

MYOB Accountants Enterprise Accounts

There are two aspects to the interface between BankLink Practice and MYOB Accountants Enterprise Accounts:

- Copying a chart from MYOB Accountants Enterprise Accounts into BankLink Practice.
- Transferring coded transactions from BankLink Practice into MYOB Accountants Enterprise Accounts.



You must make the **Client Code** in each BankLink Practice client file the same as the **Contact Code** for each MYOB Accountants Enterprise Accounts client for the interface to work.



If you experience a problem interfacing BankLink Practice with MYOB Accountants Enterprise Accounts 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 MYOB Accountants Enterprise Accounts into BankLink Practice

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

- In BankLink Practice, set the **Accounting System** field to **MYOB Accountants Enterprise Accounts** and enter the drive and folder where the client chart is stored.

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 MYOB Accountants Enterprise Accounts 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 active. The 'Accounting System' dropdown menu is open, showing 'MYOB Accountants Enterprise Accounts' selected. Other fields like 'Account Mask', 'Load Chart From', 'Save Entries To', 'Tax Interface Used', 'Export Tax File To', and 'Web Export Format' are visible, with 'Tax Interface Used' set to '(None)' and 'Web Export Format' set to 'None'. The 'OK' button is highlighted.

- 3 Click in the **Accounting System** field and select **MYOB Accountants Enterprise Accounts**
- 4 Leave the **Account Mask** field blank as this facility is not compatible with the MYOB Accountants Enterprise Accounts chart
- 5 Leave the **Load Chart From** field blank
- 6 Leave the **Save Entries To** field blank
- 7 Click in the **Tax Interface Used** field and select:
 - **Standard XML Interface** if using Xlon Tax
 - **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**

Once you've selected **MYOB Accountants Enterprise Accounts** as your Accounting System, you can choose to use the advanced chart code sorting.

To use advanced chart code sorting:

- 1 In BankLink Practice, click **System, Options**
BankLink Practice displays the **System Options** window
- 2 Click on the **Interfaces** tab
- 3 Enable the **Use advanced chart code sorting for MYOB Enterprise Accounts clients** checkbox
- 4 Click **OK**

To set up the link to MYOB Accountants Enterprise Accounts 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' window with the following settings:

- System Type:** Accounting (selected), Superfund
- System Used:** MYOB Accountants Enterprise Accounts
- Account Mask:** [Empty text box]
- Lock Chart of Accounts:** [Unchecked checkbox]
- Load Chart From:** [Empty text box with search icon]
- Save Entries To:** [Empty text box with search icon]
- Tax Interface Used:** (None)
- Export Tax File To:** [Empty text box with search icon]
- Web Export Format:** None
- Buttons:** Load Default, OK, Cancel

System Type defaults to **Accounting**

- 3 Click in the **System Used** field and select **MYOB Accountants Enterprise Accounts (Xlon)**

- 4 Leave the **Account Mask** field blank
- 5 Ensure the **Lock Chart of Accounts** field is unchecked so that the chart can be refreshed
- 6 Leave the **Load Chart From** field blank
- 7 Leave the **Save Entries To** field blank
- 8 Click in the **Tax Interface Used** field and select:
 - **Standard XML Interface** if using Xlon Tax
 - **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**

The MYOB Accountants Enterprise Accounts chart is unique in its use of branches and divisions. In the following paragraphs there is a brief description of the information that is copied into BankLink Practice when a chart of accounts is refreshed.

Chart Update - no Branches and/or Divisions

In Solution 6 click Contacts, select the client you wish to work with and click the Dr/Cr toolbar button to open the Accounts ledger.

Select **File, Properties, General**; you can set whether branches and divisions are allowed. If both options are set to No, then data entry for that client is limited to AAA-SSS chart structure, i.e. account and sub account only. For example: sale of confectionery could be 92-1.

Under these conditions the Refresh Chart option within BankLink Practice will pick up:

- All accounts where an account title exists.
- All sub accounts where a sub account title exists.
- The default GST indicator attached to these accounts/sub accounts for example S1 for 92 Sales.

In this example the chart codes retrieved into BankLink Practice are:

- 92 Sales
- 92-1 Sales of Confectionery

Chart Update - Branches and/or Divisions

In MYOB Accountants Enterprise Accounts select **File, Properties, General**; you can set whether to allow branches and divisions.

Branches and divisions can be named within discrete groups of the Accounts chart for example for Group 3 (the trading account) we could name Branch 2 = Sydney, and Division 1 = Retail. Group 3 includes account numbers from 90 through to 209 only, therefore the branch and division name relates only to that account range. For example: a sale of confectionery from the Sydney office will use the code 2/1.92-1.

The Refresh Chart option in BankLink Practice only retrieves codes within a group that have a branch and/or division title. Under these conditions the Refresh Chart option will pick up:

- All accounts where an account title exists within all branches and divisions that have been named.
- All sub accounts where a sub account title exists within all branches and divisions that have been named.
- The default GST class attached to these accounts/sub accounts, for example S1 for 92 Sales.

In this example assume Branches 1 and 2, and Divisions 1 have been named within the Accounts chart. The Refresh Chart option will create the following chart items in BankLink Practice in relation to sales:

- 1/1.92 Sales
- 1/1.92-1 Sales of Confectionery
- 2/1.92 Sales
- 2/1.92-1 Sales of Confectionery

This process is repeated for all other account items in Group 3 - trading account.

To refresh a client chart into BankLink Practice:

1 In BankLink Practice, click **File, Open** and 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**



You must refresh the chart into the BankLink Practice client file each time the chart is changed in MYOB Accountants Enterprise Accounts. This ensures that the client's chart is the same in BankLink Practice and MYOB Accountants Enterprise Accounts.



In BankLink Practice the chart of accounts is sorted in alphanumeric order. You can choose to have the chart sorted in account code order so all instances of each account are grouped together regardless of which branch and/or division they belong to. This simplifies both the chart lookup during coding & chart management when assigning Report Groups etc. If you want to sort the chart numerically:

1 Click **System, Options**

2 Click the **Interfaces** tab.

3 Enable the **Use advanced chart code sorting for MYOB Accountants Enterprise Accounts clients** checkbox

4 Click **OK**



GST classes assigned to account codes in the MYOB Accountants Enterprise Accounts chart are brought into BankLink Practice during the Refresh Chart process. 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.



In MYOB Accountants Enterprise Accounts, the Group an account code belongs to in the chart is what differentiates capital acquisitions from other acquisitions. This distinction is not made in BankLink Practice, where a separate GST class is required to define a capital acquisition for BAS purposes. To populate the correct G boxes of the GST Calculation Sheet in BankLink Practice with respect to capital acquisitions, you will need to change the GST classes from A1, A2, A3 and A4 to A1C, A2C, A3C and A4C respectively on the appropriate account codes in the chart. Contact BankLink Support if you require assistance.



If you are producing Business Activity Statements in Solution 6 Tax, the above changes are not required. When coded transactions are transferred, Accounts discards the C part of the GST class used by BankLink Practice, i.e. A1C becomes A1, A2C becomes A2 etc. Remember, Accounts knows an account code relates to a capital acquisition due to the Group it belongs to in the chart. For further information on mapping an account code to a chart Group in MYOB Accountants Enterprise Accounts, please contact MYOB Accountants Enterprise Accounts Support.



If you are producing the GST Calculation Sheet of the BAS in BankLink Practice, rather than amending all the capital acquisition account codes in the chart, use the **F7** key to override the GST class during coding.

Transferring transactions from BankLink Practice to MYOB Accountants Enterprise Accounts

You must code all transactions in BankLink Practice before transferring the data to MYOB Accountants Enterprise Accounts.

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 .xlon2 file.
- 2 In MYOB Accountants Enterprise Accounts, import the .xlon2 file.

To extract data to an .xlon2 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



BankLink Practice populates the **Save Entries To** field with a file name created using the client code and the extension **.xlon2** for example **clientcode.xlon2**.



Remember, the client code in BankLink Practice must be the same as the contact code in MYOB Accountants Enterprise Accounts for the interface to be successful.

- 5 Click **OK**
- 6 If BankLink Practice displays the **Overwrite File** window asking **The file clientcode.xlon2 already exists. Overwrite?**, click **Yes**

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

7 Enable the check boxes in the **Select** column next to the accounts or journals you want to extract.

8 Click **OK**

BankLink Practice displays an **Information** window with the message **Extract Data Complete. Entries were saved in clientcode.xlon2**

9 Click **OK**



BankLink Practice sets transfer flags on all transactions in the specified range, indicating that they have been extracted to a MYOB Accountants Enterprise Accounts file. This is to prevent duplications in MYOB Accountants Enterprise Accounts.



Rather than transfer your data from BankLink Practice to MYOB Accountants Enterprise Accounts monthly, as in the example above, quarterly or annual transfers will reduce the time you spend managing the transaction data.

To import the .xlon2 file into MYOB Accountants Enterprise Accounts:

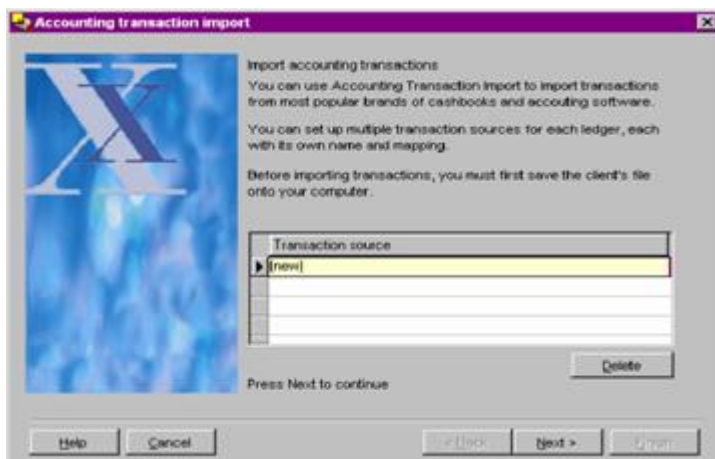
1 In MYOB Accountants Enterprise Accounts, click **Contacts**

2 Open the required client

3 Click on the **Dr/Cr** toolbar button to open the Accounts ledger

4 Select **File, Import Data, Transaction Import**

5 If this is the first time you are importing for this client then select **(new)** and click **Next** or select the client from the **Transaction source** and click **Next**



The following window displays:



6 Click the **Browse** button and locate the file created in the extract data process - this file is saved in your BankLink Practice folder, for example **F:\BK5\clientcode.xlon2**

7 Click **Next**

If MYOB Accountants Enterprise Accounts can find the file it displays the details as follows:



8 Check the **Bank account code** is correct and click **Next**



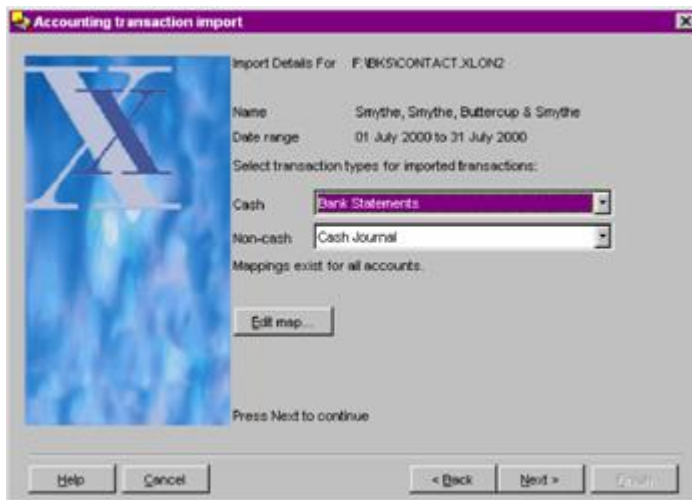
This step is skipped if you have previously imported from this transaction source.

The following window displays:

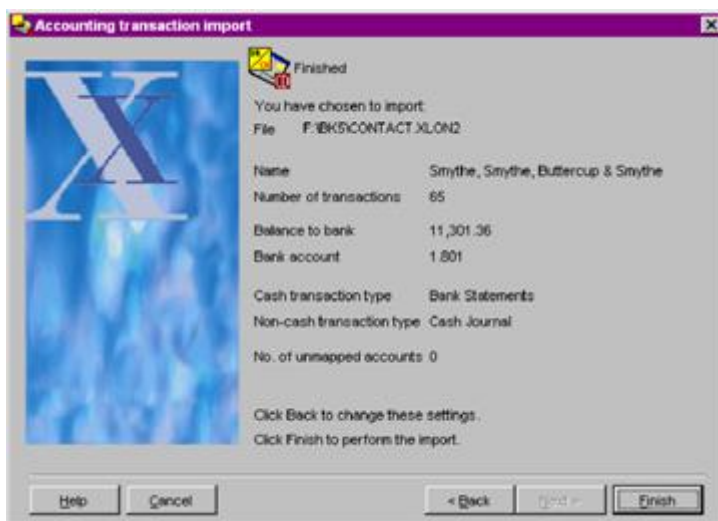



9 Select **No mapping** and click **Next**

10 Ensure the window contains the text **Mappings exist for all accounts** and click **Next**



11 Ensure all details are as expected and click **Finish** to perform the import



 MYOB Accountants Enterprise Accounts imports the data and then returns to the accounts document. Click the **Transactions** tab and select the period to view the transactions.

Summary of the interface with MYOB Accountants Enterprise Accounts

Previously in this document we have shown you how to set up BankLink Practice and MYOB Accountants Enterprise Accounts 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 MYOB Accountants Enterprise Accounts into BankLink Practice

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 **MYOB Accountants Enterprise Accounts**
- 4 Make sure the **Lock Chart of Accounts** field is not ticked so that the chart can be refreshed
- 5 Check the **Load Chart From** field is blank
- 6 Check the **Tax Interface Used** field contains **Standard XML Interface** if using Xlon Tax or **None** if not using Xlon Tax
- 7 Click **OK**
- 8 Click **Other Functions, Refresh Chart**
An **Information** window displays confirming that the chart has been refreshed
- 9 Click **OK**

Transferring transactions from BankLink Practice to MYOB Accountants Enterprise Accounts

To extract data to an .xlon2 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 Click **OK**
- 6 If BankLink Practice displays the **Overwrite File** window asking **The file clientcode.xlon2 already exists. Overwrite?**, click **Yes**
BankLink Practice displays the **Extract Data: Select the account(s) you want to process** window
- 7 Enable the check boxes in the **Select** column next to the accounts or journals you want to extract.
- 8 Click **OK**
BankLink Practice displays an Information window with the message **Extract Data Complete. Entries were saved in clientcode.xlon2**
- 9 Click **OK**

To import the .Xlon2 file into MYOB Accountants Enterprise Accounts:

- 1 In MYOB Accountants Enterprise Accounts, click **Contacts**
- 2 Open the required client
- 3 Click on the **Dr/Cr** toolbar button to open the Accounts ledger
- 4 Select **File, Import Data, Transaction Import**
- 5 If this is the first time you are importing for this client then select **(new)** and click **Next** or select the client from the **Transaction source** and click **Next**
- 6 Click the **Browse** button and locate the file created in the extract data process - this file is saved in your BankLink Practice folder, for example **F:\BK5\clientcode.xlon2**
- 7 Click **Next**
- 8 Check the **Bank account code** is correct and click **Next**
- 9 Select **No mapping** and click **Next**
- 10 Ensure the window contains the text **Mappings exist for all accounts** and click **Next**
- 11 Ensure all details are as expected and click **Finish** to perform the import