

HiMARK\$ TO QUICKBOOKS™

In QuickBooks™ it is no longer necessary to breakdown the deposits by type of income (board, breeding, vet, etc.) when entering deposits for *income that was billed through HiMARK\$*. Always select 'All Clients' in the 'Received From' Column and 'Accounts Receivable' in the 'From Account' column of your deposit form. If the deposit was not billed through HiMARK\$ then it should be entered for what type of income it is (example: Horse Sales, Winnings, Reimbursements, etc.).

By completing this simple once a month entry into QuickBooks™ your Profit and Loss Statements will now reflect a breakdown of all types of income billed out of your HiMARK\$.

In HiMARK\$: Print Reports

Print Revenue Report:

- Left click once on the 'Billing' tab located on the left hand side of your screen to bring up multiple choices.
- Select 'Revenue Report' by left clicking it. You will get the Revenue Report pop up window to customize the report.
- Set the period dates (usually last month) by checking the option for the time period that you would like to print.
- Make sure that the Report Type 'Summary Only' is checked (located at the bottom of the pop up window). Click on 'Print' and the report setup window will pop up.
- Select 'Printer' then click 'OK' and your Revenue Report will print.

Print Customer Rev/Crdt/Rfnd Report:

- Left click once on the 'Billing' tab located on the left hand side of your screen to bring up multiple choices.
- Select 'Customer Rev/Crdt/Rfnd Rpt' by left clicking it. You will get the Customer Rev/Crdt/Rfnd Report pop up window to customize the report.
- Set the period dates (usually last month) by checking the option for the time period that you would like to print.
- Make sure that 'Credits and Refunds' is the only box checked in Include section and that the Report Type 'Detail & Summary' is checked (located at the bottom of the pop up window). Click on 'Print' and the report setup window will pop up.
- Select 'Printer' then click 'OK' and your Customer Rev/Crdt/Rfnd Report will print.

In QuickBooks™: Create income and sub-income accounts to match each category listed on Revenue Report.

- Left click "Lists" located on the menu bar at the top of the screen and then 'Chart of Accounts' from the drop down menu. The Chart of Accounts window will pop up.
- Along the bottom there are three buttons: Account, Activities, and Reports. Left click 'Account' and then 'New' from the drop down list.

- Here you will be able to enter the income and sub income accounts.
 - First choose 'Income' from the Type drop down list.
 - Next enter the name of the category as it appears on the Revenue Report from HiMARK\$ in the box labeled 'Name' in your QB's. Under that is the box to check if it is a sub-account of another income account (If sub category in HiMARK\$ is different from category).
 - Then you have a line marked 'Description' that is optional if you would like to enter a description about the income account.
 - Left click the "OK" button and the new income account will be added to the chart of accounts.
- To add a sub-account you would type the sub-account name into the 'Name' box in QB's and then check the box beside 'Subaccount of'. There is a little arrow at the end of the line that you can left click on to bring up the list of income accounts. Choose the income account from the list that is the main income category account.

In QuickBooks™: Create a General Journal Entry.

- To access the Make a General Journal Entry Screen left click the 'Company' option from the menu bar at the top of the screen, and then left click 'Make General Journal Entries...' from the drop down list. Make a General Journal Entry screen will pop up.
- Change the date of the Journal Entry to the end date of the Revenue Report period.
- Enter 'Accounts Receivable' in the 'Account' column and the total from the Revenue Report into the 'Debit' column of the journal entry form. **(If you have credits from the Customer Rev/Crdt/Rfnd Report you will need to subtract the total credits from the total revenues on the Revenue Report to get your accounts receivable total.)**
- Enter a memo in the 'Memo' column identifying the entry (example: "JANUARY 2008 MONTHEND CLOSING FROM HIMARK\$").
- Type 'All Clients' in the 'Name' column. You will be prompted to set up 'All Clients'. Choose 'customer' as the name type, no additional information is needed, left click 'OK'.
- Next enter the name of the QuickBooks™ sub-income account that matches the name of the sub-category on the Revenue Report under the 'Account' column. Enter the total for the first sub-category amount listed on the Revenue Report in the 'Credit' column. Copy and paste the memo on the Accounts Receivable line into this line.
- Repeat the above paragraph for each sub-category listed on the Revenue Report.
- *If you have credits on the Customer Rev/Crdt/Rfnd Report printed above, you will need to enter into the 'Account' column the appropriate category to be credited. Enter the total for that category in the 'Debit' Column. In the memo column enter a memo identifying the entry as a credit (example: "CREDIT – JANUARY 2008 MONTHEND CLOSING FROM HIMARK\$." or an example for a credit for overcharging board: "CREDIT(overcharged customer) – JANUARY 2008 MONTHEND CLOSING FROM HIMARK\$)*
- Repeat the above paragraph for each sub-category listed on the Customer Rev/Crdt/Rfnd Report. After entering all sub-categories your debits and credits should be equal. Left click 'Save and Close'.