



QuickBooks

This information assumes that you are using BankLink Practice 5.1.x or later and QuickBooks 7.x or later.

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

- Copying a chart from QuickBooks into BankLink Practice.
 - Transferring coded transactions from BankLink Practice into QuickBooks.
-  To help you keep track of your client files, make the **Client Code** in BankLink Practice the same as the **Client Code** in QuickBooks.
-  If you experience a problem interfacing BankLink Practice with QuickBooks 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 QuickBooks into BankLink Practice

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

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

- 1 In QuickBooks, click **File, Open** and open the company whose chart you want to export
- 2 Click on the **QuickBooks Navigator** and click **Company, Preferences, Accounting**
- 3 Click on the **Company Preferences** tab
- 4 Enable **Use account numbers** and click **OK**
- 5 Click **File, Export, IIF files**, enable **Chart of accounts** and click **OK** - if you are using QuickBooks Pro 2003, then click **File, Utilities**, then **Export...**
- 6 QuickBooks asks for a name to call the file, we recommend **CHTCLIENTCODE** where **CLIENTCODE** represents the BankLink Practice client code. Enter the filename
- 7 Click **Save**

By default, QuickBooks exports the file to **F:\INTUIT\QUICKBOOKS PRO** where **F** is the drive to which QuickBooks has been installed



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

To set up the link to QuickBooks 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 a 'Practice Details' dialog box with the 'Accounting System' tab selected. The 'Accounting System' dropdown menu is set to 'QuickBooks'. The 'Account Mask' text box contains '###/##'. The 'Load Chart From' and 'Save Entries To' text boxes both contain the path 'F:\INTUIT\QUICKBOOKS PRO\' and each has a magnifying glass icon for browsing. The 'Tax Interface Used' dropdown menu is set to 'None'. The 'Export Tax File To' text box is empty and has a magnifying glass icon. At the bottom right, there are 'OK' and 'Cancel' buttons.

- 3 Click in the **Accounting System** field and select **QuickBooks**
- 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 QuickBooks chart is stored, for example **F:\INTUIT\QUICKBOOKS** and click **OK**
- 6 Click the **Browse** button next to the **Save Entries To** field to locate **F:\INTUIT\QUICKBOOKS PRO** 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 QuickBooks.

To set up the link to QuickBooks 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

- 3 Click in the **System Used** field and select **QuickBooks**
- 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:\INTUIT\QUICKBOOKS PRO\CHTclientcode.IIF**
- 7 Click in the **Save Entries To** field and enter the name of the file to be created when extracting data, for example **F:\INTUIT\QUICKBOOKS PRO\TRXclientcode.IIF** - QuickBooks requires this file to have the extension **.IIF**
- 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** to refresh the chart into BankLink Practice



We recommend the naming conventions in the examples above because the exported chart file and the extracted data file both require the .IIF extension. By default, QuickBooks extracts a chart to, and looks to import a data file from, the QUICKBOOKS PRO folder. Following our suggestion allows you to easily distinguish between the two files in the same folder.

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 QuickBooks 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 Business Activity Statement in BankLink Practice. See Chapter A4.

Transferring transactions from BankLink Practice to QuickBooks

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

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 .IIF file.
- 2 In QuickBooks, import the .IIF file.



QuickBooks imports transactions from BankLink Practice as general journal entries. The debtors and creditors within QuickBooks are not adjusted by imported transactions.

To extract data to an .IIF 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 QuickBooks format.

There are exportable transactions from: 15/10/03 to 26/02/04

From 01/01/04

To 31/01/04

Save Entries To F:\INTUIT\QUICKBOOKS PRO\TRXclientcode.IIF

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:\INTUIT\QUICKBOOKS PRO\TRXclientcode.IIF already exists. Overwrite?** click **Yes**

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

8 Click on the bank account or journal you want to transfer – you must transfer each account or journal separately

9 Click **OK**

BankLink Practice displays an **Information** window with the message **Extract Data Complete. Entries were saved in F:\INTUIT\QUICKBOOKS PRO\TRXclientcode.IIF**

10 Click **OK**



You must specify a contra code for the bank account before BankLink Practice will let you extract transactions to an .IIF file. To do this, click **Other Functions, Bank Accounts**. Select the bank account you want to extract, and click **Edit** to add a contra account.



BankLink Practice sets transfer flags on all transactions in the specified range, indicating that they have been extracted to an .IIF file. This is to prevent duplications in QuickBooks.

To import the .IIF file into QuickBooks:

1 In QuickBooks, click **File, Open** and open the company whose data you want to import

2 Click **File, Import, IIF files** and the Import window displays (in QuickBooks Pro 2003, click **File, Utilities**, then **Import...**)

3 Double click on **TRXclientcode.IIF** where **clientcode** represents the company's BankLink Practice client code

A message window displays stating **Your data has been imported**

Summary of the interface with QuickBooks

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

To export a chart from QuickBooks:

- 1 In QuickBooks, click **File, Open** and open the company whose chart you want to export
- 2 Click on the **QuickBooks Navigator** and click **Company, Preferences, Accounting**
- 3 Click on the **Company Preferences** tab
- 4 Enable **Use account numbers** and click **OK**
- 5 Click **File, Export, IIF files**, enable **Chart of accounts** and click **OK** - if you are using QuickBooks Pro 2003, then click **File, Utilities**, then **Export...**
- 6 QuickBooks asks for a name to call the file, we recommend **CHTCLIENTCODE** where **CLIENTCODE** represents the BankLink Practice client code. Enter the filename
- 7 Click **Save**

By default, QuickBooks exports the file to **F:\INTUIT\QUICKBOOKS PRO** where **F** is the drive to which QuickBooks has been installed

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 QuickBooks

To extract data to an .IIF 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**
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