HandiLedger

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

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

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

If you experience a problem interfacing BankLink Practice with HandiLedger 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**.

You can also copy a completed Business Activity Statement from BankLink Practice to HandiTax. To find out more, see:

- Interface to HandiTax

Copying a chart from HandiLedger into BankLink Practice

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

1 In HandiLedger, export the required client chart.

2 In BankLink Practice, set the **Accounting System** field to **HandiSoft HandiLedger** 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 HandiLedger:

1 In HandiLedger, click on the Entity for which you want to export a chart and click **Select**

2 Click **Tools, Export Data to an ASCII File**

3 Click **BankLink Format Chart of Accounts**

The **Attention** window displays stating **Do you wish to export Chart of Accounts into an ASCII file?**

4 Click **Yes**

HandiLedger exports the file to an ASCII file at **F:\HSOFT\DATA\WHO\clientcode\CHART.CSV** where **F** is the drive to which HandiLedger has been installed

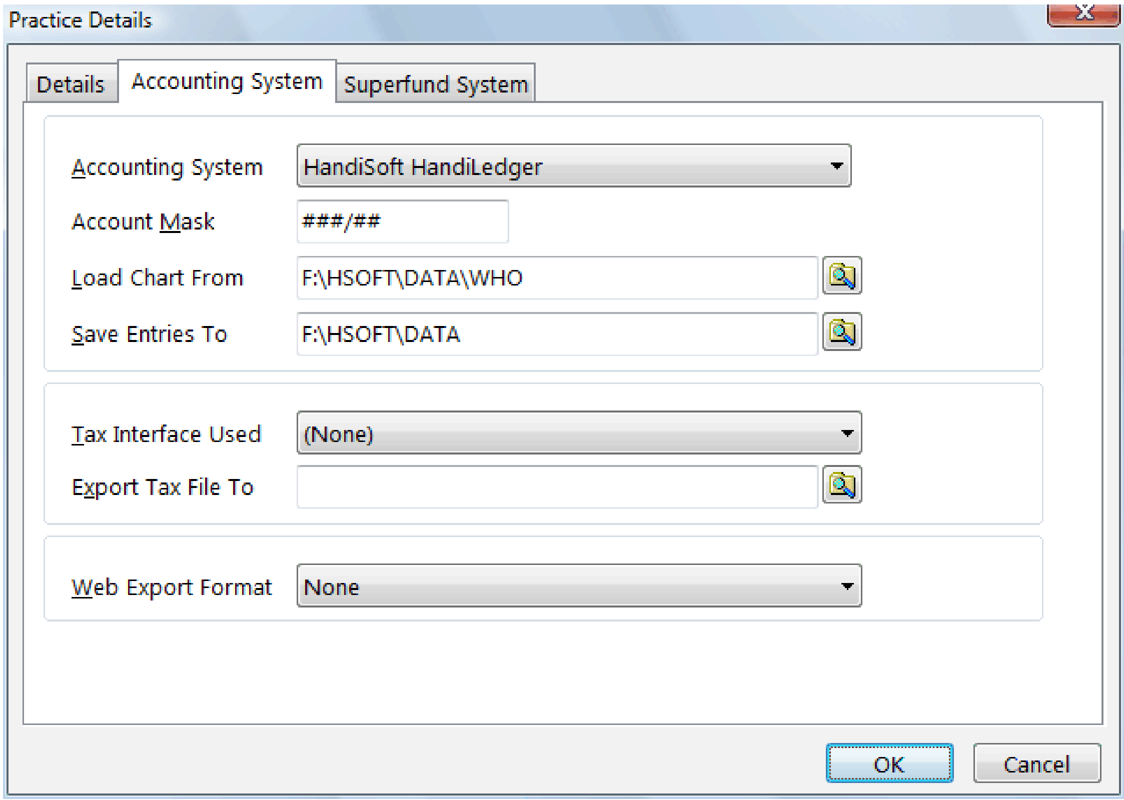
Repeat this process each time a client’s chart is changed in HandiLedger. This ensures that the client’s chart is the same in BankLink Practice and HandiLedger.

To set up the link to HandiLedger 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 **HandiSoft HandiLedger**

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

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 HandiLedger.

5 Click the **Browse** button next to the **Load Chart From** field to locate the drive and folder where your HandiLedger clients are stored, for example **F:\HSOFT\DATA\WHO**, and click **OK**

6 Click the **Browse** button next to the **Save Entries To** field to locate **F:\HSOFT\DATA** and click **OK**

7 Click in the **Tax Interface Used** field and select:

- **HandiSoft HandiTax**
- **None** if not using a tax interface

8 BankLink Practice populates the **Export Tax File To** field based on the interface you select - to specify a different location, click the **Browse** button to locate it and click **OK**

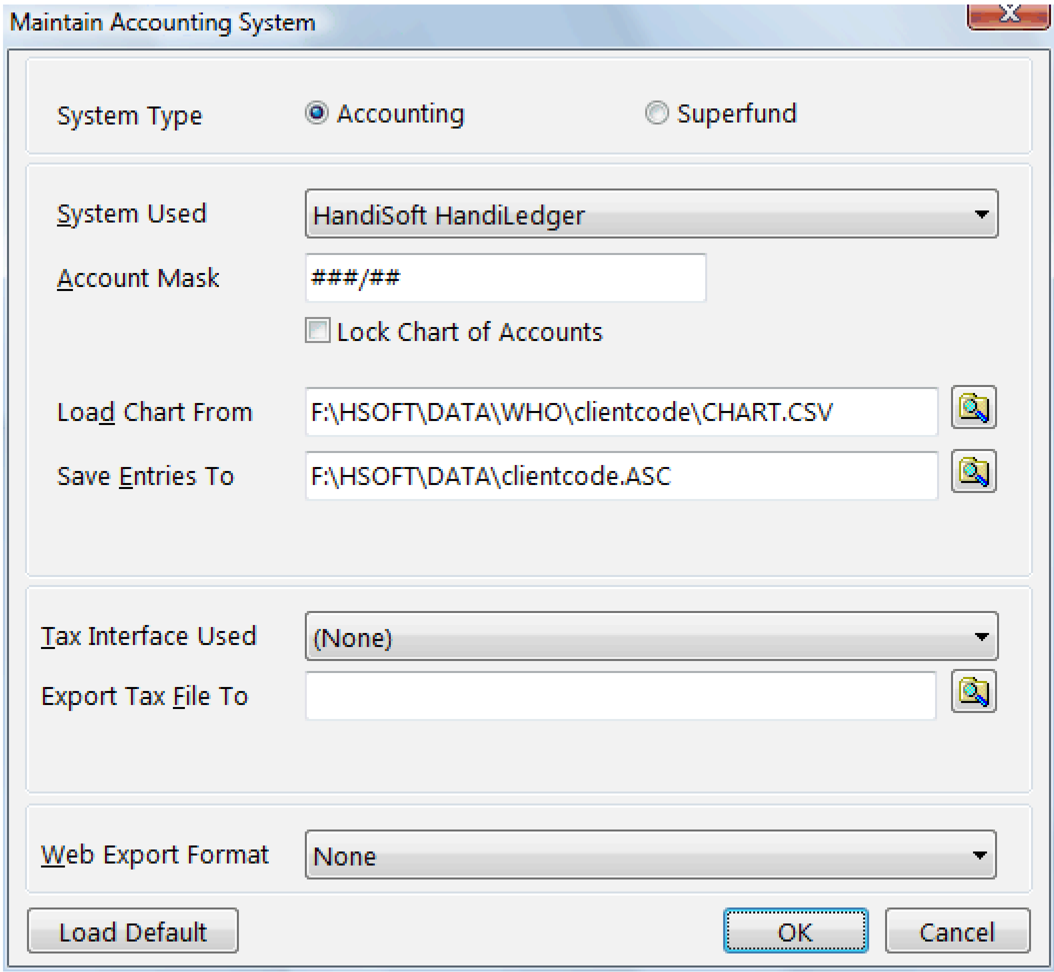
9 Click **OK**

To set up the link to HandiLedger 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 **HandiSoft HandiLedger**

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 the **Browse** button next to the **Load Chart From** field and enter the path and file name where the chart is stored, for example **F:\HSOFT\DATA\WHO\clientcode\CHART.CSV**, and click **OK**

7 Click the **Browse** button next to the **Save Entries To** field and enter the name of the file to be created when extracting data, for example **F:\HSOFT\DATA\clientcode.ASC**. HandiLedger requires this file to have the extension **.ASC**

8 Click in the **Tax Interface Used** field and select:

- **HandiSoft HandiTax**
- **None** if not using a tax interface

9 BankLink Practice populates the **Export Tax File To** field based on the interface you select - to specify a different location, click the **Browse** button to locate it and click **OK**

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**

During the Refresh Chart process, GST classes assigned to account codes in the HandiLedger 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. For further information on GST set up, see Chapter A4.

Transferring transactions from BankLink Practice to HandiLedger

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

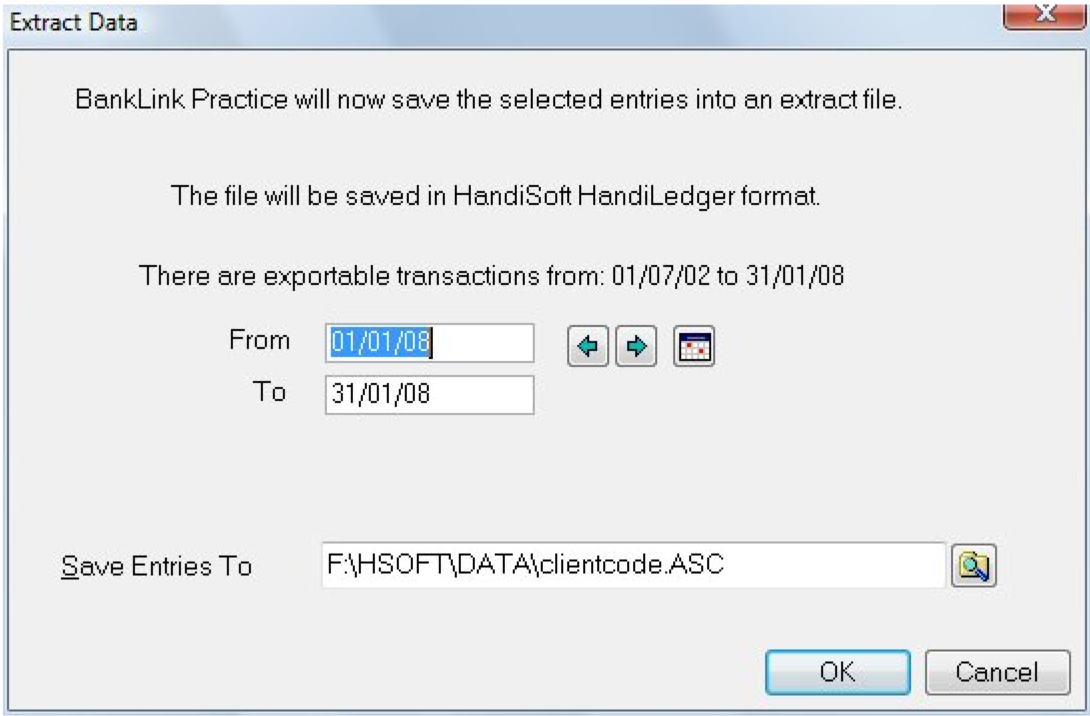
Use the **F8** function key in the **Code Entries Screen** to check whether all transactions have been correctly coded. Transferring the coded transactions is a two-stage process:

1. In BankLink Practice, extract data to an .ASC file.
2. In HandiLedger, import the .ASC file.

To extract data to an .ASC 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:\HSOFT\DATA\clientcode.ASC already exists. Overwrite?**, click **Yes**

   BankLink Practice displays the **Extract Data: Select the account(s) you want to process** window
8. Click the **Select All** button to extract data for all accounts and journals or enable the check boxes in the **Select** column next to the accounts or journals 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:\HSOFT\DATA\clientcode.ASC**

10 Click **OK**

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

HandiLedger requires a mapping to allow the import of BankLink Practice data but once this is set up it can be used for all clients. The steps for this initial set up are below, but once completed, future data imports should be carried out using the information in the section called **To import the .ASC file into HandiLedger**

To set up the import of BankLink .ASC files into HandiLedger:

1 In HandiLedger, select the required Entity

2 Click **Tools, Import data from an ASCII file, General**

3 Click the **Import** button

The **Import ASCII Data** window displays

4 Click in the **Mapping Name** field and enter **BankLink**

5 Click in the **Separator** filed and select **Comma**

6 Edit the **Map** field, inserting these numbers and using the down arrow to move to each field

Field	Map
Transaction	1
Account	2
Sub	3
Type	4
Date	5
Reference	7
Description	8
Signed Amount	14
Quantity	18

7 Scroll down to map the following fields

Cash	11
Tax Code	17
Tax	16

8 Click **File**

The **Import File** window displays

9 Double click on the file to import from the data folder, for example **CLIENTCODE.ASC**

10 Click **Run**

You may be prompted to **Save Unsaved Changes**

- Click **Yes**

An **Information** window appears

11 Click **Yes** to store the mapping for future use

The **Save Mapping As** window appears

12 Click **OK** to confirm the mapping name

An **Information** window appears advising the number of records imported

13 Click **OK**

The **Import Entries** window displays with a list of transactions to be imported

14 Check that the entries are correct - we recommend that you enable the **Delete file Imported** check box - this minimises the risk of importing the same transactions by deleting the file after each import.

15 Click **Close**

16 HandiLedger prompts you to post imported entries to ledger:

- Click **Yes** if you are satisfied that all entries are correct
- Click **No** if you wish to cancel the process

To import the .ASC file into HandiLedger:

1 In HandiLedger, select the required Entity

2 Click **Tools, Import data from an ASCII file, General**

3 Click the **Import** button

The **Import ASCII Data** window displays

4 Click **Load** to select the **BankLink** mapping

5 Click **File**

The **Import File** window displays

6 Double click on the file to import from the data folder, for example **CLIENTCODE.ASC**

7 Click **Run**

An **Information** window appears advising the number of records imported

8 Click **OK**

The **Import Entries** window displays with a list of transactions to be imported

9 Check that the entries are correct - we recommend that you enable the **Delete file Imported** check box - this minimises the risk of importing the same transactions by deleting the file after each import.

10 Click **Close**

11 HandiLedger prompts you to post imported entries to ledger:

- Click **Yes** if you are satisfied that all entries are correct
- Click **No** if you wish to cancel the process

Summary of the interface with HandiLedger

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

To export a chart from HandiLedger:

1 In HandiLedger, click on the Entity for which you want to export a chart and click **Select**

2 Click **Tools, Export Data to an ASCII File**

3 Click **BankLink Practice Chart of Accounts**

The **Attention** window displays stating Do you wish to export Chart of Accounts into an ASCII file?

4 Click **Yes**

HandiLedger exports the file to an ASCII file at **F:\HSOFT\DATA\WHO\clientcode\CHART.CSV** where **F** is the drive to which HandiLedger has been installed

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 **HandiSoft HandiLedger**

4 Ensure the **Lock Chart of Accounts** field is unchecked so that the chart can be refreshed

5 Check the **Load Chart From** field contains the filename and location of the chart exported from HandiLedger, for example **F:\HSOFT\DATA\WHO\clientcode\CHART.CSV**

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 HandiLedger

To extract data to an .ASC 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:\HSOFT\DATA\clientcode.ASC already exists. Overwrite?**, click **Yes**

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

8 Enable the check boxes in the **Select** column next to the accounts or journals 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:\HSOFT\DATA\clientcode.ASC**

10 Click **OK**

To import the .ASC file into HandiLedger:

1 In HandiLedger, select the required Entity

2 Click **Tools, Import data from an ASCII file**

3 Click the **Import** button

The **Import Data** window displays

4 Click **File**

The **Import File** window displays

5 Double click on the file to import from the data folder, for example **CLIENTCODE.ASC**

6 Click **Run**

An **Information** window appears advising the number of records imported

7 Click **OK**

The **Import Entries** window displays with a list of transactions to be imported

8 Check that the entries are correct - we recommend that you enable the **Delete file Imported** check box - this minimises the risk of importing the same transactions by deleting the file after each import.

9 Click **Close**

10 HandiLedger prompts you to post imported entries to ledger:

- Click **Yes** if you are satisfied that all entries are correct
- Click **No** if you wish to cancel the process

11 Repeat all the steps for each bank account and/or journal to extract/import