

Interface to MYOB Accountants Office Tax

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

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

- In BankLink Practice, export the BAS to a data file in XML format
- In MYOB Accountants Office 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 Office Tax**

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

Tax Interface Used: MYOB Accountants Office 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 the other tabs of the BAS to verify all details are correct before exporting

12 Click **Export**

BankLink Practice saves the BAS to a data file in .XML format

The file is exported to the BK5 folder for example

F:\BK5\XML\bas.CLIENTCODE_DDMMYY.XML 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**

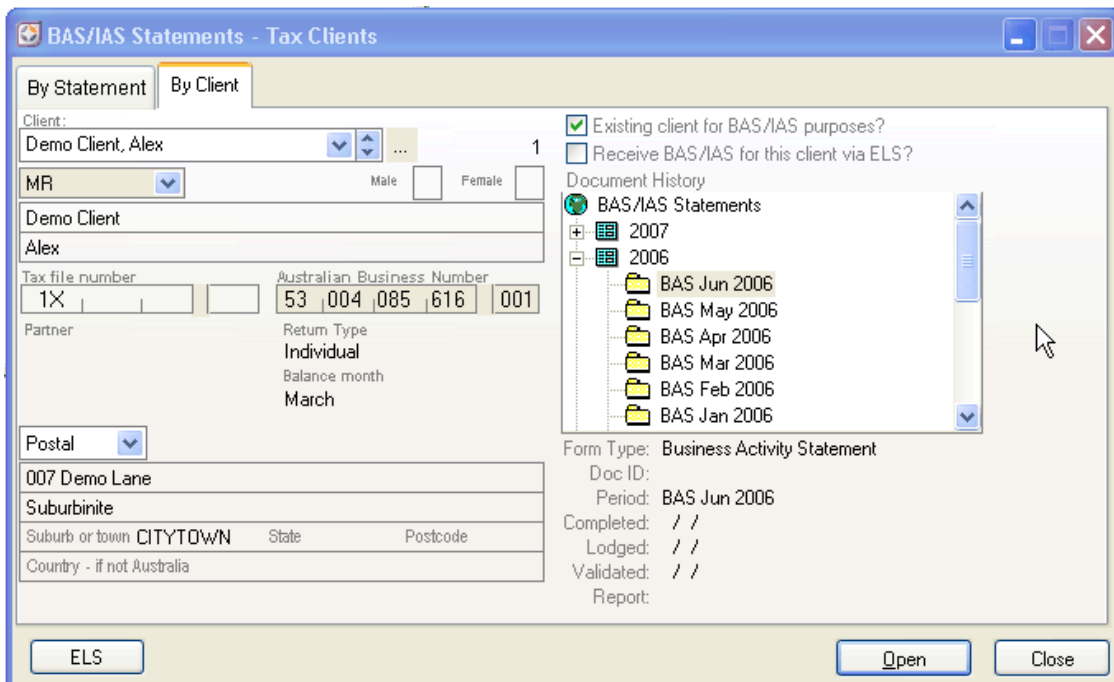
16 Click **OK** to exit the **Business Activity Statement** window

To import the Business Activity Statement:

1 In MYOB Accountants Office Tax, open the required client

2 Select **BAS/IAS**

3 Select the **Year** and **Return** from the panel tree



4 Click **Open**

5 Add a valid **DIN** if it is not pre-filled by the upload of returns from the ATO

- 6 From the menu, click **BAS, Import from BankLink**
- 7 Browse for the XML file exported from BankLink, for example **F:\BK5\XML\bas.CLIENTCODE_DDMMYY.XML**
- 8 Click **Open**
- 9 You see the BAS you exported from BankLink Practice