

# Ledger Elite

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

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



When coding data to be interfaced to Ledger Elite you cannot override the default GST class, although you will still be able to alter the GST amount if you are using the Simplified Method for calculating your client's GST. Ledger Elite will accept only the GST class assigned to the chart code in Ledger Elite.



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



If you experience a problem interfacing BankLink Practice with Ledger Elite 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**.

To find out about copying a completed Business Activity Statement from BankLink Practice to Tax Elite see:

- Interface to Tax Elite

## **Copying a chart from Ledger Elite into BankLink Practice**

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

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

- 1 In Elite Practice Management, select the client for which you want to export a chart
- 2 Click **Client Jobs** on the **Navigator** menu
- 3 Select the **Ledger** and click **Open Job**

You see Ledger Elite

- 4 Depending on whether you want to export the Job's Master Chart, or the Job Chart, click **File, Export, This Job's Master Chart Into BankLink Format** or **File, Export, This Job's Job Chart Into BankLink Format**

The **Browse for Folder** window opens. Browse to the location where you would like to export the **Clientcode.CSV** to, for example: **F:\BK5\Elite Charts\Clientcode.CSV** where **F** is the drive to which BankLink Practice has been installed

- 5 Click **OK**

You see a message confirming that the chart has been successfully exported

- 6 Click **OK**



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

### **To set up the link to Ledger Elite as a practice default:**

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

BankLink Practice displays the **Practice Details** window

Practice Details

Details Accounting System Superfund System Practice Management System

System Used Ledger Elite

Account Mask ###/##

Load Chart From F:\BK5\Elite Charts

Save Entries To F:\BK5

Tax Interface Used (None)

Export Tax File To

Web Export Format None

OK Cancel

- 2 Click on the **Accounting System** tab
- 3 Click in the **Accounting System** field and select **Ledger Elite**
- 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 **&endash;** 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 Elite.

- 5 Click the **Browse** button next to the **Load Chart From** field to locate the drive and folder where your Ledger Elite clients are stored, for example **F:\BK5\Elite Charts** and click **OK**
- 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** and click **OK**



If you add **Clientcode.csv** to the path in the **Load Chart From** and **Save Entries To** fields, this will default each time you create a new client and you can just replace **Clientcode** with the client's own Ledger Elite code

- 7 Click in the **Tax Interface Used** field and select:
  - **Tax Elite**
  - **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 Ledger Elite 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 settings:

- System Type:** Accounting (selected), Superfund
- System Used:** Ledger Elite
- Account Mask:** ###/##
- Lock Chart of Accounts:**  (unchecked)
- Load Chart From:** e:\Data\Ledger\ExportedMasterCharts\Clientcode.CSV
- Save Entries To:** F:\BK5\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 **Ledger Elite**
- 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:\Elite\Data\Ledger\ExportedMasterCharts\Clientcode.CSV**, replacing **Clientcode** with the client's own Ledger Elite code

- 7 Click **OK**
- 8 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:\BK5\Clientcode.CSV** replacing **Clientcode** with the client's own Ledger Elite code
- 9 Click in the **Tax Interface Used** field and select:
  - **Tax Elite**
  - **None** if not using a tax interface
- 10 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**
- 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**



During the Refresh Chart process, GST classes assigned to account codes in the Ledger Elite 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 Ledger Elite***

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

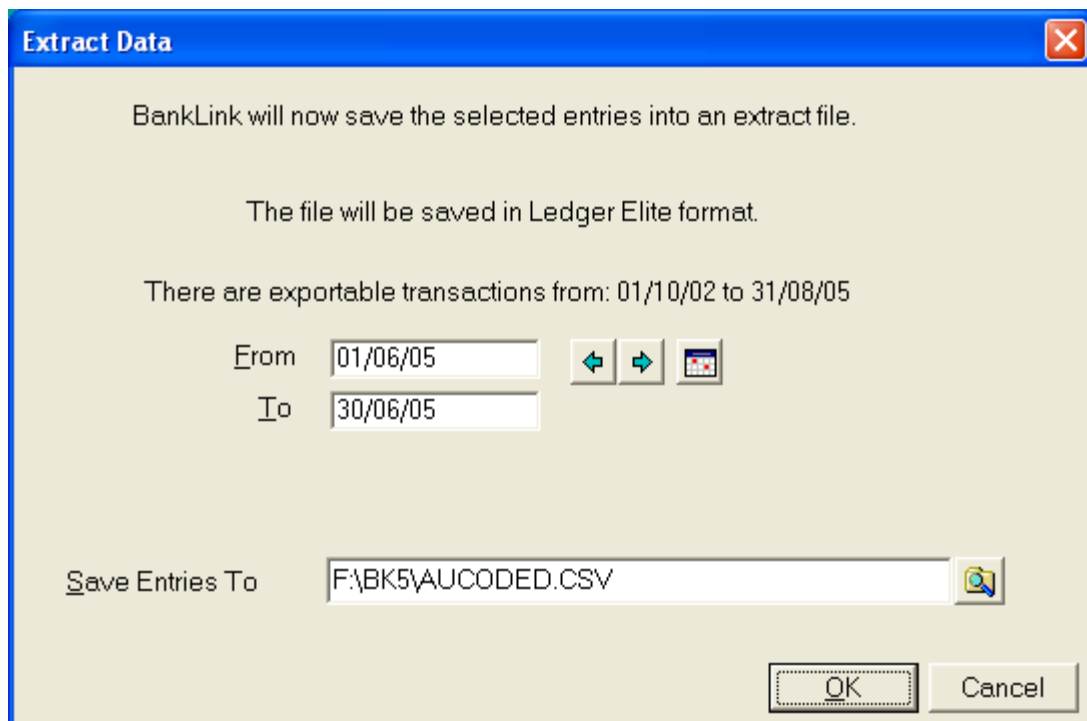
Use the **F8** function key in the **Code Entries Screen** to check whether all transactions have been correctly coded. Transferring the coded transactions is a two-stage process:

- 1 In BankLink Practice, extract data to a .CSV file.
- 2 In Ledger Elite, import the .CSV file.

### **To extract data to a .CSV file:**

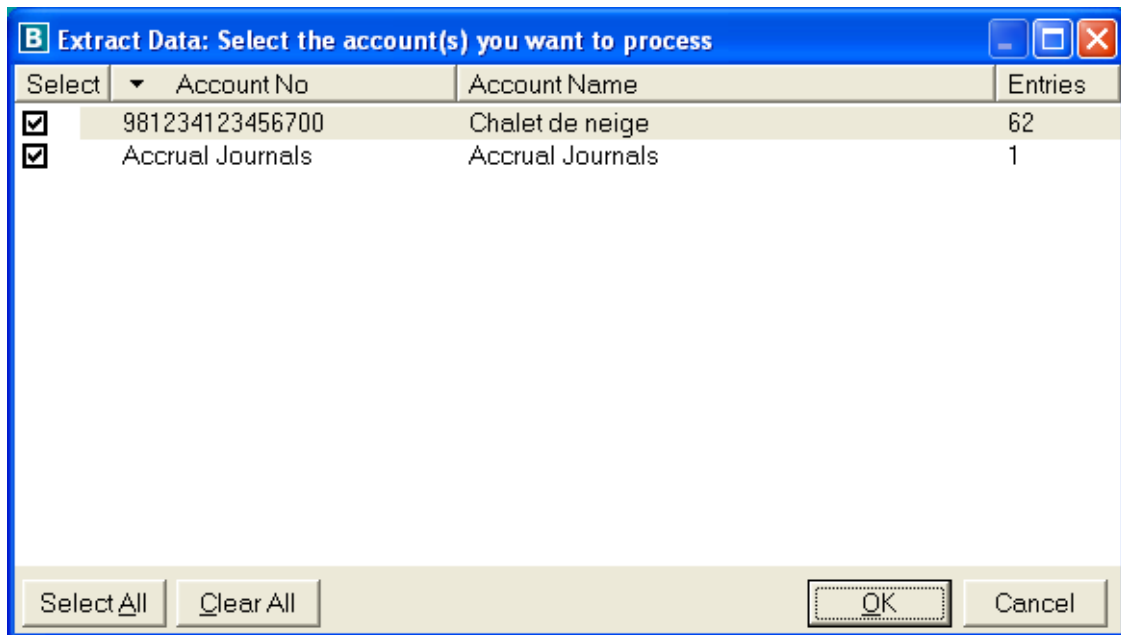
- 1 In BankLink Practice, open the required client file
- 2 Click **Other Functions, Extract Data**

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 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.CSV 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:\BK5\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 Ledger Elite.

### To import a BankLink .CSV file into Ledger Elite:

1 In Elite Practice Management, select the client for whom you want to import data

2 Click **Client Jobs** on the **Navigator** menu

3 Select the **Ledger** and click **Open**

Ledger Elite opens

4 Click **File, Import, BankLink Data**

You see the **Select Import File to Import** window



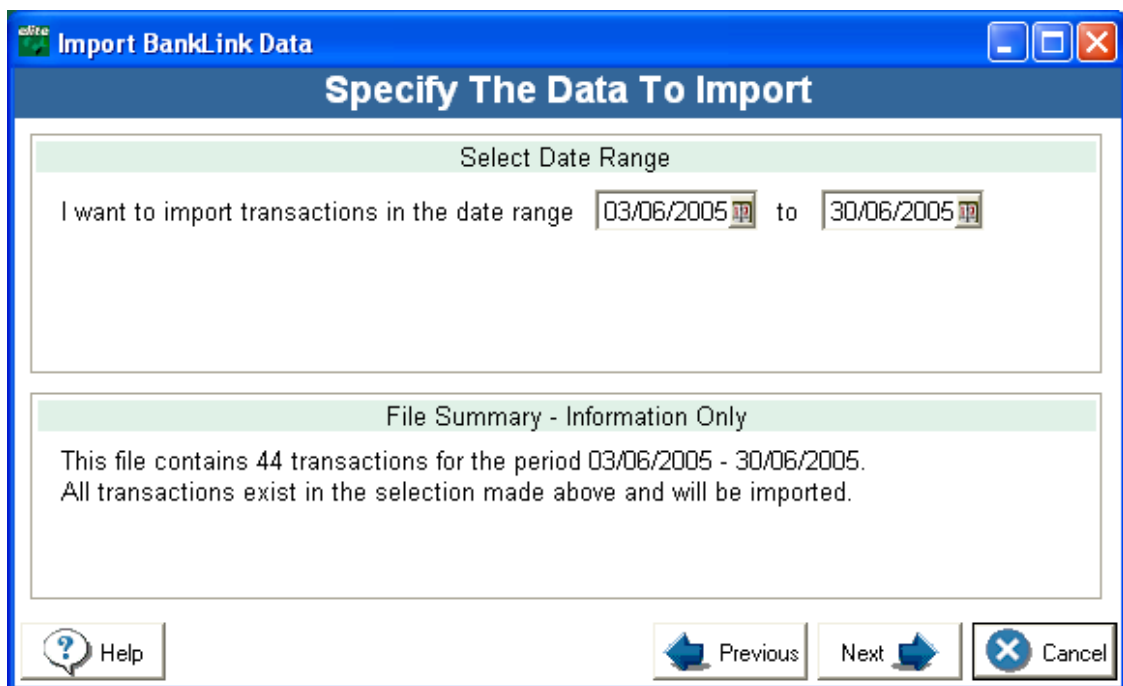
- 5 Click the **Browse** button next to the **Filename** field and select the folder where the data was extracted to from BankLink Practice

The **This file uses the Ledger Elite chart account numbers** check box is ticked by default

- 6 Select the file to be imported and click **Open**, for example **F:\BK5\Clientcode.CSV**

- 7 Click **Next**

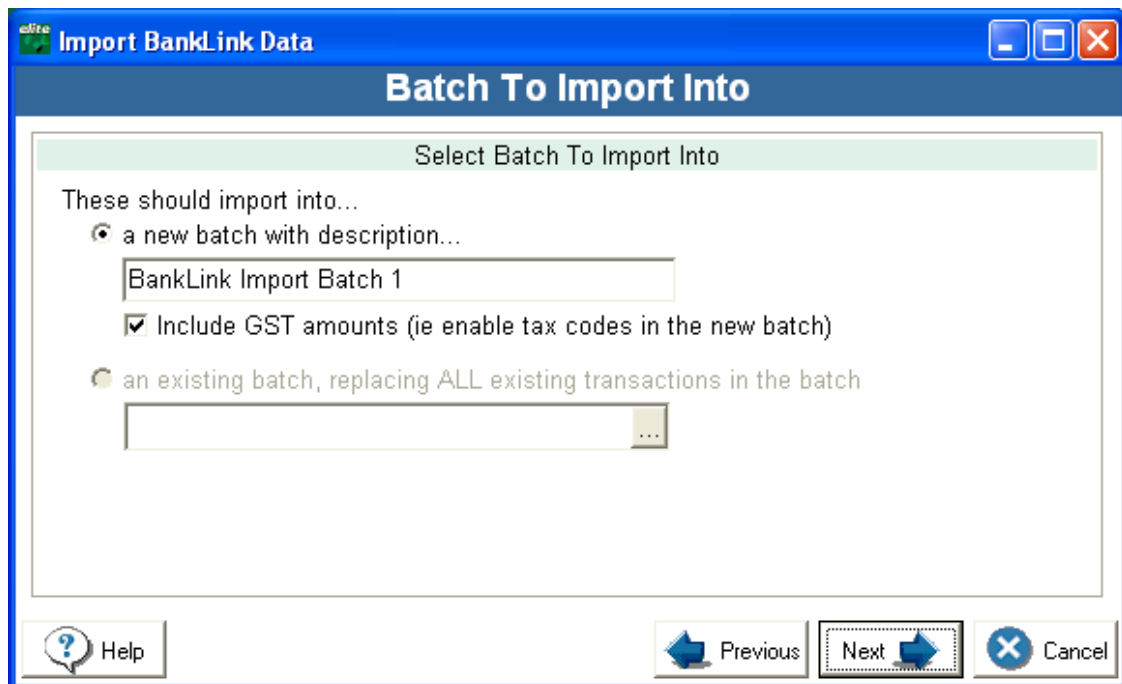
You see the **Select Date Range** window



- 8 Check that the date range is correct

9 Click **Next**

You see the **Select Batch to Import** window



10 Enable the check boxes as required:

- **A new batch with Description** if you want to import the data as a new batch
- **Include GST Amounts** if you want Ledger Elite to use the GST class and GST amount of the coded transactions in BankLink Practice
- **An existing batch** if you want Ledger Elite to replace all the existing transactions in a batch

11 Click **Next**

You see the **Import Status** window confirming that all transactions have been imported

12 Click **Close**



If you experience a problem interfacing BankLink Practice with Ledger Elite 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 (Alt+O, A)**

## ***Summary of the interface with Ledger Elite***

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

#### **To export a chart from Ledger Elite:**

- 1 In Elite Practice Management, select the client for which you want to export a chart
- 2 Click **Client Jobs** on the **Navigator** menu
- 3 Select the **Ledger** and click **Open Job**

You see Ledger Elite

- 4 Click either **File, Export, This Job's Master Chart into BankLink Format** or **File, Export, This Job's Job Chart Into BankLink Format**

The **Browse for Folder** window opens. Browse to the location where you would like to export the **Clientcode.CSV** to, for example: **F:\BK5\Elite Charts\Clientcode.CSV** where **F** is the drive to which BankLink Practice has been installed

- 5 Click **OK**

A message appears confirming that the chart has been successfully exported

- 6 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**

### ***Transferring transactions from BankLink Practice to Ledger Elite***

#### **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:\BK5\Clientcode.CSV 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:\BK5\Clientcode.CSV**
- 10 Click **OK**

### To import a BankLink .CSV file into Ledger Elite:

- 1 In Elite Practice Management, select the client for whom you want to import data
- 2 Click **Client Jobs** on the **Navigator** menu
- 3 Select the **Ledger** and click  
  
Ledger Elite opens
- 4 Click **File, Import, BankLink Data**  
  
You see the **Select Import File to Import** window
- 5 Click the **Browse** button next to the **Filename** field and select the folder where the data was extracted to from BankLink Practice
- 6 Select the file to be imported and click **Open**, for example **F:\BK5\Clientcode.CSV**
- 7 Click **Next**  
  
You see the **Select Date Range** window
- 8 Check that the date range is correct
- 9 Click **Next**  
  
You see the **Select Batch to Import** window
- 10 Enable the check boxes as required:
  - **A new batch with Description** if you want to import the data as a new batch

## BankLink Practice Guide for Australia

- **Include GST Amounts** if you want Ledger Elite to use the GST class and GST amount of the coded transactions in BankLink Practice
- **An existing batch** if you want Ledger Elite to replace all the existing transactions in a batch

**11** Click **Next**

You see the **Check Account Mapping** window

**12** Click **Next**

You see the **Import Status** window

**13** Click **Close**