

Interface to HandiSoft HandiTax

BankLink Practice has a direct link to HandiSoft HandiTax. This enables you to copy the figures from the completed BAS in BankLink Practice into the relevant Business Activity Statement in HandiTax.

The interface between BankLink Practice and HandiTax is a two stage process:

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

To export the Business Activity Statement to a data file:

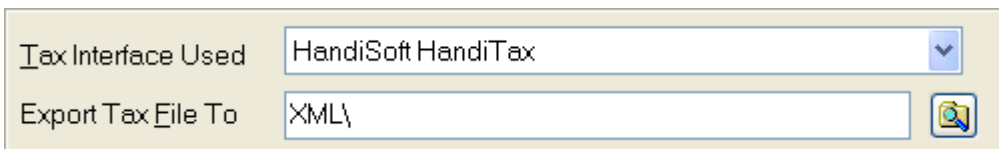
1 In BankLink Practice, open the required client file

2 Click **Other Functions, Accounting System**

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

3 Click in the **Tax Interface Used** field and select **HandiSoft HandiTax**

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



Tax Interface Used: HandiSoft HandiTax

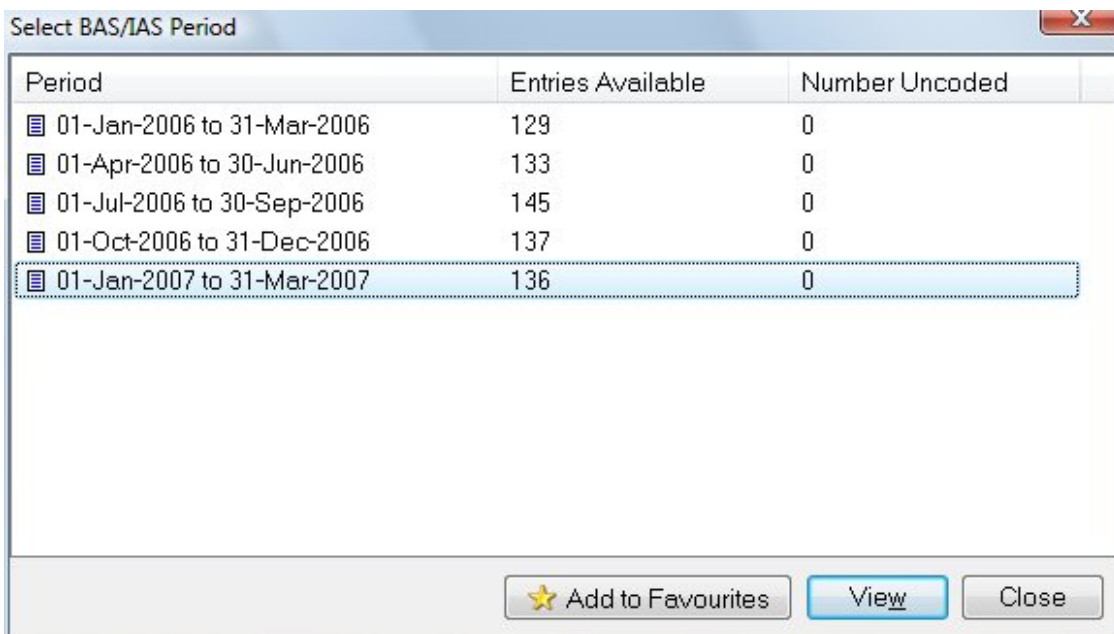
Export Tax File To: XML\

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**

The **Details** tab of the BAS appears

- 9 Click in the **Document Identification Number** field and add the appropriate number
- 10 Check that the date range is correct - you can also click in the other tabs of the Business Activity Statement to check the details before exporting



See Chapter 13 for detailed instructions on the BAS.

- 11 Click **Export**
- 12 BankLink Practice saves the BAS to a data file in .XML format

BankLink Practice displays an **Information** window stating that the file has been exported to **F:\BK5\XML\BAS.clientcode_DDMMYY.XML** where **DDMMYY** is the last day of the reporting period.

- 13 Click **OK**
BankLink Practice displays an **Information** window asking you to finalise the accounting period
- 14 Click **OK**

To import the Business Activity Statement

- 1 In HandiTax, click **Client, Open Clients/Tax Forms**
- 2 Highlight the required client and click **Tax Forms** from lower control bar
- 3 If the required form does not exist, click **New** to create it, or highlight the required form and click **Select**. The **Tax Return Outline** window displays (consult your HandiSoft manuals for detailed information on creating a Tax Form)
- 4 Highlight the required BAS and click **Edit**
- 5 Click **XML**
- 6 **Browse** for the folder where the .XML file was created, for example **F:\BK5\XML\BAS.clientcode_311200.XML**, where **F:** is the drive on which BankLink Practice is installed and **311200** is the last day of the reporting period
- 7 Double click the required .XML file
You are prompted to overwrite the contents of the sheet
- 8 Click **Yes**
- 9 HandiTax imports the file



Some fields are not visibly populated until you select **Preview**.



You can now click **Edit** to enter manual adjustments or click **Close** to exit the return, you are prompted to save the changes. Click **Yes** if you wish to retain the imported information, click **Close** to exit the **Tax Return Outline** window, the **Status Update** window displays. Complete as required and click **OK**.