

Comparto

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

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



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



If you experience a problem interfacing BankLink Practice with Comparto 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 Comparto into BankLink Practice

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

- 1 In Comparto, export the required client chart.
- 2 In BankLink Practice, set the **Accounting System** field to **Comparto** 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 Comparto:

- 1 In Comparto from the General Ledger Main Screen, Select
 - Client Details, Transactions
 - Load Batches from ASCII Data
 - Load from BankLink (also Chart Update)
 - Export a Client's Chart to BankLink
- 2 Enter the number of the client whose chart you want to export, for example **1234**
- 3 Click **OK**
Comparto creates a file called **01234.cht** (leading zeros are used)



Repeat this process each time a client's chart is changed in Comparto. This ensures that the client's chart is the same in BankLink Practice and Comparto.

To set up the link to Comparto 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

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

- Accounting System:** Comparto (dropdown)
- Account Mask:** ###/## (text field)
- Load Chart From:** F:\MERGES\ (text field with browse button)
- Save Entries To:** F:\MERGES\ (text field with browse button)
- Tax Interface Used:** (None) (dropdown)
- Export Tax File To:** (text field with browse button)
- Web Export Format:** None (dropdown)

Buttons for 'OK' and 'Cancel' are located at the bottom right of the dialog.

- 3 Click in the **Accounting System** field and select **Comparto**
- 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 Comparto chart is stored, for example **F:\MERGES**, and click **OK**
- 6 Click the **Browse** button next to the **Save Entries To** field to locate the drive and folder where Comparto has been installed, for example **F:\MERGES**, 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 **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 Comparto.

To set up the link to Comparto 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

- 3 Click in the **System Used** field and select **Comparto**
- 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 in the **Load Chart From** field and enter the file name of the exported chart for example **F:\MERGES\clientnumber.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:\MERGES\clientnumber.CSV**
- 8 Click in the **Tax Interface Used** field and select **None**
- 9 Leave the **Export Tax File To** field blank
- 10 Click **OK**
- 11 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
- 12 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**



If you require BankLink Practice to calculate GST on a transaction as it is coded and complete the GST return 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 Comparto

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

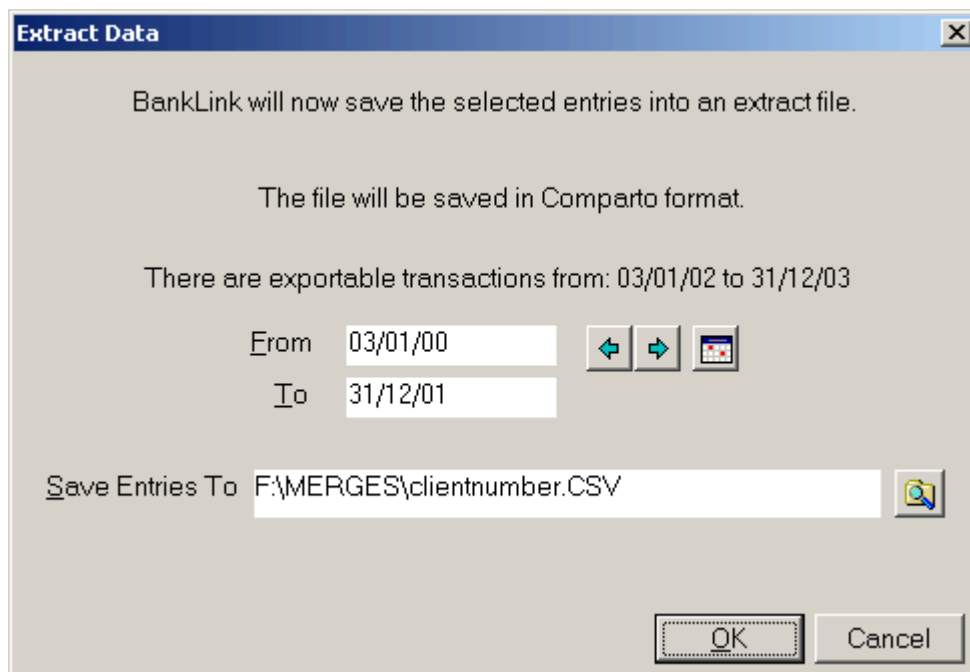
Use the **F8** function key in the **Code Entries Screen** to check whether all transactions have been correctly coded. Transferring the coded transactions is a two-stage process:

- 1 In BankLink Practice, extract data to a .CSV file.
- 2 In Comparto, 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:\MERGES\clientnumber.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 for each bank account and/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:\MERGES\clientnumber.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 Comparto.

To import the .CSV file into Comparto:

1 In the General Ledger Main Screen, select

- Client Details, Transactions
- Load batches from ASCII Data
- Load from BankLink (also Chart Update)
- Import a BankLink File

2 Enter the number of the client whose data you want to import, for example **1234**

3 Enter the posting period

4 Click **OK**

Comparto imports the data in the file extracted from BankLink Practice and creates a batch in the General Ledger - the next time that batches are updated for this client the transactions are posted

Summary of the interface with Comparto

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

To export a chart from Comparto:

- 1 In Comparto from the General Ledger Main Screen, Select
 - Client Details, Transactions
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 - Load from BankLink (also Chart Update)
 - Export a Client's Chart to BankLink
- 2 Enter the number of the client whose chart you want to export, for example **1234**
- 3 Click **OK**
Comparto creates a file called **01234.cht** (leading zeros are used)

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**

Transferring transactions from BankLink Practice to Comparto

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
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Comparto imports the data in the file extracted from BankLink Practice and creates a batch in the General Ledger - the next time that batches are updated for this client the transactions are posted