

MYOB Accountants Office (previously CA Systems GL)

This information supports the interface between BankLink Practice 5.8 or later and MYOB Accountants Office version 8.5 or later.

There are two aspects to the interface between BankLink Practice and MYOB AO:

- Copying the client chart from MYOB AO into BankLink Practice
- Transferring coded transactions from BankLink Practice into MYOB AO



You must make the **Client Code** in each BankLink Practice client file the same as the **BankLink ID** for each MYOB AO client for the interface to work.



If you experience a problem interfacing BankLink Practice with MYOB Accountants Office please contact BankLink Support.

Copying a chart from MYOB AO into BankLink Practice

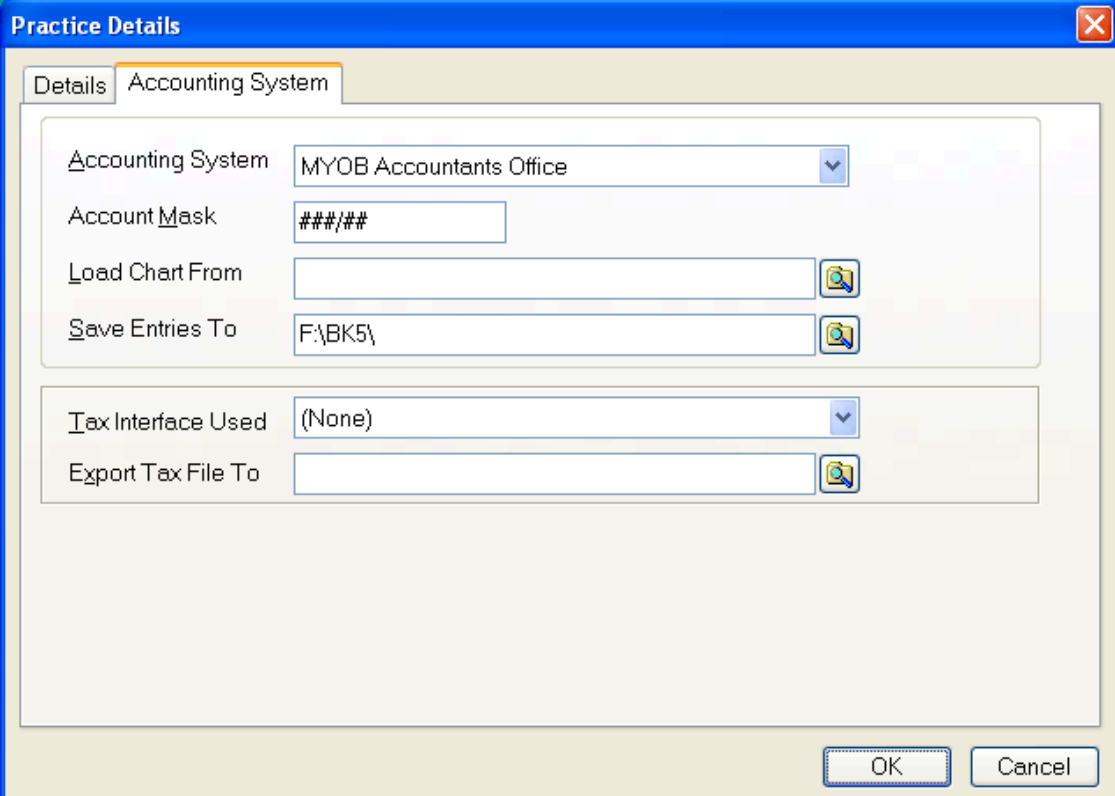
You can copy a client's chart of accounts from MYOB AO into BankLink Practice; so that BankLink Practice validates the account codes you enter. To copy a chart:

- The BankPath must be set on all the workstations which use this interface.
- The BankLink ID in MYOB AO must be the same as the client code used in BankLink Practice for each client.
- In BankLink Practice, set the **Accounting System** to **MYOB Accountants Office**.

You can enter the Accounting System field at practice level, so that BankLink Practice automatically enters this for all new client files.

To set up the link to MYOB AO 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' window with the 'Accounting System' tab selected. The window contains the following fields:

- Accounting System:** A dropdown menu with 'MYOB Accountants Office' selected.
- Account Mask:** A text box containing '###/##'.
- Load Chart From:** A text box with a search icon.
- Save Entries To:** A text box containing 'F:\BK5\' with a search icon.
- Tax Interface Used:** A dropdown menu with '(None)' selected.
- Export Tax File To:** A text box with a search icon.

At the bottom right of the window are 'OK' and 'Cancel' buttons.

- 3 Click on the ▼ in the **Accounting System** field and select **MYOB Accountants Office**
- 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 – 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 AO.

- 5 Leave the **Load Chart From** field blank - BankLink Practice populates this in the client file
- 6 Click on the **Browse** button in 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 Office 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**

To set up the link to MYOB AO 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 Used:** MYOB Accountants Office
- Account Mask:** ###/##
- Lock Chart of Accounts:**
- Load Chart From:** CLNT2
- Save Entries To:** F:\BK5\AUCODED.TXT
- Tax Interface Used:** (None)
- Export Tax File To:** (empty)
- Web Export Format:** None

- 3 Click in the **System Used** field and select **MYOB Accountants Office**

- 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 – 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 AO.

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

If the **BankPath** has not already been set on this workstation BankLink Practice displays the **Set BankPath** button

- 6 Click the **Set BankPath** button

BankLink Practice displays the message **The BankPath environment variable is not currently set. Do you want to set it to F:\BK5?** (where F:\BK5 is the drive and folder to which BankLink Practice has been installed)

- 7 Click **Yes**

BankLink Practice displays the message **BankPath has been updated**

- 8 Click the **Browse** button in the **Load Chart From** field

BankLink Practice displays the **Select General Ledger** window

- 9 Select the required Ledger and click **Select**

- 10 Click the **Set BankLink ID** button

- 11 If the **BankLink ID** has not been set for the MYOB AO ledger path BankLink Practice displays an **Information** window with the message **The BankLink ID in ledger path <ledgerpath> is not currently set. Do you want to set it to <clientcode>?**

- 12 Click **Yes**

- 13 Click in the **Tax Interface Used** field and select:

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

- 14 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**

- 15 Click **OK**

- 16 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

- 17 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 AO. This ensures that the client's chart is the same in BankLink Practice and MYOB AO.



GST classes assigned to account codes in the MYOB AO chart are brought into BankLink Practice during the Refresh Chart process. A template file is also loaded during this process that will complete 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 MYOB AO

You must code all transactions in BankLink Practice before transferring the data to MYOB AO.

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 AO, 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

Extract Data

BankLink will now save the selected entries into an extract file.

The file will be saved in MYOB Accountants Office format.

There are exportable transactions from: 03/01/00 to 31/12/01

From 01/12/01

To 31/12/01

Save Entries To F:\BK5\CLNT1.TXT

OK Cancel

- 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.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 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.TXT**

- 10 Click **OK**



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

To import the .TXT file into MYOB AO:

- 1 In MYOB AO, select General Ledger from the main menu
- 2 Open the required client ledger
- 3 Click **File, Import, BankLink**
The **Import from BankLink** window displays
- 4 Enter the same date range that was used in BankLink Practice during the Extract Data process
- 5 Check that the **BankLink ID** is the same as the client code used in BankLink Practice
- 6 Click **OK** to process the import



BankLink Practice allows you to transfer data from bank accounts with account numbers that contain alpha characters or have an account number longer than 15 digits. Cash and accrual journals can also be transferred from BankLink Practice into MYOB AO. Before importing ensure that all accounts and/or journals have been set up in MYOB AO. Refer to your MYOB Administrator for details on the appropriate action if they have not.

Summary of the interface with MYOB AO

Previously in this document we have shown you how to set up BankLink Practice and MYOB AO 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 AO 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 AO**
- 4 Make sure that the **Lock Chart of Accounts** checkbox is not ticked so that the chart can be refreshed
- 5 Click **OK**
- 6 Click **Other Functions, Refresh Chart**
An **Information** window displays confirming that the chart has been refreshed
- 7 Click **OK**

Transferring transactions from BankLink Practice to MYOB AO

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\CLIENTCODE.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 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.TXT**
- 10 Click **OK**

To import the .TXT file into MYOB AO:

- 1 In MYOB AO, select General Ledger from the main menu
- 2 Open the required client ledger

- 3** Click **File, Import, BankLink**
The **Import from BankLink** window displays
- 4** Enter the same date range that was used in BankLink Practice during the Extract Data process
- 5** Check that the **BankLink ID** is the same as the client code used in BankLink Practice
- 6** Click **OK** to process the import