

Interface to MYOB Accountants Enterprise Tax

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

The interface between BankLink Practice and MYOB Accountants Enterprise Tax is a two step process:

- In BankLink Practice, export the BAS to a data file in ELS format.
- In MYOB Accountants Enterprise Tax, import the file.

To export the Business Activity Statement to a data file:

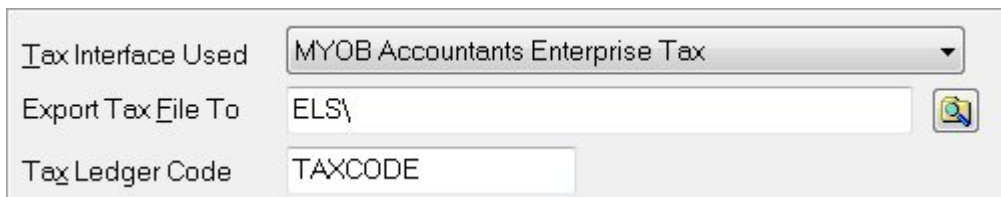
1 In BankLink Practice, open the required client file

2 Click **Other Functions, Accounting System**

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

3 Click in the **Tax Interface Used** field and select **MYOB Accountants Enterprise Tax**

BankLink Practice populates the **Export Tax File To** field with **ELS** and displays the **Tax Ledger Code** field



Tax Interface Used	MYOB Accountants Enterprise Tax
Export Tax File To	ELS\
Tax Ledger Code	TAXCODE

4 Check that the **Tax Ledger Code** you use in MYOB Accountants Enterprise Tax for this client has been entered correctly

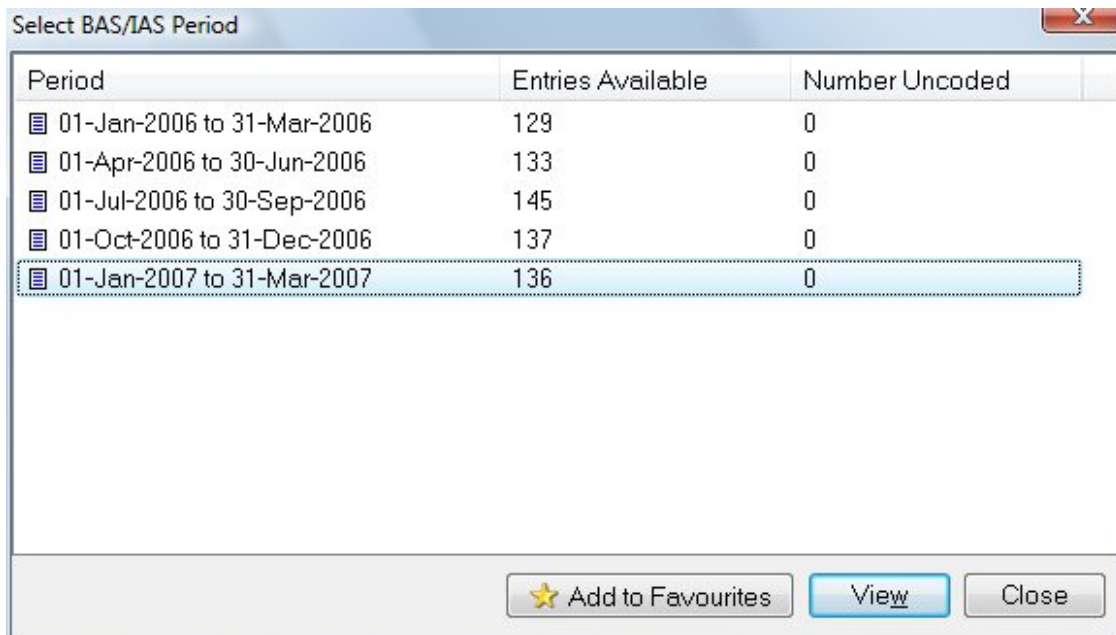
5 Click **OK**



For the BAS to transfer correctly it is necessary for the Tax Code in MYOB Accountants Enterprise Tax to be identical to the Tax Ledger Code in BankLink Practice.

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

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



- 7 Click on the required period
- 8 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
- 9 If all entries are coded click **OK**
BankLink Practice displays the **Details** tab of the BAS
- 10 Click in the **Document Identification Number** field and add the appropriate number
- 11 Check that the date range is correct
- 12 You should click in the other tabs of the BAS to verify all details are correct before exporting
- 13 Click **Export**
BankLink Practice saves the BAS to a data file in .ELS format
- 14 The file is exported to the BK5 folder for example **F:\BK5\ELS\clientcode.ELS** - the file contains the name of the BankLink Practice client code as well as the extension of **ELS**
- 15 Click **OK**
BankLink Practice displays an **Information** window asking you to finalise the accounting period
- 16 Click **OK** to exit the **Business Activity Statement** window

To import the file:

- 1 In MYOB Accountants Enterprise Tax, open the tax ledger you want to import the BAS for
The **Select Return** window displays
- 2 Click **Utilities, BAS/IAS Import, BankLink/GST**
The **Select BAS/IAS Data File(s) for Import** window displays
- 3 You may need to browse to find the location of the file
- 4 Highlight the file required and click **Select** or double click on the file so that a tick appears on the left hand side
- 5 Ensure the **Delete file on successful import** is ticked

6 Click **OK**

The first time you do transfer the BAS from BankLink Practice the file is imported automatically and a schedule is created in MYOB Accountants Enterprise Tax. For subsequent transfers the **Select Schedule** window displays

7 Double click on **New Schedule** to transfer the file into a new schedule (separate location)

MYOB Accountants Enterprise Tax reads the file and imports the figures from the BAS .ELS file exported from BankLink Practice - if the file is imported successfully a message is displayed saying **Import Complete**

8 Click **OK**

To check the contents of the schedule (BAS):

1 In the **Select Return** window click **Preparation, Schedule**

2 Scroll up to the BAS and press the enter key (**Enter**)

3 Highlight the required schedule and press the enter key (**Enter**) to open it. Scroll down the screen to view the contents using the **Page Up** and **Page Down** keys

4 Press the escape key (**Esc**) to close the schedule