



ACCOUNTING USER MANUAL

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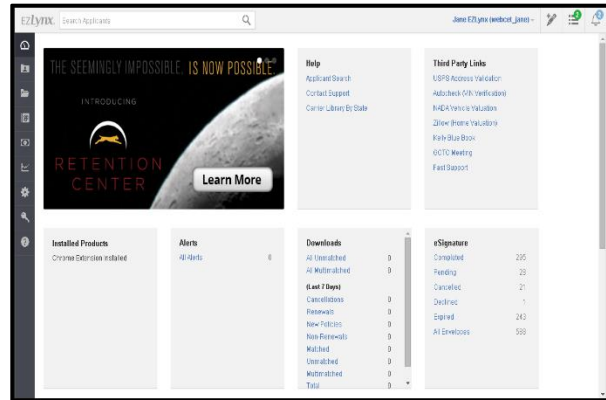
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Welcome to EZLynx Accounting

EZLynx Accounting is one piece of our full circle agency solutions; all the tools an agency needs to manage the customer life cycle - in one place.

Training is key to your success. For a great start with EZLynx Accounting, your EZLynx users are automatically registered for the appropriate training webinars. **It is imperative to follow the training instructions to avoid inaccuracies in QuickBooks.**



EZLynx currently does not provide technical support for integration with any accounting software other than QuickBooks. **All underlined words in the manual are hyperlinks to additional information.**

Click the Accounting icon  BEFORE following any steps in this manual, unless noted otherwise.

The Accounting icon is available on the left side of all EZLynx screens.

AGENCY SETUP TASKS - ADMINS

Before using EZLynx Accounting, an Accounting Admin must complete the agency setup tasks.

VIDEO: [Account Management](#) 22 min.

1 ♦ Assign Accounting Admin(s)

Initially, EZLynx sets up one EZLynx user as the Accounting product Admin. This Accounting Admin can then setup other EZLynx users as Accounting Admins, if desired (see “Configure Users Accounting Access” below).

2 ♦ Configure Users’ Accounting Access

Any user who is responsible for completing accounting tasks must be setup with the appropriate Accounting access to accomplish those tasks. Note: user access can be applied at a branch level.

To configure user access:

1. Hover over the **Accounting** icon and select **Configuration**.
2. Click the **Users** tab.
3. Locate the user and click **Edit**.
4. Agencies with branches only, **select a branch** in the dropdown at top left.

A screenshot of the EZLynx 'Users' configuration page. The top navigation bar includes 'Payees', 'Line Item Types', 'Accounts', 'Users' (highlighted with a red box), and 'System Settings'. Below the navigation bar, the page title is 'USERS'. A table lists users with columns for 'First Name', 'Last Name', 'User Name', 'Accounting Access', and 'Admin'. The first row shows 'Mary Smith' with 'marysmith1' as the user name. The 'Accounting Access' and 'Admin' columns for this user have checkboxes that are currently unchecked. An 'Edit' button (highlighted with a red box) is located at the end of the row.

First Name	Last Name	User Name	Accounting Access	Admin
Mary	Smith	marysmith1	<input type="checkbox"/>	<input type="checkbox"/>

5. Check boxes to **provide specific access** or select the user's role from the dropdown to pre-fill access levels.
6. Click **Save**.
7. **Repeat steps 3 - 6** for each user.

3 ♦ Configure System Settings

System Settings are used to customize the invoices and receipts generated from EZLynx. Some of these tasks may be completed by EZLynx during the onboarding process, however we recommend reviewing them all to check for accuracy, and to set if it hasn't already been done.

1. Hover over the **Accounting** icon, and select **Configuration**.
2. Click the **System Settings** tab.
3. Review all **System Settings** tasks below. Some may have been completed by EZLynx during onboarding. Complete any tasks that are still unfinished.

3.1 The Agency Tab

The settings on the Agency tab are applied to the main office and all branches.

3.1.1 QuickBooks Application (version)

The agency's QuickBooks version is set here by EZLynx during the onboarding process. If the agency transitions to a different QuickBooks version at any point after setup, it is important to update this information.

1. On the **System Settings** page, scroll down to **System Settings** area.
2. At **QuickBooks Application**, select the version your agency uses.
3. At the **Export Transactions** field, leave set to **Summary**, and **Save**.

3.1.2 Export Bank Transfers to GL

The Export Bank Transfers box is **checked by default**. Uncheck this box if bank transfers are made within QuickBooks.

3.1.3 Export by Branch

If the agency uses the Class option in QuickBooks to separate postings by branch, the Export by Branch box should be checked. Access the branch details in EZLynx Accounting, using reports.

3.1.4 Finalize Invoice When Printed or Emailed

The Finalize Invoice When Printed or Emailed box is **checked by default**. This allows users to see at-a-glance whether a customer has paid an invoice.

3.1.5 Use Accrual Basis for Recognition of Direct Bill Income

By default, the system posts direct bill income on receipt date. **We recommend this box is unchecked.**

Optionally, check this box to record the transaction date in QuickBooks as the latter of the policy effective date or current date. Example: a large agency wants to report income based on when the money is *earned*, not when it's *received*.

3.1.6 Default Invoice Due Date

By default, this is set as 0 (zero) days so the invoice due date displays as the current day's date. The due date can be manually changed on an invoice, if desired.

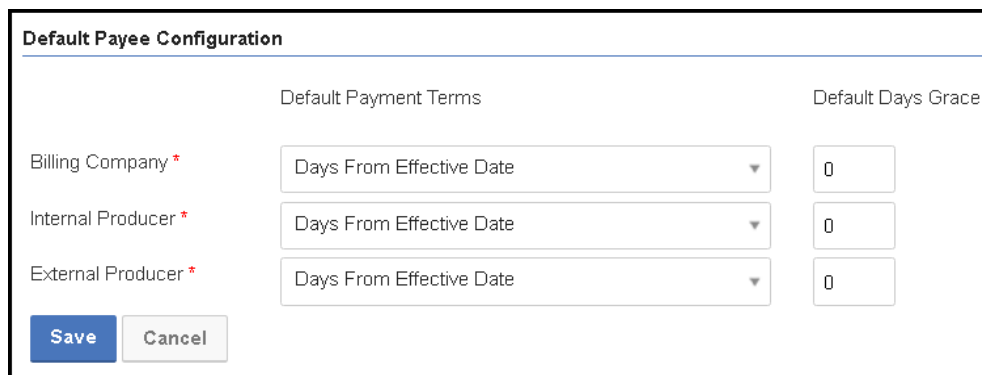
3.1.7 Invoice Date Days Before Effective Date

By default, this is set as 0 (zero) days. This setting only applies to installment invoices. It allows the invoice due date to display in equal increments from the policy effective date based on the installments frequency. The due date can be manually changed on an invoice, if desired.

3.1.8 Default Payee Configuration

Default Payee Configuration is important for accurate payables and production reporting. As new payees are added to EZLynx Accounting, these default payee terms are applied. Set the terms the agency has agreed to for each type of payee.

1. At **Billing Company, Internal Producer and External Producer** fields, select default payment terms for each.
2. Set the **Default Days Grace** (payment grace period), and **Save**.



The screenshot shows a form titled "Default Payee Configuration". It has two columns: "Default Payment Terms" and "Default Days Grace". There are three rows for "Billing Company *", "Internal Producer *", and "External Producer *". Each row has a dropdown menu for "Default Payment Terms" (all set to "Days From Effective Date") and a text input field for "Default Days Grace" (all set to "0"). At the bottom left, there are "Save" and "Cancel" buttons.

	Default Payment Terms	Default Days Grace
Billing Company *	Days From Effective Date	0
Internal Producer *	Days From Effective Date	0
External Producer *	Days From Effective Date	0

3.2 The Branch Tab

The Branch tab is **used to configure the main office**, and any branch offices. On the Branch tab, settings must be set for every location in the drop-down tab. Settings are only applied to the selected location. Every agency will configure their main office settings on this tab first. Then, if the agency has branch offices, configure each branch's settings one-by-one also.

3.2.1 Logo

If the agency supplies a logo during onboarding, EZLynx completes this step. The logo added here is displayed on printed invoices and receipts.

1. At the **Logo** area, click **Choose File (or Browse)**.
2. Locate logo on your computer, and click **Upload Logo**.

3.2.2 Agency Address (Company Information)

The agency address is setup by EZLynx during the onboarding process. Please confirm this is the address you would like to display on printed invoices and receipts.

1. Go to the **Company Information** area.
2. Enter the main or branch office address, and **Save**.

SYSTEM SETTINGS

Agency Branch

EZLynx Test Agency

Logo

EZLynx

Browse... Upload Logo

Company Information

Name * EZLynx Test Agency

Street Address 1 750 State Hwy 121 Bypass

Street Address 2 Suite 151

City Lewisville

State TX

Zip Code 75087

3.2.3 Invoice Email Message

After creating an invoice, it can be emailed to the customer. Enter a message here that will pre-fill these emails; this is a time-saving feature.

1. Go to the **Default Invoice Email Message** area.
2. Enter an invoice message, and **Save**.

3.2.4 Invoice Memo

When creating an invoice, there is an area to enter a customer-specific message. Add a message here that will pre-fill the Memo field on the invoice. It can be edited on an invoice, if desired.

1. Go to **Default Invoice Memo** area.
2. Enter an invoice message, and **Save**.

3.2.5 Invoice & Receipt Footers

When invoices and receipts are printed, they have footer message area that can be customized. These will pre-fill if text is added here.

1. Go to the **Invoice Footer** and **Receipt Footer** areas.
2. Enter invoice and receipt footer messages, and **Save**.

Default invoice email message body	Thank you for choosing Demo Insurance Agency. We have attached a copy of your invoice for your records. We appreciate the opportunity to serve you and your family.
Invoice footer	Demo Insurance Agency is in the business of providing all your insurance solutions quickly and with compassion. Questions? Please contact us at support@demo.com or 877-932-2382.

3.2.6 Upload Invoice Footer Image

Optionally, an invoice footer image can be added to display on printed invoices.

1. Go to the **Invoice Footer Image** area.
2. Click **Choose File** (or Browse), locate logo on your computer, and click **Upload Logo**.

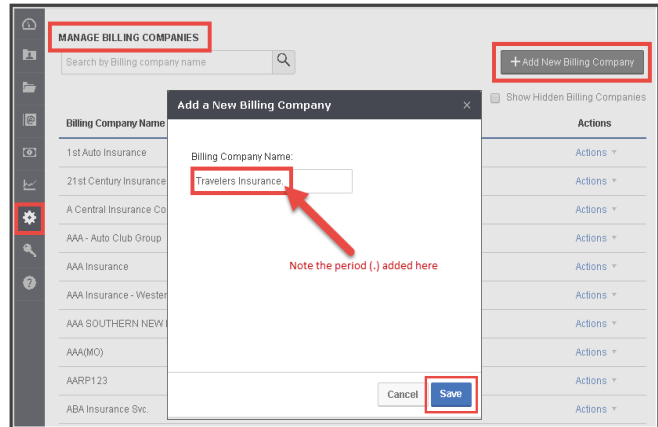
4 ♦ Add Payees

There are three types of payees: Agency Bill, Direct Bill or Premium Finance Company. Before adding a payee, be sure to [set the Default Payee Configuration](#) (payment grace period) for accurate reporting.

4.1 Agency Bill Payees


Agency bill payees are used in the process of creating agency invoices.

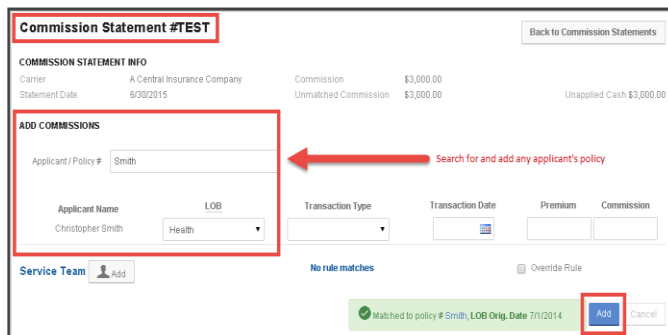
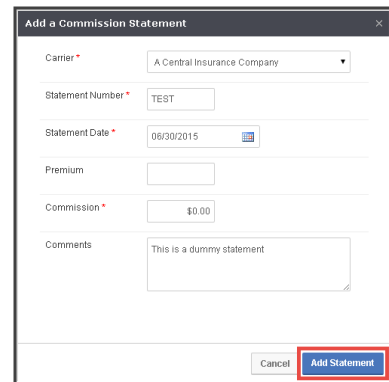
1. Hover over the **Settings** icon, select **Manage Billing Companies**.
2. Click **Add New Billing Company**, enter the carrier name – add a period (.) at the end.
 - A period makes it easy to identify an agency bill company when creating a carrier check.
3. Click **Save**.
4. The billing company is added as a payee once an invoice is generated.



4.2 Direct Bill Payees

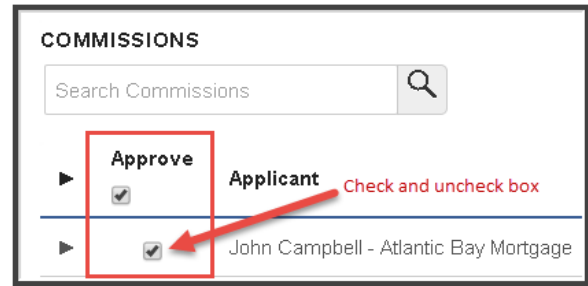
Direct bill payees are used in the process of recording receipts for direct bill commissions and disbursing direct bill payments collected by your agency.

1. Hover over the **Policy Mgmt** icon  at left, select **Commissions**, then **Statements**.
2. Click **Add New Statement**.
3. Select **Carrier**.
4. Enter **Statement #** as “TEST”.
5. Statement Date pre-fills, leave it as is.
6. At **Commission**, enter \$0.00.
7. At **Comments**, enter “This is a dummy statement”.
8. Click **Add Statement**.



9. At **Add Commissions**, locate any policy for any applicant, click **Add**.
 - Dummy statements don't affect important data.

10. Check and uncheck the commission's **Approve** box – this action transfers the payee to EZLynx Accounting.
11. Click **Back to Commission Statements** at upper right.
12. Locate and open dummy statement.
13. Click **Actions** at right, select **Delete**.



4.3 Premium Finance Company Payees

Premium Finance Company payees are used in the process of tracking premium finance companies used by agency customers.

1. Hover over the **Accounting** icon, select **Configuration**.
2. Click **Add Payee** on the right.
3. At the **Name** field, enter Premium Finance Company name.
4. At **Payment Term**, select **Days from Effective Date**.
5. Leave **Days Grace** set to "0" (zero).
6. At **Type**, select **Finance Company**, and **Save**.

5 ♦ Create an EZLynx Accounting Folder

Create an EZLynx Accounting folder on your computer desktop. This folder is used to save export files from EZLynx, which are then imported to QuickBooks.

1. Right-click on **Desktop**.
2. Click **New**, select **Folder**.
3. Name it **EZLynx Accounting**, click **Enter**.

6 ♦ Add EZLynx Chart of Accounts to QuickBooks

The appropriate Chart of Accounts must be entered into an agency's QuickBooks Desktop or Online account BEFORE exporting from EZLynx. **It is imperative that the fields match exactly** – any differences may create inaccurate transactions in QuickBooks.

6.1 QuickBooks Desktop

1. Enter this Chart of Accounts in QuickBooks Desktop.

<u>Account</u>	<u>Type</u>
Accounts Receivable	Accounts Receivable
Direct Bill Receivable	Accounts Receivable
Company Payables	Accounts Payable
Internal Producer Payables	Accounts Payable
Tax Payables	Accounts Payable
Third Party Payables	Accounts Payable
Direct Bill Payment Collected	Other Current Liability
Notes Clearing	Other Current Liability
External Commission Expense	Expense
Internal Commission Expense	Expense
Write Offs	Expense
EZLynx Cash	Bank Account
Import Clearing Account	Bank Account

Account (continued)	Type (continued)
Income	Income
Unapplied Cash	Other Current Asset
Undeposited Funds	Other Current Asset

6.2 QuickBooks Online

1. Enter this Chart of Accounts to your agency's QuickBooks Online account.

Account Name	Type	Detail Type
Accounts Receivable	Other Current Assets	Other Current Assets
Company Payables	Other Current Liabilities	Other Current Liabilities
Direct Bill Payment Collected	Other Current Liabilities	Other Current Liabilities
Direct Bill Receivable	Other Current Assets	Other Current Assets
External Commission Expense	Expense	Cost of Labor
EZLynx Cash	Bank Account	Checking
Import Clearing Account	Bank Account	Checking
Income	Income Service/Fee	Income
Internal Commission Expense	Expense	Cost of Labor
Internal Producer Payables	Other Current Liabilities	Other Current Liabilities
Notes Clearing	Other Current Liabilities	Other Current Liabilities
Tax Payables	Other Current Liabilities	Other Current Liabilities
Third Party Payables	Other Current Liabilities	Other Current Liabilities
Unapplied Cash	Other Current Assets	Other Current Assets
Undeposited Funds	Other Current Assets	Other Current Assets
Write Offs	Expense	Bad Debt

2. Enter these CUSTOMERS into QuickBooks Online.

Customer Name
Accounts Receivable Import
Direct Bill Payment Collected Import
Direct Bill Receivable Import
EZLynx Cash Import
Import Clearing Account Import
Income Import
Notes Clearing Import
Unapplied Cash Import
Undeposited Funds Import
Write Offs Import

- Enter these VENDORS into QuickBooks Online.

<u>Vendor Name</u>
Company Payables Import
Internal Producer Payables Import
Tax Payables Import
Third Party Payables Import

RECURRING TASKS - ADMINS

7 ♦ Deposits

At the start of each deposit period, an admin will create a deposit. This provides a place for other accounting users to add payments as they're collected. At the end of the deposit period, an admin will finalize the deposit.

7.1 Create a Deposit

- Hover over the **Accounting** icon, select **Receivables**, and click the **Deposits** tab.
- Click **Add Deposit**, and enter the required information, including **Branch**.
- At **Control Total**, enter the number 1 as a holding place until deposit is finalized and **Save**.

7.2 Finalize a Deposit

- Hover over the **Accounting** icon, select **Receivables**, and click the **Deposits** tab.
- Click the **Date** column header to sort the column with most recent deposits at top; locate the current day's deposit.
- Click **Reference #** on the left to open deposit.
- Verify the **Receipt Total** matches the deposit slip.
 - To increase the **Receipt Total**, click **Add Receipt**.
 - To remove a receipt that doesn't belong on the deposit, use **Remove** to the right of the receipt.
 - To modify the **Control/Deposit Total**, click **Actions**, and **Edit**.
- Click **Actions**, and **Finalize**.

Reference #	Bank Account	Date	Control Total	Total	Status	Actions
2017-07-10_08:33	Chase Bank	07/10/2017	\$1.00	\$0.00	Open	Select

(see screenshot on next page)

DEPOSIT OVERVIEW

Bank Account: Chase Bank
 Reference No.: 2017-07-10_08:33
 Deposit Date: 07/10/2017
 Deposit Total: \$ 00
 Receipt Total: \$212.00
 Status: Open

Actions

- Edit
- Finalize
- Refund Reverse
- Print
- Delete

RECEIPTS

Receipt	Payment Type	Payer	Amount	Date	
001174	Check	Henry Case	\$212.00	05/12/2017	Remove

Add Receipt

7.3 Print Deposit Summary

To assist with maintaining the office’s cash flow, you can print a deposit summary.

- From **Deposit Overview**, click **Actions**, then **Print**.
 - The data needed to create a deposit slip appears.

DEPOSIT OVERVIEW

Bank Account: Chase Update
 Reference No.: 2016-08-18
 Deposit Date: 08/18/2016
 Deposit Total: \$300.00
 Receipt Total: \$300.00
 Status: Finalized

Actions

- Edit
- Finalize
- Refund Reverse
- Print
- Delete

RECEIPTS

Receipt	Payment Type	Payer	Amount	Date	
000153	Check	Trevor Joy	\$300.00	08/18/2016	Remove

Add Receipt

Deposit Summary
 #2016-08-18 — 8/18/2016

DATE: 8/18/2016
 NAME: EZLynx Test Agency
 ACCOUNT NUMBER: 123123
 ACCOUNT NAME: Chase

Print

CASH PAYMENTS

Payer	Amount
No Cash Payments	

CHECK PAYMENTS

Payer	Check #	Amount
Trevor Joy	1345	\$300.00
		\$300.00

DEPOSIT TOTAL: \$300.00

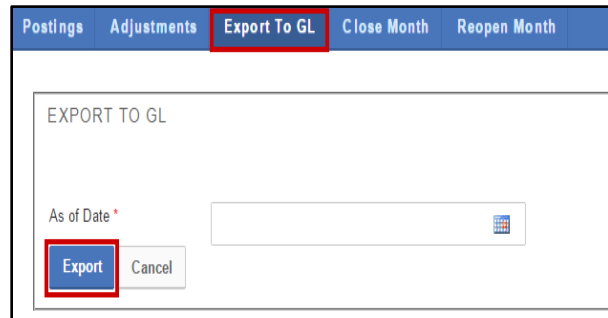
8 ♦ Export from EZLynx

We recommend exporting the General Ledger and checks from EZLynx and into QuickBooks every day because this helps identify errors faster, which in turn makes fixing the errors easier. Exports are usually completed by an Accounting Admin.

8.1 Export General Ledger

The General Ledger export contains all of the transactions in your EZLynx account, except for checks. This export includes deposits, receipts, statement information and invoices.

1. Hover over the **Accounting** icon, select **General Ledger**.
2. Click the **Export to GL** tab.
3. Click the **Export** button.
4. Select a date, and click **Export**.
5. Save the export file to the EZLynx Accounting folder on your Desktop.



8.2 Export Checks (QuickBooks Desktop Users Only)

Once checks are exported from EZLynx and imported to QuickBooks, they can be printed.

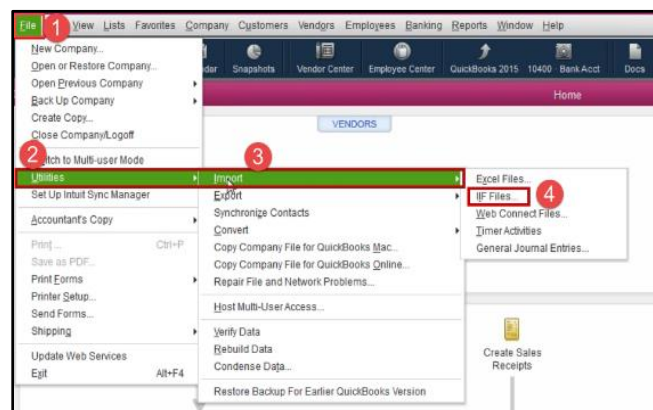
1. Hover over the **Accounting** icon, select **Payables**.
2. Click the **Export Checks** tab.
3. Click the **Export** button.
4. Select the checks to export (previously exported checks are not displayed here).
5. Click **Export**.
6. Save the export file to the EZLynx Accounting folder on your Desktop.

9 ♦ Import General Ledger and Checks to QuickBooks (Desktop Users Only)

Once the General Ledger and checks are exported from EZLynx, they must be imported to QuickBooks Desktop.

9.1 QuickBooks Desktop

1. Open QuickBooks Desktop.
2. Click **File>Utilities>Import>IIF Files**.
3. Select the file from the EZLynx Accounting folder and click **Import**.
4. Once imported, the accounts are updated and all the journal work is completed.
5. Follow steps to [Review QuickBooks Accounts for Zero Balance](#).



9.2 QuickBooks Online

The direct integration automatically imports the data to QuickBooks Online.

1. Follow steps to [Review QuickBooks Accounts for Zero Balance](#).

9.3 Review QuickBooks Accounts for Zero Balance

After importing general ledger and checks from EZLynx, QuickBooks Accounts should have a \$0 balance. **Contact accountingsupport@ezlynx.com immediately if any of these accounts don't have a \$0 balance after import.**

To verify QuickBooks Accounts balances:

1. After exporting BOTH the General Ledger and Checks from EZLynx and importing them to QuickBooks Desktop or Online, go to Chart of Accounts.
2. At the following account names, verify the balances are \$0.
 - **Import Clearing Account**
 - **Unapplied Cash Account**
 - **Undeposited Funds Account**
 - **Agency Bank (Clearing) Account(s)** – if agency has two bank accounts, trust and operating, both have a second account with (Clearing) in the name. For example; My Agency Trust, and My Agency Trust (Clearing).

10 ♦ Close Month

We recommend closing each month to prevent entry of back dated transactions and duplicate entries on EZLynx Accounting production reports.

10.1 Close Month

Once a previous month's books are reconciled, they should be closed.

1. Hover over the **Accounting** icon, select **General Ledger**.
2. Click the **Close Month** tab.
3. Check that the correct month is being closed, then click **Yes**.

Tips for closing a month:

1. Verify that all transactions for the month are closed and recorded in the applicant accounts. Transactions **MUST NOT** be entered once the final Close-Day procedure is run.
2. Add any miscellaneous journal entries and cash account entries for items.
3. Distribute Invoices from the Billing tab then click on the Distribute Invoices and distribute any invoices that have not been sent for the month either by email or by print and mail.
4. Export the checks and General Ledger to QuickBooks.

10.2 Reopen Month

Occasionally a closed month must be reopened to fix an error.

1. Hover over the **Accounting** icon, select **General Ledger**.
2. Click the **Reopen Month** tab.
3. Check that the correct month is being reopened, then click **Yes**.

USING EZLYNX ACCOUNTING – ALL USERS

11 ♦ Recommended Workflows

The following workflows are recommended for collecting payments and working with direct bill commission statements. Other sections of this manual explain how to perform the workflow tasks.

11.1 Collecting Payments

Agency Bill – The agency retains commissions from customers' payments.

Direct Bill Payment – Must track any payments made to the agency in order to then pay the carriers.

When collecting Agency or Direct Bill payments:

1. Create an **Invoice** (skip this step for direct bill payments).
2. Create and apply a **Receipt**.
3. Record payment on the open **Deposit**.

11.2 Direct Bill Commission Statements

Agencies either receive downloaded commission statements from carriers, or manually enter their direct bill commission statements into EZLynx Management System. Commission statements are used to track and pay producers' commissions within EZLynx.

MANUAL: [EZLynx Commissions User Manual](#)

To reconcile carrier commission payments or pay producers' commissions:

1. Approve the carrier's **Commission Statement**.
2. Create a **Receipt** from the commission statement.
3. Finalize the carrier's **Commission Statement**.
4. Create a **Deposit**.
5. Create producers check to pay commissions.
6. Export **Checks** and **General Ledger** from EZLynx.
7. Import **Checks** and **General Ledger** to QuickBooks.

12 ♦ Receivables

When the agency receives any type of payment, such as carrier commissions and customer premiums, EZLynx Accounting is used to record the payments by creating invoices and receipts.

12.1 Agency Bill Invoices

For agency bill policies, begin by creating a customer invoice. The steps for creating this invoice vary depending on the payment terms and whether a Premium Finance Company is involved.

VIDEO: [Agency Bill Basics](#) 23 min.

Always enter the Agency Bill policy before creating the invoice:

1. From the applicant's **Overview** tab, locate the policy.
2. At right, click **Actions**, select **Edit**.
3. At **Billing Type**, select **Agency Bill**.
4. At **Written Premium**, enter net premium amount.
 - Net premium includes policy premium and commissions only. Taxes and fees are added as line items on the invoice.
5. Click **Save Policy**.

Now create the invoice:

6. From the **Overview** tab, click **Create Invoice**.
7. Select the **Policy**.
8. Click **Create Invoice** and land on **Create Invoice** page.
9. Now create a **Single Invoice** or **Installment Invoice** using instructions below.

12.2 Single Invoice (No Premium Finance Company)

VIDEO: [Creating Agency Bill Single or Premium Finance Invoices](#) 4 min.

To create a single invoice:

1. At **Invoice Type**, select **Single Invoice**.
2. Verify the **Due Date**.
3. **Add Line Items** for taxes and fees, if appropriate.
4. Click **Create Invoice**.
 - Or, click **Save as Pending** to finish it later. Pending invoices are located on the applicant's **Invoices** tab in the **Pending Transactions** grid.
 - There are two options for working a pending invoice:
 - Click **Bill** to edit and/or create the invoice.
 - Or, click **Delete**.
5. Once an invoice is created, go to **Actions**, click **Select**, then:
 - **Print**
 - **Email**
 - **Pay** - to collect a payment and create a **New Receipt**:
 - At **Comment**, enter carrier name and last four digits of policy #.
 - At **Deposit**, select the appropriate day's deposit reference #, or set to **None**.
 - Click **Save**.
 - Payment is received, applied and ready for deposit - to pay the carrier.

12.3 Apply a Credit Invoice

On occasion, a customer's open invoice needs the amount due adjusted.

Quick Workflow:

1. **Create a negative amount (refund) invoice** for the balance of the open invoice.
2. **Create a new single invoice** for the new total due amount.
3. Create a **receipt**:
 - Go to the applicant's **Invoices tab**, and click **Add Receipt**.
 - Enter amount the customer paid, complete other fields, and **Save**.
 - Click **Actions**, and select **Apply by Invoice**.
 - Select the negative amount (refund) invoice first, and **Save**.
 - Repeat steps 3-4 to select the new single invoice.

12.4 Installment Invoice

With EZLynx Accounting, it is easy to create an installment invoice. To update an existing installment invoice, go to [Updating Installments](#).

To create a new installment invoice:

1. At **Invoice Type**, select **Installments**.
2. Enter **No. of Installments** – excluding the deposit (down payment).
3. Select **Frequency** of payments.
4. At **Equal Installments**:
 - Only if a percentage down deposit is made, uncheck the box, and enter **Percentage Down** amount – the remaining payments will be equal.

Invoice Type: Installments

No. of Installments: 5

Frequency: Monthly

Equal Installments:

Percentage Down: 20

5. **Add additional line items** for taxes and fees, if appropriate.
6. Click **Create Invoice**.
7. The **Installment Allocation** window appears:
 - Confirm each invoice effective date is correct.
 - If necessary, change the **Net Premium, Retained Commission** and/or **External Commission** percentage(s) by clicking the corresponding % icon (percent sign) from the **Installment** column.
 - Enter the new percentage amount and click **Calculate**. This re-calculates the deposit and monthly installments.
 - Click **Save**, and land on the Invoices page.

Line Items	Amount	Installment 1 (Deposit) Invoice Effective Date	Installment 2 Invoice Effective Date	Installment 3 Invoice Effective Date	Installment 4 Invoice Effective Date
		04/14/2015	05/14/2015	06/14/2015	07/14/2015
Net Premium	\$3750.00	937.5	937.5	937.5	937.5
Retained Commission	\$1125.00	281.25	281.25	281.25	281.25
External Commission	\$125.00	31.25	31.25	31.25	31.25
Total	\$5000.00	\$1250.00	\$1250.00	\$1250.00	\$1250.00

8. To record the deposit, locate the invoice, from the **Actions** column, click **Select**.
9. Click **Pay**, then the **New Receipt** tab.
10. At **Comment**, enter carrier name and last four digits of policy #.
11. At **Deposit**, select the appropriate day's deposit reference # or leave it set to **None**.
12. Click **Save**.
13. The payment is received, applied and ready for deposit in order to pay the carrier.

12.5 Update an Installment Invoice

The update installments feature is only used when there is a change in premium for existing installment invoices.

1. Locate the applicant.
2. From the **Overview** tab, locate the policy.
3. At right, click **Actions**, select **Change**.
4. At **Change of Premium** field, enter additional amount.
5. At **Generate Invoice**, select **Yes**, click **Save**.
6. At **Invoice Type**, select **Update Installments**.

7. Click **Create Invoice** – the system automatically locates the existing installment invoice.
8. In the Update Installments window, only edit the first payment amount, then click the **Calculator** icon to re-calculate the remaining payments.
9. Click **Save**.

12.6 Premium Finance Invoice

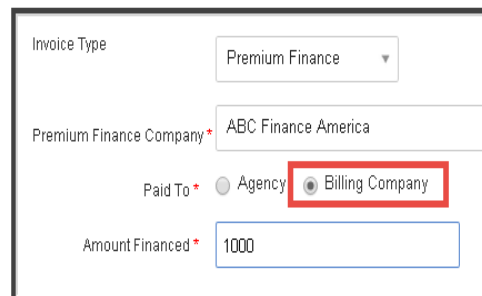
A Premium Finance Company may be used by a customer to finance part of an insurance policy premium. The financed amount is either sent to the billing company or the agency.

VIDEO: [Creating Agency Bill Single or Premium Finance Invoices](#) 4 min.

12.6.1 Paid to Billing Company

When the financed amount is sent directly to the billing company, the agency collects any remaining premium, associated fees and retained commissions.

1. At **Invoice Type**, select **Premium Finance**.
2. Select the **Premium Finance Company**.
 - If company is not in dropdown menu, see agency setup tasks.
3. Select **Paid to Billing Company**.
4. Enter **Amount Financed** per your agreement.
5. Add additional line items, if appropriate.
6. Click **Create Invoice**.
7. Now, to record the deposit payment, find the invoice, click **Select** under the **Actions** column.
8. Click **Pay**, and the **New Receipt** tab.
9. At **Comment**, enter carrier name and last four digits of policy #.
10. At **Deposit**, select the appropriate day's deposit reference # or leave it set to **None**.
11. Click **Save**.
12. Payment is received, applied and ready for deposit - to pay the carrier.



The screenshot shows a form for creating a Premium Finance Invoice. The 'Invoice Type' dropdown is set to 'Premium Finance'. The 'Premium Finance Company' dropdown is set to 'ABC Finance America'. The 'Paid To' field has two radio buttons: 'Agency' (unselected) and 'Billing Company' (selected and highlighted with a red box). The 'Amount Financed' field is set to '1000'.

12.6.2 Paid to Agency

When the financed amount is sent directly to the agency, the agency is responsible for paying the carrier the entire premium plus any associated fees.

1. At **Invoice Type**, select **Premium Finance**.
2. Select the **Premium Finance Company**.
 - If company is not in dropdown menu, see agency setup tasks.

3. Select **Paid to Billing Company**.
4. Enter **Amount Financed** per your agreement.
5. Add additional line items, if appropriate.
6. Click **Create Invoice** - 2 invoices are created; one each for the customer and finance company.
 - An invoice # that ends with "F" is for the finance company.
 - Each invoice is paid separately.
 - To view collected payment information for both invoices, simply click the Finance invoice.
7. Enter the finance company receipt in the Accounting portal.
 - Go to the Receivables page, click **Add Receipt**.
 - At **Payer**, select the finance company.
 - Enter required data, and **Save**.
 - Click **Actions**, then select **Apply by Invoice**.
 - Choose the **invoice line items** and click **Save**.

Invoice Type: Premium Finance

Premium Finance Company: ABC Finance America

Paid To: Agency Billing Company

Amount Financed: 1000

Invoice	Apply by
000784	Apply by Invoice
000784F	Apply by Invoice

12.7 Direct Bill Payment

An agency may accept and forward direct bill policy payments to the carrier on behalf of their customer. It is important to record this type of payment, a Direct Bill Payment, in EZLynx. When forwarding direct bill payments to a carrier, the agency does not retain the commission at this time. Instead the agency receives a direct bill commission statement and check from the carrier at a later date.

VIDEO: [Direct Bill Payments](#) 12 min.

To record a Direct Bill Payment in EZLynx:

1. Locate the applicant.
2. Click the **Invoices** tab.
3. Click **Add Direct Bill Payment**.
4. Complete required fields.
 - At **Payment Type**, select Cash, Check, or Credit/EFT. Or, choose **Forward** if the customer's payment will not be deposited to the agency's bank account.
 - At **Payment To**, enter the carrier name.
5. **Amount Due Carrier** – enter the total amount to pay the carrier
6. Click **Sweep Account** if you have already uploaded the payment on the carrier site. This will automatically record the carrier payment transaction in EZLynx Accounting.

- Verify the **Bank Account** that appears
- At **Fees**, enter collected fees when applicable; click **Add Fee**, select an existing line item.
 - Email accountingsupport@ezlynx.com to add customized line items.
 - At **Amount Received**, verify the total payment collected that is pre-filled.
 - Choose to add the receipt to an existing deposit by selecting the **Reference #**, or leave it set to **None**. An admin will need to finalize the deposit at the end of the day.
 - Click **Save**.
 - The payment is received, applied and ready for deposit.

12.8 Record Commissions from a Direct Bill Statement

Each time the agency receives a direct bill statement from a carrier that includes commissions credited to your account, a receipt must be created in EZLynx Accounting.

- First, approve the commission statement in EZLynx.
- Click **Create Receipt**; at **Payer**, enter the carrier.

- At **Amount**, enter the deposited amount.
- Select the **Payment Type**, and **Save**.

13 ♦ Checks (Payables)

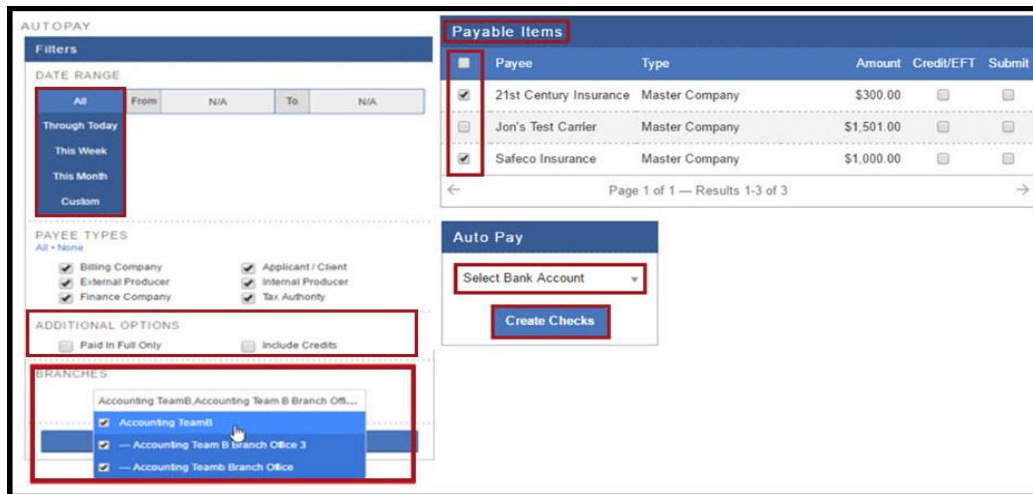
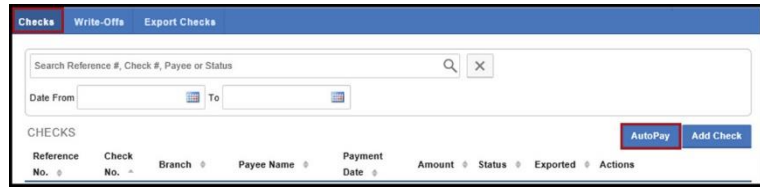
Use EZLynx Accounting to create checks which are any records of agency payments to carriers, customers and producers. Journal entries are created in EZLynx, then exported to QuickBooks for printing checks.

13.1 AutoPay

With AutoPay, create checks for multiple payees from open payables in a single step; payables can include agency or direct bill payments, or producer payables.

To use AutoPay:

1. Hover over the **Accounting** icon, select **Payables**, and click **AutoPay**.
2. Set the filters to pull the appropriate payable items:
 - **Payable Items** - all agency and direct bill payments, and producer payables. Filter by a due date range, payee types, and paid-in-full payments.
 - At **Additional Options**, the **Include Credits** checkbox is used to apply credit invoices, for example - a premium refund. Always check this when paying producer commissions.
 - The **Branches** dropdown is available for agencies to select the applicable location.



3. Check boxes for the appropriate Payable Items and designate whether each is a **Credit/EFT** payment.
4. Also, check appropriate **Submit** boxes for the payable items (recommended).
 - Or, to modify the check before finalizing, leave the box unchecked.
5. At Auto Pay, select the disbursement **Bank Account** from the dropdown and click **Create Checks**.
6. All checks are individually created, finalized, and ready to export to QuickBooks for printing.

13.2 Check Detail Report

Having access to a daily check summary is important. The Check Detail Report is used to print a check summary when the information won't fit on a check stub, like a commission check.

To print a Check Detail Report:

1. Hover over the **Accounting** icon, select **Payables**, and click blue **Check Reference #**.
2. From **Check Overview**, click **Actions**, and **Check Detail Report**.

- This report includes the applicant, payee, payment date and amount details, as well as the policy #, and totals.

CHECK

Payee: 21st Century Insurance
 Bank Account: Sweep Account
 Payment Date: 08/18/2016
 Reference Number: 000074
 Amount: \$2700.00
 Type: Check
 Exported:

Status: **Finalized**
Check Number:

Actions

Edit

Select Line Items

Refund Unapplied

Refund Credits

DB Disbursement

Delete

Submit

Reverse

Check Detail Report

Line Item Type

Check Detail Report

PAYEE: 21st Century Insurance
REFERENCE NUMBER: 000074
AMOUNT: \$2,700.00
PAYMENT DATE: 8/18/2016

Print

CHECK DETAILS

Applicant	Policy No.	Inv. Eff. Date	Invoice No.	Amount
Trevor Joy	13452135	4/6/2015	000009	\$1,350.00
Trevor Joy	13452135	4/6/2015	000009	\$1,350.00

TOTAL: \$2,700.00

14 ♦ Refunds

14.1 Agency Bill – Customer or Premium Finance Company Refund

Occasionally an agency may need to refund a customer or premium finance company for a premium overpayment on a direct bill policy. For example, when an endorsement change causes a premium decrease. In turn, a producer may have to pay back part or all of a previously paid commission.

Quick workflow:

1. Create a negative amount invoice.
2. Create a carrier receipt.
3. Issue a customer or finance company check.

14.1.1 Create a Negative Amount Invoice

1. Go to the applicant's **Overview** tab, locate the policy and click **Actions**.
2. Select **Change** or **Cancel**.
3. At the **Change Premium** or **Cancellation Return Premium** field, enter the refund amount as a negative number.
4. At **Generate Invoice**, select **Yes**, then click **Save** or **Cancel Policy**.

Cancel Policy

Cancellation Date * 04/14/2015 2 Cancellation Return Premium * (\$250.00)

Master Company * ACE Written Premium * \$1,750.00

Writing Company ---Select--- Full-Term Premium * \$2,000.00

Billing Type * Agency Annual Premium * \$2,525.95

Billing Company * Bankers Standard Ins Co Total Commission 10 %

Generate Invoice Yes 1

Rating State * MO

LOB Orig. Date 1/28/2014

Original Producer Code

Producer Code Override

SERVICE TEAM

Overridden Override Rule

Jacob Black (CSR) 10 %A (\$2.50)

Description

3

5. At **Billing Premium**, enter the refund amount as a negative number.
6. At **Gross Commission**, enter the agency commission percentage.
7. Verify applicable producer(s) appear under the **Service Team** area. If needed, click **Add** to enter a producer and commission.
8. Follow customer or finance company instructions:

For a customer refund:

- Create a **Single Invoice**.
- Go to [Create a Carrier Receipt](#).

Or, for a finance company refund:

- At **Invoice Type**, select **Premium Finance**.
- Select the **Finance Company**, and leave **Paid To** as **Agency**.
- At **Amount Financed**, enter the refund amount as a negative number.
- Verify the **Invoice Total** at left is the total amount owed the **customer**. Frequently, this equals \$0.
- Click **Actions**, and select **Create Invoice**.
- Go to [Create a Carrier Receipt](#).

14.1.2 Create a Carrier Receipt

1. Hover over the **Accounting** icon, select **Receivables**, and click **Add Receipt**.
2. At **Payer**, enter the billing company.
3. Enter credit amount from billing company, and **Save**.
4. Click **Actions**, and select **Apply by Line Item**.
5. Select applicable line items, then **Save**.

14.1.3 Issue a Customer or Finance Company Check

1. Hover over the **Accounting** icon, select **Payables**, and click **Add Check**.
2. At **Payee**, select customer or finance company.
3. Complete check details, and click **Save**.
4. Click **Actions**, and **Select Line Items**.
5. Search for invoice, select the line items to refund, click **Add**, then **Next**.
6. Verify the refund amount and **Save**.
7. Click **Actions**, and select **Submit**.
8. **Export checks from EZLynx**, then **import to QuickBooks**.

14.2 Direct Bill

For direct bill policies, when a customer is owed money due to a premium overpayment, a refund is issued in EZLynx Accounting.

To issue a direct bill customer refund:

1. Go to the applicant's **Invoices** tab, and click **Add Receipt**.
2. Select **Actions**, and choose one; Apply by Invoice, DB Cash Payment, etc.
 - For DB Cash Payment:
 - a. At the **Amount** field, enter the amount to pay the carrier/billing company.
 - b. Enter carrier and policy # as the **Comment**, and **Save**.
3. Click **Actions**, select **Refund Unapplied**.

15 ♦ General Ledger

The General Ledger is an overview of the agency account including postings, adjustments and exports. Only Accounting Admins can access General Ledger postings. For General Ledger access, email accountingsupport@ezlynx.com.

15.1 Postings

The Postings page list all transactions recorded in EZLynx. To review an existing post, use the search feature.

To search postings:

1. Hover over the **Accounting** icon, select **General Ledger**.
2. Use the **Search** box to locate postings by invoice #, payment reference # or posting date.
3. Tab through the invoices to locate the posting entry.

15.2 Journal Entries (non-QuickBooks agencies only)

Journal entries are used as a last resort to correct invoice, receipt and deposit errors. It is better to reverse an inaccurate transaction – as outlined in other areas of the manual.

To add a journal entry:

1. Hover over the **Accounting** icon, select **General Ledger**.
2. Click **Add Journal Entry**.
3. Select the **Debit** and **Credit GLs**, enter **Amount** and a comment, if desired.
4. Check your information for accuracy, **because once saved, postings cannot be edited or deleted. For a journal entry error, you must add a new entry to offset the error.**
5. Click **Save**.

15.3 Adjustments (non-QuickBooks agencies only)

An adjustment is an alternative to creating a write-off or transaction reversal.

To add an adjustment to the GL:

1. Hover over the **Accounting** icon, select **General Ledger**.
2. Click the **Adjustments** tab to view list of active adjustments.
3. Click **Add Adjustment**.
4. Enter a **Payment Date**, and **Save**.
5. Click **Actions**, then **Select Line Items**.
6. Check the boxes for the line items to adjust, click **Add**, then **Next**.
7. Enter the adjustment amount for each line item, click **Save**.
8. Click **Actions**, and **Submit**. At this point the adjustment is final.

Applicant	Invoice #	Line Item	Payer/Payee	GL Account	Amount	Payments	Balance	Adjustment Amount	Comments
accounting release	000050103	Retained Commission	accounting release	Accounts Receivable	\$18.75	\$0.00	\$18.75	-18.00	

Previous Save Cancel

To reverse an existing adjustment:

1. Locate the adjustment.
2. Go to the right and click **Select**, then **Reverse**.
3. This removes the adjustment from the General Ledger.

16 ♦ Reversing Transactions

There are times when an invoice, receipt, deposit or check transaction is created in error in EZLynx Accounting. These transactions cannot be edited or deleted, however EZLynx Accounting supports a reversal process to correct these types of errors.

16.1 Reverse a Receipt, Deposit or Check

1. Export the General Ledger to QuickBooks
2. Hover over the **Accounting** icon, **select one**:
 - **Receivables (receipt or deposit)**
 - **Payables (check)**
3. Locate the **Receipt, Deposit or Check**.
 - To avoid errors related to direct bill cash receipts, reverse the check **BEFORE** the receipt.
4. Go to the right, click **Actions**, and select **Reverse**.
 - For a **Deposit**, select **Refund Reverse**.



16.2 Reverse an Invoice

There are two workflows to complete the reversal of an invoice, depending on whether the original EZLynx receipt is correct or incorrect:

To reverse an invoice with a correct receipt:

1. Reverse the **check**.

2. Reverse the **invoice**, and create a new **invoice**.
3. On the right of the **Receipt**, click **Actions**, select **Apply by Invoice**.
4. Apply the new invoice.
5. Create a new **check**.

To reverse an invoice with an incorrect receipt:

1. Reverse the **check, deposit, receipt and invoice** (in this order).
2. Re-create a new invoice, receipt, deposit and check with the correct information.

17 ♦ Recording Write-Offs

It's important to create write-offs in the Accounting System to clear open AR or AP balances that won't be collected or paid by the agency. If a customer pays less than their invoice total and the agency won't collect the remaining amount – create an AR write off to clear the balance in the books. Create an AP write-off, if your agency owes a carrier, producer or customer, but pays less than the total amount due. The write off clears the AP balance.

17.1 Create an Write-Off for an Open Invoice

1. Hover over the **Accounting icon** and select **Receivables for AR** or **Payables for AP**.
2. Click the **Write-Offs tab**, then **Add Write-Off** at upper right.
3. At **Payer/Payee**, select the customer and leave **Date** set to current date.
4. Click **Save**.
5. At the **write-off line**, click **Actions** on the right, then **Select Line Items**.
6. **Search for the invoice** by number.
7. Select all **invoice line items**.
8. Click **Add**, then **Next**.
9. At each line item, enter the **balance amount as the Write-off Amount**.
10. Click **Save**.
11. Leave the **Status** as **Submitted**.
12. The write-off will transfer to QuickBooks during the next GL export from EZLynx.

18 ♦ Reports

EZLynx Accounting reports are accessed by hovering over the accounting icon and choosing Reporting. Each report can be exported to Excel for sorting and filtering.

18.1 General Ledger

1. **Trial Balance** – the account balance as of a selected date.
 - ✓ Helpful for comparing the year-to-date cash flow total to the current balance.
 - ✓ May be inaccurate if starting balances were added to QuickBooks – still useful to verify the QuickBooks increase or decrease based on EZLynx Accounting entries.
2. **GL Posting Detail** – transactions created within a given date range.
 - ✓ Date range - based on transaction date, not posting date.
 - ✓ Transaction Date – date information was entered in EZLynx.
 - ✓ Posting Date – true date transaction occurred.
 - ✓ Export # – used to trace a transaction's export file.

18.2 Cash

1. **Cash Receipts** – all receipts; grouped by Payment Type: either cash, check or credit/EFT.
 - ✓ Includes producer who created a transaction – for tracking errors.
 - ✓ Date range - based on posting date.
2. **Deposit Summary** –by bank account; for reconciling QuickBooks.
 - ✓ Starting and Ending date ranges are based on deposit posting date.
 - ✓ Deposit Reference # - used to locate an exact deposit for reconciling purposes.
3. **Check Register** – track outgoing money by bank account.
 - ✓ Based on check posting date.
 - ✓ Check Export # - easy reference tool.
4. **Unapplied Cash** – receipts with unapplied balances.
 - ✓ Unapplied cash should be \$0.
 - ✓ Use the Receipt # to clear unapplied balances; to do this, apply an action to the receipt like “Apply to Invoice” or “Apply as a DB Cash Payment”, etc...
5. **Undeposited Funds** – used to ensure every cash or check receipt is deposited to a bank account.
 - ✓ Create a bank deposit for any undeposited cash or check receipt.
 - ✓ Credit or EFT receipts do not require a separate deposit; the receipt window provides the bank account and Send to QuickBooks options.
6. **Direct Bill Cash** – identify collected direct bill payments that haven’t been paid to carriers.
 - ✓ Change the Unpaid Only option to ‘No’ to locate direct bill disbursement transactions; check can then be located and verified.
 - ✓ Enter a date range for the receipt, by posting date.

18.3 Receivables

1. **Aged Receivables** – track outstanding invoice balances.
 - ✓ Displays current amount due, and 30/60/90 days past due amounts.
2. **Aged Receivables by Branch** – track account balances by branch.
 - ✓ Select Branch from dropdown at left, or Group by Branch at right.
3. **Invoice Summary** – retained agency billed commission totals.
 - ✓ Use Direct Bill Commission (management system) report for the agency’s current direct bill commissions.

18.4 Payables

1. **Payable Work List** – track open payables; by producer or billing company.
 - ✓ Depends on an accurate “Invoice Due Date” date range.
 - ✓ Enter “As of Date” as 30 days after the ending Payable Due Date.
 - ✓ May not include all direct bill producer payables because based on Transaction. Date (policy effective date) line items on the commission statement. All direct bill producer payables are immediately available to pay producers with a check.

18.5 Production

1. **Production by Producer** – agency billed transactions; grouped by producer.
 - ✓ Use the Commissions by Producer report for current Direct Bill producer information.

2. **Invoice Line Item Detail** – agency or direct billed transactions; detail or summary view available.
 - ✓ This report will allow you to filter by a specific line item type within a date range to easily total all collected fees.

18.6 Configuration

1. **Payee List** – used to check if a Payee already exists in EZLynx Accounting.
 - ✓ Note: a Writing Company is NOT a Billing Company.
Only a Billing Company can be selected on a receipt or check.
2. **User List** – for viewing each user’s Accounting permissions.
 - ✓ To change a user’s Accounting permissions, [click here](#) for instructions.

19 ♦ FAQ’s

Q. Which versions of QuickBooks are supported by EZLynx Accounting?

A. EZLynx Accounting supports all versions of QuickBooks Desktop, and QuickBooks Online.

Q. Does EZLynx Accounting support accounting at the branch level?

A. Yes! Interactive branch accounting is available in EZLynx Accounting.

Q. Can I import data from my current accounting system into EZLynx Accounting?

A. EZLynx Accounting tracks all new accounting information. QuickBooks allows entering beginning balances. Your agency can print reports from the prior accounting system to keep as historical records.

Q. When moving to EZLynx Accounting, when should my prior accounting system be turned off?

A. We suggest using the prior accounting system until its account balances are moved to QuickBooks.

Q. Can I print checks from EZLynx Accounting?

A. EZLynx supports check integration with QuickBooks. Once checks are exported from EZLynx and imported to QuickBooks, they can be printed.

Q. Can I edit or delete an invoice, receipt or deposit?

A. EZLynx Accounting supports a reversal process that retains an audit trail. The reversal process creates the off-setting transactions/journal entries necessary for updating the transactions.

Q. Can I pay bills with EZLynx Accounting?

A. Carriers, producers, clients and third party payees can be paid using EZLynx Accounting. Operating expenses must be paid using a different system.

Questions? Contact accountingsupport@ezlynx.com.



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