

Set up a link between your portfolio and a cash account using BankLink



Last Modified on 11/08/2022 5:55 pm AES1

MYOB BankLink is a third-party process you can use to streamline the transfer of banking and accounting transactions from one financial institution to another. You can use your BankLink code to send cash transactions to your portfolio cash books.

The following procedure only works if you are using BankLink as your bank account data provider.

To link a bank account to a portfolio using BankLink:

1. Select the portfolio you want to link with BankLink.
2. From the **Data Exchange** menu, use the **Bank Links** tab on the **Portfolio Data Links** screen to assign the BankLink code to your portfolio in Reporting & administration.

Refer to [Setting up a bank account feed to your cash book](#) for instructions on how to do this.

Once this is done, you can complete the followings steps.

1. Log in to BankLink and, from the **Clients** screen, select the client that you want to link to Præmium.
2. From the **Other Functions** menu, click **Bank Accounts**.
3. Select the bank account, and click **Edit**.
4. Type the unique BankLink code for this bank account in the **Contra Code** field.
5. Click **OK**.

Now you need to assign Præmium as the export recipient in BankLink.

1. Select the account for which the data is to be transferred.
2. From the menu bar, select **Other Functions**, then the **Accounting Systems** menu option.
3. From the **System Used** drop down box, select **Præmium**.