Exporting charges to HandiSoft Time and Billing

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 HandiSoft Time and Billing:

1. Click **System, Charges, Export Charges**

   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:\HSOFT\DATA** 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. 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
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

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

11 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 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

15 Select from:

- **Report** to produce an Export Charges report
- **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

16 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