QuickBooks Online Integration Setup Guide

General Setup Instructions

STEP 1: Granting Users Permission to Sync Information to Accounting

The first step in syncing LMN with QuickBooks Online is to establish a connection between your 2 accounts.

We strongly recommend only a few key people in your company have access to syncing information. Putting any accounting information through a 'gatekeeper' will ensure clean data and that estimates get sync'd to the correct customers, and that you don't end up with duplicates.

To complete this process, follow these steps:

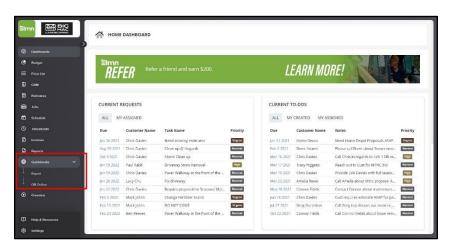
- 1. In the LMN Settings menu, click LMN Users under the Users & Staff settings.
- 2. Click the name of the user to whom you want to grant account permission.
- 3. When the user screen opens, click the **Permissions** tab.
- 4. Make sure the user's LMN Accounting permission is set to Full Access
- 5. Click **Save** to save changes to the user.

< Basic Info	Permissions	Time Permissions Reset Password Reassign
Security Admin	Full Access	 User can add users + change anyone's access
Settings Admin	Full Access	 Full access to edit company settings
Budgeting	Admin Access	Complete access to all budget information
Estimating	Admin Access	 Complete access to all estimating information
CRM	Full Access	 Complete access to all CRM information
involcing	Generate/Edit/Approve	Generate/Edit/Approve Access to Invoicing
Taxes	Full Access	 Full access to all tax information
Price List	Full Access	 Full access to Price List costs and prices
Forms Library	Full Access	* Full access to Forms Library
Accounting	Full Access	 Full access to accounting information

STEP 2: Accessing the LMN QuickBooks Online Sync Tool

Accessing the Sync tool is very simple. Simply follow these steps:

- 1. Using the LMN menu, click the **QuickBooks** menu.
- 2. Click the **QuickBooks Online** sub menu.



3. These actions will open a new tab in your browser where you will be prompted to re-enter your username and password. Remember, only LMN users who have LMN Accounting permissions set to Full Access can login to the Accounting Sync tool.

Note - if you access this page frequently, you can set a bookmark. to: <u>https://accounting.golmn.com</u> - note that your login **WILL NOT WORK** without the 's' at the end of 'https'. This ensures a secure connection.

4. Enter your username and password on the login screen.



STEP 3: Linking Your LMN Cost Codes with QuickBooks Online Service Items and Classes

Before you start exporting estimates and timesheets, you need to link some basic configuration information between LMN and QuickBooks Online. The most important is linking LMN Cost Codes with QuickBooks Online Service Items.

What does a QuickBooks Online Service Item do?

You'll need a QuickBooks Service Item in your Chart of Accounts so that LMN puts the revenue, or cost, in the correct account. When LMN exports an estimated line item, or a timesheet, those items reference a QuickBooks Online Service item which, in turn, tells QuickBooks Online what account to store the revenue (for estimates/invoices) or cost (for timesheets) information in.

Do you have a recommended list of QuickBooks Online Service Items?

Because landscape companies do a wide variety of work, every company has different needs for service items. However, in the **Attachments** section of this article, you will find 2 documents:

- A sample list of QuickBooks Chart of Accounts
- A sample list of Service Items and what Chart of Accounts they link to.

Linking LMN Cost Codes to QuickBooks Online Service Items (mandatory)

- 1. From the LMN QuickBooks Online Sync app (<u>https://accounting.golmn.com</u>) open the **Setup** menu on the left side
- 2. Choose the Link Service Items option.
- 3. Your LMN **Cost Codes** show on the left. Your QuickBooks **Service Items** show on the right. For each LMN Cost Code, assign the QuickBooks Online Service item that you want it to link to.
 - Each LMN estimate is assigned to LMN Cost Codes. These cost codes link to QuickBooks Online Service Items, which link to QuickBooks Chart of Accounts. By linking LMN cost codes to QuickBooks Online service items, the revenue from the LMN estimates gets entered to the correct QuickBooks Online revenue account.
 - LMN jobs have a Cost Code assigned to each task. Because the LMN Cost Codes link to QuickBooks Online Service Items (which link to QuickBooks Online Chart of Accounts), the payroll costs end up getting entered in the correct account.

In order to exchange data with QuickBooks Online, we need to know wh	hich QuarkRooks items correspond to your LMN Cost Codes.	
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Elter For		
Showing 1 to 6 of 6 items.		• 1/1
LMN Cost Code	QuickBooks Service Item	
310 Snow + ice Extras	-NO MATCH>	
500 Irrigation + Lights	IND MATCH.	
900 Unbillable (CDGS)	-NO MATCH-	
910 Unbillable (OH)	IND MATCH-	
Deposit	4ND MATCHI-	
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- 4. It's OK if more than one LMN Cost Code matches to the same QuickBooks Service item, but it would be unusual to set it up that way.
- 5. When you match a QuickBooks Service item, it disappears from the **Unmatched Cost Codes** tab and is moved to the **Pending Updates** tab.
- 6. When you're finished all your matching, you can review your matches by clicking the **Pending Updates** tab. If you have made changes, there will be a green numbered box beside this tab indicating how many changes are pending.
- 7. Click Save Matches to save your matched settings.

Linking LMN Cost Codes to QuickBooks Classes (OPTIONAL-only for companies using Classes)

- 1. Make sure your QuickBooks Classes are set to row-based transaction. <u>*Click here*</u> for more information on QuickBooks Classes,
- 2. From the LMN QuickBooks Online Sync app open the Setup menu on the left side.
- 3. Choose the Link Classes menu option.
- 4. Assign each LMN Cost Code (left side) to a corresponding QuickBooks Class (right side). It's OK and *it's* completely normal if more than one LMN Cost Code matches to the same QuickBooks Class. Usually, you'd have multiple LMN Cost Codes (e.g., Planting, Lighting, Carpentry) all matching to one QuickBooks Class (e.g., Installation Division)
 - When exporting estimates or timesheets to QuickBooks, LMN will set the QuickBooks Class based on the LMN Cost Code selected for the estimate/timesheet. Because each LMN Cost Code is matched to a QuickBooks Online Service Item and a QuickBooks Online Class, the LMN Cost Code sets both the Service Item and the class in QuickBooks Online.

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- 5. When you match an LMN Cost Code to a QuickBooks Class it disappears from the Unmatched Classes tab and is moved to the Pending Updates tab.
- 6. When you're finished all your class matching, you can review your matches by clicking the Pending Updates tab. If you have made changes, there will be a green numbered box beside this tab indicating how many changes are pending.
- 7. Click Save Matches to save your matching settings.

STEP 4: Matching LMN Customers + Jobs to QuickBooks Customers

If you're not new to QB Online, there's a good chance you have customers in LMN that already exist in QuickBooks, therefore you don't want to create new ones (duplicates) when you export time records. You want to be able to export time records to customers that already exist in your QBO customer list.

- 1. Choose the **Setup** menu option (on the left side of the LMN/QBO Sync App)
- 2. Choose the Link Customers menu option.
- 3. Next, we'll load all your existing LMN Time jobs (that don't already have a match) on the left side of the screen.
- 4. Move to the first customer in the list.

If this customer does not exist in QuickBooks Online

- 1. Leave the Match to Existing QuickBooks Customer column set to: No Match
- 2. Use the Action column to choose your desired action. You can either:
 - a. Create a new customer.
 - b. Create a new customer and sub-customer (this will create a customer record, then another "sub-customer" under the customer it's useful for customers who have multiple jobsites that you want to track invoices and costs separately. Think of the customer as the billing address and the sub-customer as the jobsite address)
 - c. Create a new sub-customer for an existing customer (this will create a new sub customer under a customer that already exists in your QuickBooks)
- 3. Click the Create button to create the customer or sub customer immediately in QBO

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If the customer already exists in QuickBooks Online:

- 1. Use the Match to Existing QuickBooks Customer column to select the QuickBooks Online Customer or sub customer that matches the LMN job/customer.
- 2. The LMN customer/job will then disappear from the **Unmatched** list and appear the **Pending Updates** list (see the tabs at the top of the list you can quickly flip between lists by clicking the tabs).

III Match C					I
		know which QuickBooks Customers or Jobs correspond to your in you are happy with your matches, click "Save Matches' to save		r customers or jobs using the 'automatch' s	ettings below. Piease note th
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3. When you're finished matching, you need to click the **Save Matches** button at the bottom of the screen to save your matches.

order to exchange	data with QuickBooks Online, we need to know which Quick	looks Customers or Jobs correspond to your LMN Time Jobs. LMN Account	ting can attempt to automatch your customers or jobs using	g the 'auto	match' settings below. Please note that C	urdi@ooks does not	allo <i>n</i> two
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STEP 5: Linking LMN Time Staff to QBO Staff / Employees

To export Timesheets, you need to match your LMN Staff with your QuickBooks Online Employees.

- 1. Choose the **Setup** menu option (left side of the LMN/QuickBooks Online Sync App)
- 2. Choose the Link Staff menu option.
- 3. Next, we'll load all your existing LMN staff on the left side and all your existing QuickBooks staff on the right side.
- 4. Start at the top of the list and for each LMN employee on the left, choose the corresponding QuickBooks Online employee on the right side.
- 5. If the LMN employee doesn't exist in QuickBooks Online, you can click the **Create in QuickBooks** button to create the employee directly.
 - IMPORTANT NOTE: LMN can only setup the employee basics. You will have to go into QuickBooks Online and setup payroll, tax, and wage information before you can create paychecks for these employees.

6. You must click Save Settings to save all of your matches.

order to exchange data with QuickBooks Online, we need atches' to save your selections.	J to know which QuickBooks employees correspond to your LMN Staff, LMN Accounting will try to	automatch any unmatched employee based on their first and last name as listed below. When you are happy with your matches, click "Save
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STEP 6: Linking LMN Taxes with QuickBooks Online Taxes

To charge sales tax properly on estimates/invoices, you need to link your LMN Tax Codes with QuickBooks Taxes.

If your company doesn't charge sales taxes on invoices

You can turn the settings to export taxes off, and then you don't have to worry about matching at all. Simply follow these steps:

- 1. In the LMN/QuickBooks Online Sync App, under the **Estimates** menu.
- 2. Choose the Settings option.
- 3. Under the Tax Settings section, choose the option that says My Company does not charge Sales Tax (Taxes Off)

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Tax Settings	
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	Save Settings

If your company charges sales taxes on customer invoices

First, ensure your settings are configured to charge taxes. Follow these steps:

- 1. In the LMN/QuickBooks Online Sync App, under the **Estimates** menu:
- 2. Choose the **Settings** option.
- 3. Under the Tax Settings section, choose the option that says My Company charge Sales Tax (Taxes On)
- 4. Choose the Setup menu.
- 5. Choose Link Tax Codes

- 6. For each LMN Tax Code on the left, select the matching QuickBooks Tax Code on the right.
- 7. Click Save Matches when complete.

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HST 2	HST ON Out of Scope Zero-rated	«SELECT ACCOUNT»	
Test	KNO MATCHS	✓ «SELECT ACCOUNT»	

STEP 7: Exporting Estimates to QBO - Configuring Your Settings

There are two areas in LMN where you should configure some settings before exporting your first estimate to QuickBooks Online

Estimate Export Settings in LMN

The first settings are simply to make it easier to add estimates to the export queue, and setup some default statuses (if you wish) after they are successfully exported.

- 1. In the LMN Settings menu, click QuickBooks under the Integrations settings.
 - 1. Default Status View: LMN has an Export Queue where you can queue 1 (or more) estimates for export. To show all estimates by default, leave this setting at All Statuses
 - 2. To filter estimates with a particular status (e.g. Sold) as your default, set these dropdowns to the specific estimate status you wish to use.
- 2. Estimate Status Update: After a successful export to QuickBooks, LMN can automatically update an estimate's status (e.g. "Exported to QB" for example).
 - 1. To update an estimate's status after a successful export, choose the estimate status that you wish to use after the export.
- 3. **Default Export Format**: You can export estimates in 1 of 2 ways:
 - 1. Summary (most common): exports the names of each work area/service, along with the total price, but does not export every line item (all the labor, equipment, materials, etc.) to QuickBooks.
 - 2. Detailed (Print details): exports every line item of an estimate to QuickBooks, including all labor, equipment, materials and more. (Most contractors don't show clients this level of detail and there fore wouldn't export this amount of detail to QuickBooks)
 - 3. Detailed (Hide details): exports every line item of an estimate to QuickBooks so you can see all the details on screen but doesn't print all the details when you print a customer invoice. (Most contractors don't need an invoice line item for every single item in a proposal; it makes progress invoicing far slower, as you must set a completion percentage for every single line item)

Olmn BIG QUICKBOOKS SETUP Save Changes $\textcircled{\baselineta}$ 👱 Download the LMN QB Sync desktop App 🔹 Troublesh **Default Status View** Estimate Status Update Which estimate status do you want to view first when identifying estimates for export to QB? After successful export, update the estimates'status to: Standard Estimates Standard Estimates Sold Exported to QB Sold Service Estimates Service Estimates Exported to QB 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

Estimate Export Settings in the QB Online Sync App

Help & Re

There are only two simple settings you need to configure in the QuickBooks Online Sync App

- 1. Login to the QuickBooks Online sync tool at https://accounting.golmn.com
- 2. Using the left-hand menu, under Estimates, select Settings
- 3. The first setting is your Customer Matching Settings.
 - 1. If you use sub customers in QuickBooks Online for customers who have multiple jobsites, then turn the Create Estimates for QuickBooks Sub-Customers (Jobsites) to on.
 - 2. If you use sub-customers in QuickBooks Online, then set this setting to Create Estimates for QuickBooks Sub-Customers (Jobsites)
- 4. The second setting will configure how you handle sales taxes. Refer to Step 6 "Linking LMN Taxes with QuickBooks Online Taxes"

Estimating Settings	Save Settings
Customer Matching Settings	
Create Estimates for QuickBooks Customers Choose this option if your typical customer has a single address or job site.	
Create Estimates for QuickBooks Sub-Customers (Jobsites) Choose this option if your typical customer has more than one address or Jobsite for which you will need to publish estimates.	
Tax Settings	
My Company charges Sales Tax (Taxes ON) You will need to match your LMN Taxes with QuickBooks Online Tax Codes in order to publish estimates.	
 My Company does not charge Sales Tax (Taxes OFF) When publishing Estimates, taxes will be ignored. Items will be added to QuickBooks without any tax information. 	
	Save Settings

STEP 8: Exporting (Publishing) LMN Estimates to QuickBooks Online

LMN can take the manual work out of entering customer and estimate information into accounting by exporting your customer, address, and estimate information into QBO directly. Here's the guide on how to do it.

First: Establishing Your Settings

Before you get right to exporting estimates, make sure you've followed all these setup steps, one at a time to configure your connection and settings between LMN and QBO.

You may have already completed these steps, but in case you jumped to this help article first... go back and follow the steps in the link below before you try your first export.

QuickBooks Online: A Guide

Next: Queue Estimates for Export

Estimates get exported in two steps:

- 1. Add estimates that need to be exported to the export queue (This is to indicate the estimate has been sold (typically) and is ready for export to QuickBooks Online. This can be done by anyone with permission to LMN estimating)
- 2. Publishing estimates in the queue to QuickBooks (This step can only be done by users who have LMN Accounting permissions set to Full Access)

This section will show you how to add estimates to the export queue.

How to add estimates to the QB queue (one at a time):

Estimates can be added to the export queue in each of the individual estimates, or can be selected from the **Estimate List**, the **Standard** estimate list, or from the **Service** estimate list. To add a single estimate to the queue, simply open the estimate you wish to add. At the bottom of the estimate screen, click the **Mark for QB Export** button to add the estimate to the export queue.

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Estimate ID	EST3930857	Version #	Version	Billing Address	1 Concorde Gate Suite #400 North York, ON, Ontario M3C 4H9
Relations	None	*		Contact Name	Michael Rowe
Estimate Date	01-jun-2023			Contact Info	p. 416-555-4569 e. hdepst@email.com
Estimate Close Date				Jobsite Name	Pickering STore
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How to add estimates to the QB queue (more than one at a time):

You can add multiple estimates to the queue without opening them one at a time.

- 1. In LMN, click the QuickBooks menu to expand it.
- 2. Choose the **Export** option.
- 3. The screen will then load a list of your estimates. You can use this screen to filter estimates by status, by type, by date, and whether they were previously exported or not, or you can search for a specific estimate.
 - a. If you're re-exporting an estimate, you've previously exported, make sure to set the **Previously Exported** option to **Yes**.

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	◆ Export to Q8	EST20544	23 23-Mar-2023	PACKAGE A -	GOLD - SEASON 2023			#TEMPLATES#	In Progress	No	Eds.
	◆ Export to Q0	EST20544	48 23-Mar-2023	PACKAGE B - 1	SILVER - SEASON 2023			#TEMPLATES#	In Progress	No	553
Help & Resources	◆ Export to QE	EST20544	64 23-Mar-2023	PACKAGE C - I	BRONZE- SEASON 2023			#TEMPLATES#	In Progress	No	Eds.
	♠ Export to Q8	_	70 23-Mar-2023		er Ave Maintenance 202			Amelia Rowe	In Progress	No	Edit

- 4. Click the Export to QB button beside any estimate(s) you wish to add to the export queue
- 5. The button will change color and say **Queued** to let you know it's ready to be published to QuickBooks.
- 6. Click the **Export Queue** tab at the top of the screen if you want to review the entire list of estimates in the queue to be exported.

Next: Publish Your Estimates to QuickBooks Online

To actually export estimates from the queue to QBO, you'll have to login to our QBO/LMN Sync app.

You can access this app in 1 of two ways:

- 1. Open QuickBooks from the main LMN menu and click the "QB Online" option.
- 2. Bookmark <u>https://accounting.golmn.com</u> note that the 's' at the end of https:// is critical your login will not work without that 's'. The 's' helps to ensure a secure connection.

You'll first be prompted with a login screen where you need to enter your username and password. The login credentials would be the same as your LMN account login. Only users with LMN Accounting permissions set to Full Access can login to the QBO/LMN Sync app.



After logging in, choose Estimates | Publish Estimates on the left-hand menu.

The estimates that are in the export queue will show up on this screen. If no estimates show up, you don't have any in your queue. Note the two tabs at the top of the screen **Standard** estimates show in one list and **Service** estimates show in another.

ତ୍ରାmn	=										
Beget in user •		Publish E	stimate	s to QuickB	ooks						
ONNECT											
ETUP	Sta	ndard Estimates	a se	rvice Estimates 🚺							
		Estimate ID	Version	Date	Customer	Address	Project Name	Publish Type		Select QuickBooks Customer	
STIMATES	~	E5T1920462		jan 3. 2023	Adam V Test	9830 Markham Road Markham. Ontario L6E 2C7 Canada	9830 Markham Road- Snow	Detailed	*	Adam Test Jobsite: Adam Maintenar 👻	Edit Match
Publish Estimates Settings	~	E5T2038828		Mar 14, 2023	Adam V Test	9830 Markham Road Markham, Ontario L6E 2C7 Canada	9830 Markham Road- Snow	Detailed	*	Adam V Test	Edit Match
NVOICES		E5T2105706		Apr 26, 2023	Adam V Test	9830 Markham Road Markham. Ontario L6E 2C7 Canada	TEST	Detailed	¥	Adam V Test	Edit Match
Publish Invoices											
Settings											
TIMESHEETS											
Publish Timesheets											
Settings											
VENDOR BILLS											
Publish Vendor Bills											Publish to QuickBook

Step One: Select the Publish Type

You can choose either a Summary or a Detailed type:

- Summary Type Export (most common): Will export 1 line item for each work area or service in the estimate.
- **Detail Type Export**: Will export a line item for every single item on the estimate. This option is not used often since most contractors don't show clients every detail behind the estimate.

Step Two: Select the QB Customer

There are a few different scenarios you will encounter when exporting an estimate to QuickBooks Online. Here's an explanation of each situation and how to handle it:

New Customers (customer does not exist in QB): Leave the setting at New Customer. When exporting this estimate, LMN will create a new customer in QBO using the customer info in the estimate.

Publish Type	Select QuickBooks Customer		
Summary 🗸	New Customer	~	Look for Match

New Customer: New Sub Customer (customer does not exist in QB): Sometimes you want to create a job (or *sub customer*) under a customer for better tracking of customers who have multiple jobsites. If you change the setting to **New Customer; New Sub customer**, LMN will create a new customer using the estimate's customer/CRM information as the Billing Address and a sub customer under that customer with the jobsite's address as the **Shipping Address**.

Publish Type	Select QuickBooks Customer	
Summary 🗸	New Customer: New Sub-Customer	Look for Match

Match to Existing Customer: Sometimes the estimate's customer already exists in QuickBooks, but the name is spelled differently. In this case, use the "*Look for Match*" button and select the QBO customer. LMN will export a new estimate under the selected customer's file.

Results (53)	
Christian Morrow	Select Match
→ Christian Morrow Jobsite	Select Match
Cowboy Curbing	Select Match
Darienne Sandell	Select Match
→ Alternate	Select Match
→ Darienne TEST	Select Match
Darienne Test	Select Match
Darienne TEST2	Select Match
→ 42 Pleasant View Crescent-Maintenance	Select Match
→ 6 Kingston Road-Maintenance	Select Match

Match to Existing Customer; Sub customer: If the customer already exists in QuickBooks and the Jobsite already exists as a sub-customer, you can export the estimate information to a QuickBooks Online Sub Customer by clicking the "Look for Match" button and choosing the sub-customer (one of the indented rows) in QBO for whom you want to export the estimate.

Results (53)	
Joe Shmo	Select Match
Joyce Kim	Select Match
ightarrow 50 Lynn Williams Street-Enhancement	Select Match
Justin Ng	Select Match
Keiko Test	Select Match
Keiko Testt	Select Match
Kimberly Test	Select Match
→ Kimberly Test - Maint	Select Match
KimTest	Select Match
→ KimTest - Maintenance	Select Match

Match To Existing Customer; Create a New Sub customer: Finally, there's the situation where the customer already exists in QuickBooks, but the jobsite (sub-customer) is new. You can easily create a new jobsite (sub-customer) for any existing customer by clicking the "*Look for Match*" button and selecting the customer for whom you want to export the estimate. After you've selected the customer, click the Select QB Customer dropdown and choose the New Sub customer option.

Publish Type	Select QuickBooks Customer	
Summary 🗸	New Customer: New Sub-Customer	Look for Match
Detailed 🗸	Adam V Test 🗸	Edit Match
Detailed 🗸	Adam V Test 🗸	Edit Match
	Adam V Test Adam V Test: New Sub-Customer	

If you made a mistake in any of your matching settings, you always have the ability to click the **Edit Match** button and choose a new match, or clear your match to return to the new customer options.

Publishing Your Estimates to QuickBooks Online:

When you're finished with your new customer/matching settings, click the **Publish to QuickBooks** button in the bottom right. First, you'll get a confirmation message making sure you're ready to publish your estimates. If you're sure you're ready, click **YES**.

The Request Queue

After you click Publish, your estimates will be queued for export from LMN to your QuickBooks Online account. An export may wait in the queue from 30 seconds to 3 minutes, but rarely longer. To check on the status of your job, click the **Continue to Job Status** button.

Next, you'll be taken to a screen where you can see the time you submitted your request, a description, the number of estimates, and the current export status. You can click the **Refresh** button in the upper right corner to refresh your status at any time.

🗰 Job Status						2 Refresh
Your most recent publish job	s are listed below.					
Timestamp	Description	Options	User	Status	Action	Last Updated
Tue Jun 6, 2023 8:42AM	Publish Estimates to Quickbooks Online	Standard: 0, Service: 1	—	PROCESSING	Your request is being processed.	Tue Jun 6, 2023 8:42AM

When the export is waiting it will show a status of QUEUED.

When the export is currently processing, it will show a status of **PROCESSING**.

Results and Troubleshooting

When the export is finished, it will show one of the following statuses:

- Successful: No errors were detected; your estimates have successfully exported to QBO
- Partially Successful: Some of your estimates went over fine, some had errors.
- Error: Your export operation encountered an error and none of your estimates were exported successfully.

A log will be emailed to you with details about your export. The log will contain IDs of the estimates exported and, if an error is thrown, a description of the error. The log will be emailed, automatically to the email address of the user account who ran the export.

Error logs send immediately, but depending on email servers, you may have to wait 0 to 5 minutes for the log to show up in your email. If you're not receiving a log, make sure the email attached to your LMN user account is the email you're checking!

Sometimes the cause (and solution) to the error is contained in the log file. If you've looked at the error log and still can't figure out how to fix the problem, don't worry, we're here to help. Simply forward the email, with the log, to *support@golmn.com* and we'll dig a little deeper to help you get past your problems.

STEP 9: Exporting Timesheets to QBO - Configuring Settings

Timesheet export settings are straightforward. You can export time to QuickBooks Timesheets in 1 of 3 methods for job tracking.

To access your timesheet export settings, simply login to <u>https://accounting.golmn.com</u> then choose the **Timesheets | Settings** option on the menu.

Time Settings

- **None**: Time will be exported for timesheets and payroll, but time will not be allocated to any jobs or service items for tracking. This method simply tracks employee hours by day.
- **Simple**: Daily hours will be exported for each employee allocated to each job they worked on that particular day
- **Detailed**: This is the best method for job costing and tracking. Using this method, employee time is allocated both to a job and to a service item and, optionally a class, so you can pull reports on time by job, by department, or by class.

Note that at the time of this article, QuickBooks Online does not officially support job costing, but hopes to in the future. We recommend exporting with as much job costing information as possible. It doesn't add much extra work (jobs and service items are automatically set by LMN Time) and maybe as QuickBooks adds reports in the future, they will work retro-actively.

# Time Settings	Save Settings
Time Tracking Style UM Quiddoold Sync can import employee hours from LMN Time in a number of ways. Hours can be imported for payroll only (bb Costing Style: NONE), for payroll with allocation against jobs (bb Costing Style: STMPLE), service items (bb Costing Style: DETAILED).	, or for payroll with allocation against jobs and
O 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 payroli, 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 cost codes to be matched to LMN services.	
	Save Settings

STEP 10: Exporting (Publishing) LMN Timesheets to QuickBooks Online

Before you Export...

Match Existing Jobs:

If you have jobs in LMN Time that already exist in QuickBooks Online and you haven't matched them yet, we recommend matching those jobs first to avoid any interruptions to the export process. And don't worry, once you match a job, we'll remember it for future exports. You'll only have to match each job once.

NOTE: new jobs can be created on-the-fly by LMN - you only need to match the jobs that:

- a. exist in LMN and have never been matched to QuickBooks Online
- b. already exist as customers in QuickBooks Online

For instructions on matching existing LMN Jobs with existing QuickBooks customers, click this LINK.

Match Existing Staff:

If you have new staff during this time period, make sure they're setup in QuickBooks Online first. Remember, LMN Time doesn't have wage or payroll tax information so it can't setup staff in QBO properly for you.

For instructions on matching existing LMN Staff with existing QuickBooks staff, click this LINK.

Review + Approve All Timesheets

Make sure any/all timesheets from the pay period have been approved. *If a timesheet has not been approved, it will not be included in the export.*

Note: skipping timesheets can effect overtime calculations. It's best practice to approve all timesheets for the period before you run the export.

Exporting Timesheets to QuickBooks Online

Once you've got your jobs + staff are matched and your timesheets approved, you're ready to export. To start the process, login to the LMN QuickBooks Online accounting sync app at: <u>https://accounting.golmn.com</u>.

Once logged in, use the left menu and select Timesheets | Publish Timesheets menu option.

STEP ONE: Set the Date Range

Unlike estimates, you don't need to add timesheets to a "queue" to export them. Timesheet exports are driven by a start date, then you can export either 1 week, 2 weeks, 3 weeks or 4 weeks of timesheets.

Hint: You must publish at least 1 entire week of timesheets for payroll and overtime calculations. You cannot export timesheets on a day-by-day basis. Overtime rules cannot be calculated until the full week of work is known.

From the **Choose Dates** step, choose the amount of time (1 week, 2 weeks, etc.) you wish to export and the starting date.

₩ Publish Time to QuickBooks	
1 - Choose Dates 2 - Choose Staff 3 - Publish Time	
Step 1 - Select Date Range	
Select Date Range Please choose the period and start date for which you wish to publish hours to QuickBooks Online.	
Publish time for the two weeks starting 🗸 on Mon May 8, 2023	
	Previous Next

STEP TWO: Choose Staff

Once you've chosen the dates, LMN's sync tool will scan all the timesheets for that period and display only the staff who have eligible time during that period.

By default, LMN will try to export all selected staff's time. Optionally, you can un-check any staff member whose time you do **not** wish to export.

Hint: if a staff member shows up in red, that indicates that staff member has not been matched to your QBO Employees. You need to add this employee to QBO or match this staff member before continuing.

🗰 Publish Time to Qu	uickBooks			
1 - Choose Dates 2 - Choose S	taff 3 - Review Jobs 4 - Publish Time			
Step 2 - Choose Staff				
The list below shows all staff who have time from being published to QuickBo		ne previous step. By default, all time will be published,	but you may deselect any staff member to prev	vent his/her
Staff whose names are listed in RED ar	e missing matching information - time for these	employees cannot be published until they are proper	y matched.	
Select Staff Members				
Select All Select None				
✓ Bianca Barbosa	✓ Chris Davies	✓ Damian Gray	✓ Daniel Timen	^
✓ Dusty Ford	🖌 Jai Somani	Joana Asante Annor	🗸 Jonathan Kwan	
✓ Keiko Chau	✓ Kimberly Jones	Ryan Morrison	Steven Bennett	*
			Previous	Next

STEP THREE: Review Jobs

Next, LMN's sync tool will scan all timesheets for jobs that have never been matched to QuickBooks Online customers or sub-customers. If LMN finds jobs on timesheets that exist in LMN Time, but not in QuickBooks, it will grant you access to a screen where you can create them instantly.

You have two options when a job exists on timesheets but is not matched to a QBO customer or subcustomer:

1. The Job is new and doesn't exist as a customer in Quickbooks Online:

In this scenario, simply click the **Create In QuickBooks** button and LMN will instantly create a customer in QuickBooks Online for you (*note: customer names must be unique... if you get an error trying to create a customer using this method, it's very likely that a customer or vendor or employee already exists in QuickBooks online with that name*)

瞷 Publish Time t	o QuickBooks		
1 - Choose Dates 2 - Ch	noose Staff 3 - Review Jobs 4 - Publish Time		
Step 3 - Review Jobs			
You will only be able to pub	lish time for this period if ALL the jobs listed below have matches in	QuickBooks.	
	r do not already exist in QuickBooks, you can attempt to create them by c hese (obs before publishing time for them.	icking the 'Create in QuickBooks' button next to each listed job. If you see jobs listed here	that you know already exist in QuickBooks, please go to <u>Setup - Link</u>
UnMatched Jobs with Time			
LMN Customer	LMN Job	LMN Job Address	Action
Janelle Lozano	40 Searell Avenue- HRLY	40 Searell Avenue, Ajax, Ontario L1T 0H7	Create in QuickBooks
Janelle Lozano	40 Searell Avenue- PV	40 Searell Avenue, Ajax, Ontario L1T 0H7	Create in QuickBooks
Jennifer Mittman	Doe Residence Backyard [Install SAMPLE]	584 Strouds Lane Pickering, Ontario L1V 456	Create in QuickBooks
			-
Go to Setup to Link Custon	ners		
			Previous Publish to QuickBooks

2. The Customer already exists in QuickBooks Online, but has never been matched to the LMN Time Job:

In this scenario, you'll need to go back a step and using the matching wizard to match the LMN Time job to its corresponding QuickBooks online customer or sub-customer. To jump to the matching screen, click the **Go to Setup to Link Customers** button in the bottom right.

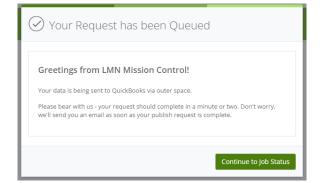
Publish Time te	o QuickBooks		
- Choose Dates 2 - Ch	oose Staff 3 - Review Jobs 4 - Publish Time		
ep 3 - Review Jobs			
a will only be able to publ	lish time for this period if ALL the jobs listed below have matches	in QuickBooks.	
	r do not already exist in QuickBooks, you can attempt to create them by hese jobs before publishing time for them.	clicking the "Create in QuickBooks" button next to each listed job. If you see jobs listed he	re that you know already exist in QuickBooks, please go to Setup - Link
<u>tomers</u> to properly match to Matched Jobs with Time i			
LMN Customer	LMN Job	LMN Job Address	Action
Janelle Lozano	40 Searell Avenue- HRLY	40 Searell Avenue, Ajax, Ontario L1T 0H7	Create in QuickBooks
janelle Lozano	40 Searell Avenue- PV	40 Searell Avenue, Ajax, Ontario L1T 0H7	Create in QuickBooks
jennifer Mittman	Doe Residence Backyard [Install SAMPLE]	584 Strouds Lane Pickering, Ontario L1V 456	Create in QuickBooks
Go to Setup to Link Custom	ners		
			Previous Publish to OuickBooks

When all jobs on timesheets have a corresponding match in QuickBooks Online, you should see the screen below and you're ready to export.

III Publish Time to QuickBooks		
1 - Choose Dates 2 - Choose Staff 3 - Review Jobs 4 - Publish Time		
Step 3 - Review Jobs		
Your Job list looks good - click Publish to QuickBooks to publish time for this period to QuickBooks Online.		
	Previous	Publish to QuickBooks

STEP FOUR: Publish/Export Timesheets to QuickBooks Online

Next, click the **Publish to QuickBooks** button to start the export process. Just like estimates, your timesheet export job will be added to the export queue.



Depending on connection speed and some other factors, your job may take 10 seconds or up to 5 min to complete. The average time is around 30-60 seconds. To view the status of your job, click the **Continue to Job Status** screen.

On the Job Status screen, you'll be shown the export you started and some information about its progress. You can click the **Refresh** button in the upper right corner to update the current export status.

- Queued: means the export is waiting to start
- Processing: means the export is currently working and will be done in just a few seconds
- **Successful**: means your export was successful. You can login to QuickBooks Online and view your employee timesheets and complete payroll.
- Error: means the export wasn't successful and none of your timesheets will get exported. Most users get an error or two when they are first setting up the export and the errors are usually because there's some missing 'matching' information between LMN and QuickBooks Online.

Job Status						2 Refre
our most recent publish jot	os are listed below.					
Timestamp	Description	Options	User	Status	Action	Last Updated
fue Jun 6, 2023 10:29AM	Publish Time to Quickbooks Online	Start: 5/8/2023, Weeks: 2, Employees: 12	Chris Davies	PROCESSING	Your request is being processed.	Tue Jun 6, 2023 10:29A
fue Jun 6. 2023 9:33AM	Publish Time to Quickbooks Online	Start: 5/8/2023, Weeks: 2, Employees: 4	Chris Davies	SUCCESS	Your request completed successfully.	Tue Jun 6, 2023 9:33AM
lue Jun 6. 2023 8:42AM	Publish Estimates to Quickbooks Online	Standard: 0. Service: 1	Chris Davies	SUCCESS	Your request completed successfully.	Tue Jun 6. 2023 8:42AN
/lon Jun 5, 2023 8:46AM	Import Customers from Quickbooks Online	Import Customers, Skip Inactive	Adam Vyfhuis	SUCCESS	Your request completed successfully.	Mon Jun 5, 2023 8:46Al
vlon Jun 5, 2023 8:43AM	Import Customers from Quickbooks Online	Import Customers, Skip Inactive	Adam Vyfhuis	SUCCESS	Your request completed successfully.	Mon Jun 5, 2023 8:43AI
Thu Jun 1, 2023 5:25PM	Publish Invoices to Quickbooks Online	Publish 1 Invoices to Quickbooks Online	Patrick Ma	ERROR	Your job did not complete successfully. An error log has been sent via email.	Thu Jun 1, 2023 5:33PM
Thu Jun 1, 2023 1:53PM	Publish Invoices to Quickbooks Online	Publish 1 Invoices to Quickbooks Online	Patrick Ma	SUCCESS	Your request completed successfully.	Thu Jun 1, 2023 2:05PM
hu Jun 1, 2023 1:50PM	Publish Time to Quickbooks Online	Start: 5/18/2023. Weeks: 2. Employees: 3	Patrick Ma	SUCCESS	Your request completed successfully.	Thu Jun 1, 2023 1:56PM
Wed May 31, 2023 11:50AM	Import Vendors from Quickbooks Online	Import Vendors, Skip Inactive	Chris Davies	ERROR	Your job did not complete successfully. An error log has been sent via email.	Wed May 31, 2023 11:51AM
Ned May 31, 2023 11:47AM	Import Vendors from Quickbooks Online	Import Vendors, Skip Inactive	Chris Davies	ERROR	Your job did not complete successfully. An error log has been sent via email.	Wed May 31, 2023 11:48AM
Wed May 31, 2023 11:17AM	Import Vendors from Quickbooks Online	Import Vendors, Skip Inactive	Chris Davies	PARTIAL SUCCESS	Your request completed, but not all of the queued items could be processed. A log file with details has been sent via email.	Wed May 31, 2023 11:17AM

If you get an error... LMN will automatically email an error log to the user's email who ran the export. This log will give you details of why the error occurred. Sometimes the log contains enough information for you to spot the error and correct the problem. Other times, QuickBooks makes it a little harder to decipher the error. In this situation, you can easily forward the email and the attached error log to *support@golmn.com* and we'll do our best to get you fixed ASAP.

STEP 11: Exporting (Publishing) LMN Vendor Bills to QuickBooks Online

Before you Export...

Match Existing Vendors:

• In the Setup submenu, click on 'Link Vendors.' The page that opens will default to an 'UnMatched Vendors' tab that shows a list of vendors from your LMN CRM, that have *not* yet been linked to a vendor within your QuickBooks instance.

Press Press Press </th <th></th>	
In order to exchange data with QuickBooks Deline, we need to know which QuickBooks Vendors correspond to your LMN Vendors. Please note that QuickBooks does not allow two Vendors with the same name. When you are happy with you m further to save your electron. Import QB Customers Vendors Vendors Vendors Vendors Vendors Vendors Into del Young Vendors Vendors Vendors Vendors Vendors Vendors Into del Young Vendors Vendors Vendors Vendors Vendors Vendors Into del Young Vendors Vendors Vendors Vendors Vendors Vendors	Save Matches
Etry Mathematical Que delection. Import QB Customers Matched Vendors: M	
Report QB Wondsr Reserves Showng 1 to 14 of 14 Bens. Showng 1 to 14 of 14 Bens. Unit Octomers Math to bisising QuickBooks Vender Action Unit Octomers Action Crass New Windor Crass New Windor Crass New Windor	itches, click Save
Link Service Reems Showing 1 to 14 of 14 items. Link Classes LMN Vender Add Name Add to baiting quickBooks Vender Add Name Add to baiting quickBooks Vender	
Link Vender Match to bisisting QuickBooks Vender Action	
Link Duttmers A AC HARDWARE STORE cht DAATCHO	• 1/1 •
Link Vendors desta desta dio MATO- v Create New Vendor v Create	
lak Saff ukcentrator3 vto MATO6 v Crean Nav Windor v Co	
Init fax Codes	

• Use the dropdowns in the 'Match to Existing QuickBooks Vendor' to select the appropriate QuickBooksside vendor if it exists. If it does not, you can leave the dropdown set to '<NO MATCH>' and the 'Action' column to 'Create New Vendor,' then click on the green '**Create**' button to create a new QuickBooks vendor, which will be matched to the LMN vendor in that row.

Simn					
PRET TEST	III Match Vendors				C Refresh Data Save Matches
INNECT					
rup	In order to exchange data with QuickBooks Only Matches' to save your selections.	ine, we need to know which QuickBooks Vendors correspond to your LMN Vendors. P	Please note that QuickBooks does not	allow two Vendors with the same name. I	When you are happy with your matches, click 'Save
nport QB Customers	UnMatched Vendors Matched Vendors	Pending Updates			
nport Q8 Vendors	Filter For:				
	Filter For: Showing 1 to 14 of 14 items.				a 1/1
nk Service Items		Match to Existing QuickBooks Vender		Action	< 1/1 F
nk Service Items nk Classes	Showing 1 to 14 of 14 items.	Match to Edisting QuickBeeks Vender	v	Action Create New Vendor	- Cook
nk Service Items nk Classes nk Customers	Showing 1 to 14 of 14 items.		v) v		
k Service Items k Classes k Customers k Vendors	Showing 1 to 14 di tems. LMN Vender AllC HARDWARE STORE dersfa	eNO MATOI-	÷	Create New Vendor Create New Vendor	v Com
Ink Service Items Ink Classes Ink Classes Ink Customers Ink Vendors Ink Staff Ink Staff Ink Staff	Showing 1 to 14 of 14 items.	<no matcho<="" td=""><td></td><td>Create New Vendor</td><td>Creater</td></no>		Create New Vendor	Creater

Matching Tax Codes:

Matching your LMN Tax Codes to the QuickBooks Tax Items for your Expense Accounts is an important step before exporting Vendor Bills, because the Expense Account you are allocating a purchased material (for example) to, will often be different from the Expense Account which will apply to the *tax* you paid on that purchase.

• In the **Setup** submenu, click on 'Link Tax Codes.' The page that opens will default to an 'UnMatched taxes' tab that shows a list your LMN Tax Codes, that have *not* yet been linked to a Codes within your QuickBooks instance. Matching to a QuickBooks tax code works similarly to matching Vendors as described above.

Θ				
CHRIS DAVIES	🗰 Match Taxes			2 Refresh Data Save Matches
INNECT				
TUP	In order to exchange data with QuickB	ooks Online, we need to know which QuickBooks items correspond to your LMN Taxes		
nport QB Customers	UnMatched Taxes Matched Ta	exes Pending Updates 4		
nport QB Vendors	Filter For:			
ink Service Items	Showing 1 to 4 of 4 items.			< 121 ×
ink Classes	LMN Tax Code	QuickBooks Online Tax Code	Select QuickBooks Expense Account	
ink Customers	EXMT	<no match=""></no>	<select account=""></select>	*
ink Vendors	HST	<no match=""></no>	<pre> select account> </pre>	v
ink Staff	HST 2	<no match=""></no>	<select account=""></select>	*
ink Tax Codes	Test	<no match=""></no>	<select account=""></select>	*
ink Pay Methods				Save Matches
IMATES				

• When creating new matches or reviewing existing ones, use the dropdowns in the 'Select QuickBooks Expense Account' to make sure that the appropriate Account is applied to each Tax Code. If you are making updates to existing matches via the 'Matched Taxes' tab, make sure you click the 'Save Matches' button when done.

ତlmn	=			
CHRIS DAVIES	Match Taxes			2 Refresh Data Save Matches
ONNECT				
ETUP	In order to exchange data with Qui	:kBooks Online, we need to know which QuickBooks items correspo	nd to your LMN Taxes	
Import QB Customers	UnMatched Taxes Matche	d Taxes Pending Updates 4		
mport QB Vendors	Filter For:			
ink Service Items	Showing 1 to 3 of 3 items.			< 1/3 <
ink Classes	LMN Tax Code	QuickBooks Online Tax Code	Select QuickBooks Expense Account	
ink Customers	HST	<no match=""></no>	SELECT ACCOUNT>	~
ink Vendors	HST 2	<no match=""></no>	SELECT ACCOUNT> Uncategorized Expense	
ink Staff	Test	<no match=""></no>	SELECT ACCOUNT>	
ink Tax Codes				
nk Pay Methods				Save Matches
TIMATES				
ublish Estimates				

Vendor Bills Settings:

Next, it is time to review the settings that will apply to your Vendor Bill exports. Within LMN Accounting's Vendor Bills submenu, click on the '**Settings**' link. Here you will see two selectors:

- On this screen you can also set whether or not you want tax information to come along with your Vendor Bills as they are exported from LMN to QuickBooks.
 - Check 'My Company Calculates Taxes in Vendor Bills' if you want tax information to be brought over with each bill. (NOTE: you will need to have properly matched your tax codes [see above] if you want the exports to work correctly with this setting enabled.)
 - Check 'My Company does Not Calculate Taxes in Vendor Bills' if you do *not* want tax information to come over into QuickBooks along with your exported vendor bills.

lmn	=	Ð
CHRIS DAVIES	III Vendor Bills Settings	Silve Settings
CONNECT		
SETUP	Tax Settings	
ESTIMATES	My Company calculates Taxes in Vendor Bills (Taxes ON) You will need to match your LMN Taxes with QuickBooks Online Tax Codes in order to publish Vendor Bills.	
Publish Estimates	O Mu Commoni dese net estavlate Tavas in Vender Bills (Tavas OFF)	
Settings	 My Company does not calculate Taxes in Vendor Bills (Taxes OFF) When publishing Vendor Bills, taxes will be ignored. Items will be added to QuickBooks without any tax information. 	
INVOICES		
Publish Invoices		Save Settings
Settings		
TIMESHEETS		
Publish Timesheets		
Settings		
VENDOR BILLS		
Publish Vendor Bills Settings		

Queuing LMN Vendor Bills for QuickBooks Online export:

Before you can export Vendor Bills to QuickBooks, you will need to queue them for exporting within LMN. There are two ways to do this:

• From within the Edit page of a Vendor Bill itself, there is a '**Queue**' button at the top left. (Note: your LMN account will need to have a connected QuickBooks account in order for this button to appear.)

SIN		Home Depot #23413241 - Feb 28, 2023	Delete X Close Seve
	Deshboards		
٢	Budget	Add Vendor Bill Details > ② Add Line Items > ③ Allocate to Job(s)	
	Price List		
1	CRM	Add Vendor Bill Details Uploaded Files (1) Browse Files	
	Estimates	Mone Depot Apr 13, 2023 3:00 PM	
		Bit Refe	
		234/324/1 PO#	
	Update Jobs	2/28/2023	
		lights purchased for this job	
	Jobsile Watch		
	Schedule		
	Timesheets		
	Invoices		
	Reports		
	Quickbooks		
۲	Greenius		

• When looking at a Vendor Bills list -- either the main list accessed under Jobs within the LMN navigation menu, or a list within a job -- you'll now have the ability to checkmark one or more Bills. After you have done so, a prompt will appear with an 'Export to QB' button. When this is clicked, the selected Bills will become **queued**.

	Vendor Bills						
 Dashboards Budget 	Q Search						
E Price List	Bill Day	Vendor	Bill Ref #	PO #	Quickbooks	Allocated	Total Cost
Е сни	Apr 3, 2023	Home Depot	7852585525				\$101.70
Estimates	S Mar 28, 2023	Home Depot	18653552			0	\$248.60
	Mar 22, 2023	Home Depot	15854522			0	\$84.64
Update Jobs Job Groups	Mar 22, 2023	Home Depot	126				\$0.00
Scorecards	Mar 22, 2023	Home Depot	12584852				\$0.00
Jobsile Watch	Mar 21, 2023	Home Depot	1235266316			0	\$271.20
Vendor Bills Schedule	Mar 15, 2023	Home Depot	1245647				\$84.64
Timesheets	Mar 14, 2023	Home Depot	12356				\$282.50
invoices							
Reports Guickbooks	Mar 14, 2023	Home Depot	1345				\$282.50
Greenius	Mar 13, 2023	Home Depot	× (5) Selected	D-			\$282.50
	Mar 1, 2023	Home Depot	(J) Jensted	Export to QB		0	\$84.75
 Help & Resources Settings 	Items per page 25 *	1-24 of 24 Results					•

Reviewing Queued Vendor Bills in LMN Accounting (QuickBooks Online)

To review your queued Vendor Bills before completing the export operation, head into LMN Accounting and select 'Vendor Bills' from the main navigation menu. This will take you to the *Vendor Bills* screen.

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ତ୍ରାmn	-			_		_				_	_
CONNECT	Aver	idor Bill duplica	te								
SETUP						s Online. You can s	et up a Vendor Bill duplicate rule in the Q	uickBooks	Online settings. (QuickBooks Online Account and co	mpany settings A	dvanced Other Prefer
ESTIMATES			I number that's already be tes to Quickbooks Online v			this setting.					
Publish Estimates											
Settings	٩	ueued Vendor	bills 🖪								
INVOICES		Date	Vendor	Order Ref#	PO#	Total Cost	Select QuickBooks Vendor		Select QuickBooks Expense Account		
Publish Invoices	~	Jan 5, 2023	TEST JOD	Buduk	5151	\$50.96	Create New Vendor	~	Commissions & fees	~	Look for Match
	*	Feb 10, 2023	Tiukova Vendor	Test Queue		\$19.00	Create New Vendor	~	<select account=""></select>	v	Look for Match
Settings	~	Feb 20, 2023	njhbj	6654	908	\$3.00	ոյիել	~	Disposal Fees	~	Edit Match
		Mar 14, 2023	Test 1	231	2341	\$30.00	Cigna Health Care	v	«SELECT ACCOUNT»	~	Edit Match
TIMESHEETS											
Publish Timesheets			Testvendor3	3421	2341	\$5.00	Create New Vendor	÷	<select accounts<="" td=""><td>~</td><td>Look for Match</td></select>	~	Look for Match
		Mar 14, 2023	Testvendor3 testvendor5	3421 654	2341 65432	\$5.00 \$0.00	Create New Vendor Create New Vendor	* *		* *	Look for Match Look for Match
Publish Timesheets	۵ ۵	Mar 14, 2023	testvendor5					~			
Publish Timesheets Settings	۵ ۵	Mar 14, 2023 Mar 14, 2023 Mar 14, 2023	testvendor5	654	65432	\$0.00	Create New Vendor	~	<select account=""> <select account=""></select></select>	~	Look for Match
Publish Timesheets Settings VENDOR BILLS	A A A	Mar 14, 2023 Mar 14, 2023 Mar 14, 2023 Mar 14, 2023	testvendor5 test7	654 5643	65432	\$0.00 \$30.00	Create New Vendor Create New Vendor	v		*	Look for Match
Publish Timesheets Settings VENDOR BILLS Publish Vendor Bills	4 4 4	Mar 14, 2023 Mar 14, 2023 Mar 14, 2023 Mar 14, 2023 Mar 20, 2023	testvendor5 test7 testvendor6	654 5643 13 ²²⁴	65432 654 4322	\$0.00 \$30.00 \$60.00	Create New Vendor Create New Vendor testvendor6	* * * *	SELECT ACCOUNT> SELECT ACCOUNT> SELECT ACCOUNT> SELECT ACCOUNT>	>	Look for Match Look for Match Edit Match

If the Vendor associated with your Vendor Bill in LMN text-matches any Vendors already existing in your QuickBooks account, LMN Accounting will suggest the match automatically. To revise a suggested Vendor match, just click on the 'Edit Match' button and you will be able to choose from the list of your existing vendors in QuickBooks.

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TIMATES	The export		es to Quickbooks Onlin			ne vendor					
Publish Estimates			_	Results (52)					-		
ubish Estimates	0.00	ed Vendor	Nille Pl	ABC HARDWARE S	TORE				Select Match		
Settings	4545			Aaron E Berhanu					Select Match		
VOICES	De	ato	Vendor	Adam Saraceno					Select Match		
	1		TEST job	Bob's Burger Joint					Select Match	*	Look for Match
which invoices	A Fe	b 10, 2023	Tiukova Vendor	Books by Bessie					Select Match		Look for Match
lettings		b 20. 2023	where a	Bridget O'Brien					Select Match		
MESHEETS			ritical	Brosnahan Insurar	toe Agency				Select March	~	Edit Match
MESHEETS	A 14	ar 14, 2023	Test 1	Byran Tublin					Select Match	~	Edit Match
Publish Timesheets	A 34	ar 14, 2023	Testvendor3	Cal Telephone					Select Match		
Settings	A 14		testvendor5	Chin's Gas and Oil					Select Match		
			and the second								Look for Match
INDOR BILLS	A 14	ar 14, 2023	test?						Clear Match Cancel		Look for Match
Publish Vendor Bills	🛕 M.	ar 14, 2023	Testvendorf	324	4322	\$60.00	testvendor6	*	-SELECT ACCOUNT>	~	Juliate March
Settings	A 14	ar 20, 2023	Chin's Gas and Oil	7654	8765	\$66.00	Onin's Gas and Oil			-	Ede Match
AYMENTS	- A	ir 12, 2023	Hicks Hardware	6607	95	\$418.10	Hicks Hardware	~	Plants and Sol.	~	Edit Match
Publish Payments	- A		Hicks Hardware	2341		\$361.60	Hicks Handware	~	Plants and Sol	~	Edit Manufe
Settings .	A .At	w 12, 2023	Aaron E Berhanu	241		\$1.356.00		*		-	

If no match was detected by LMN Accounting, this Bill's Vendor dropdown will default to 'Create New Vendor.' From here, there are two ways to connect a QuickBooks Vendor to the bill:

- Use 'Edit Match' to manually match the Bill to a QuickBooks Vendor from your account; or,
- Proceed to Publish the queued Vendor Bill with 'Create New Vendor' selected. If you do so, LMN Accounting will create a new Vendor within your QuickBooks account, using the text from your LMN Vendor Bill's 'Vendor' field.

Cetthings done For review Business overview Banking Cetpaid & pay Customers & leads Commence Payroll	Bill date: Last 12 months /ENCOR	DUE DATE + 04/12/2023	BELAMOINT 5418.10	OPEN BALANCE 5418.10	Give feedback	Manage recurring bills	68) @
Cet things done For review Fanking Catomers & leads Commerce Provil	Bill date: Last 12 months /ENCOR	04/12/2023					,	
Business overview Banking Banking Get paid & pay Customers & leads Commerce Poyroll	Bill date: Last 12 months /ENCOR	04/12/2023					,	
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	est7	03/27/2023	\$30.00	\$30.00	Overdue 16 deys ago		Mark as paid	
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ndors	TEST job	01/06/2023	\$50.96	\$50.96	Overdue Pó deya ego		Mark as paid	• •
la la		Totel	\$989.66	\$989.66				
ustomers					First	Previous 1-7 of 7	Next	Last

Publish your Vendor Bills to QuickBooks Online

To complete the export, click the '**Publish**' button. After you've done so, you can use the **Job Status** screen to confirm that your Vendor Bill exports were successful. If they were, you'll be able to now see those Vendor Bills within your QuickBooks Online account.