

## ***Chapter 16: Transferring coded data to your accounting system***

Once you have coded your client's transactions in BankLink Practice, you can transfer the coded data to your main accounting system. The **Extract Data** function extracts client file data into a file for transferring into your accounting system. You should confirm that the client file is linked to the correct main accounting system.

Before extracting data, press **F8** while in the **Code Entries Screen** to confirm that all transactions are coded.

Whenever a transaction is exported from BankLink Practice, BankLink Practice flags the transaction to indicate that the transaction has been transferred, by placing a tick in the status column.

See Appendix 1 for more information on how BankLink Practice interfaces with your specific accounting system.

## ***Extracting data***

Once you have coded your client's transactions in BankLink Practice, you can transfer the coded data to your accounting system. The **Extract Data** function extracts client file data into a file for transferring into another accounting system.

BankLink Practice supports most popular accounting systems. Contact BankLink Support or look on the BankLink website for a list of the current accounting systems supported and details on the links between BankLink Practice and these systems.

The interface set up for your particular system may be quite specific. See the relevant information sheet for details on integrating BankLink Practice with your accounting system.

Once the connection with your accounting system is set up, you can extract data from the BankLink Practice client file.

See the section in Appendix 1 information sheet relating to your specific accounting system for details of how to carry out the data extract.

## Flagging transactions

Whenever a transaction is exported from BankLink Practice, BankLink Practice flags it to indicate that the transaction has been transferred.

From time to time, such as when data has been transferred out of BankLink Practice and is subsequently lost or corrupted in your main accounting system, you may need to transfer the transactions again.

In order to do this you must first clear the transfer flags.

### Clear transfer flags

#### To clear transfer flags from bank transactions and journals:

- 1 Open the client file
- 2 Click **Other Functions, Housekeeping, Clear the Transfer Flags for a Period**

BankLink Practice displays the **Clear the Transfer Flags for a period** window

- 3 Enter the **From** and **To** dates
- 4 Click **OK**

BankLink Practice clears the flags on all bank accounts and journals in the selected date range

You can also clear the transfer flags from bank transactions via the **Code Entries Screen**. When selected, the clear transfer flags option clears all of the transfer flags from the bank transaction data selected for this coding session.

#### To clear transfer flags from bank transactions only:

- 1 In the **Code Entries Screen**, right-click on the **S (Status)** column to the far left of the screen  
BankLink Practice displays the Transfer Flags menu

Coding Range 01/03/07 to 31/03/07			
S			Account
✓			50
✓	02/03/07		460
✓	02/03/07	100076	270
✓	02/03/07	100080	369

**2** Click **Clear Transfer Flags**

BankLink Practice confirms that the transfer flags have been cleared

**3** Click **OK**

You can also remove the flags from journals that have been transferred.

**To clear transfer flags from transferred journals:**

**1** In the **Journal Entries Screen**, right-click on the **S (Status)** column to the far left of the screen

BankLink Practice displays the Transfer Flags menu

**2** Click **Clear Transfer Flags**

BankLink Practice confirms that the transfer flags have been cleared

**3** Click **OK**

**Set transfer flags**

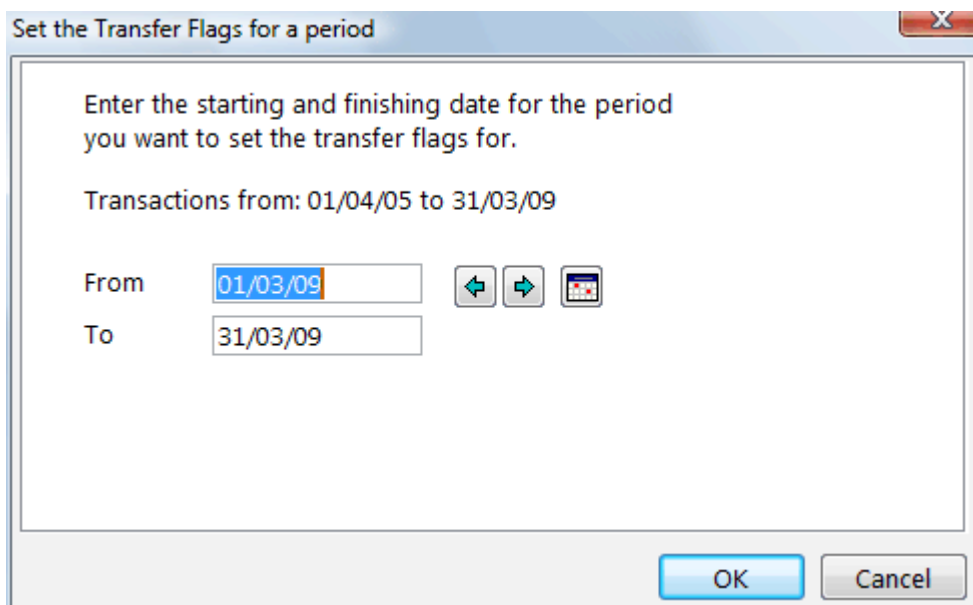
Sometimes you have transactions in BankLink Practice that have already been processed manually in your main accounting system. In this case, you want to prevent the transactions being transferred.

You can set transfer flags for the whole period, including bank account transactions and journals.

**To set transfer flags for bank transactions and journals:**

**1** In the client file, click **Other Functions, Housekeeping, Set the Transfer Flags for a period**

BankLink Practice displays the **Set the Transfer Flags for a period** window



- 2 Enter the **From** and **To** dates - you can use the arrows to move the period displayed forward or backward, or click the **Calendar** icon to choose dates
- 3 Click **OK**  
BankLink Practice displays a confirmation window
- 4 Click **OK**  
BankLink Practice updates the client's **Home Page** to reflect the change in status for the period selected

You can also set transfer flags for bank account transactions or journals separately, through the **Code Entries Screen** and **Journal Entries Screen**. When selected, the set transfer flags option puts a transfer flag (✓) on the data selected, without you having to export the data to your main accounting system.

### To set transfer flags for bank transactions:

- 1 In the **Code Entries Screen**, right-click on the **S (Status)** column to the far left of the screen  
Bank Link displays the **Transfer Flags** menu

S	Date	Reference	Amount
	02/03/07		460
	02/03/07	100076	270
	02/03/07	100080	369

- 2 Click **Set Transfer Flags**  
BankLink Practice confirms that the transfer flags have been set
- 3 Click **OK**

### To set transfer flags for journals:

- 1 In the **Journal Entries Screen**, right-click on the **S (Status)** column to the far left of the screen  
Bank Link displays the **Transfer Flags** menu
- 2 Click **Set Transfer Flags**  
BankLink Practice confirms that the transfer flags have been set
- 3 Click **OK**