


## Exporting charges to APS Advance

Before exporting charges to your practice management system, you need to check that the correct system is set up in your Practice Details.

### To check that the system is set up correctly:

- 1 Click **System, Practice Details**  
BankLink Practice displays the **Practice Details** window
- 2 Select the **Practice Management System** tab
- 3 Check that your **Practice Management System** is displayed - if not, select it from the drop-down list
- 4 Click **OK**

### To export charges to APS Advance:

- 1 Click **System, Charges, Export Charges**  
BankLink Practice displays the **Export Charges Options** window
  - 2 Click the **Month to export** field to select the required month
  - 3 BankLink Practice saves the export file as **banklink.csv** to the BankLink Practice folder, for example F:\BK5, by default but you can click the **Browse** button in the **Save Entries To** field to choose a different folder
  - 4 Click **Next** to continue  
BankLink Practice displays the **Increase Charges** window where you can increase the charges by fixed and/or percentage amounts
  - 5 To add fixed amounts, click the **Fixed** check box and then select one of the following options, specifying the amount as required:
    - Add a fixed dollar amount to each charge
    - Distribute a fixed dollar amount across all charges
    - Set a fixed dollar amount for each charge
  - 6 Click the **Percentage** check box If you want to specify a percentage amount to increase all charges by
-  If both Fixed and Percentage amounts are specified, the Fixed amount will be applied first, followed by the Percentage increase
- 7 Click the **View Statement and Download Document** link if you would like to see the PDF document version of the charges you are about to export
    - Enter the Statement and Download Documents password if promptedBankLink Practice displays the documents in a separate window which you can refer to while continuing with the export
  - 8 Click **Next** to continue  
BankLink Practice displays **Edit Charge Details** window



You can sort the information displayed by clicking on the header of the column you want to sort by

9 Enter or amend details in the **File Code**, **Cost Code**, **Client**, and **Matter** columns - changes made will be remembered for the next time you export the file



When fixed and/or percentage amounts are added to the charges, BankLink displays an **Increased Charges** column in the transaction display - the column is editable so you can further adjust the charges if required



The **Client** field is mandatory and must be completed before you can choose a **Matter**

10 **Hide accounts with no charge this month** is ticked by default - click to remove the tick to see all accounts

11 You can use the **Find** field and the **Next** and **Previous** buttons to search all the columns for a particular charge

12 You can flag an account as No Charge to exclude it from the export - right click the account and select **Flag Account as No Charge** from the context menu - see Flagging a bank account as No Charge for more information

13 Select from:

- **Report** to produce an Export Charges report
- **Save Data** to save changes you have made to the **File Code**, **Cost Code**, **Client**, and **Matter** columns if you need to exit the window before you complete the export
- **Back** to select a different month to export or another file location to save the charges to
- **Finish** to export the data
- **Cancel** to exit

When you export the data BankLink Practice displays an **Information** window confirming the number of charges exported, and the file to which they have been saved

14 Click **OK**



The charges are exported as displayed in the grid - net of GST



For information on importing the charges file into APS Advance please contact your APS Advance consultant