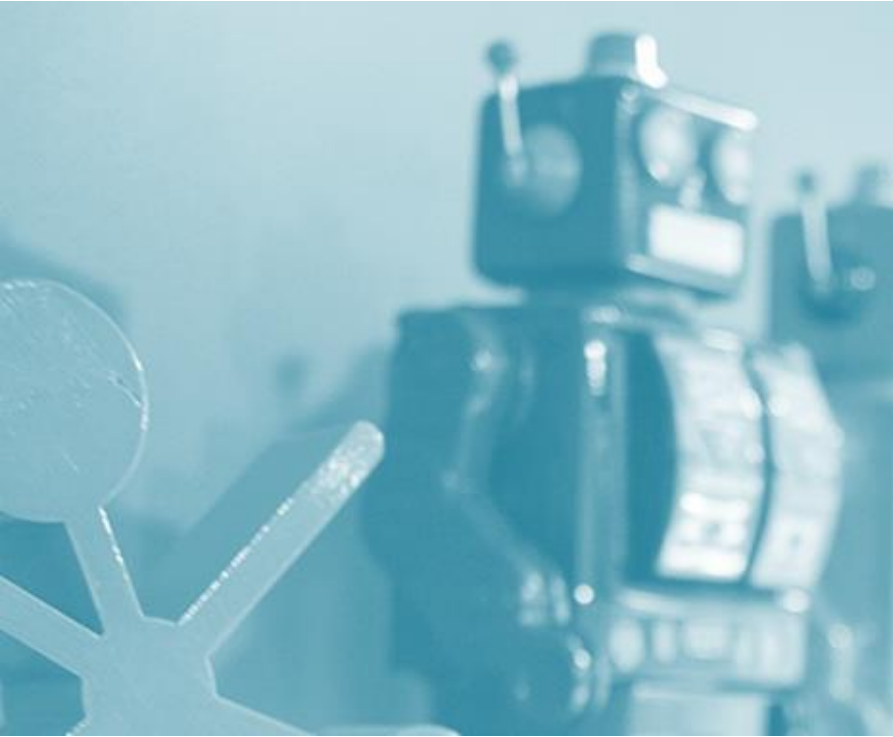




WebLink Connect and Quickbooks 101

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What is the QuickBooks Integration – really?

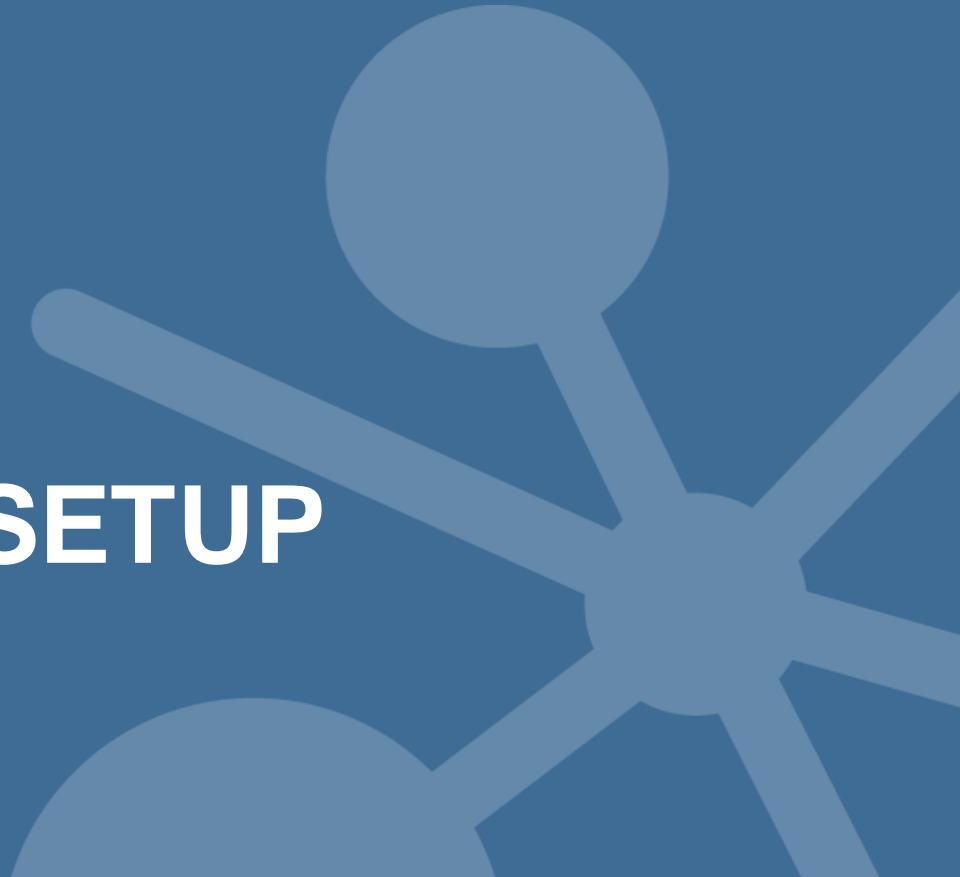


- Single entry of financial data into your membership database
- Automatically sorts all invoices, payments, write-offs or refunds into the correct General Ledger account entries
- Creates debit and credit batch entries into each QB class and/or account each day
- Secures all transactions in WebLink

Benefits of Integrating

- **Saves Time:** single point of entry for all revenue data
- **Improves Data Accuracy:** requires full tracking of financial data within your membership database and prevents accounting errors
- **Better Financial and Member Intelligence:** in addition to all QB reports, you'll have the power of WLC reporting at an invoice level in conjunction with all other membership data

INTEGRATION SETUP



Connecting to QuickBooks

- Verify your version: Pro/desktop required
- Verify all accounts are numbered in QB
- Set AR account(s) as Other Current Assets
- Allow WebLink admin access to your file
- One-time connection with test link in WebLink

SET UP YOUR WEBLINK CODES



Account Codes

- Import Accounts
 - Income Accounts
 - Cash/Checking/Operating Accounts
 - Accounts Receivable(s)
- Manually enter any new items

Revenue Items

Cash Basis

- Check the Cash Basis checkbox
- Choose your Accounting Package
- Select the income account to CREDIT when payment is received

Accrual Basis

- DO NOT check the Cash Basis checkbox
- Choose your Accounting Package
- Select the income account to CREDIT upon billing
- Select the AR account to DEBIT upon billing

Payment Types

- Choose your Accounting Package
- Select a cash/operating account to DEBIT when a payment is applied
- (Accrual) Select an AR account to CREDIT when a payment is applied
- Create a different payment type for each debit/credit combination

Adjustment Types

- Use Reversing Entry whenever possible
- Enter accounts to debit/credit for non-reversing entries
- Account for negative numbers in WebLink when manually setting debit/credit accounts

QuickBooks Classes

- Create Class Types that exactly mirror QB classes, including subclasses
- Set up a Revenue Item for each class
- Assign each Revenue Item to the appropriate class.

DAILY TRANSACTIONS



**Go
about
your
day!**

- Create invoices
- Receive event registrations
- Apply payments
- Accept online applications
- Process discounts and refunds.....
- **POST**

Posting

- Choose your date range
- Choose your Accounting Package
- Review and remove/edit any items prior to posting
- Choose to create journal entries in QB or keep items only in WebLink with each batch

Reporting and Reconciliation

- Batch Posting Report
- Transactions Posted for Selected Account
- Keep your batches consistent
- Know what you're comparing

Aging Report vs. AR Account

- There are several key differences between WebLink's "Accounts Receivable Summary" and your AR General Ledger account:
 - Quickbooks GL Account vs. all open invoices
 - Posted Only vs. All Transactions
 - Prepayments count!

ONLINE RESOURCES

WebLink University

- www.weblinkuniversity.com/revenue/revenue.aspx

WebLink Support Knowledge Base

- www.weblinksupport.com