



## QuickBooks Desktop Integration Setup Guide

### General Setup Instructions

Cost Codes.....	2
Taxes.....	3
Payroll Codes.....	3
Payment Types.....	4
QuickBooks Setup.....	5
Downloading the LMN QuickBooks Sync Application.....	7

### Connection Instructions

STEP 1 – Connect to your LMN Account.....	7
STEP 2 – Connect to your QuickBooks Company File.....	8

### Settings Instructions

STEP 3 – Choose your Estimating Import Settings.....	10
STEP 4 – Match LMN’s Cost Codes, and Taxes.....	11
STEP 5 – Choose your Job Costing Type.....	13
STEP 6 – Link Cost Codes, Staff, Payroll items, and Payment Methods.....	14
STEP 7 – Link your LMN Jobs to QuickBooks Jobs.....	16
STEP 8 – Link Vendors.....	17

### Publish Instructions

Publish Estimates.....	18
Import Customers/Jobs.....	20
Publish Time.....	21
Publish Invoices.....	23
Publish Payments.....	25
Publish Vendor Bills.....	26

## General Setup Instructions

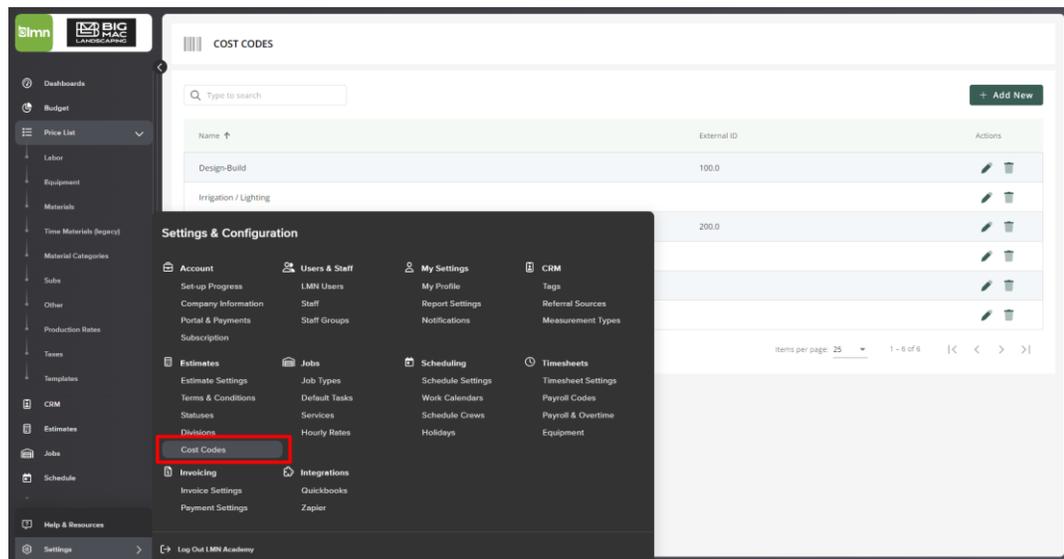
The following steps need to be taken to pave the way for your LMN and QuickBooks Desktop Sync. These items provide the necessary connection between LMN and QuickBooks for the purpose of importing your Estimates, Timesheets, Invoices, Payments, and Vendor Bills.

### Cost Codes

LMN Cost Codes will be set up in LMN to link revenue to your Service Items in QuickBooks.

Once your estimates are pushed to QuickBooks, Service Items will help to show how much revenue you earned in different areas of your business vs. how much you spent on COGS (Labor, Equipment, Materials, Subs) to earn that revenue.

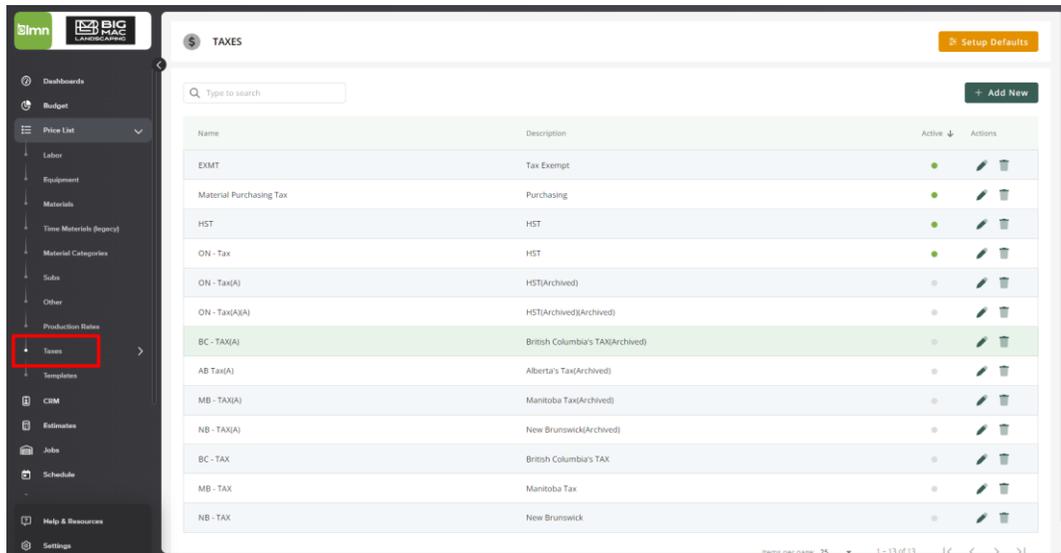
1. The first step to syncing LMN with QuickBooks is to create your Cost Codes in LMN. You do this by clicking **Cost Codes** under the **Estimates** settings.
2. Your Cost Codes match to your income Service Items in QuickBooks.



**NOTE:** If you are looking to streamline your Service Item List or Chart of Accounts in QuickBooks, we recommend that you check out our Sample Lists in our LMN Help Desk (search QuickBooks Sample). Our Help Desk can be found in the left main menu: **Help & Resources > Help Desk**. We also walk through this setup in LMN Academy Online, which can be found in your LMN Home Menu as well!

## Taxes

1. In your LMN Menu, click **Price List > Taxes**.
2. You need to have taxes set up and assigned to estimates for them to import into QuickBooks.



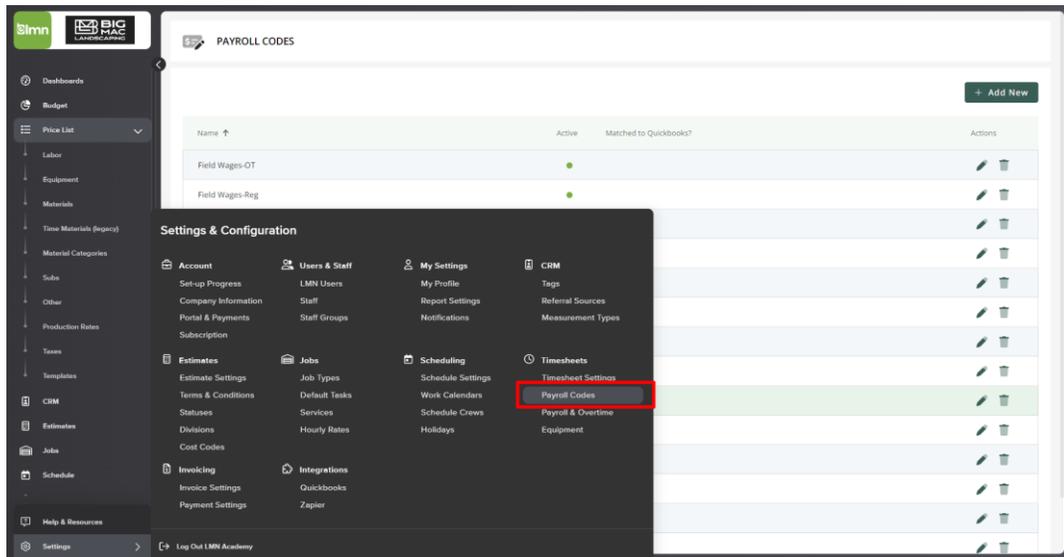
**NOTE:** More information on Taxes can be found in our LMN Help Desk as well as on LMN Academy Online. If you do not charge tax for certain types of work, you will need to use a "tax exempt" code, which would be set to 0%. Now that you have your taxes setup click setup defaults in the top right corner so that you don't need to set frequent taxes every time you create an estimate (**HINT:** copy your sales tax items in QuickBooks).

## Payroll Codes (if applicable)

Payroll Codes will link to your Payroll Items in QuickBooks. For example, in QuickBooks, employees have payroll codes for hourly and overtime wages. If the employee was paid a 'Premium wage' for other work types (like snow or unionized work) - you could setup additional payroll codes for that staff.

1. In the LMN menu, click **Settings > Timesheets > Payroll Codes**
2. Click the **+ Add New** button to add additional codes.
3. Give the Payroll Code a name. (**HINT:** it's recommended you name your Payroll Codes as close as you can to your Payroll Item's in QuickBooks to avoid any confusion when running the QuickBooks Sync Tool and matching these).
4. The **Payroll ID** is an extra field that could be used in the event you wish to add any extra pertinent information or if your bookkeeper uses IDs in QuickBooks to label each Payroll Item. This field is simply for viewing purposes and does not impact any aspect of LMN/QuickBooks; it can be left blank.
5. You can then indicate if the Payroll Code is Active by checking the option box.
6. Click **SAVE**.

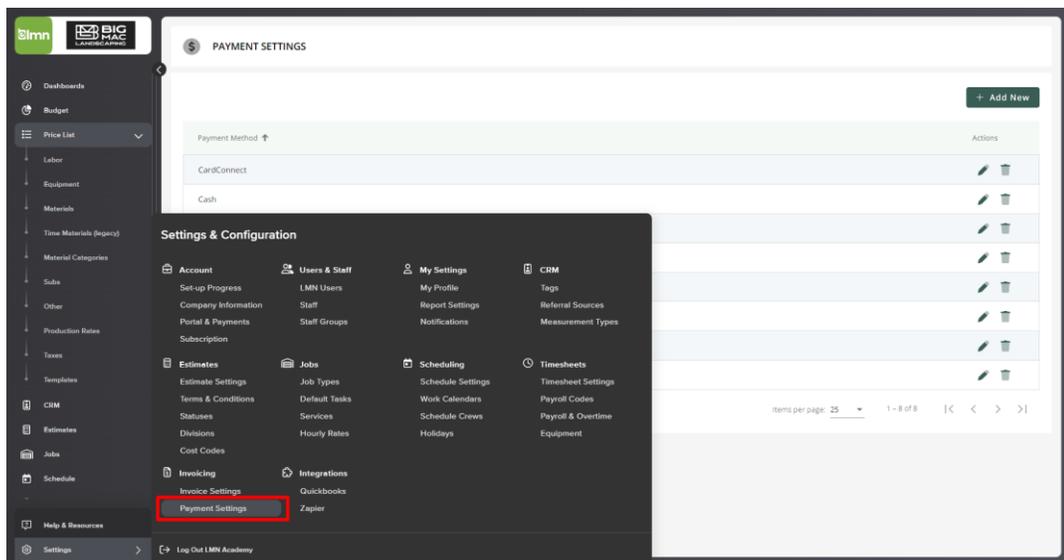
**NOTE:** More information on Payroll Codes can be found in our LMN Help Desk as well as on LMN Academy Online.



## Payment Types

Payment Types will link to your Payment Items in QuickBooks.

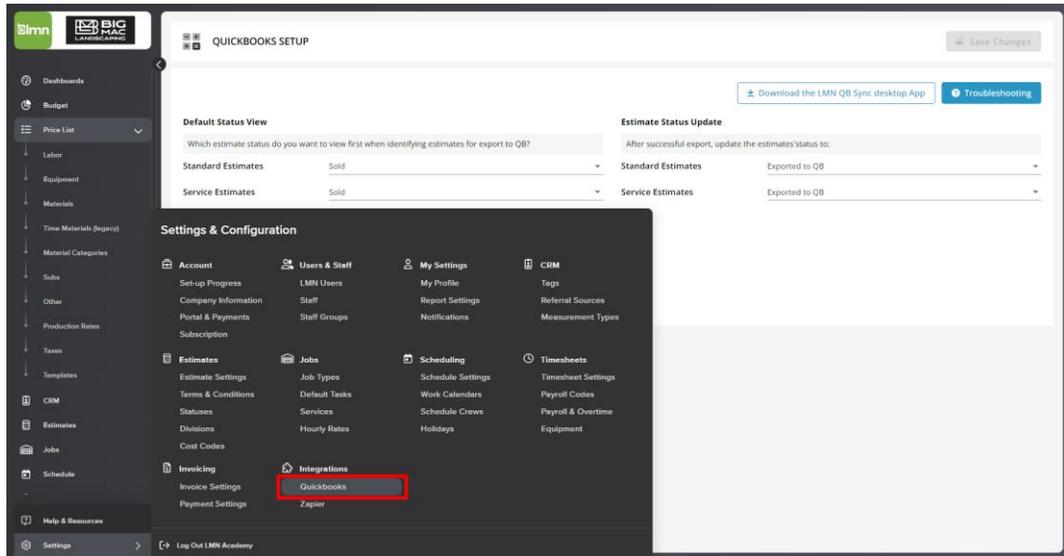
1. In your LMN menu, click **Settings**, click **Payment Settings** under the **Invoicing** settings.
2. Click the **+New** button to add a Payment Method.



## QuickBooks Setup

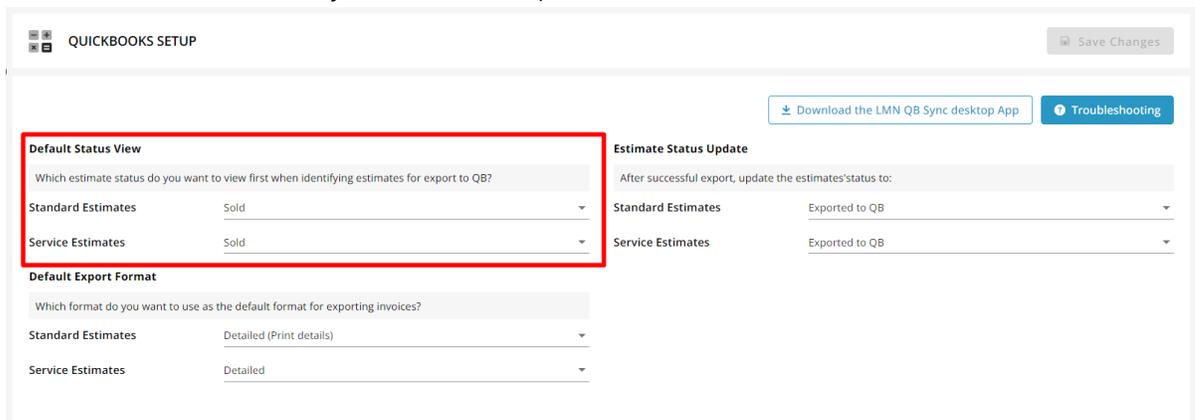
You will need to do your QuickBooks Setup before attempting to Sync Estimates.

1. In your LMN menu, click **Settings**, click **QuickBooks** under **Integrations**. From here, you can complete the setup as outlined below:



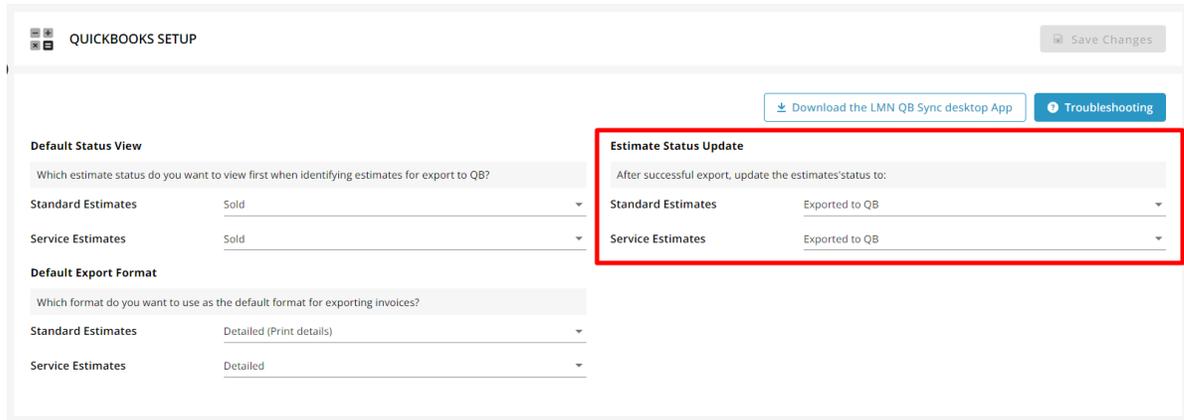
- **Default Status View**

Selecting a status here will determine which estimates appear first in the QuickBooks Export list (found in the LMN Menu > **QuickBooks** > **Export**). You can also leave your default as "All Statuses" to see all and sort once you are in the export area.



## • Estimate Status Update

This will automatically change the status of exported estimates to the status you have selected from these dropdowns. Alternatively, you can opt to leave the estimates in the same status by choosing the "OFF - Setting Disabled" option.



The screenshot shows the 'QUICKBOOKS SETUP' page. The 'Estimate Status Update' section is highlighted with a red box. It contains the following settings:

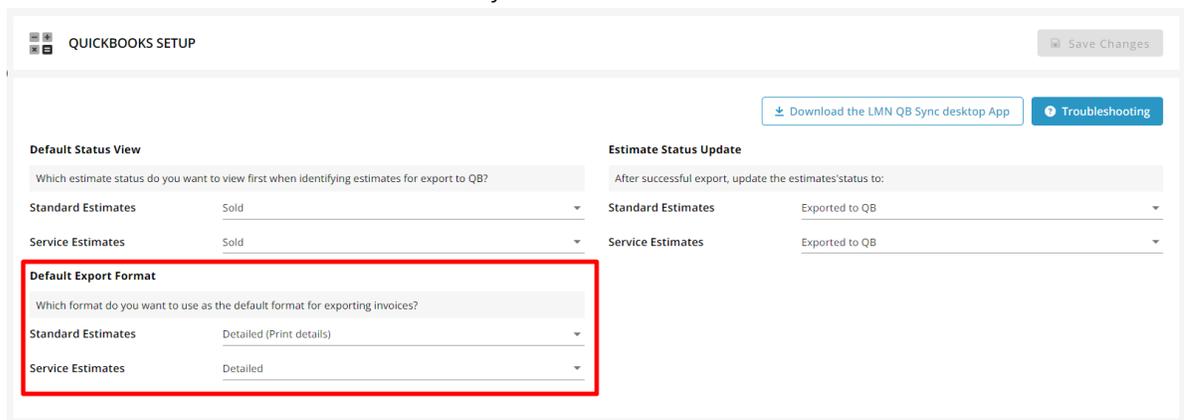
Estimate Status Update	
After successful export, update the estimates' status to:	
Standard Estimates	Exported to QB
Service Estimates	Exported to QB

## • Default Export Format (Standard Estimates):

- **Simple** Combines everything that shares an LMN Cost Code and Tax Code
- **Summary** Breaks the estimate down by Work Area
- **Detailed** Breaks the estimate down by individual line item, and during the sync, there will be two more additional options:
  - **Hide details** Will bring over all line items but will only include the Work Areas on the invoice.
  - **Print details** Will show each line item on the invoice.

## • Default Export Format (Service Estimates):

- **Summary** breaks estimate down by **Service Type**
- **Detailed** breaks estimate down by line item.



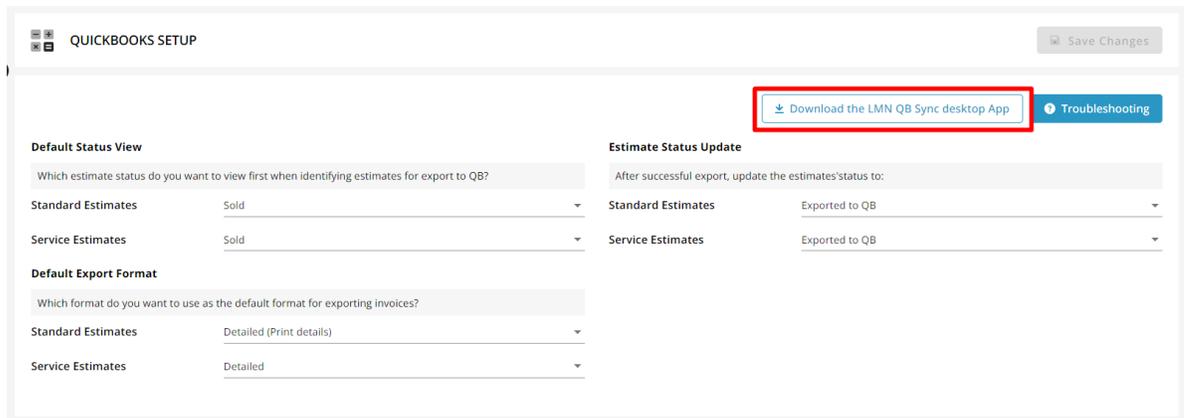
The screenshot shows the 'QUICKBOOKS SETUP' page. The 'Default Export Format' section is highlighted with a red box. It contains the following settings:

Default Export Format	
Which format do you want to use as the default format for exporting invoices?	
Standard Estimates	Detailed (Print details)
Service Estimates	Detailed

## Downloading the LMN QuickBooks Sync Application

**NOTE:** Please, make sure that you have access to Accounting in the LMN permission settings to import into QuickBooks.

1. In your LMN menu, click **Settings**, click **QuickBooks** under **Integrations**.
2. Click on the button "Download the LMN QB Sync desktop App".
3. Make sure you save your QuickBooks Sync tool in the same location on your computer or server where your QuickBooks Company File resides.



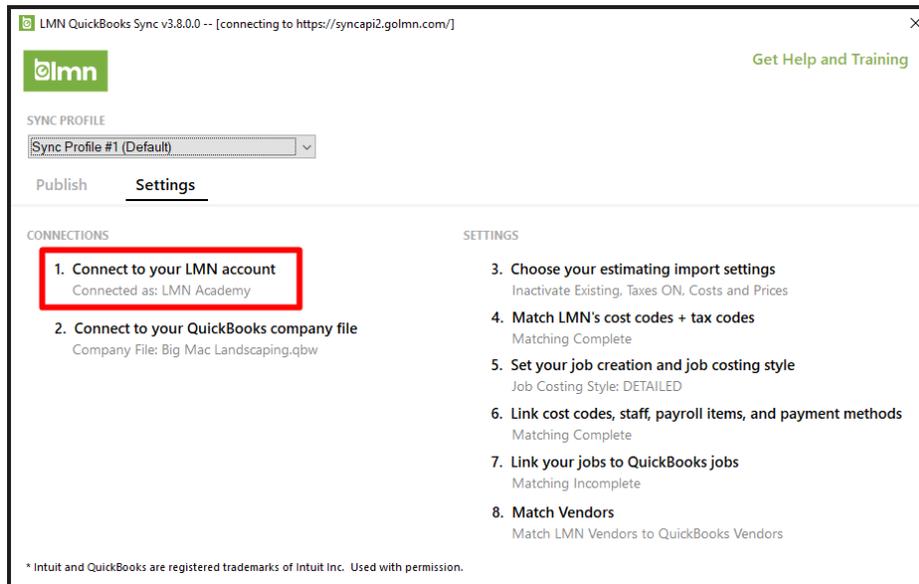
## Connection Instructions

These steps will link your LMN Account and your QuickBooks Account to the Sync Tool.

### STEP 1 – Connect to your LMN account

**NOTE:** If you have access to LMN Accounting permissions, you will be able to use your credentials to connect in **STEP 1**. If you experience any difficulty connecting in **STEP 1**, please contact support via live chat or email: [support@golmn.com](mailto:support@golmn.com).

1. Open your LMN QuickBooks Sync App and click on the **Settings** tab.
2. Click on **STEP 1 - Connect to your LMN Account** under Connections.
3. Enter your LMN Username and Password
4. Ensure you get the "Authentication Successful!" message > Click Ok

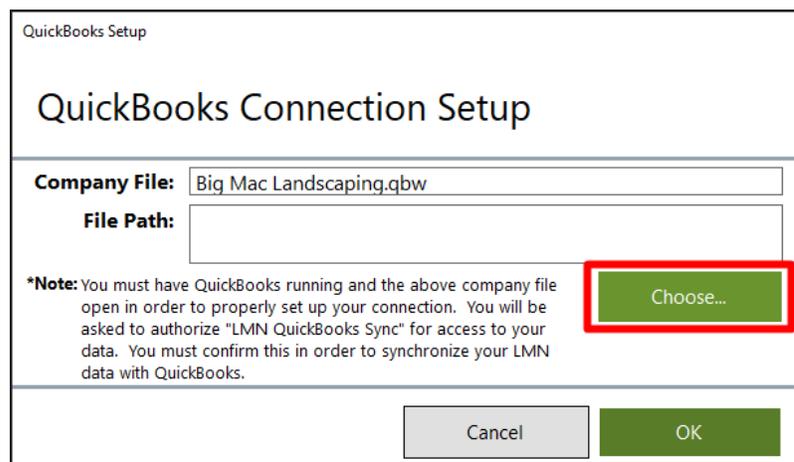


## STEP 2 – Connect to your QuickBooks Company File

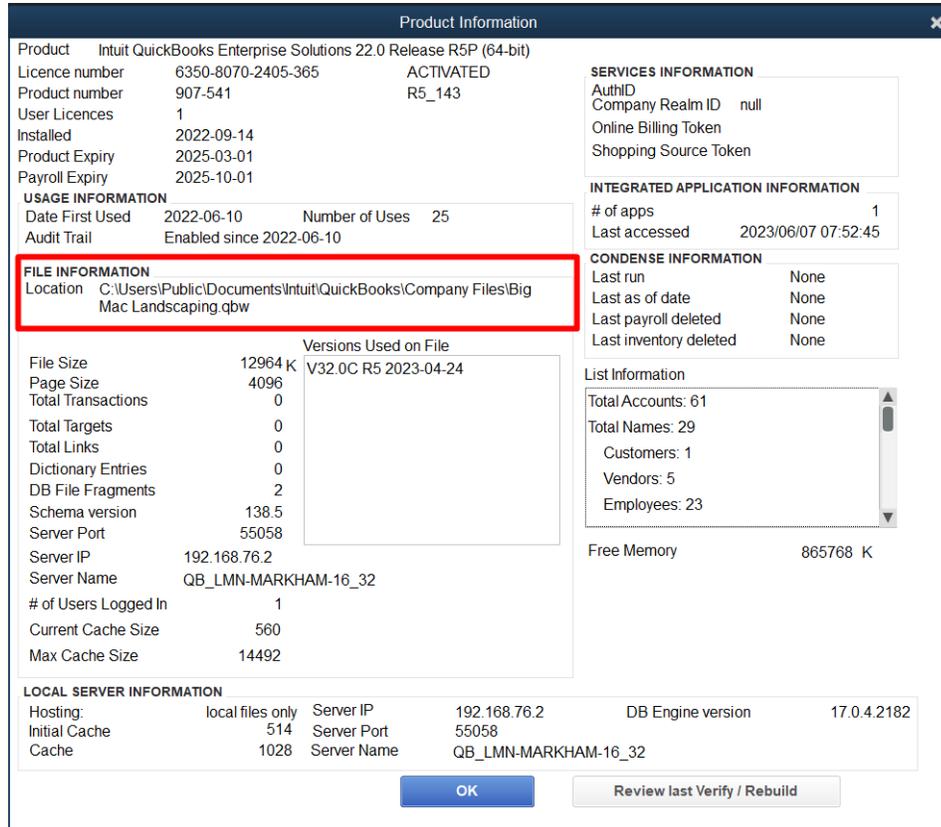
**NOTE: STEP 2** must be completed while logged into your QuickBooks account as an Admin in Single User Mode. After your initial connection is complete, you will be able to determine how your QuickBooks Account is accessed moving forward, based on your login preferences.

If you experience any difficulty connecting in **STEP 2**, please contact support via live chat or email: [support@golmn.com](mailto:support@golmn.com). You can also reference our Troubleshooting section in LMN Help Desk for errors experienced and methods to fix the issue.

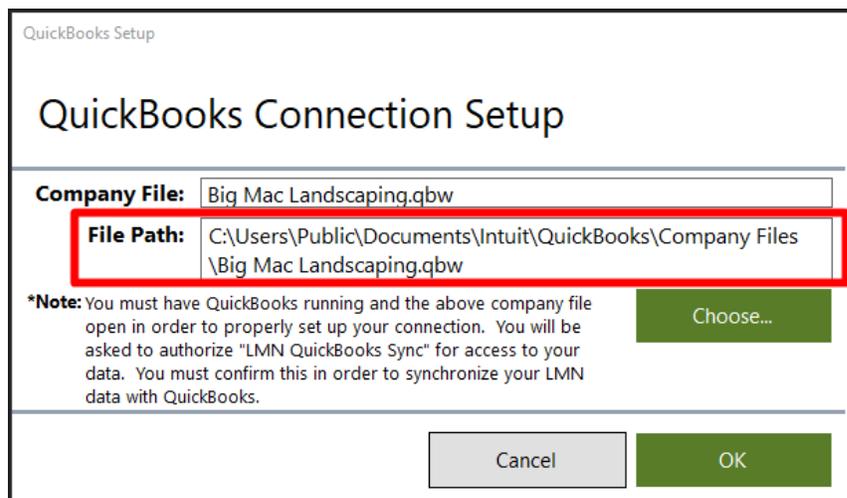
1. Open your QuickBooks sync tool and click on the **Settings** tab.
2. Click on **STEP 2 - Connect to your QuickBooks Company File** under Connections. From here, you must connect your QuickBooks Company File path in the Location section.
3. You have two options to retrieve your QuickBooks Company File path:
  - Option 1: Click 'choose' and find the company file in your computer directory. In most cases, people find this more difficult than the second option. Only choose this option if you are sure on how to locate your QuickBooks Company File.



- Option 2: In your opened QuickBooks, use your keyboard to press “F2” or “CTRL + 1” to open your QuickBooks Product Information screen where your QuickBooks Company file path information resides. Highlight the file location, then right click > Copy – make sure you close the Product Information screen by clicking on “OK”



4. In the QuickBooks Sync App, right click in the File Path location box and click paste > Click OK

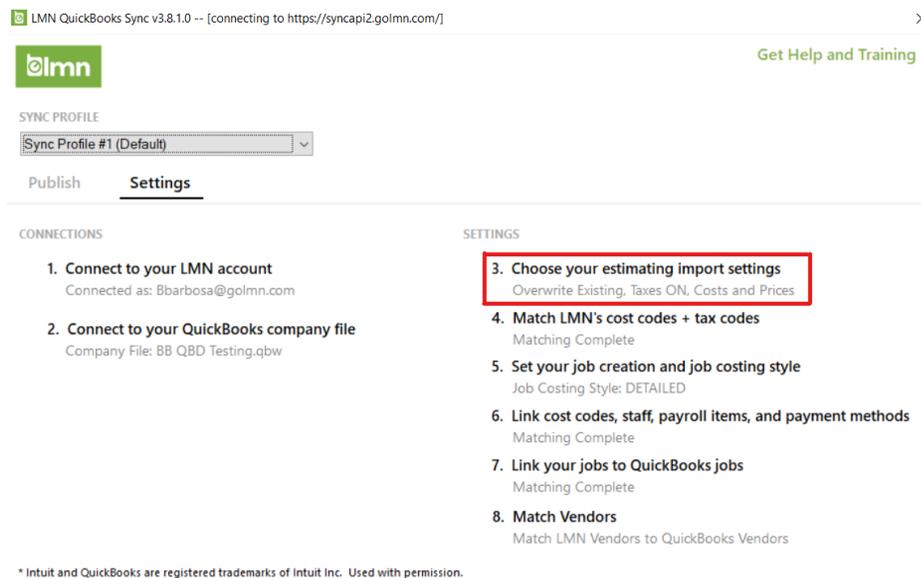


5. When you make that connection, it will open a dialog box in QuickBooks. The message will say “*Do you want to allow this application to read and modify this company file*”.
6. Click **Yes** and choose your permission level. You have three options, based on how you want to import your data moving forward.
7. Finally, you will be prompted with an additional **Digital Certificate** confirmation.

## Settings Instructions

### STEP 3 – Choose your estimating import settings.

Once you have imported an estimate into QuickBooks for the first time, LMN QuickBooks Sync can replace each estimate with new revisions of the same estimate that you mark for export from LMN, or archive your existing estimate and import a new copy.



Choose what you would like LMN QuickBooks Sync to do with your original estimate:

1. **Estimate Import Settings**
  - Mark as InActive (recommended)
  - Replace Existing
2. **QuickBooks Tax Settings**
  - My Company charges Sales Tax (Taxes ON)
  - My Company does not charge Sales Tax (Taxes OFF)
3. **Costs and Prices**
  - Import Estimates with Prices from LMN (Prices Only)
  - Import Estimates with both Costs and Prices (Costs and Prices)

Import Settings

## QuickBooks Import Settings

**Estimate Import Settings**

Once you have imported an estimate into QuickBooks for the first time, LMN QuickBooks Sync can replace each estimate with new revisions of the same estimate that you mark for export from LMN, or archive your existing estimate and import a new copy.

The setting below controls how LMN QuickBooks Sync behaves when attempting to import estimates that already exist in QuickBooks.

- Mark the Existing Estimate as 'Inactive' and import a new copy of the Estimate (Keep All)**  
Importing an estimate for a second time will deactivate the old estimate, and import a new version. If you wish to remove old versions of an estimate, you will have to remove these from QuickBooks manually.
- Replace the Existing Estimate with the new version (Replace Existing)**  
Importing an estimate for a second time will remove the original version of the estimate, and replace it with a new version, unless the existing estimate has any linked transactions. Old estimates removed in this fashion are deleted permanently.

**Quickbooks Tax Settings**

- My Company charges Sales Tax (Taxes ON)**  
You will need to match your LMN Taxes with QuickBooks Tax Codes in order to import estimates.
- My Company does not charge Sales Tax (Taxes OFF)**  
When importing Estimates, LMN Sync will ignore taxes. Items will be added to QuickBooks without any tax information.

**Costs and Prices**

- Import Estimates with Prices from LMN (Prices Only)**  
Use prices from LMN when importing estimates.
- Import Estimates with both Costs and Prices (Costs and Prices)**  
Use costs and prices from LMN when importing estimates, to allow job costing in QuickBooks.

### STEP 4 – Match LMN’s cost codes + tax codes

This is where you make the connection between your LMN Cost Codes, as well as Taxes codes (if applicable). The LMN QuickBooks Sync tool will only load the screen for Tax Codes to be matched up if on **STEP 3** you've selected to have Taxes ON (My Company charges Sales Tax).

Cost Codes and Taxes will be matched directly to your QuickBooks Service Items.

LMN QuickBooks Sync v3.8.1.0 -- [connecting to https://syncapi2.golmn.com/] ×

[Get Help and Training](#)

SYNC PROFILE  
Sync Profile #1 (Default) ▼

Publish Settings

CONNECTIONS	SETTINGS
<p>1. <b>Connect to your LMN account</b> Connected as: Bbarbosa@golmn.com</p> <p>2. <b>Connect to your QuickBooks company file</b> Company File: BB QBD Testing.qbw</p>	<p>3. <b>Choose your estimating import settings</b> Overwrite Existing, Taxes ON, Costs and Prices</p> <p><b>4. Match LMN's cost codes + tax codes</b> Matching Complete</p> <p>5. <b>Set your job creation and job costing style</b> Job Costing Style: DETAILED</p> <p>6. <b>Link cost codes, staff, payroll items, and payment methods</b> Matching Complete</p> <p>7. <b>Link your jobs to QuickBooks jobs</b> Matching Complete</p> <p>8. <b>Match Vendors</b> Match LMN Vendors to QuickBooks Vendors</p>

\* Intuit and QuickBooks are registered trademarks of Intuit Inc. Used with permission.

From here you will land on a series of screens where you will manually match your QuickBooks items (left hand side) to your LMN items (right hand side). Once you are done, click "Next" to move forward until you are finished matching it all.

**NOTE:** You can not link multiple QuickBooks Service Items to a single LMN Cost Code. But you can link the same QB Service Item to multiple LMN Cost Codes.

QuickBooks Setup

### Match Taxes

In order to synchronize your estimates with QuickBooks, LMN Sync needs to know which QuickBooks tax codes to use for your LMN items.

**Drag a QuickBooks tax code to each LMN tax code in order to create a match.**

QuickBooks Tax		LMN													
<ul style="list-style-type: none"> <li>Tax - Taxable Sales</li> <li>Non - Non-Taxable Sales</li> </ul>		<table border="1"> <thead> <tr> <th>Tax Name</th> <th>Matched To</th> </tr> </thead> <tbody> <tr><td>EXMT</td><td>Non - Non-Taxable Sales</td></tr> <tr><td>HST</td><td>Tax - Taxable Sales</td></tr> <tr><td>HST(A)</td><td>Tax - Taxable Sales</td></tr> <tr><td>ON - Tax</td><td>Tax - Taxable Sales</td></tr> <tr><td>ON - Tax(A)</td><td>Tax - Taxable Sales</td></tr> </tbody> </table>	Tax Name	Matched To	EXMT	Non - Non-Taxable Sales	HST	Tax - Taxable Sales	HST(A)	Tax - Taxable Sales	ON - Tax	Tax - Taxable Sales	ON - Tax(A)	Tax - Taxable Sales	
Tax Name	Matched To														
EXMT	Non - Non-Taxable Sales														
HST	Tax - Taxable Sales														
HST(A)	Tax - Taxable Sales														
ON - Tax	Tax - Taxable Sales														
ON - Tax(A)	Tax - Taxable Sales														

Cancel Next >

QuickBooks Setup

### Match Cost Codes

In order to synchronize your estimates with QuickBooks, LMN Sync needs to know which QuickBooks items correspond to your LMN cost codes.

**Drag a QuickBooks item to each LMN cost code to create a match.**

QuickBooks Items		LMN																									
<ul style="list-style-type: none"> <li>Cleanup</li> <li>Enhancements</li> <li>Install/Design</li> <li>Irrigation</li> <li>Landscape Design</li> <li>Maintenance</li> <li>Mowing</li> <li>Paving</li> <li>Snow &amp; Ice</li> <li>Snow Management</li> <li>Unbillable-Field</li> <li>Unbillable-Overhead</li> </ul>		<table border="1"> <thead> <tr> <th>LMN Cost Code</th> <th>Matched To</th> </tr> </thead> <tbody> <tr><td>Enhancements</td><td>Enhancements</td></tr> <tr><td>Install/Design</td><td>Install/Design</td></tr> <tr><td>Irrigation</td><td>Irrigation</td></tr> <tr><td>Maintenance</td><td>Maintenance</td></tr> <tr><td>Maintenance - Cleanup</td><td>Cleanup</td></tr> <tr><td>Maintenance - Mowing</td><td>Mowing</td></tr> <tr><td>Paving</td><td>Paving</td></tr> <tr><td>Snow &amp; Ice</td><td>Snow &amp; Ice</td></tr> <tr><td>Snow Management</td><td>Snow Management</td></tr> <tr><td>Unbillable-Field</td><td>Unbillable-Field</td></tr> <tr><td>Unbillable-Overhead</td><td>Unbillable-Overhead</td></tr> </tbody> </table>	LMN Cost Code	Matched To	Enhancements	Enhancements	Install/Design	Install/Design	Irrigation	Irrigation	Maintenance	Maintenance	Maintenance - Cleanup	Cleanup	Maintenance - Mowing	Mowing	Paving	Paving	Snow & Ice	Snow & Ice	Snow Management	Snow Management	Unbillable-Field	Unbillable-Field	Unbillable-Overhead	Unbillable-Overhead	
LMN Cost Code	Matched To																										
Enhancements	Enhancements																										
Install/Design	Install/Design																										
Irrigation	Irrigation																										
Maintenance	Maintenance																										
Maintenance - Cleanup	Cleanup																										
Maintenance - Mowing	Mowing																										
Paving	Paving																										
Snow & Ice	Snow & Ice																										
Snow Management	Snow Management																										
Unbillable-Field	Unbillable-Field																										
Unbillable-Overhead	Unbillable-Overhead																										

Cancel Next >

If applicable, within this step you'll also can make a connection between QB Classes and your LMN Cost Codes.

## Match Classes

LMN Sync can optionally apply QuickBooks Classes to your estimates if you wish.

**Drag a QuickBooks Class to each LMN cost code to create a match.**

<p>Quickbooks Items</p> <ul style="list-style-type: none"> <li>Maintenance - Trimming</li> </ul>	LMN Cost Code	Matched To
	<ul style="list-style-type: none"> <li>Enhancements</li> <li>Install/Design</li> <li>Irrigation</li> <li>Maintenance</li> <li>Maintenance - Cleanup</li> <li>Maintenance - Mowing</li> <li>Paving</li> <li>Snow &amp; Ice</li> <li>Snow Management</li> <li>Unbillable-Field</li> <li>Unbillable-Overhead</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance - Trimming</li> </ul>

Cancel
Next >

### STEP 5 – Set your job creation and job costing style.

Choose what you would like LMN QuickBooks Sync to do for Job Creation and Job Costing style here.

LMN QuickBooks Sync v3.8.1.0 -- [connecting to https://syncapi2.golmn.com/]

**LMN** [Get Help and Training](#)

SYNC PROFILE  
Sync Profile #1 (Default)

Publish **Settings**

CONNECTIONS

1. Connect to your LMN account  
Connected as: Bbarbosa@golmn.com
2. Connect to your QuickBooks company file  
Company File: BB QBD Testing.qbw

SETTINGS

3. Choose your estimating import settings  
Overwrite Existing, Taxes ON, Costs and Prices
4. Match LMN's cost codes + tax codes  
Matching Complete
- 5. Set your job creation and job costing style**  
Job Costing Style: DETAILED
6. Link cost codes, staff, payroll items, and payment methods  
Matching Complete
7. Link your jobs to QuickBooks jobs  
Matching Complete
8. Match Vendors  
Match LMN Vendors to QuickBooks Vendors

\* Intuit and QuickBooks are registered trademarks of Intuit Inc. Used with permission.

#### 1. Job Creation

LMN QuickBooks Sync can create jobs as part of your Timesheet or Invoice imports. By default, jobs are created using the jobsite name, but you can choose to include your LMN job IDs as part of the created jobsite names.

- To use LMN Job IDs in a Jobsite name ensure that the box is checked off.

#### 2. Job Costing Style

LMN QuickBooks Sync can import employee hours from LMN in a number of ways.

- **None** – Hours can be imported for payroll only.
- **Simple** – Hours can be imported for payroll with allocation against jobs.
- **Detailed** – Hours can be imported for payroll allocation against jobs and service items.

Import Settings

### Job Creation

LMN QuickBooks Sync can create jobs as part of your Timesheet or Invoice Imports. By default, jobs are created using the jobsite name, but you can choose to include your LMN Time Job IDs as part of the created jobsite names.

Use LMN Time Job IDs in Jobsite names (Example: Smith Maintenance (201287))

### Job Costing Style

LMN QuickBooks Sync can import employee hours from LMN Time in a number of ways. Hours can be imported for payroll only (Job Costing Style: NONE), for payroll with allocation against jobs (Job Costing Style: SIMPLE), or for payroll with allocation against jobs and service items (Job Costing Style: DETAILED).

**None**  
Time will be imported from LMN Time for payroll, but will not be allocated against any particular job.

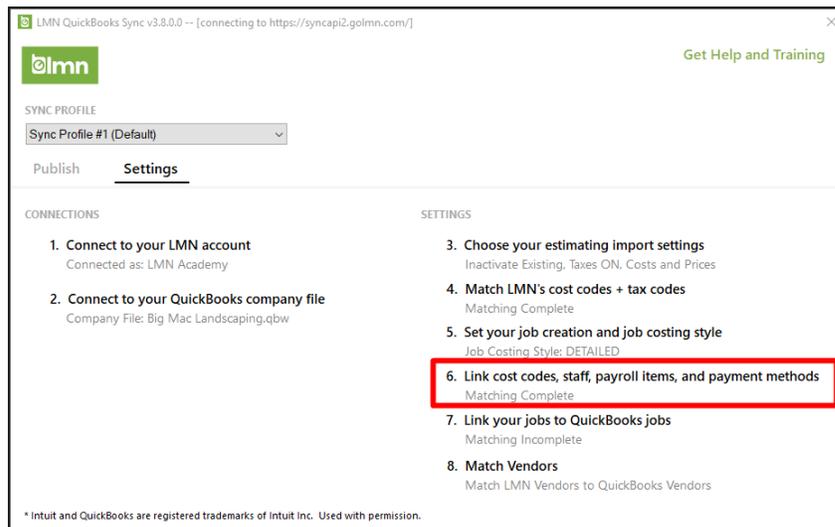
**Simple**  
Time will be imported from LMN Time for payroll, and will be allocated against the appropriate QuickBooks jobs, in order to enable simple job costing.

**Detailed**  
Time will be imported from LMN Time for payroll, and will be allocated against the appropriate QuickBooks jobs and service items. NOTE: This option requires your LMN cost codes to be matched to QuickBooks service items.  
 Mark time spent on T&M tasks as billable in QuickBooks, and include crew notes.

Cancel OK

## STEP 6 – Link cost codes, staff, payroll items, and payment methods

This is where you make the connection between your LMN Cost Codes, Classes (if applicable), Employees, Payroll Items and Payment Types. These items will be matched directly to your QuickBooks Service Items, Classes, Taxes, Payroll Items, and Payment Types so LMN data can import successfully into your QuickBooks Account.



1. Again, here you will land on a series of screens where you will manually match your QuickBooks items (left hand side) to your LMN items (right hand side).
2. To match an item: Click on the QuickBooks item and drag it to the corresponding LMN item.
3. Once you have completed your matching for your page, click **Next >** to move forward.
4. For Payment Settings, you will also be prompted to choose the default deposit and Q/R account that LMN Sync should use for payments imported from LMN. Select the desired ones and click Next > Ok to finish matching your items.

QuickBooks Setup

## Choose Payment Settings

Almost there! Choose the default deposit and A/R accounts that LMN Sync should use for payments imported from LMN.

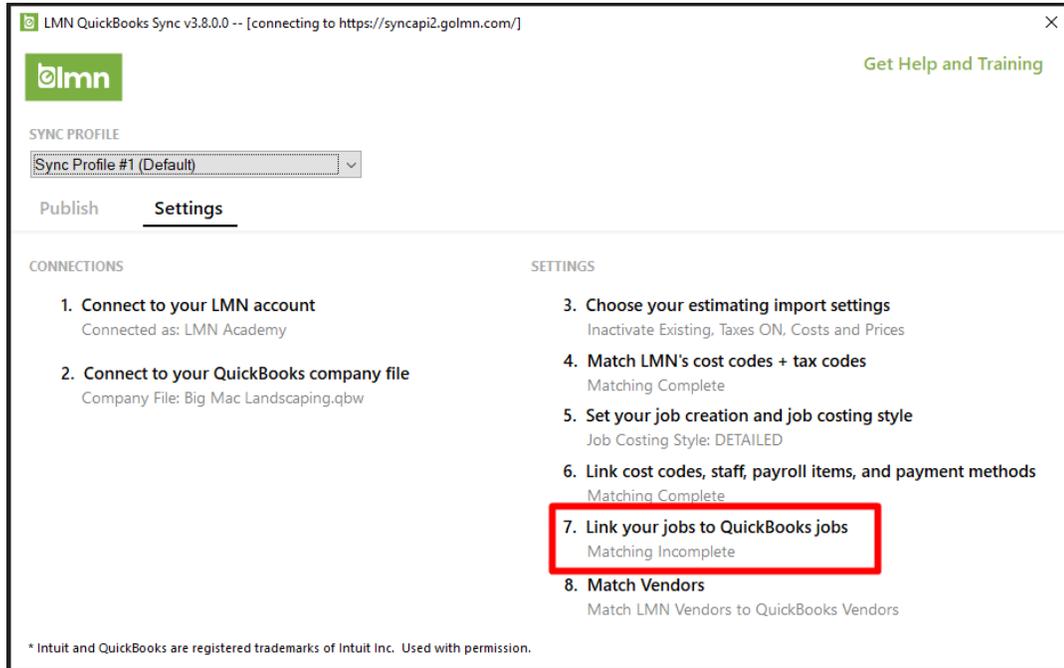
**Select the appropriate accounts to use from the selections provided below.**

Default QuickBooks Deposit Account:

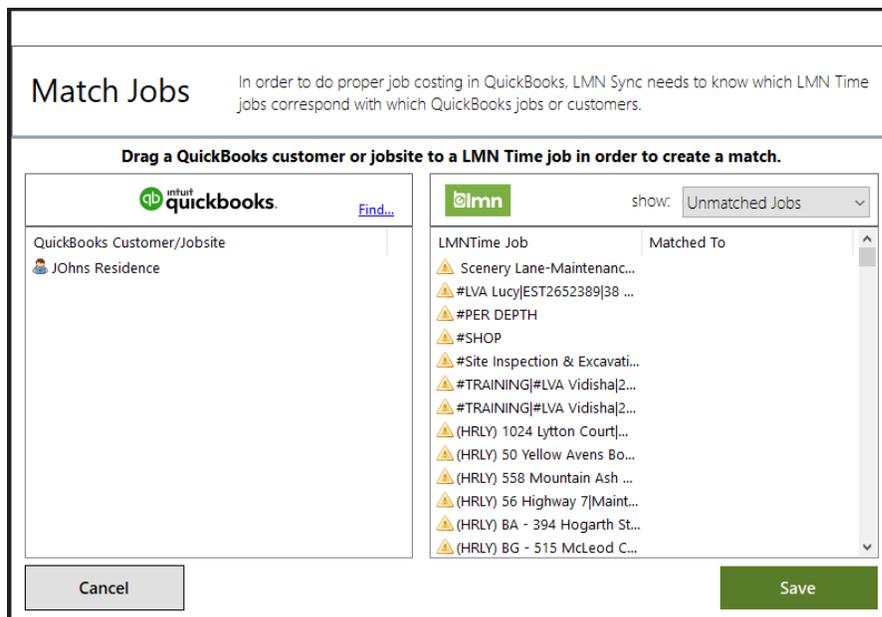
Default QuickBooks A/R Account:

## STEP 7 – Link your LMN jobs to QuickBooks jobs

To do proper Job Costing in QuickBooks, LMN QuickBooks Sync needs to know which LMN Time jobs correspond with which QuickBooks jobs or customers.

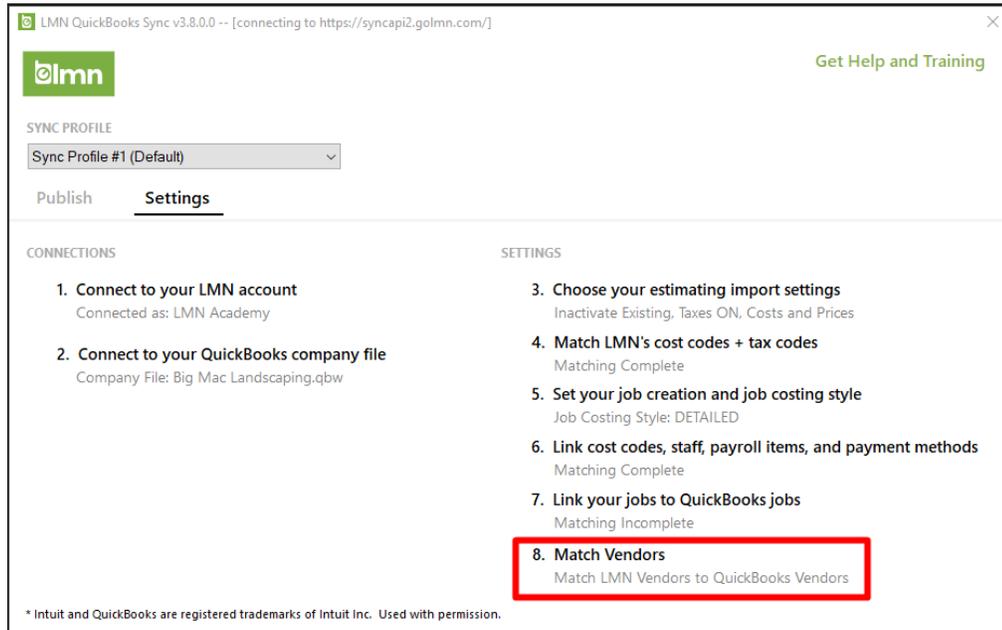


Here you will match your existing QuickBooks jobs to your LMN Jobs. To match a job, click on the QuickBooks job in the left menu and drag it to the corresponding LMN Job in the right menu. Once you have completed your matching, click **Next >** to move forward.



## STEP 8 – Link Vendors

Your LMN Vendors must be matched to QuickBooks Vendors in order to import your LMN Vendor Bills into QuickBooks.



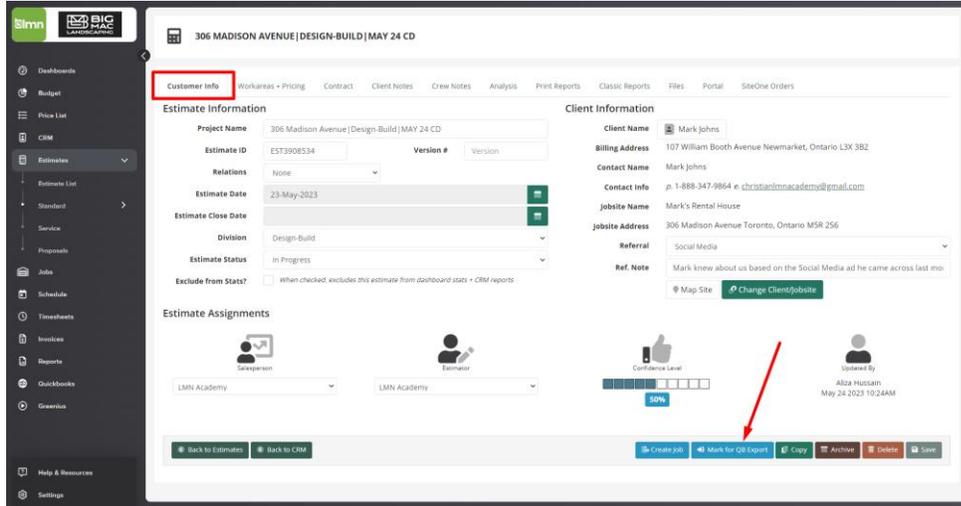
## Publish Instructions

### Publish Estimates

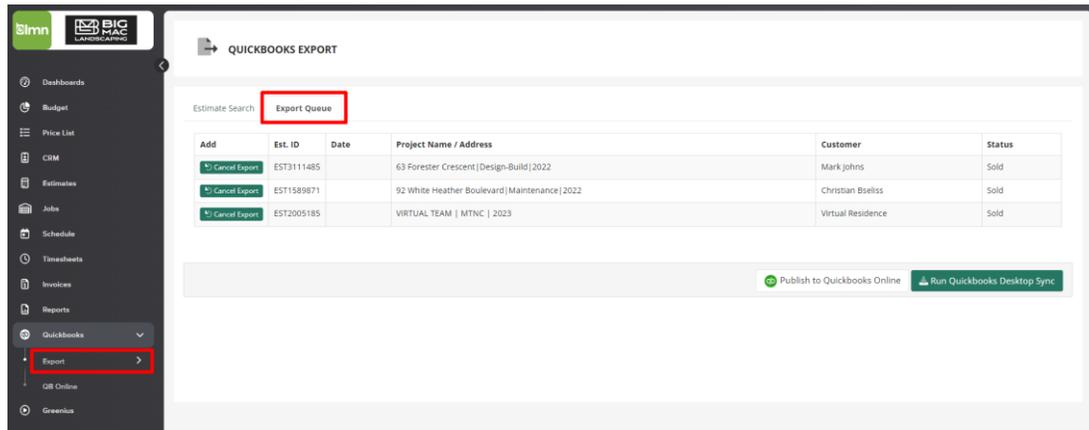
When an estimate has been won/sold, you can import it into QuickBooks for Job Costing purposes. To import an estimate into QuickBooks, follow the instructions below.

To import an estimate into QuickBooks you need to mark the estimate for QuickBooks export. There are two options to complete this task:

- Option 1: While in an estimate click **Customer Info** in the tabs at the top. At the bottom of the screen, click **Mark for QuickBooks Export**. It will now be in your QuickBooks export queue.

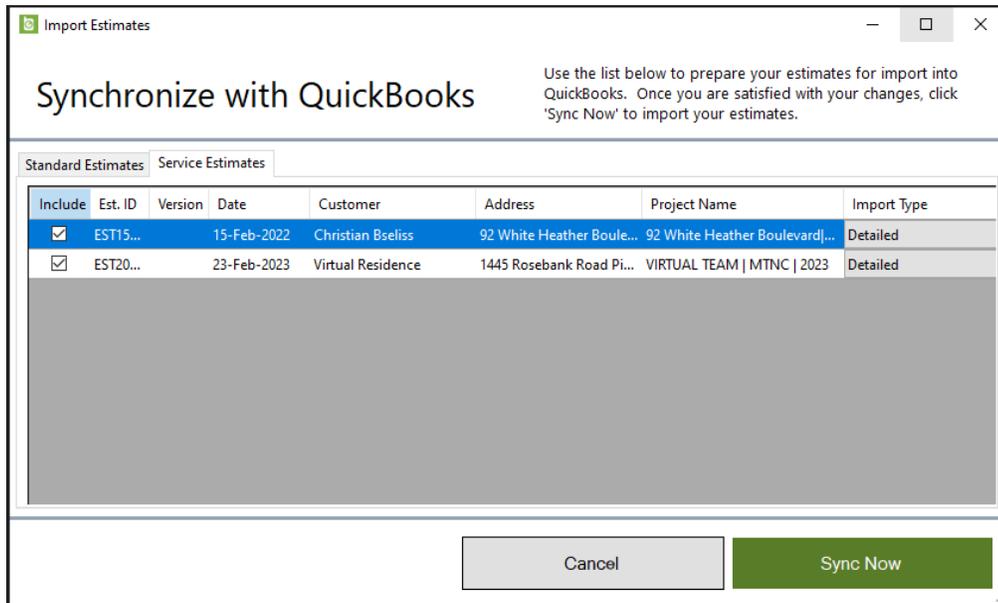


- Option 2: In your LMN Menu, click **QuickBooks** then **Export**. This is your where you can also search for estimates to add to your export queue. If you click the export queue tab at the top, you will see all of estimates that are available to import into QuickBooks when using the LMN QuickBooks Sync App. This is also where estimates go when you click **Mark for QuickBooks Export** while in an actual estimate.

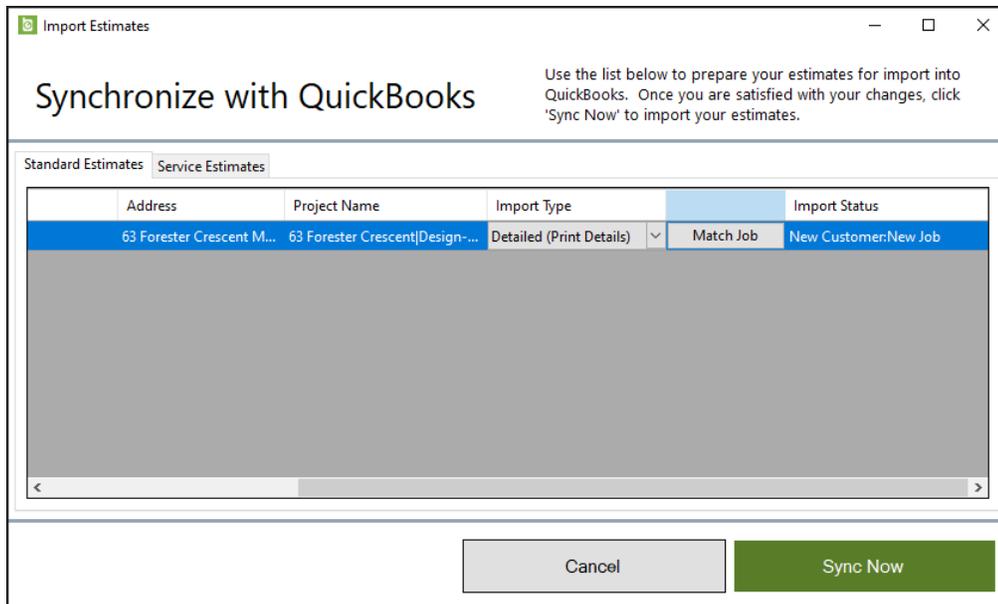


Now that you have an estimate queued for export, head back to the LMN QuickBooks Sync App.

- Under the **Publish** tab, click **Publish Estimates**. This will bring up all your estimates that are in your QuickBooks export queue.



- There are two separate sections in the import list. Use the tabs available to see the Estimates you wish to publish. It is also very important to scroll to the right before you import. This is where you can match to customer that is already in QuickBooks. If you do not match it will create a new project in QuickBooks for you under a new customer.
  - Standard estimates
  - Service estimates



Click on “Sync Now” and congratulations! You’ve imported your estimate into QuickBooks!

## Import Customers/Jobs

If you are new to LMN and want to get your QuickBooks customers imported into your CRM, we have the steps below for you to do so!

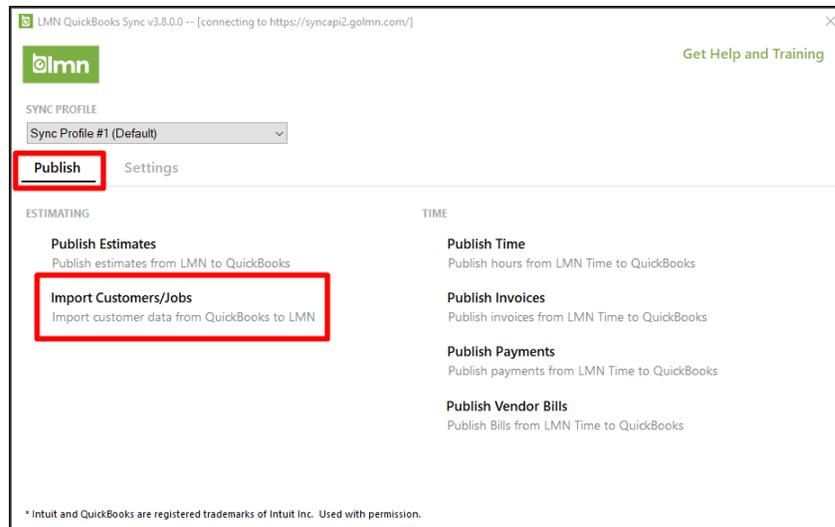
**NOTE:** We recommend that you clean up your customer data prior to importing. You can do this by following these steps.

To cleanup your QuickBooks customer list:

- Deactivate any inactive customers.
- Add first/ last names to any customer missing this data.
- Review your customers jobsites to ensure they are accurate.
- Review all data to ensure it is accurate.

To import your customers:

1. Click on **Publish** in your LMN QuickBooks Sync App.
2. Click **Import Customers/Jobs**



3. **Import Options** – Choose whether you want to import inactive QuickBooks customers as Leads or ignore them.

Customer Import

## Import QuickBooks Customers/Jobs into LMN

Use the options below to specify how the import should treat any QuickBooks customers marked as inactive. When you are ready to proceed, click the button marked 'Run Import'.

**Import Options**

**Ignore inactive QuickBooks Customers**  
The import will skip any Quickbooks customers or jobs marked as inactive.

**Import inactive QuickBooks customers as leads**  
The import will import inactive customers into LMN CRM as leads.

#### 4. Click Run Import

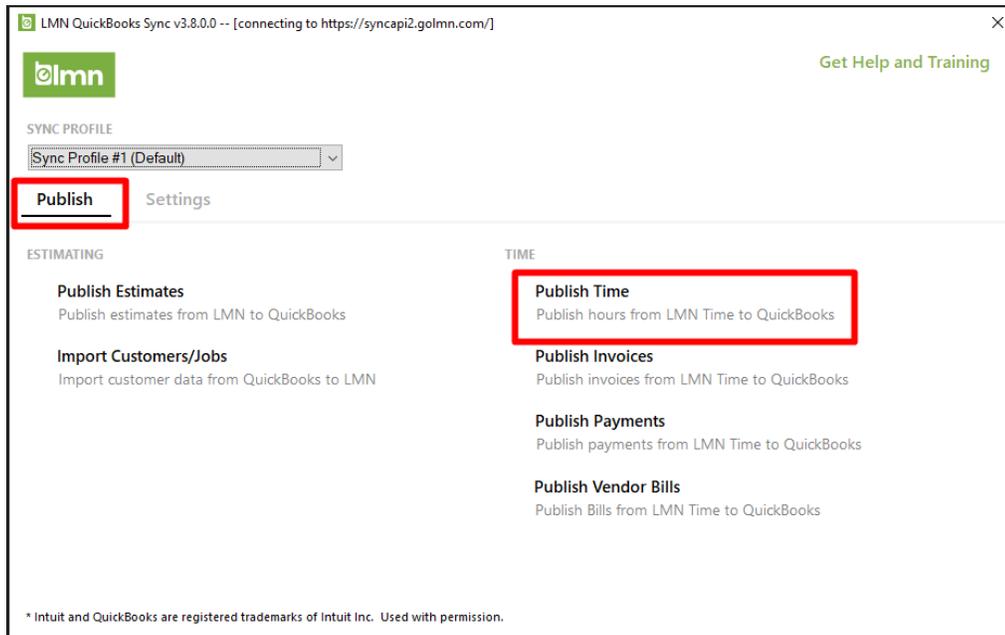
### Publish Time

If you will be processing payroll via QuickBooks, follow the instructions below:

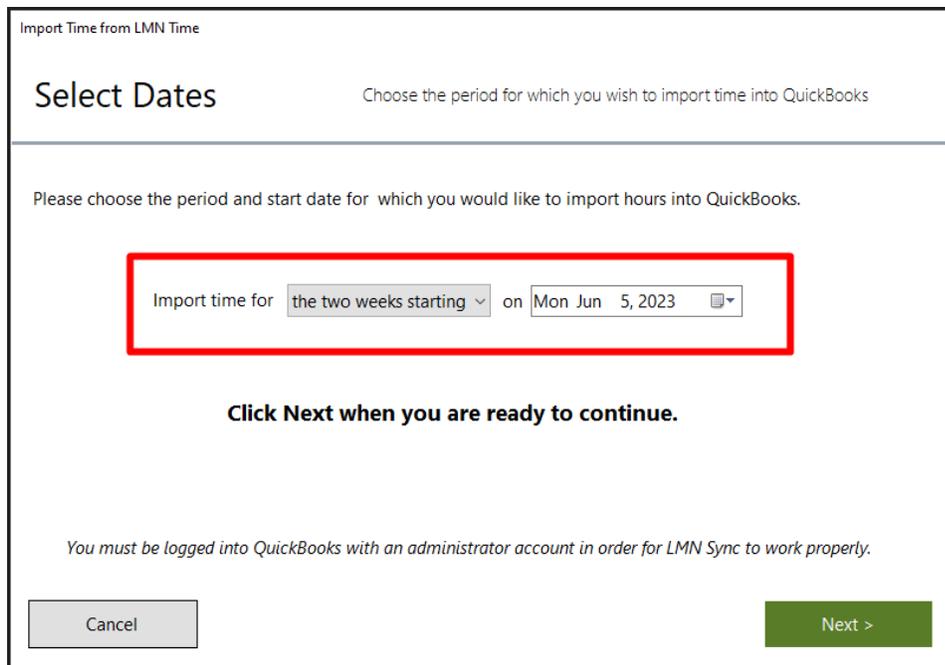
1. To import your employee's timesheets into QuickBooks for payroll and job-costing, you will need to ensure that your timesheets for that pay period are all under approved status. We recommend that you review and approve timesheets daily.
  - To do this, go into the LMN menu and click **Approve** under the **Timesheets** options.

**NOTE:** For more information on reviewing and approving time, please access our *LMN Help Desk* or *LMN Academy Online*.

Once your timesheets for your payroll period have been Approved, go to your LMN QuickBooks Sync tool, and click on **Publish**, then click on **Publish Time**.



2. Pick your Payroll Period Duration and Start Date > Click **Next**



3. Select the Employees whose time you wish to import for the time period selected.

- If you are planning on importing the time of all employees leave all employees checked off.
- In certain cases, you may be importing the time for only a select number of your employees. In those cases, click the select employees' option at the top, then either uncheck the employees that are not included in the import, or click deselect all and then check off the employees that are going to be included in the import.

Import Time from LMN Time

## Select Employees

Select the Employees whose time you wish to import for the time period selected

All Employees
  Select Employees

<input checked="" type="checkbox"/> academy Imntest	<input checked="" type="checkbox"/> Alex Smith	<input checked="" type="checkbox"/> Aliza Hussain	<input checked="" type="checkbox"/> Amanda P
<input checked="" type="checkbox"/> Arthur Reed	<input checked="" type="checkbox"/> Chris Davies	<input checked="" type="checkbox"/> Christian Bseliss	<input checked="" type="checkbox"/> Corey S
<input checked="" type="checkbox"/> Donna Paulsen	<input checked="" type="checkbox"/> Donna R	<input checked="" type="checkbox"/> Dwight K. Schrute	
<input checked="" type="checkbox"/> George Brown	<input checked="" type="checkbox"/> Grace M	<input checked="" type="checkbox"/> Jai Somani	<input checked="" type="checkbox"/> Jeremy Thompson
<input checked="" type="checkbox"/> Jim Halpert	<input checked="" type="checkbox"/> Jose M	<input checked="" type="checkbox"/> Kelly M	<input checked="" type="checkbox"/> Kim Z
<input checked="" type="checkbox"/> Larissa H	<input checked="" type="checkbox"/> LMN Academy	<input checked="" type="checkbox"/> Mae D	<input checked="" type="checkbox"/> Marc M
<input checked="" type="checkbox"/> Mark Bradley	<input checked="" type="checkbox"/> Marlen G	<input checked="" type="checkbox"/> Michael Scott	<input checked="" type="checkbox"/> Nancy Walmsley
<input checked="" type="checkbox"/> Nicole W	<input checked="" type="checkbox"/> Pamela Beezly	<input checked="" type="checkbox"/> Rob G	<input checked="" type="checkbox"/> Roger M
<input checked="" type="checkbox"/> Tom Schriber	<input checked="" type="checkbox"/> Tracy S		

4. Once you have determined which employees you are importing time for, click **Next**.

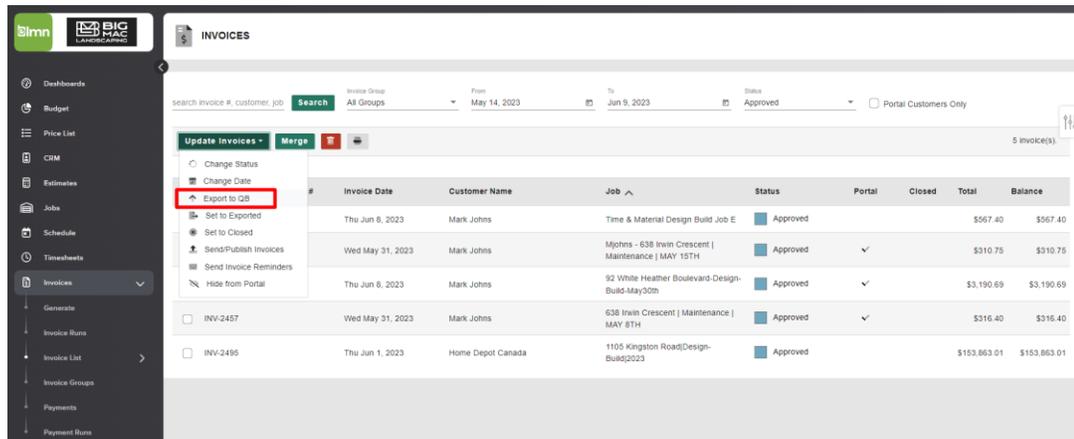
**NOTE:** If an error does occur, it is typically an easy fix and due to only a few different reasons. You should open the log and go back to those specific timesheets to pinpoint the issue:

- The time for the task being imported does not have a task associated with it. Assign a cost code in your task setup for that specific job.
- A payroll code is not set correctly. Refer to **STEP 2** in this guide.
- If you need assistance, please contact support via live chat or email: [support@golmn.com](mailto:support@golmn.com)

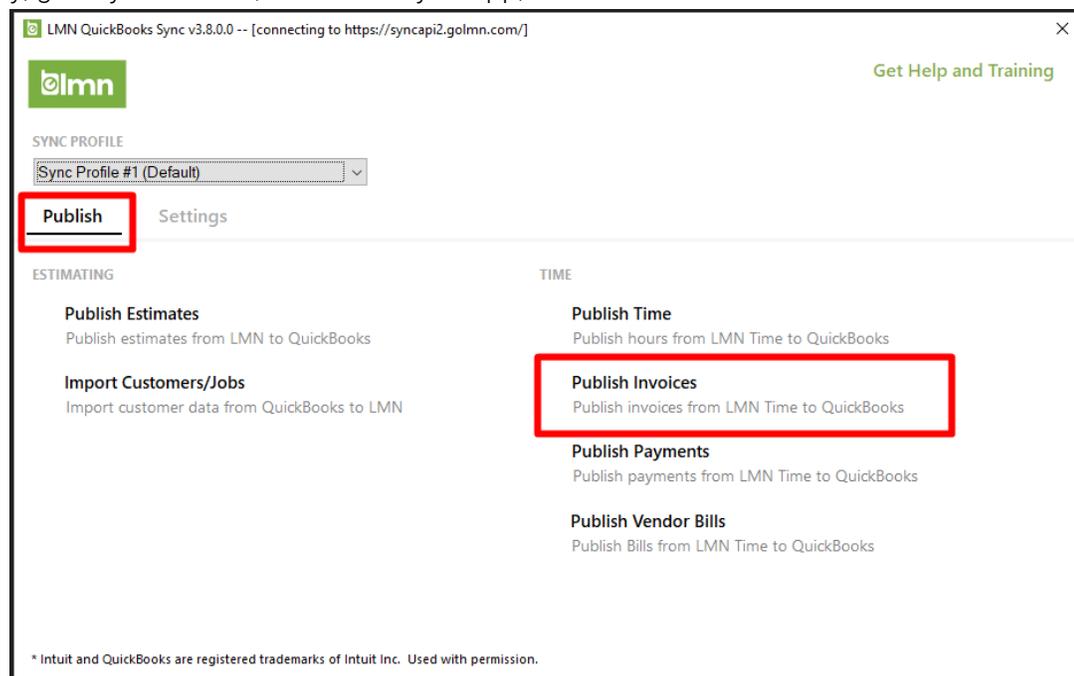
## Publish Invoices

When your invoices have been generated and in **Approved** status, you will want to import them into QuickBooks for Job Costing purposes.

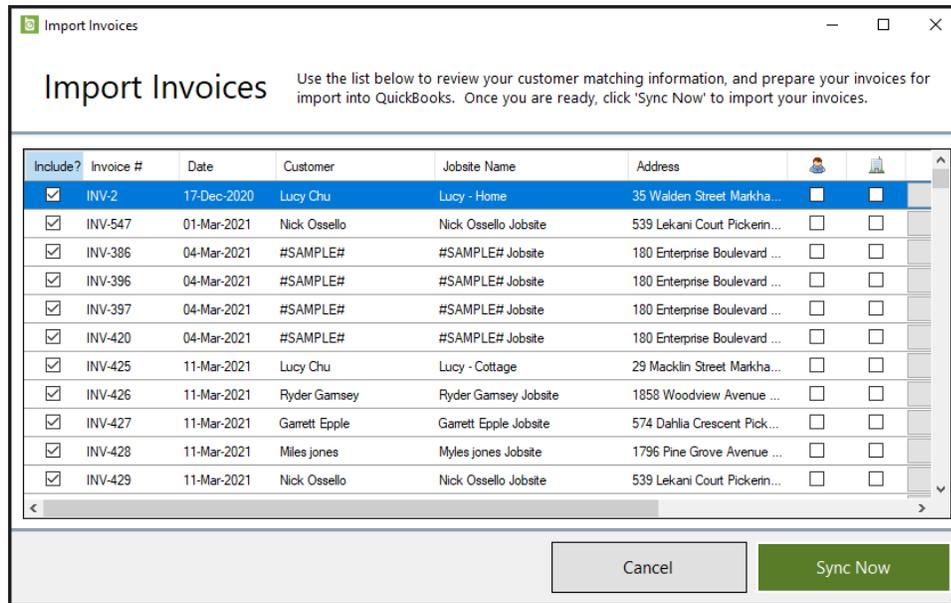
1. Before you begin publishing Invoices, you will need to update their status to **Export to QuickBooks**.



2. Once ready, go to your LMN QuickBooks Sync App, click **Publish** and then **Publish Invoices**.



- Here you will see a list of Invoices ready to be Published into QuickBooks.
- Review your customer matching information on the **Import Status** column to ensure they are matching to the right customer. If not, click **Match** to look for a QuickBooks customer to adjust it.



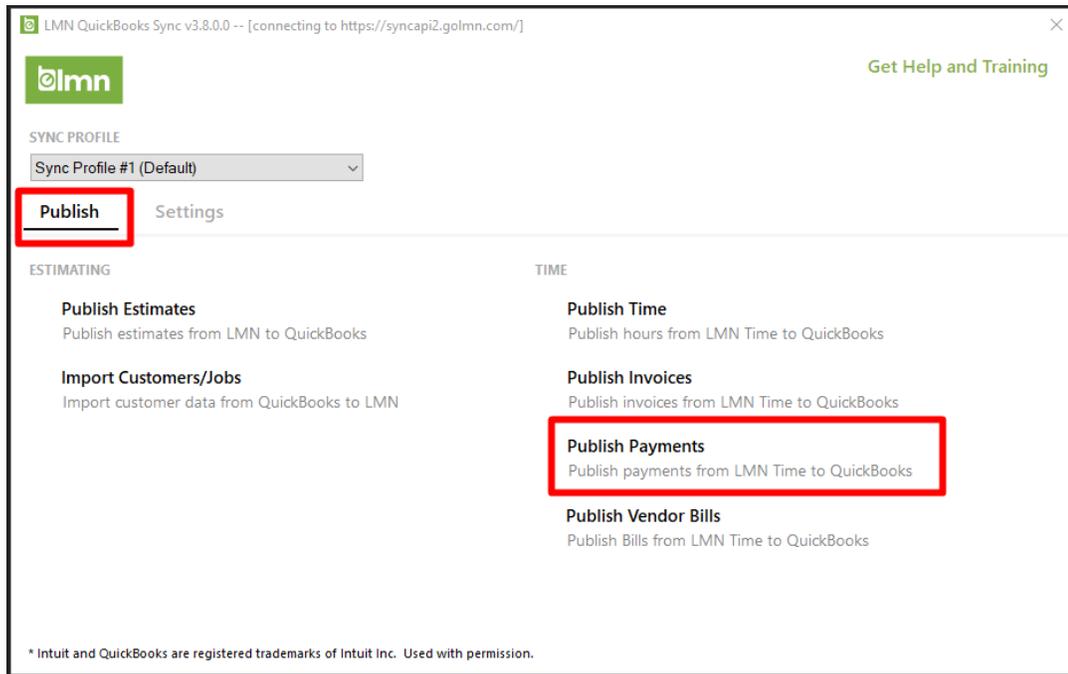
- If the invoice is for a brand-new customer and they haven't been created, you can just leave the default and LMN will create the customer and job for you in QuickBooks.
- Once all the information is verified, click **Sync Now**, and once complete you can exit the LMN QuickBooks Sync App. Invoices will now be in your QuickBooks!

**NOTE:** LMN's invoice number will appear in the memo section of your invoice in QuickBooks. LMN allows the QuickBooks invoice number to be the default number to avoid any duplication or errors. In LMN, once an invoice has been exported, the accounting Invoice number will now be updated from the QuickBooks invoice number.

## Publish Payments

After Payments have been processed in LMN's Customer Portal or Admin, you will want to import them into QuickBooks for proper reporting.

- Go to your LMN QuickBooks Sync App, click **Publish** and then **Publish Payments**.

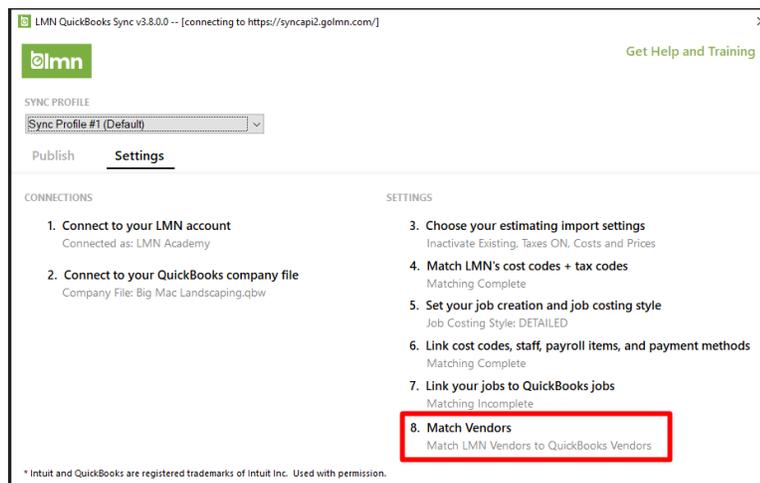


1. On the Import Payments screen, you will see a list of payments set to be *Exported to QuickBooks*.
2. Use the *Publish?* Checkboxes to select the payments you wish to publish over to QuickBooks and click **Sync Now**.

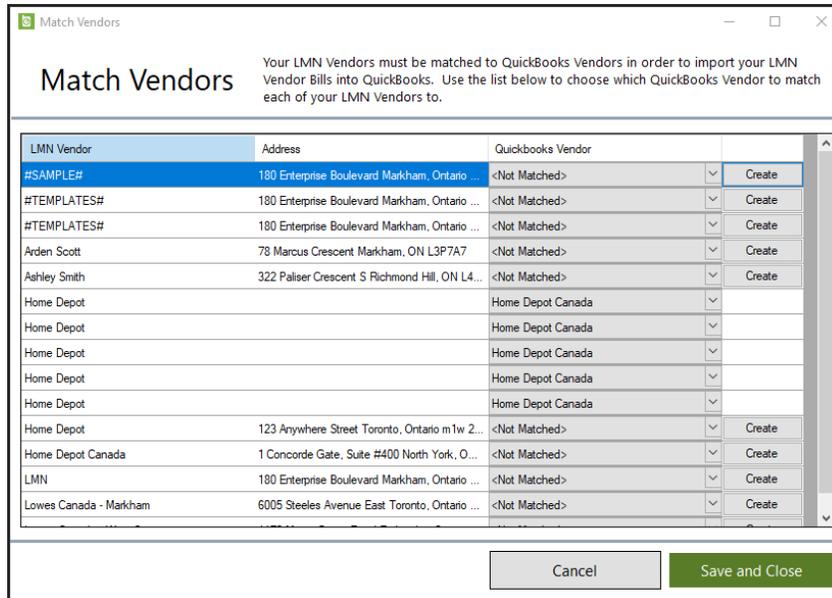
## Publish Vendor Bills

First, ensure that you have the **LMN QB Sync desktop App** installed and your tax codes are matched. If you have not installed the Sync App, refer to the beginning of this guide:

Once your LMN account is connected to your QuickBooks Desktop account, you'll first want to match your existing vendors. In the **LMN QB Sync desktop App** under **Settings**, click **Match Vendors**

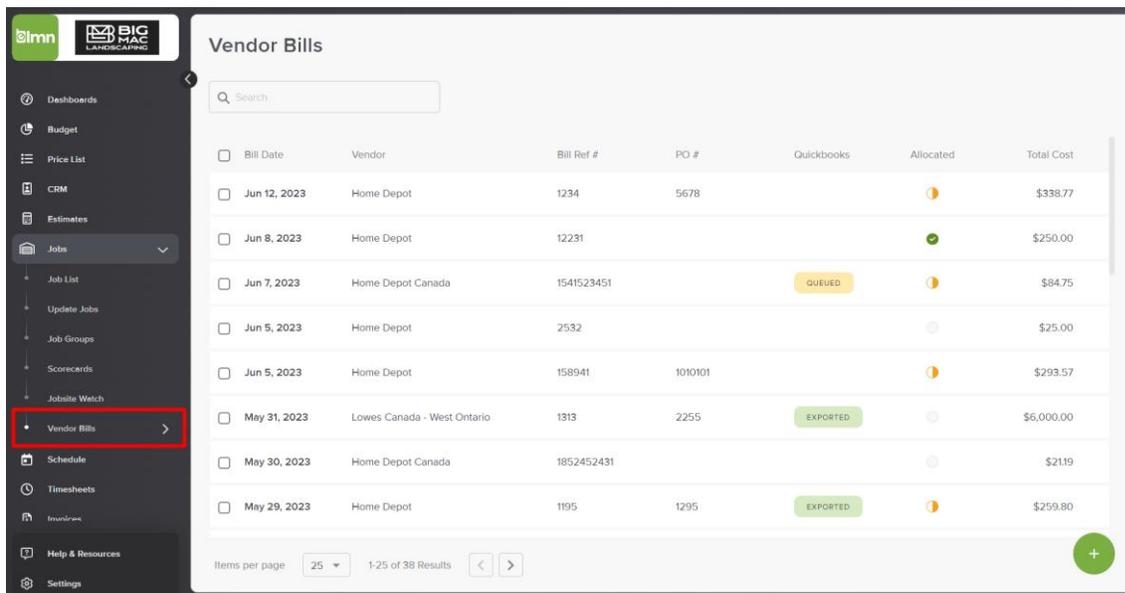


Next, you will have the option to match the Vendor from your LMN account to the corresponding Vendor in your QuickBooks Desktop account, if there are new Vendors that you have added to the CRM in LMN, you will not select a QuickBooks Vendor, but use the Create option and have LMN create the vendor in your QuickBooks Desktop account automatically.

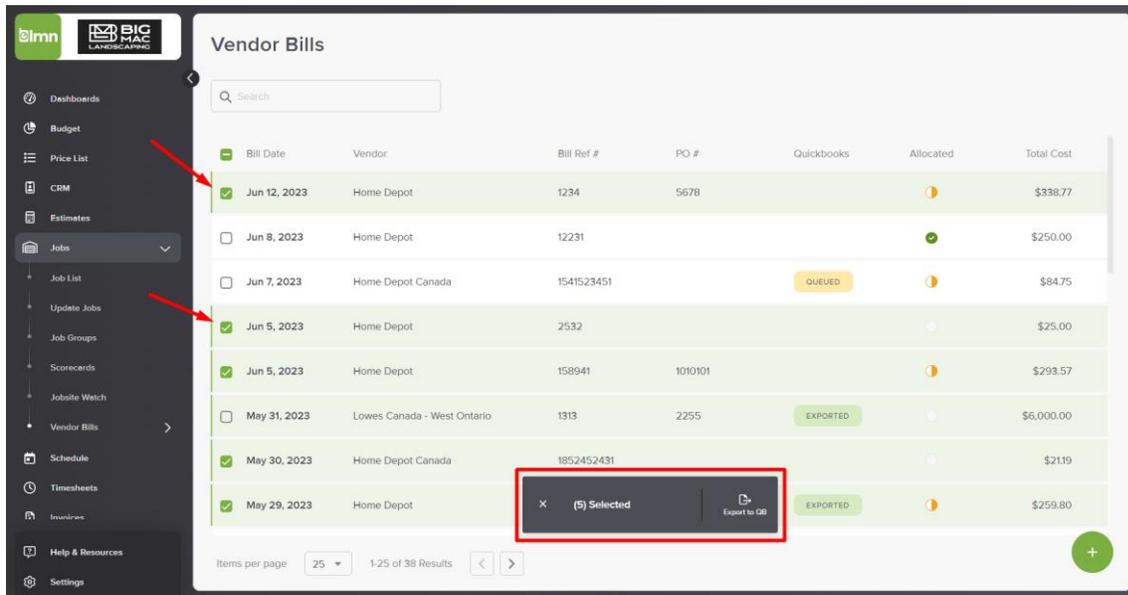


Once you have made all of your matches, or opted to **Create** new, click **Save and Close**.

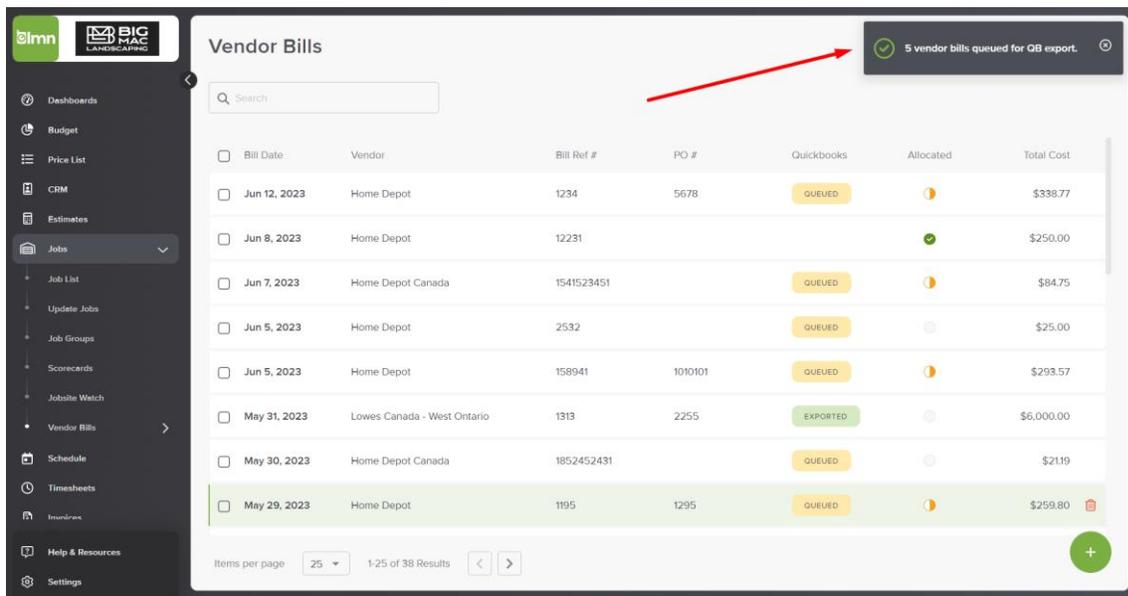
Now that all existing vendors have been matched between your LMN and QuickBooks Desktop accounts, you can proceed with exporting the Vendor Bills. To find and review which vendor bills are to be exported, login to your LMN account and under the **Jobs** menu, click **Vendor Bills**



Use the selection box to the left of each Vendor Bill to select the items to be exported to QuickBooks. Once selected, there will be an option to **Export to QB**.

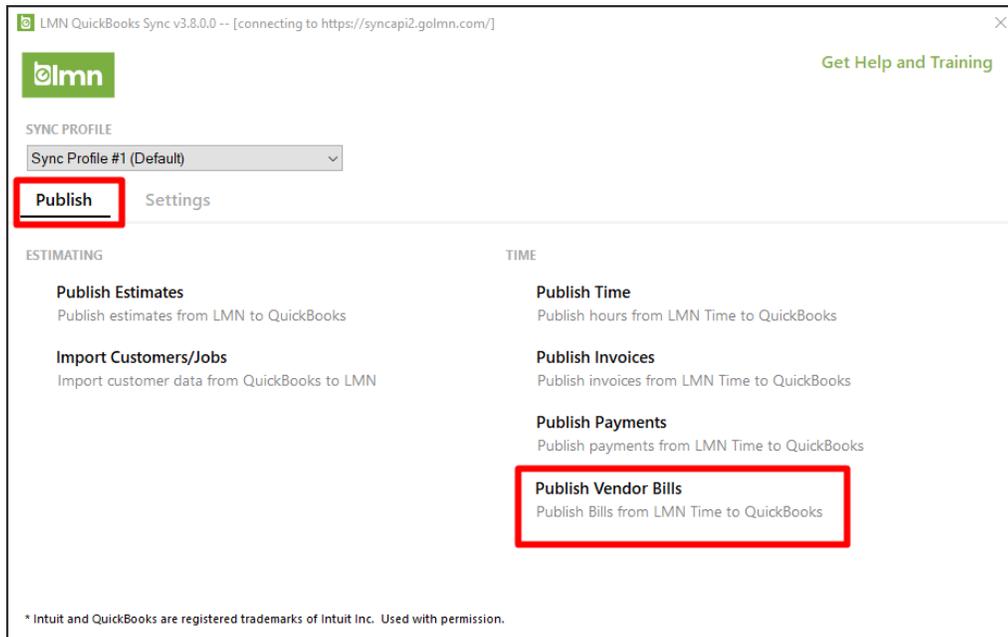


A notification will appear to indicate the total number of selections that have are ready to be exported

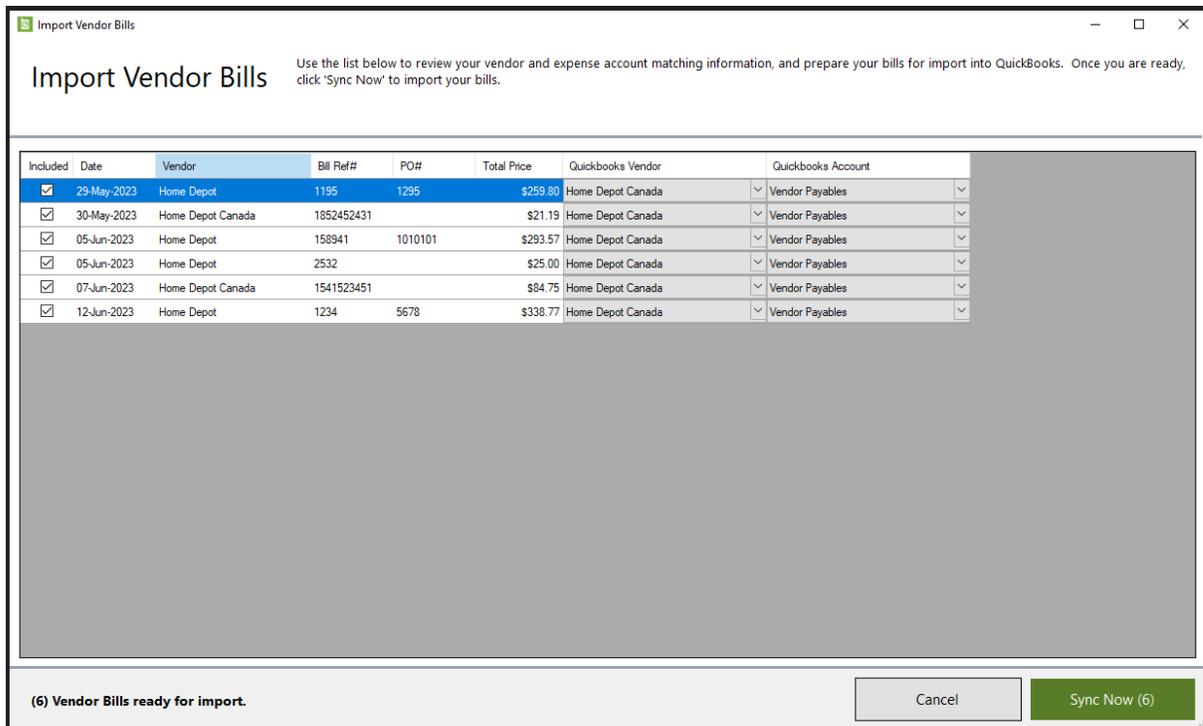


The selected Vendor Bills are now ready to be exported to your QuickBooks account in the LMN QB Sync desktop App.

1. Go to your LMN QuickBooks Sync App, click **Publish** and then **Publish Vendor Bills**.



2. Next, using the dropdown options, select the **Vendor** and **QuickBooks Account** to export the vendor bills



Once the export is completed, you will now be able to see the Vendor Bills in the specified QuickBooks account.

Big Mac Landscaping - Intuit QuickBooks Enterprise Solutions 22.0 - [Account QuickReport]

File Edit View Lists Favourites Company Sales Tax Customers Vendors Employees Banking Reports Window Help

Customize Report Comment on Report Memorize Print E-mail Excel Hide Header Refresh

Dates This Fiscal Year-to-date From 2023-01-01 To 2023-07-05 Sort By Default

Report Basis: Accrual Cash Show Filters

1:34 PM  
2023.07.05  
Accrual Basis

**Big Mac Landscaping**  
**Account QuickReport**  
1 January through 5 July 2023

Type	Date	Num	Name	Memo	Split	Amount
<b>Vendor Payables</b>						
Bill	2023-05-29		Home Depot Canada	Paver edges	Accounts Payable	259.80
Bill	2023-05-05		Home Depot Canada	Mulch - Ced.	Accounts Payable	25.00
Total Vendor Payables						284.80
<b>TOTAL</b>						<b>284.80</b>

If any errors occur during the export, you will be provided with a document to determine which vendor bills need correcting.

Import Vendor Bills

Use the list below to review your vendor and expense account matching information, and prepare your bills for import into QuickBooks. Once you are ready, click 'Sync Now' to import your bills.

**Synchronization Completed with Errors.**

Synchronization has completed, but 4 of your validated bills could not be imported into QuickBooks due to errors.

Please review the import log to see why these bills could not be imported.

The bills you've imported will now appear in your QuickBooks company file.

[Click here to view the import log file](#)

Cancel Close

```

ImportBills_05_Jul_2023_0134_21_PM.txt - Notepad
File Edit Format View Help
[LMNSync Vendor Bill Import Started 05-Jul-2023 01:34:21 PM]
*[Q][CANADA] - Beginning Import of Vendor Bill 1195 (19878)...
Existing Bill not found, continuing import as if new...
*Import of Vendor Bill 1195 (19878) complete. QB Bill created.
*[Q][CANADA] - Beginning Import of Vendor Bill 1852452431 (20516)...
[ERROR] - (1852452431 (20516)) - Bill Import failed with the following message: Object "80000001-1683922424" specified in the request cannot be found.
*[Q][CANADA] - Beginning Import of Vendor Bill 2532 (21597)...
*Import of Vendor Bill 2532 (21597) complete. QB Bill created.
*[Q][CANADA] - Beginning Import of Vendor Bill 158941 (22138)...
[ERROR] - (158941 (22138)) - Bill Import failed with the following message: Object "80000001-1683922424" specified in the request cannot be found.
*[Q][CANADA] - Beginning Import of Vendor Bill 1541523451 (22831)...
[ERROR] - (1541523451 (22831)) - Bill Import failed with the following message: Object "80000001-1683922424" specified in the request cannot be found.
*[Q][CANADA] - Beginning Import of Vendor Bill 1234 (24614)...
[ERROR] - (1234 (24614)) - Bill Import failed with the following message: Object "80000001-1683922424" specified in the request cannot be found.
[Import Complete]
Ln 1, Col 1 100% Windows (CRLF) UTF-8
  
```

Once corrected, go through the export process again to export the Vendor Bills to QuickBooks