

WebLink and your Accounting Software

Four software options for accounting package integration with WebLink Connect

- **Great Plains Dynamics**

Dynamics VAR will need to set up your SSPI authentication from workstations to server

Set up eConnect

VAR will provide connection string

- **QuickBooks**

Versions 2009-2015

Retrieve QB Applications Directory Folder

Enter QB Company file name/file path

- **QuickBooks Online**

Use your QB Online User ID and Password

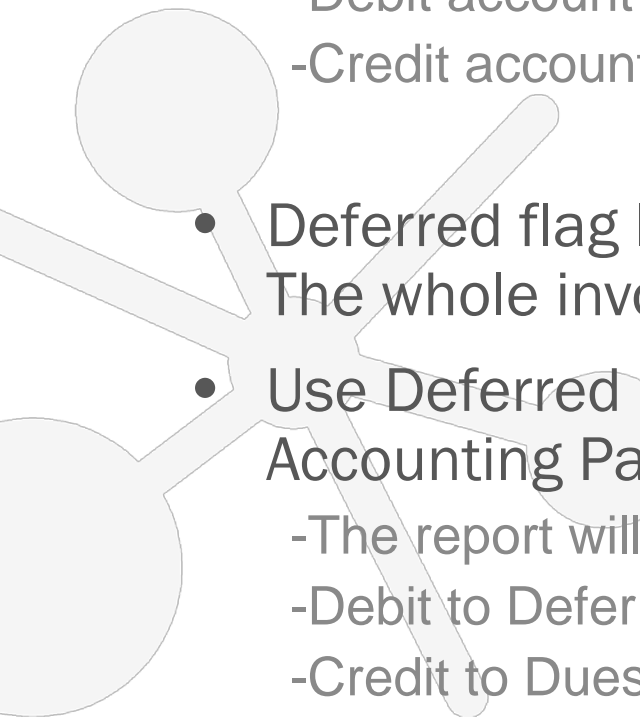
- **IntAcct**

Use your IntAcct Customer ID, User ID and Password

Account Codes & Revenue Items

- **Account Codes** – import **General Ledger** accounts from accounting software
 - Accounts **MUST** be numbered in accounting package for import to work
 - General Ledger accounts will import
 - Receivables account will need to be set up manually
- **Revenue Item Codes** – Description will display on **Invoices**
 - Think through the setup for the Revenue Items to make it easier to run reports
 - Revenue by Type (Revenue Item) report example
 - WATCH!** Is the Revenue Item a Dues item? Deferred? Cash? Taxable?

Deferred (Unearned) Dues Revenue

- Deferred flag should **ONLY** be used on Dues Revenue Items
 - Debit account will be “WebLink Receivables”
 - Credit account will be “Deferred Revenue” (Deferred Dues, for example)
 - Deferred flag In Revenue Item setup does NOT change the posting process. The whole invoice amount will still post.
 - Use Deferred Revenue Recognition Reports to record Journal Entries into your Accounting Package monthly.
 - The report will calculate 1/12 of the recurring billing amount for deferred revenue
 - Debit to Deferred Revenue
 - Credit to Dues Income
- 

Deferred Non-Dues Revenue

Event Income

- Debit is “WebLink Receivables”
- Credit is “Deferred Event Income”
(Deferred – Annual Banquet, Deferred – Golf, etc.)
- Income can be deferred until event takes place
 - **DO NOT use the “Deferred” revenue item flag for non dues!**
- When Revenue is to be recognized as “earned”, use Single Event Revenue Report to identify \$\$ to be recorded in your Accounting Package
 - Debit is Deferred Event Income
 - Credit is Earned Event Income

Setting Up Accounts for Revenue Items

- **Cash Basis Revenue** – Revenue is recognized (posted to accounting package) when payment is received.
 - If you set up Cash Basis revenue items, then the **Debit Account is blank**, and the Credit Account is your income (revenue) account
- **Accrual Basis Revenue** – Revenue is recognized when invoice is created.
 - If you are accrual basis, the Debit is “**WebLink Receivables**” and the Credit is your income (revenue) account.
- **Modified Accrual, Other** – Watch setting up revenue account codes for proper general ledger accounting

Payment Types – Admin Setup

- **Payment Types** – Set up for all payment “types” you accept

- Things to consider...

- Separate banks for certain items
- ACH
- Credit cards – web/online, *and* manual
- Trades
- Reports can be run by Type of Payments made

Payment Reports > Payment Listing by Date or Payments Processed (grouped by type)



Payment Types – Account Setup

- **Cash Basis Revenue** – Revenue is recognized (posted to your accounting package) when payment is received
 - For Payment Types, the Debit Account is set to your Bank/Cash/Undeposited Funds account and the **Credit Account is Blank**
- **Accrual Basis Revenue** – Revenue is recognized (posted to your accounting package) when invoice is created
 - For Payment Types, the Debit Account is set to your Bank/Cash/Undeposited Funds account and the **Credit Account is WebLink Receivables**

Adjustment Types – Admin Setup

- **Adjustment Types** – Set up for any adjustments you may have during the course of business
 - Keep it simple! Reversing Entry is the easiest setup option, and it will simply reverse the transaction out based on the original accounts used. (Debit and Credit accounts will be grayed out)
- **REMEMBER** if your adjustment types are **NOT** straight reversals, you can enter **Debit and Credit accounts** – however, these are “negative” values – enter the debits and credits “backwards” to account for negative values!
- **Reporting by Adjustment Types** is available, so setup is important if you want to track these.
 - Reports > Revenue Reports > Transaction Reports > Adjustment by Type