

The interface between EZLynx Accounting and QuickBooks Online (QBO) provides the best of both worlds – a premium accounting system that meets the specific needs of an insurance agency and the world-leading, general ledger software used by more than four million businesses.

Perform Final GL & Check Exports

If your agency is currently using EZLynx Accounting and exporting files to QBO, you must perform a final export of all existing GL and check transactions before activating the direct interface. To export all existing GL and check transactions:

- 1. Click the Accounting icon, then hover over the Accounting icon and select General Ledger.
- 2. Go to the **Export to GL** tab.
- 3. Click the New Export button.
- 4. At As of Date, enter today's date, and click Export.
- 5. Hover over the Accounting icon and select Payables.
- 6. Go to the Export Checks tab.
- 7. Click the New Export button.
- 8. At Export To, select the bank account.
- 9. Select all of the listed checks, and click **Export**.
- 10. Upload the two exported files into QBO using TransactionPro.

Configuration Options

An agency has a few options for configuring the EZLynx and QBO interface. Pick the option that best suits your agency's operations.

Export Type: Real-Time v. On-demand

Transactions can be exported to QBO as they happen in real-time, or in batches on demand.

- **Real Time**: transactions appear in QBO within seconds of posting in EZLynx.
- **On-Demand**: transactions are held in EZLynx until you're ready to export the batch with the quick click of a button. This mode is useful for controlling when transactions appear in QBO, such as when balancing the books at month end.

Export Transactions: Detail v. Summary

Transactions can be exported to QBO at a detail or summary level.

- **Detail**: each individual transaction is sent separately; separate postings for every invoice, receipt, commission statement detail, etc.
 - Detail level is useful for leveraging QBO's robust reporting functionality.
- **Summary**: transactions are summed by date and GL account; for example, as a single posting to the Income Account for each day, and a single posting to Accounts Receivable per day.
 - Summary level is best for running detailed premium accounting reports in EZLynx, and using QBO for higher level P&L.
 - NOTE: Summary not available with real-time exports.



Configure the Interface

Once the final GL & check exports are complete, and you've decided which configuration options you'll use, it is time to configure the interface.

Line item Types Accounts Users System Setting

- 1. Click the Accounting icon, then hover over the Accounting icon and select Configuration.
- 2. Go to the Systems Settings tab, then Agency tab.
- 3. At QuickBooks Application, select Online Webservices.
- 4. Select options for **Export Type** and **Export Transactions**.
- 5. At **Effective Date**, enter today's date.
- 6. **IMPORTANT:** Click **Save** at the bottom of the page.
- 7. Click the **Connect to QuickBooks** button to authorize the interface.
- 8. In the pop-up, enter a Company Administrator's QBO credentials.
- 9. Click Authorize.

SYSTEM SETTINGS Authorize the Sharing of Your Data Between EZLynx Agency Branch QuickBooks Interface and Intuit System Setting **d**D oks Appli Online Webservices duckbooks. EZLYNX Export Type Real Time EZLynx Export Transactions EZLynx QuickBoo Detail Effective Date 2/2/2017 Not Connected QuickBooks Status By clicking Authorize, I allow and Intuit to use my information* in accordance with each vy www.may munouke, tensor was multit to use my mitoritation" in accordance with each company's respective terms of service and privacy policy is Tomis of Service and Privac Policy. Additionally, where applicable, I give limited access to my QuickBooks Payments account to privide me payments-teadle services. I authorize the sharing of data betwee Initial and . Information may include data from QuickBooks Online, QuickBooks Desktog and QuickBooks Payments. Export bank transfers to GL Export by Branch 100 • Finalize invoice when printed or emailed Use accrual basis for recognition of No, thanks et bill inco

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10. The EZLynx System Settings QuickBooks status should now show Connected.

Using the Interface

For **Real-Time Export**, no further action is required. The interface is now running and transactions are sent automatically and immediately to QBO.

For **On-demand Export**, begin exporting batches of transactions whenever you'd like.

- 1. Click the Accounting icon, then hover over the Accounting icon and select General Ledger.
- 2. Go to the Export to GL tab.
- Select an As of Date. Generally, it should be today's date, but you can enter a past date, if desired.
- 4. Click **Process Batch**. The transactions are sent to QBO automatically. Both journal entries and checks are sent together.

EXPOR	T TO ONL	INE GL		
As of Dat	e *	02/17/2017	7	(11s)

Before sending any transaction, the EZLynx interface first attempts to verify a matching GL account, customer, and/or vendor in QBO. If not found, EZLynx creates it.

Questions? Contact accountingsupport@ezlynx.com.