






Exporting charges to HandiSoft Time and Billing

To export charges to HandiSoft Time and Billing:

- 1 Click **System, Export Charges, HandiSoft Time and Billing**
BankLink Practice displays the **Export Charges to 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
-  When the disbursement import feature is launched in HandiSoft, **F:\HSOFTDATA** is the default folder so you may want to specify this in the **Save Entries To** field
- 4 The **Import Date** field defaults to the last day of the month you are exporting - you can click the drop-down button to access the calendar and select a different date if required
 - 5 The **Description** defaults to **BankLink Charges** with the month and year - change this if required
 - 6 Click **Next** to continue
BankLink Practice displays the **Increase Charges** window where you can increase the charges by fixed and/or percentage amounts
 - 7 Click the **Fixed** check box if you want to specify a fixed dollar amount to add to each charge, or a fixed dollar amount to be split across all charges
 - 8 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
- 9 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 prompted
 BankLink Practice displays the documents in a separate window which you can refer to while continuing with the export
 - 10 Click **Next** to continue
BankLink Practice displays the **Edit Charge Details** window
 - 11 You can enter or amend details in the **Entity Code, Activity Code** and **Cost Code** columns - changes made will be remembered 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
-  Entity Code - this mandatory 8 character alphanumeric code is the client code in HandiSoft and will be the same as the General Ledger code
-  Activity Code - this is a mandatory 2 digit numeric code in the range from 01 - 99



Cost Code - this is a mandatory 3 digit numeric code from 001 - 999

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

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

14 Select from:

- **Report** to produce a report of the charges
- **Save Data** to save changes you have made to the **File Code** and **Cost Code** 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

15 Click **OK**



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



For information on importing the charges file into your practice management system please contact your supplier