Ledger Assistant

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

- Copying a chart from Ledger Assistant into BankLink Practice
- Transferring transactions from BankLink Practice to Ledger Assistant

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

If you experience a problem interfacing BankLink Practice with Ledger Assistant, 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 Ledger Assistant into BankLink Practice

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

1 In Ledger Assistant, export the required client chart.

2 In BankLink Practice, set the **Accounting System** field to **Ledger Assistant** and enter the drive and folder to which your the client chart has been exported.

To export a client's chart from Ledger Assistant:

1 In Ledger Assistant, click on the Client Code for which you want to export a chart

2 Click **View, Ledger**

3 Click **File, Export data, Client chart only (BankLink)** to export the current client's chart

You can also export Ledger Assistant's Master Chart - follow steps 1 and 2 above, then

- Click **File, Export data, Client & Master Chart (BankLink)** to export Ledger Assistant's Master Chart

Ledger Assistant automatically exports the chart to a CSV file at the following location: **F:\ProgramData\SoftwareAssistant\Assistant\ClientCode\CHART.CSV** where **F:** is the drive to which Ledger Assistant is installed.

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

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 Ledger Assistant as a practice default:

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

BankLink Practice displays the **Practice Details** window

2 Click the **Accounting System** tab

3 Click in the **Accounting System** field and select **Ledger Assistant**

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 Ledger Assistant chart is stored, for example: **F:\ProgramData\SoftwareAssistant\Assistant** and click **OK**

6 Click the **Browse** button next to the **Save Entries To** field to locate the drive and folder where Ledger Assistant is installed, for example: **F:\ProgramData\SoftwareAssistant\Assistant** 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 Ledger Assistant.

To set up the link to Ledger Assistant 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 **Ledger Assistant**

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

5 Make sure that the **Lock Chart of Accounts** checkbox is not ticked so that the chart can be refreshed

6 Click in the **Load Chart From** field and enter the folder and filename where the chart is stored, for example:
F:\ProgramData\SoftwareAssistant\Assistant\ClientCode\Chart.CSV

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:\ProgramData\SoftwareAssistant\Assistant\ClientCode\ClientCode.BKL - Ledger Assistant requires this file to have the extension **.BKL**

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

9 Leave the **Export Ledger File To** field blank

10 Click **OK**

Whenever you change the details in the **Load Chart From** field, after clicking **OK** BankLink Practice asks **Do you want to Load the Chart Now?** - click **Yes** to refresh the chart into BankLink Practice.

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 Ledger Assistant chart are brought into BankLink Practice. A template file is also loaded during this process that completes the **Rates** and **BAS Fields** tabs 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 BAS in BankLink Practice. See Chapter A4 for more information.

Transferring transactions from BankLink Practice to Ledger Assistant

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

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 .BKL file
2. In Ledger Assistant, import the .BKL file

To extract data to a .BKL 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:\ProgramData\SoftwareAssistant\Assistant\ClientCode\clientcode.BKL 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 account or journal you want to extract (transfer)
9. Click **OK**

   An **Information** window appears with the message, **Extract Data Complete. Entries were saved in F:\ProgramData\SoftwareAssistant\Assistant\ClientCode\clientcode.BKL**
10. Click **OK**

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

To import the .BKL file into Ledger Assistant:

1. In Ledger Assistant, click on the Client Code for which you want to import the data
2. Click **View, Ledger**
3. Click **File, Import Data, Import ledger transactions**
4. Browse for the folder where the data was extracted from BankLink Practice for example: **F:\ProgramData\SoftwareAssistant\Assistant\ClientCode**
5. Click on the file to import for example: **clientcode.BKL**
6. Click **Open** to post entries to the ledger

Summary of the Interface to Ledger Assistant

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

To export a chart from Ledger Assistant:

1. In Ledger Assistant, click on the Client Code for which you want to export a chart
2. Click **View, Ledger**
3. Click **File, Export Data, Export Client Chart (BankLink)**
4. In Ledger Assistant, click the required Client Code
5. Click **View, Ledger**
6. Click **File, Export Client Chart (BankLink)**

Ledger Assistant 2003 automatically exports the chart to a CSV file at the following location: **F:\ProgramData\SoftwareAssistant\Assistant\ClientCode\CHART.CSV** where **F:** is the drive to which Ledger Assistant is 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 **Ledger Assistant**
4. Make sure that the **Lock Chart of Accounts** checkbox 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 Ledger Assistant, for example: **F:\ProgramData\SoftwareAssistant\Assistant\ClientCode\Chart.CSV**
6. Click **OK**
7. Click **Other Functions, Refresh Chart**

   BankLink Practice displays an **Information** window confirming that the chart has been refreshed
8. Click **OK**

Transferring transactions from BankLink Practice to Ledger Assistant

To extract data to a .BKL 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:\ProgramData\SoftwareAssistant\Assistant\ClientCode\clientcode.BKL 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 (transfer)

9 Click **OK**

BankLink Practice displays an **Information** window with the message, **Extract Data Complete. Entries were saved in F:\ProgramData\SoftwareAssistant\Assistant\ClientCode**

10 Click **OK**

To import the .BKL file into Ledger Assistant:

1 In Ledger Assistant, click on the Client Code for which you want to import the data

2 Click **View, Ledger**

3 Click **File, Import Data, Import ledger transactions**

4 Browse for the folder where the data was extracted from BankLink Practice for example: **F:\ProgramData\SoftwareAssistant\Assistant\ClientCode**

5 Click on the file to import for example: **clientcode.BKL**

6 Click **Open** to post entries to the ledger