

## Interfacing with MYOB Accounting (General Journals)



All the information in this topic is applicable to all these products:

- MYOB Accounting
- MYOB Accounting Plus
- MYOB First Accounts
- MYOB Premier

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

- Copying a chart from MYOB Accounting into BankLink Practice
- Transferring coded transactions from BankLink Practice into MYOB Accounting



The MYOB Accounting (General Journals) interface brings the GST rates into the chart of accounts when refreshed into BankLink and imports the GST information into MYOB Accounting when the transactions are transferred. You may prefer to use this interface over MYOB Accounting (Transaction Journals).



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



If you experience a problem interfacing BankLink Practice with MYOB Accounting 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 Accounting into BankLink Practice**

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

- 1 In MYOB Accounting, export the required client chart
- 2 In BankLink Practice, set the **Accounting System** to **MYOB General Journals** 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 MYOB Accounting:**

- 1 In MYOB Accounting, open the required client file
- 2 Select **File, Export Data, Accounts**
- 3 Click in the **Export File Format** field and select **Tab-delimited**
- 4 Click in the **First Record Is** field and select **Data Record**
- 5 Click **Continue**
- 6 Click **Match All**
- 7 Click **Export**
- 8 At the next window enter the drive, folder and file name where the exported chart file will be written in the **File Name** field for example **F:\BK5\clientcode.cht** where **F:\BK5** represents the drive and folder where BankLink Practice is installed
- 9 Click **Save** - click **Yes** if prompted to replace the existing file



The **Balances From** setting does not affect the process because only the chart code and description are refreshed into BankLink Practice.



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

### To set up the link to MYOB Accounting 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 and controls:

- System Used:** A dropdown menu with 'MYOB General Journals' selected.
- Account Mask:** A text input field containing '###/##'.
- Load Chart From:** A text input field containing 'F:\BK5' with a 'Browse' button to its right.
- Save Entries To:** A text input field containing 'F:\BK5' with a 'Browse' button to its right.
- Tax Interface Used:** A dropdown menu with '(None)' selected.
- Export Tax File To:** A text input field that is currently blank, with a 'Browse' button to its right.
- Web Export Format:** A dropdown menu with 'None' selected.

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

- 3 Click in the **Accounting System** field and select **MYOB General Journals**
- 4 Click in the **Account Mask** field if required and enter a mask, for example **###/##**
- 5 Click the **Browse** button next to the **Load Chart From** field to locate the drive and folder where your exported MYOB Accounting chart is stored, for example **F:\BK5\** 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**
- 7 Click in the **Tax Interface Used** field and select **None**
- 8 Leave the **Export Tax File To** field blank

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 Accounting.

**To set up the link to MYOB Accounting 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:** MYOB General Journals
- Account Mask:** (empty text field)
- Lock Chart of Accounts:** (unchecked checkbox)
- Load Chart From:** F:\BK5\clientcode.CHT
- Save Entries To:** F:\BK5\clientcode.TXT
- Bulk Export:** Include in format: (checked checkbox, empty dropdown)
- Tax Interface Used:** (None)
- Export Tax File To:** (empty text field)
- Web Export Format:** None
- Buttons:** Load Default, OK, Cancel

**System Type** defaults to **Accounting**

- 3 Click in the **System Used** field and select **MYOB General Journals**
- 4 Click in the **Account Mask** field if required and enter a mask, for example **###/##**

- 5 Make sure that the **Lock Chart of Accounts** checkbox is not ticked 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:\BK5\clientcode.CHT**
- 7 Click in the **Save Entries To** field and enter the name of the file to be created when extracting data, for example **F:\BK5\clientcode.TXT** (where **F:\BK5** represents the drive and folder in which BankLink Practice is installed, and **clientcode** is the MYOB Accounting client code)
- 8 Click in the **Tax Interface Used** field and select **None**
- 9 Leave the **Export Tax File To** field blank
- 10 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

An **Information** window displays confirming that the chart has been refreshed

- 11 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**

An **Information** window displays confirming that the chart has been refreshed

- 3 Click **OK**



You must re-export the chart from MYOB Accounting and refresh it into the BankLink Practice client file each time the chart is changed in MYOB Accounting. This ensures that the client's chart is the same in BankLink Practice and MYOB Accounting.



GST classes assigned to account codes in MYOB Accounting 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 Accounting

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

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 Accounting, 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

The screenshot shows the 'Extract Data' dialog box. It contains the following text and fields:

- BankLink Practice will now save the selected entries into an extract file.
- The file will be saved in MYOB General Journals format.
- There are exportable transactions from: 01/04/08 to 30/11/09
- From: 01/11/09 (with left and right arrow buttons and a calendar icon)
- To: 30/11/09
- Save Entries To: F:\BK5\clientcode.TXT (with a folder icon)
- Buttons: OK and 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 for the bank accounts and/or journals you want to transfer.
- 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 Accounting.

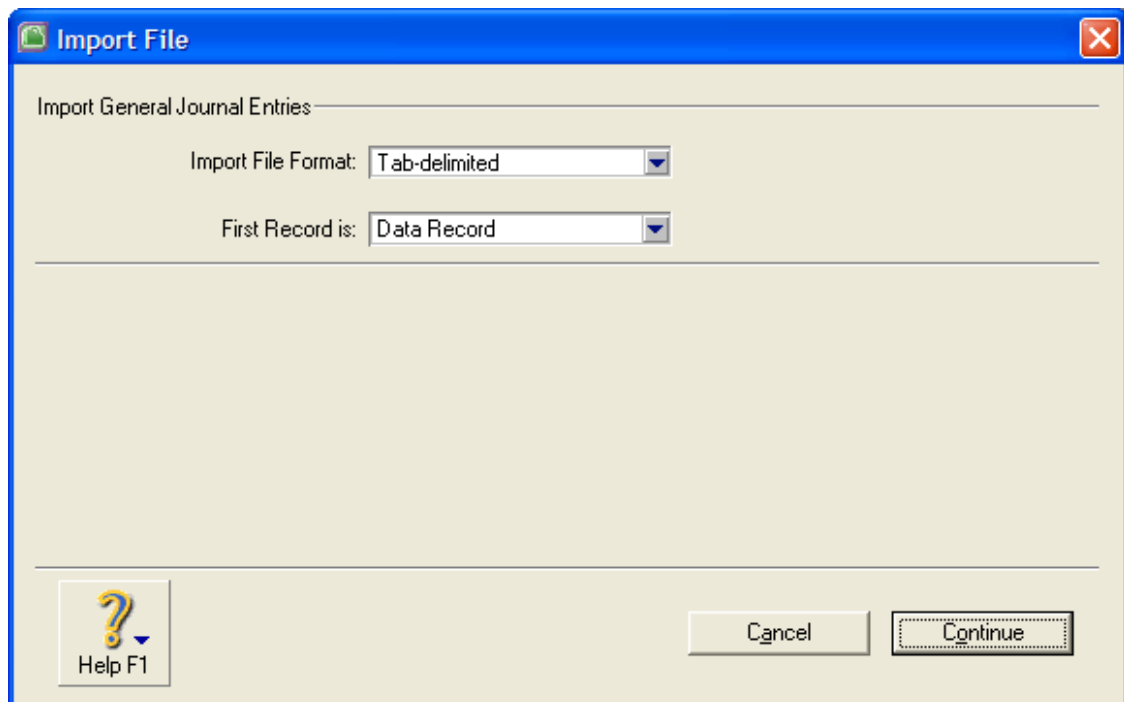
### To import the .TXT file into MYOB Accounting:



We recommend you back up your MYOB file before commencing the import.

- 1 In MYOB Accounting, open the required client file
- 2 Click **File, Import Data, General Journals**

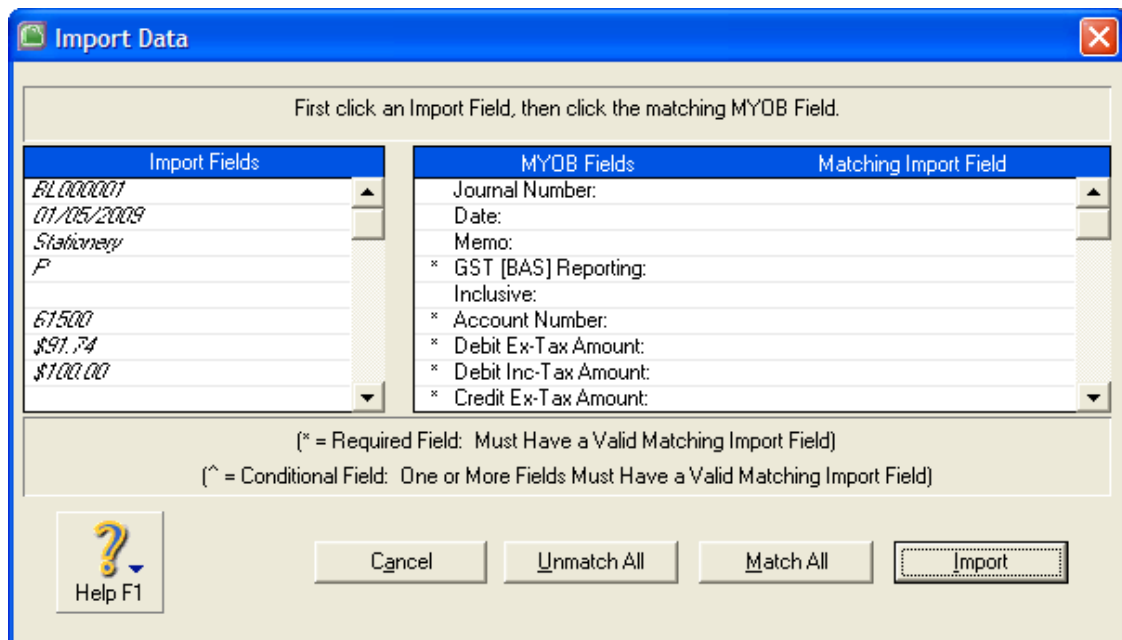
MYOB Accounting displays the **Import File** window



- 3 Click in the **Import File Format** field and select **Tab-delimited**

- 4 Click in the **First Record Is** field and select **Data Record**
- 5 Click **Continue**
- 6 At the next window **browse** for the folder where the data was extracted from BankLink Practice for example **F:\BK5**
- 7 Double-click the file extracted from BankLink Practice for example **clientcode.TXT**

MYOB Accounting displays the **Import Data** window



- 8 Click **Match All**
- 9 Click **Import**

MYOB Accounting displays the Import **General Journal Entries** window

- 10 Click **OK**

MYOB Accounting imports the data and displays the results



If any records are skipped or imported with warnings then the file needs to be restored from the backup.

## **Summary of the interface with MYOB Accounting (General Journals)**

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

#### **To export a chart from MYOB Accounting:**

- 1 In MYOB Accounting, open the required client file
- 2 Select **File, Export Data, Accounts**
- 3 Click in the **Export File Format** field and select **Tab-delimited**
- 4 Click in the **First Record Is** field and select **Data Record**
- 5 Click **Continue**
- 6 Click **Match All**
- 7 Click **Export**
- 8 At the next window enter the drive, folder and file name where the exported chart file will be written in the **File Name** field for example **F:\BK5\clientcode.cht** where **F:\BK5** represents the drive and folder where BankLink Practice is installed
- 9 Click **Save** - click **Yes** if prompted to replace the existing file

#### **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 General Journals**
- 4 Make sure that the **Lock Chart of Accounts** checkbox is not ticked so that the chart can be refreshed
- 5 Check the **Load Chart From** field contains the folder and file name of the chart exported from MYOB for example **F:\BK5\clientcode.CHT**
- 6 Check that the **Tax Interface Used** is **None**
- 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 Accounting***

**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 for the bank accounts and/or journals you want to transfer.

**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 Accounting:**

**1** In MYOB Accounting, open the required client file

**2** Click **File, Import Data, General Journals**

**3** Click in the **Import File Format** field and select **Tab-delimited**

**4** Click in the **First Record Is** field and select **Data Record**

**5** Click **Continue**

**6** At the next window **browse** for the folder where the data was extracted from BankLink Practice for example **F:\BK5**

**7** Double-click the file extracted from BankLink Practice for example **clientcode.TXT**

- 8 Click **Match All**
- 9 Click **Import**
- 10 Click **OK**