Clientcode.TXT
- 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 **Catsoft Ledgercat 2000**
- 4 Click in the **Account Mask** field if required and enter a mask, for example : **###/##**
- 5 Make sure 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 file name of the exported chart, for example: **F:\Catsoft\wledger\Data\Entitycode.CHT**
- 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:\BK5\Clientcode.TXT** - Catsoft Ledgercat requires this file to have the extension .TXT
- 8 Click **OK**



Whenever you change the details in the **Load Chart From** field, after clicking **OK** you will be asked, **Do you want to Load the Chart Now?**

- Click **Yes** to refresh the chart into BankLink Practice.



It is advisable to make the **Client Code** in BankLink Practice the same as the Entity code in Catsoft Ledgercat.

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 appears confirming that the chart has been refreshed

3 Click **OK**



During the Refresh Chart process, GST classes assigned to account codes in the Catsoft Ledgercat chart are brought into BankLink Practice. A template file is also loaded during this process that will complete the **Rates** and **BAS Fields** tab in the **GST Set Up** window. This enables BankLink Practice to calculate the GST on a transaction as it is coded. The remaining tabs must be completed in the **GST Set Up** window in order to produce a Business Activity Statement in BankLink Practice. GST set-up must be completed in BankLink Practice in order for GST to be calculated when transactions are coded. See Chapter A4.

Transferring transactions from BankLink Practice to Catsoft Ledgercat

You must code all transactions in BankLink Practice before transferring the data to Catsoft Ledgercat.

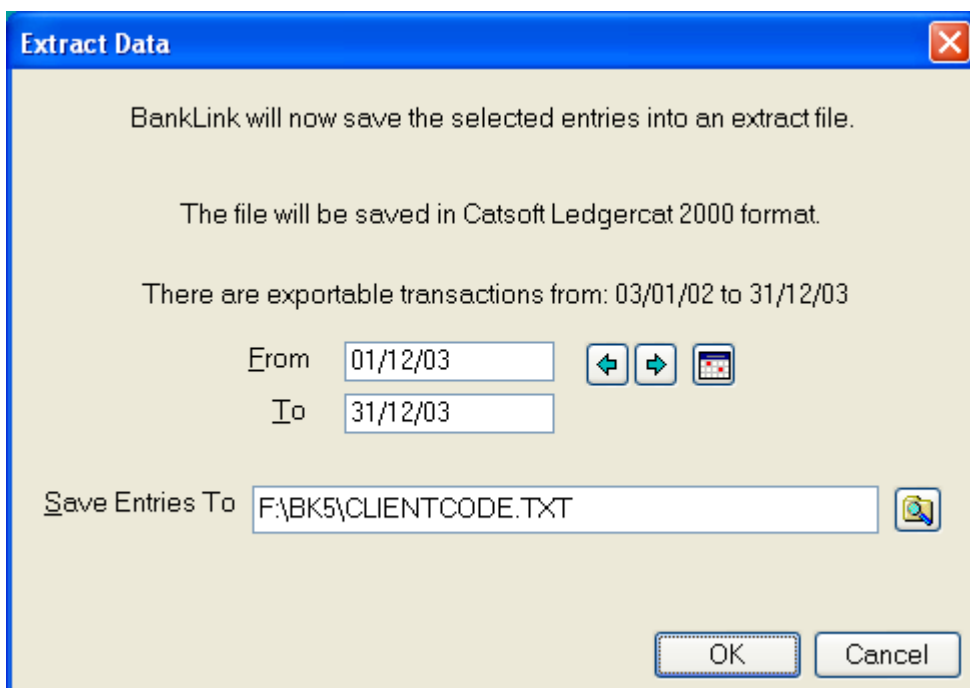
Use the **F8** function key in the **Code Entries Screen** to check whether all transactions have been correctly coded. Transferring the coded transactions is a two stage process:

- 1 In BankLink Practice, extract data to a .TXT file
- 2 In Catsoft Ledgercat, import the .TXT file

To extract data to a .TXT 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 appears asking "**The file F:\BK5\CLIENTCODE.TXT already exists. Overwrite?**", click **Yes**

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

S...	Account No	Account Name	Entries
	981234123456700	Chalet de neige	62
	Cash Journals	Cash Journals	1

8 Select the bank account or journal you want to transfer

9 Click **OK**

BankLink Practice displays an Information window with the message, **Extract Data Complete. <number> Entries were saved in F:\BK5\CLIENTCODE.TXT**

10 Click **OK**



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

To import the **.TXT** file into Catsoft Ledgercat:

1 In Catsoft Ledgercat, select the **Entity** for which you want to import the data

2 Select **Entity and Posting**

3 Under **Closure**, click **Bank Statement**

The **Posting - Bank Statement** window appears

Posting - Bank Statement

Statement No.

Dated

Opening Bal.

Closing Bal.

Comment.

IMPORTANT NOTE:
In order to update the transaction you posted in the bank statement to the respective ledger account, ensure these conditions are met:

- The closing balance shown beside should agree to the running closing balance after you posted all the bank statement transactions:
- Each bank statement transaction you posted has a ledger account number associated with it;

Import Bank Statements

4 Enter a **Bank Statement number** in the **Statement No.** field

5 Click **F4 Next**

The **Posting - Bank Statement Detail** window appears

- 6 Click **F9 Preview**
- 7 Click **Import from BankLink Practice**
- 8 Browse to the BankLink Practice directory, for example **F:\BK5**
- 9 Double click on the file to import from the BK5 folder, for example **Clientcode.TXT**

The **Posting - Bank Statement Detail** window re-displays with a list of transactions to be imported

The screenshot shows the 'Posting - Bank Statement (3)' window. At the top, there are 'Control Accounts' fields for 'GST Acc' (784) and 'Bank' (680). To the right, 'Totals' are displayed: DR: 29,274.53, CR: 41,853.53, GST: 0.00, Opening Bal: 0.00, and Closing Bal: 12,579.00CR. Below this is a 'Transaction List' table with columns for Date, Ref., Acc No, Gx, DR, CR, Ex-Tax, GST, Qty, and Notation. The table contains 17 rows of transactions from 01/12/2003 to 04/12/2003. At the bottom of the table, a 'Totals' row shows: 29274.53, 41853.53, 12579.00CR, and 0.00. A footer bar contains function keys: F1 Help, F2 Auto, F3 Skip, F4 Save, F6 Split Chq, F7 Ins, F8 Del, F9 Preview, and a Close button.

Date	Ref.	Acc No	Gx	DR	CR	Ex-Tax	GST	Qty	Notation
01/12/2003	50001	1002.1		155.40		155.40DR			Ref: []-TELSTRA 01
01/12/2003	50002	1002.1		287.08		287.08DR			Ref: []-TELSTRA 01
01/12/2003	50003	1002.1		105.12		105.12DR			Ref: [S/CROSS12345]
01/12/2003	50004	1002.1		163.13		163.13DR			Ref: []-LUXURY HOLID
02/12/2003	50005	1002.4			2481.98	2481.98CR		-100	Ref: []-SALES CHALET
02/12/2003	50006	1002.1		88.22		88.22DR			Ref: []-INSURANCE
03/12/2003	50007	1002.1		57.21		57.21DR			Ref: [000000100218]
03/12/2003	50008	1002.1		1104.25		1104.25DR			Ref: [355144100088]
04/12/2003	50009	1002.1		112.45		112.45DR			Ref: [000000100527]
04/12/2003	50010	1002.1		420.30		420.30DR			Ref: [000000100524]
04/12/2003	50011	1002.1		760.62		760.62DR			Ref: []-BROCHURES AI
04/12/2003	50012	1002.1		1021.45		1021.45DR			Ref: [000000100536]
04/12/2003	50013	1002.4			2248.00	2248.00CR			Ref: []-CHALET
04/12/2003	50014	1002.4			2295.00	2295.00CR			Ref: [CR 2295.00]-AI
04/12/2003	50015	1002.1		80.33		80.33DR			Ref: [CR 2295.00]-AI
04/12/2003	50016	1002.4			1982.00	1982.00CR			Ref: [1982.00]-DINE
04/12/2003	50017	1002.1		79.28		79.28DR			Ref: [1982.00]-DINE
Totals				29274.53	41853.53	12579.00CR	0.00		

- 10 Click **F4** to save the entries
- 11 Take a note of the **Closing Balance Amount**
- 12 Click **Close**

To update the ledger

- 1 In Catsoft Ledgercat, select **Entity and Posting**
- 2 Under **Closure**, click **Bank Statement**
The **Posting - Bank Statement** window appears
- 3 Enter the **Closing Balance Amount** in the **Closing Bal.** field
- 4 Click **F4 Next**
The **Posting - Bank statement Detail** window appears
- 5 Check that the correct **GST** and **Bank Accounts** have been defined in the **Control Account** fields
- 6 Click **Close**
- 7 Catsoft Ledgercat asks if you want to **Update the Ledger?**
- 8 Click **Yes**



You must repeat all the steps for each bank account and/or journal to extract/import

Summary of the interface with Catsoft Ledgercat

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

To export a chart from Catsoft Ledgercat:

- 1 In Catsoft Ledgercat, select the **Entity** for which you want to export a chart
- 2 Click **Entity Chart**, the chart will be displayed
- 3 Press the **F12** function key. The chart will be exported, no confirmation message appears
- 4 Click **Close**

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 that the **System Used** is **Catsoft Ledgercat 2000**
- 4 Make sure 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 file name and location of the chart exported from Catsoft Ledgercat, for example: **F:\Catsoft\wledger\Data\Entitycode.CHT**
- 6 Click **OK**
- 7 Click **Other Functions, Refresh Chart**
An information window appears confirming that the chart has been refreshed
- 8 Click **OK**

Transferring Transactions from BankLink Practice to Catsoft Ledgercat

To extract data to a .TXT 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:\BK5\CLIENTCODE.TXT already exists. Overwrite?**, click **Yes**
BankLink Practice displays the **Extract Data: Select the account you want to process** window
- 8 Select the bank account or journal you want to transfer
- 9 Click **OK**

BankLink Practice displays an **Information** window with the message **Extract Data Complete. <number> Entries were saved in F:\BK5\CLIENTCODE.TXT**

10 Click **OK**

To import the file .TXT file in Catsoft Ledgercat:

1 In Catsoft Ledgercat, select the **Entity** for which you want to import the data

2 Select **Entity and Posting**

3 Under **Closure**, click **Bank Statement**

The **Posting - Bank Statement** window appears

4 Enter a **Bank Statement number** in the **Statement No.** field

5 Click **F4 Next**

The **Posting - Bank Statement Detail** window appears

6 Click **F9 Preview**

7 Click **Import from BankLink**

8 Browse to the BankLink Practice directory, for example **F:\BK5**

9 Double click on the file to be imported from the BK5 folder, for example **CLIENTCODE.TXT**

The **Posting - Bank Statement Detail** window re-displays with a list of the transactions to be imported

10 Click **F4** to save the entries

11 Note the **Closing Balance Amount**

12 Click **Close**

To Update the Ledger:

13 In Catsoft Ledgercat, select **Entity and Posting**

14 Under **Closure**, click **Bank Statement**

The **Posting - Bank Statement** window appears

15 Enter the **Closing Balance Amount** in the **Closing Bal.** field

16 Click **F4 Next**

The **Posting - Bank Statement Detail** window appears

17 Check that the correct **GST** and **Bank Accounts** have been defined in the **Control Account** fields

18 Click **Close**

Catsoft Ledgercat asks if you want to **Update the Ledger?**

19 Click **Yes**