

## Interface to APS Tax

BankLink Practice has a direct link to APS Tax. This enables you to copy the figures from the completed BAS in BankLink Practice into the relevant BAS in APS Tax.

The interface between BankLink Practice and APS Tax is a two step process:

- In BankLink Practice, export the BAS to a data file in XML format
- In APS Tax, import the file.

### To export the Business Activity Statement to a data file:

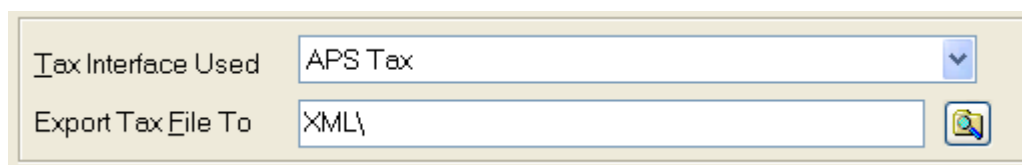
1 In BankLink Practice, open the required client file

2 Click **Other Functions, Accounting System**

BankLink Practice displays the **Maintain Accounting System** window

3 Click in the **Tax Interface Used** field and select **APS Tax**

BankLink Practice populates the **Export Tax File To** field with **XML\**



Tax Interface Used: APS Tax

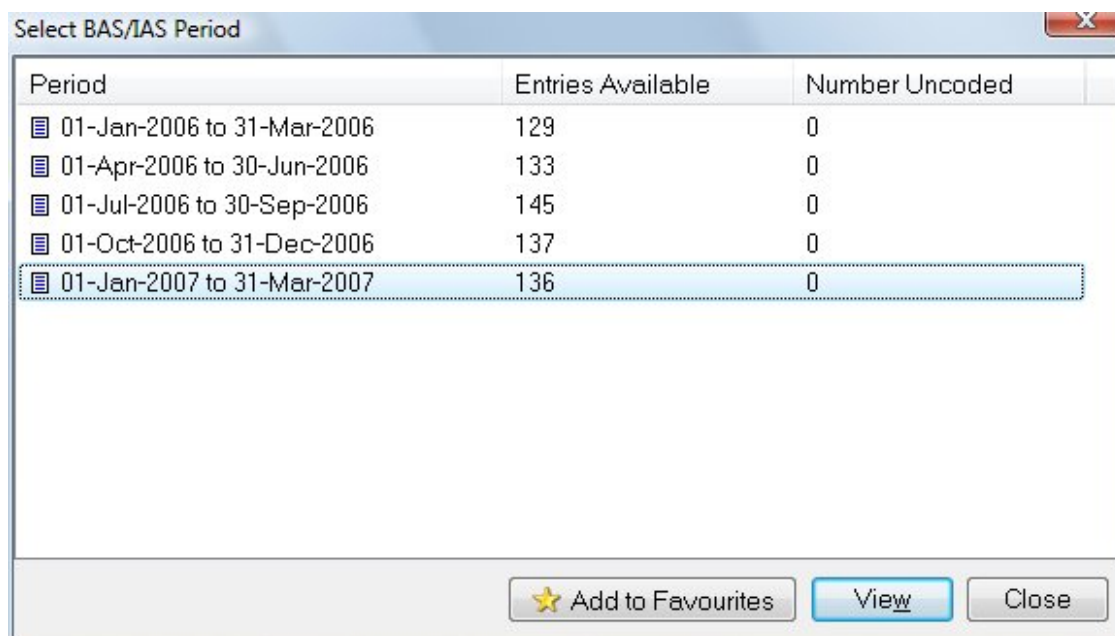
Export Tax File To: XML\

4 Click **OK**

If the folder does not already exist BankLink Practice prompts you to create it - click **Yes**

5 Click **Reports, GST Reports, Business/Instalment Activity Statement**

BankLink Practice displays the **Select BAS/IAS Period** window



Period	Entries Available	Number Uncoded
01-Jan-2006 to 31-Mar-2006	129	0
01-Apr-2006 to 30-Jun-2006	133	0
01-Jul-2006 to 30-Sep-2006	145	0
01-Oct-2006 to 31-Dec-2006	137	0
01-Jan-2007 to 31-Mar-2007	136	0

Buttons: Add to Favourites, View, Close

6 Click on the required period

7 Check that the number uncoded is zero - if there are uncoded entries you need to complete transaction coding in BankLink Practice to ensure an accurate BAS

8 If all entries are coded click **OK**

BankLink Practice displays the **Details** tab of the BAS

- 9 Click in the **Document ID** field to add the Document Identification Number
- 10 Check that the date range is correct
- 11 You should click in the other tabs of the BAS to verify all details are correct before exporting
- 12 Click **Export**

BankLink Practice displays an **Information** window showing that the information has been exported to a data file in .XML format

The file is exported to the BK5 folder, for example **F:\BK5\XML\ABN NO\_DDMMYY.XML (APS Tax)** where DDMMYY is the last day of the extracted period.

- 13 Click **OK**

BankLink Practice displays an **Information** window asking you to finalise the accounting period

- 14 Click **Yes** to finalise the accounting period

BankLink Practice displays an Information window to inform you that the entries have been finalised

- 15 Click **OK**

- 16 Click **OK** to exit the **Business Activity Statement** window

### To import the Business Activity Statement:

- 1 In APS, open the **APS Navigator**
- 2 Select the required client
- 3 Click to select the **Matter** tab
- 4 Right click on the **Current Year Tax Matter**  
APS launches **Tax Manager** for the client
- 5 Create the BAS form by right clicking the **Current Year Matter** line and selecting the **New** option
- 6 Select the appropriate form (BAS) and **period** and click **OK**  
APS displays a message that BankLink Practice data is available
- 7 Click **OK**  
APS populates the BAS form with the data from BankLink Practice