MYOB Accountants Enterprise MAS

This information supports the interface between BankLink Practice version 5.8 or later, and MYOB Accountants Enterprise MAS 6.0 or later.

BankLink Practice interfaces independently with both MYOB Accountants Enterprise MAS (client's general ledger) and MYOB Accountants Enterprise Tax:

- The interface with MYOB Accountants Enterprise MAS enables you to transfer the coded transactions from BankLink Practice to the general ledger in MYOB Accountants Enterprise MAS.
- The interface with the MYOB Accountants Enterprise Tax Lodgement System copies the figures from the completed Business Activity Statement in BankLink Practice directly into a BAS set up in MYOB Accountants Enterprise Tax - this interface product means that you can complete a Business Activity Statement in MYOB Accountants Enterprise Tax without first having to retrieve the coded transactions into MYOB Accountants Enterprise MAS. Once a BAS is in MYOB Accountants Enterprise Tax, it can be lodged electronically with the ATO.

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

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

You must run the MYOB Accountants Enterprise MAS Integration Setup on each workstation for the client interface to work. For information on how to do this please contact MYOB Accountants Enterprise MAS Support.

To help you keep track of your client files make the **Client Code** in each BankLink Practice client file the same as the **Client Code** for each in MYOB Accountants Enterprise MAS

If you experience a problem interfacing BankLink Practice with MYOB Accountants Enterprise MAS 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 more about copying a completed Business Activity Statement from BankLink Practice to MYOB Accountants Enterprise Tax see:

- Interface to MYOB Accountants Enterprise Tax

Copying a chart from MYOB Accountants Enterprise MAS into BankLink Practice

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

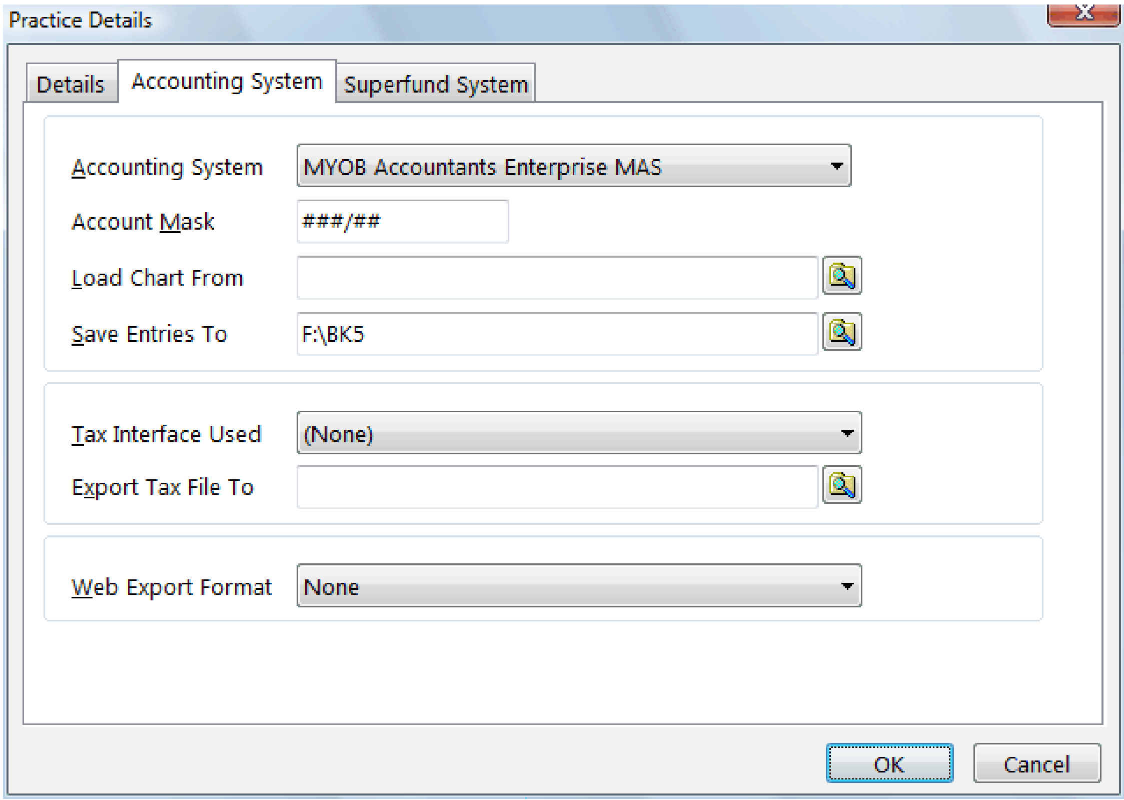
- In BankLink Practice, set the **Accounting System** field to **MYOB Accountants Enterprise MAS** and enter the drive and folder where the client chart is stored.

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 MAS 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 **MYOB Accountants Enterprise MAS**
4. Click in the **Account Mask** field if required and enter a mask, for example **###/##**
5. Leave the **Load Chart From** field blank, BankLink Practice populates this in the client file when you refresh the chart from MYOB Accountants Enterprise MAS
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**
7. Click in the **Tax Interface Used** field and select:
   - **MYOB Accountants Enterprise Tax** if using MYOB Accountants Enterprise 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**

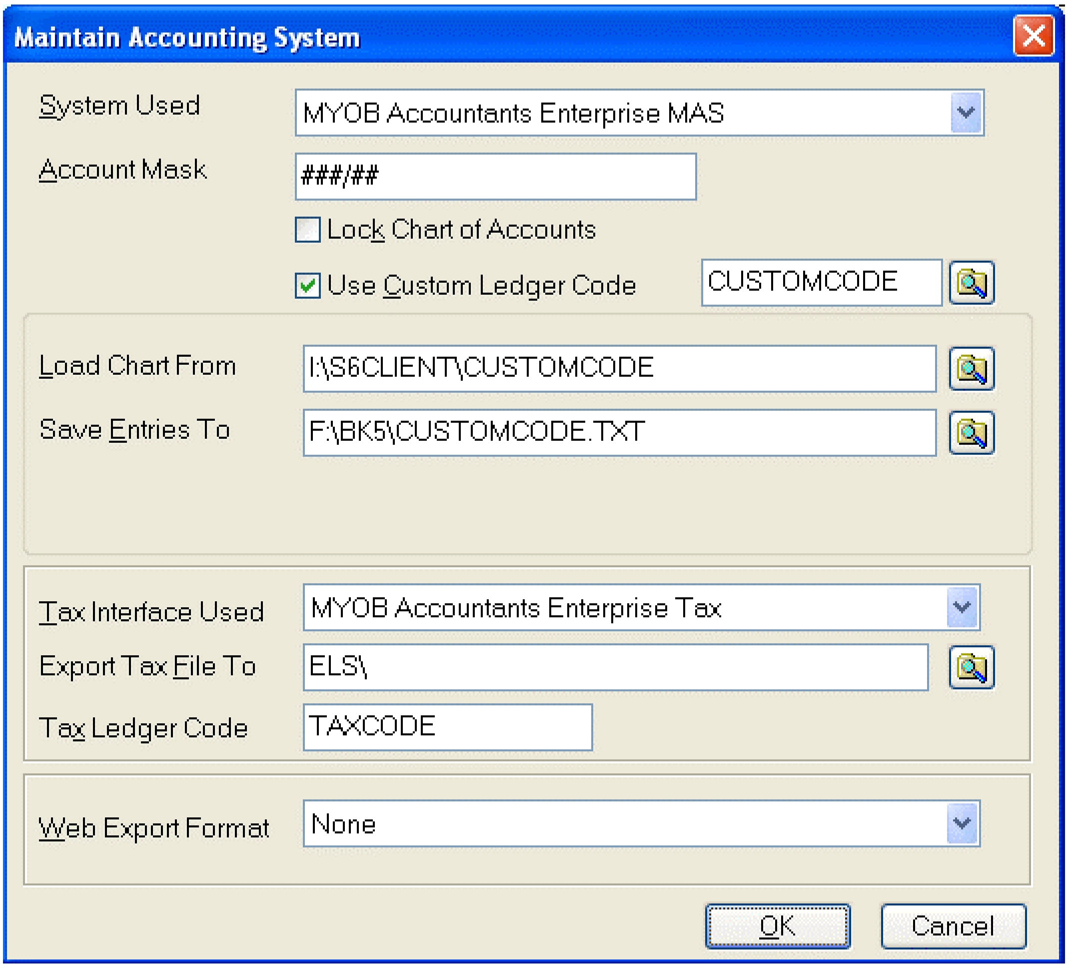
The account mask is a tool that automatically inserts separators if they are used in your chart codes. You enter a hash symbol (#) for each digit and other punctuation symbols such as **/** and **-** to reflect the format of the account codes in the chart of accounts (for example **230/01 = ###/##**) - BankLink Practice then inserts the punctuation for you in all **Account** code fields. It does not affect the interface to MYOB Accountants Enterprise MAS.

To set up the link to MYOB Accountants Enterprise MAS 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 **MYOB Accountants Enterprise MAS**

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

5 Ensure that the **Lock Chart of Accounts** check box is not ticked so that the chart can be refreshed

6 If the MAS client ledger code differs from the BankLink Practice client code enable the **Use Custom Ledger Code** check box and enter the MAS client ledger code

7 Click the **Browse** button in the **Load Chart From** field

You see the **Select General Ledger** window

8 Double click the required MAS client ledger

BankLink Practice populates the **Load Chart From** field with the MAS ledger path and the client ledger code

9 Click in the **Save Entries To** field and enter the name of the file that will be created when extracting data, for example **F:\BK5\CUSTOMCODE.TXT** - the transaction data must be extracted as a .TXT file

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

- **MYOB Accountants Enterprise Tax** if using MYOB Accountants Enterprise Tax
- **None** if not using a tax interface

11 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**

12 When you select **MYOB Accountants Enterprise Tax** BankLink Practice displays the **Tax Ledger Code** field - enter the **Tax Ledger Code** you use for this client to export the client's BAS directly to MYOB Accountants Enterprise Tax

13 Click **OK**

14 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

15 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**

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

GST classes assigned to account codes in the MYOB Accountants Enterprise MAS 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** 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 MYOB Accountants Enterprise MAS

You must code all transactions in BankLink Practice before transferring the data to MYOB Accountants Enterprise MAS. Transactions that have not been coded are posted to the suspense account in MYOB Accountants Enterprise MAS.

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 .TXT file.

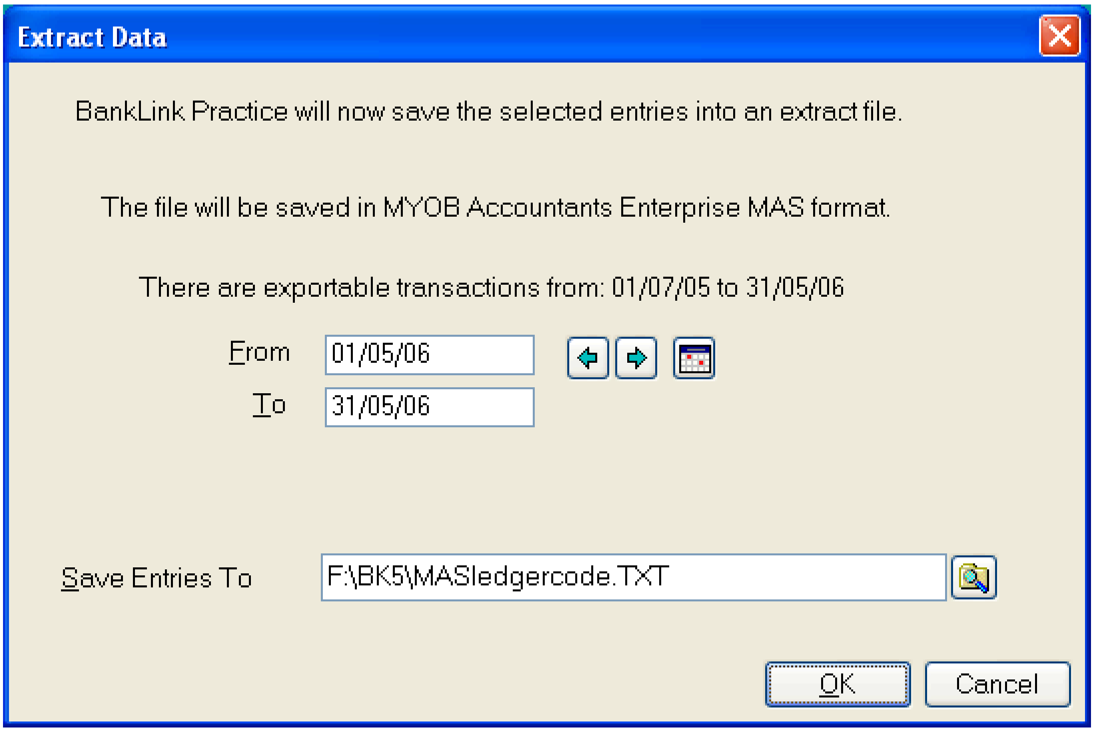
2 In MYOB Accountants Enterprise MAS, import the .TXT file.

To extract data to a .TXT 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\MASledgercode.TXT 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:\BK5\MASledgercode.TXT**

10 Click **OK**

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

To import the .TXT file into MYOB Accountants Enterprise MAS:

1 In MYOB Accountants Enterprise MAS, open the required MAS client ledger

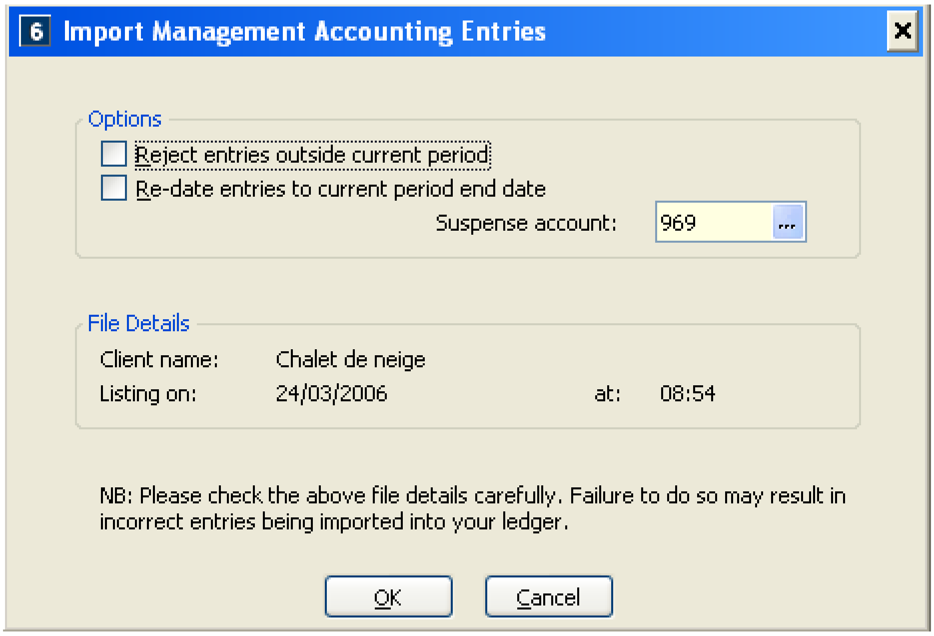
2 Click **Utilities, Import, BankLink Trxs**

The **Import BankLink Transactions** window displays

3 Check that the details in the **BankLink directory** field are correct, for example **F:\BK5**

4 Check the **Period start** field and the **Period end** field contain the same start and end dates that were used in BankLink Practice during the Extract Data process

5 Click **OK**



The **Import Management Accounting Entries** window displays with these options:

- **Reject entries outside current period?** Click in the field and select:
  Yes: If you do not want to transfer data outside the current period into MAS.
  No: If you want to transfer data outside the current period.
- **Re-date entries to current period end date?** Click in the field and select:
  Yes: If you want all entries to appear in the current period set up in the MAS ledger.
  No: If transactions are to be posted in the period they were presented in BankLink Practice.

6 Check the **Suspense account** field and enter an account code if required

7 Check the details in the **File Details** section are correct

8 Click **OK**

The **Output Selection** window displays

9 Click **OK** to view the transactions on screen

10 Check the list to ensure all entries are correct

11 Select from:

- **OK** to process the entries
- **Edit** to edit account codes
- **Abort** to cancel the process

Summary of the interface with MYOB Accountants Enterprise MAS

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

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 drive and folders where the MYOB Accountants Enterprise MAS chart file is stored, for example: **I:\S6CLIENT\MASledgercode**

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 MYOB Accountants Enterprise MAS

To extract data to a .TXT 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\MASledgercode.TXT 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:\BK5\MASledgercode.TXT**

10 Click **OK**

To import the .TXT file into MYOB Accountants Enterprise MAS:

1 In MYOB Accountants Enterprise MAS, open the required MAS client ledger

2 Click **Utilities, Import, BankLink Trxs**

The **Import BankLink Transactions** window displays

3 Check that the details in the **BankLink directory** field are correct

4 Check the **Period start** field and the **Period end** field contain the same start and end dates that were used in BankLink Practice during the Extract Data process

5 Click **OK**

The **Import Management Accounting Entries** window displays with these options:

- **Reject entries outside current period?** Click in the field and select:
  Yes: If you do not want to transfer data outside the current period into MYOB Accountants Enterprise MAS
  No: If you want to transfer data outside the current period
- **Re-date entries to current period end date?** Click in the field and select:
  Yes: If you want all entries to appear in the current period set up in the MYOB Accountants Enterprise MAS ledger
  No: If transactions are to be posted in the period they were presented in BankLink Practice

6 Check the **Suspense account** field and enter an account code if required

7 Check the details in the **File Details** section are correct

8 Click **OK**

The **Output Selection** window displays

9 Click **OK** to view the transactions on screen

10 Check the list to ensure all entries are correct

11 Select from:

- **OK** to process the entries
- **Edit** to edit account codes
- **Abort** to cancel the process