

M/GL

There are two aspects to the interface between BankLink Practice and M/GL:

- Copying a chart from M/GL into BankLink Practice
- Transferring coded transactions from BankLink Practice into M/GL



You must make the **Client Code** in each BankLink Practice client file the same as the client reference for each M/GL client for the interface to work.



If you experience a problem interfacing BankLink Practice with M/GL 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 M/GL into BankLink Practice

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

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

- 1 In M/GL, open the General Ledger
- 2 Select the job number for the client whose chart you want to export
- 3 Select **System Interfaces, BankLink Interface**
- 4 Select **Create M/GL chart for BankLink**
- 5 You are asked if you want to force four-digit codes, if you enter **Y(es)** this means you are required to key the full four digits when coding in BankLink Practice for example, enter **51** as **0051**. The default is set to **N(o)**

M/GL exports the chart to a file called **F:\MGLDATA\jobnumber.BLC**, where **F** is the drive to which M/GL has been installed and **jobnumber** represents the client's M/GL job number



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

To set up the link to M/GL 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 the 'Practice Details' dialog box with the 'Accounting System' tab selected. The 'Accounting System' dropdown menu is set to 'M/GL General Ledger'. The 'Account Mask' field is empty. The 'Load Chart From' and 'Save Entries To' fields are both set to 'F:\MGLDATA', with browse buttons next to them. The 'Tax Interface Used' dropdown is set to '(None)'. The 'Export Tax File To' field is empty. The 'Web Export Format' dropdown is set to 'None'. At the bottom right, there are 'OK' and 'Cancel' buttons.

- 3 Click in the **Accounting System** field and select **M/GL General Ledger**
- 4 Leave the **Account Mask** field blank, you do not require this for M/GL
- 5 Click the **Browse** button next to the **Load Chart From** field to locate the drive and folder where your exported M/GL chart is stored, for example **F:\MGLDATA** and click **OK**
- 6 Click the **Browse** button next to the **Save Entries To** field to locate **F:\MGLDATA** 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**

To set up the link to M/GL 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 (unselected)
- System Used:** M/GL General Ledger
- Account Mask:** (blank)
- Lock Chart of Accounts:** (unchecked)
- Load Chart From:** F:\MGLDATA\jobnumber.BLC
- Save Entries To:** F:\MGLDATA\jobnumber.BLT
- Tax Interface Used:** (None)
- Export Tax File To:** (blank)
- 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 **M/GL General Ledger**
- 4 Leave the **Account Mask** field blank, you do not require this for M/GL
- 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:\MGLDATA\jobnumber.BLC** where **jobnumber** represents the client's M/GL job number
- 7 Click in the **Save Entries To** field and enter the name of the file to be created when extracting data, for example **F:\MGLDATA\jobnumber.BLT** where **jobnumber** represents the client's M/GL job number - M/GL requires this file to have the extension **.BLT**
- 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 (Alt+Y)** 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 M/GL 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 BAS in BankLink Practice. See Chapter A4 for more information

Transferring transactions from BankLink Practice to M/GL

You must code all transactions in BankLink Practice before transferring the data to M/GL.

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, extract data to a .BLT file.
- 2 In M/GL, import the .BLT file.

To extract data to a .BLT 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:\MGLDATA\4321.BLT 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 and/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:\MGLDATA\4321.BLT**

- 10 Click **OK**



BankLink Practice sets transfer flags on all transactions in the specified range, indicating that they have been extracted to a .BLT file. This is to prevent duplications in M/GL.

To import the .BLT file into M/GL:

- 1 In M/GL, open the General Ledger
- 2 Select the job number for the client whose data you want to import
- 3 Select **System Interfaces, BankLink Interface**
- 4 Select **Import BankLink transactions to M/GL**
- 5 If M/GL can find the data file you will be prompted to continue with the import, press **Y**
M/GL imports and posts the data and then deletes the import file

Summary of the interface with M/GL

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

To export a chart from M/GL:

- 1 In M/GL, open the General Ledger
- 2 Select the job number for the client whose chart you want to export
- 3 Select **System Interfaces, BankLink Interface**
- 4 Select **Create M/GL chart for BankLink**
- 5 You are asked if you want to force four-digit codes, if you enter **Y(es)** this means you are required to key the full four digits when coding in BankLink Practice for example, enter **51** as **0051**. The default is set to **N(o)**

M/GL exports the chart to a file called **F:\MGLDATA\jobnumber.BLC**, where **F** is the drive to which M/GL has been installed and **jobnumber** represents the client's M/GL job number

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 M/GL

To extract data to a .BLT 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:\MGLDATA\4321.BLT 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 and/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:\MGLDATA\4321.BLT**

10 Click **OK**

To import the .BLT file into M/GL:

- 1 In M/GL, open the General Ledger
- 2 Select the job number for the client whose data you want to import
- 3 Select **System Interfaces, BankLink Interface**
- 4 Select **Import BankLink transactions to M/GL**
- 5 If M/GL can find the data file you will be prompted to continue with the import, press **Y**
M/GL imports and posts the data and then deletes the import file.