



Lynx

Lynx Quickbooks Online Interface



Revision 1.0

February 2020

1 Overview

The QuickBooks Online interface allows you to post supplier and customer transactions entered in Lynx to the Quickbooks on-line accounting system.

To do this, you have to have a valid Quickbooks Online account, which you can set up at

<https://quickbooks.intuit.com/uk/>

The link includes the following functions:

- i) Import and export supplier records, creating a linkage in Lynx which associates your Lynx and Quickbooks supplier accounts
- ii) Export supplier transactions created in Job Costing to Quickbooks
- iii) Synchronize Nominal account records to enable cost analysis of supplier transactions
- iv) Match Lynx and Quickbooks VAT codes
- v) Match Lynx payment methods to bank accounts in Quickbooks
- vi) Import and export customer records
- vii) Export customer transactions to Quickbooks

As Lynx uses the on-line Quickbooks API, you do not need to download files for subsequent export to Quickbooks. The link is direct from Lynx to the Quickbooks server.

2. Setup

2.1 Lynx Settings

In the Lynx System Config screen, go to the 'Finance' tab, and set the 'ACCOUNTS_EXPORT_FORMAT' field to 'QBONLINE'.

Save your changes, then log out of Lynx and log back in to enable the Quickbooks Online menu option, which appears on the 'Finance' menu (you must have the Finance role enabled to see this).



2.2 Codes

Go into the Quickbooks Online program from the Finance menu and select the 'Codes' tab.

You will see three sections that you need to make sure are set up before you begin:

- i) The Sales Item drop-down. Select the appropriate option from your Quickbooks item list
- ii) Payment Methods: For each, select the Quickbooks bank account to which receipts should be posted
- iii) VAT Codes: For each, select the Quickbooks VAT code that applies

Click the 'Update' button when selection is complete

2.3 Authentication

The first time you go into the Quickbooks Online interface programme, you will be asked to authenticate your Lynx instance with Quickbooks. You will be diverted to the Quickbooks web site to do this.

To authenticate, log in with your usual Quickbooks Email and password. If you have more than one Quickbooks company you will also have to select which company to use with Lynx. Once this is done, wait a few moments and you will be redirected back to your Lynx Quickbooks interface program.

Note that authentication lasts for 100 days, after which you will have to repeat the authentication process.

4. Supplier Importing and Exporting

4.1 Importing Suppliers

If you are new to QuickBooks, you need only export your Supplier data form Lynx to QuickBooks to get started (See 'Exporting Suppliers') below.

If, however, you already have Supplier information in QuickBooks, whether you are new to Lynx or have been running the two systems in parallel, running the Supplier Import function allows you to match up the two systems so that data can be shared between them. Note that the Supplier Import

function is designed for one-time use. It is **highly recommended** that once you have the two systems in sync, that you add new Supplier records to Lynx only, and export them to QuickBooks.

To do the sync, open the 'Suppliers' tab in the QuickBooks interface program and click on the 'Import' button.

Once the matching process has run, which will take a few seconds to retrieve any QuickBooks data on-line, you will be presented with a list of matched records and potential new Lynx suppliers.

Where there is already a matching ID linkage between Lynx and QuickBooks, the default action is to copy the latest QuickBooks data into Lynx.

If there is no match found, a new account will be created in Lynx.

If a match is made using the postcode or telephone number, the default action is to link the records and copy the QuickBooks data to Lynx.

You can turn off the default action for any supplier by un-checking the box beside it, though you should not do this for any suppliers you will use in the future.

There is also an option to establish the linkage between QuickBooks and Lynx, but leave the other Lynx data unchanged. To select this, check the 'Linked Matched Suppliers...' box at the top of the page '

If you do this, Supplier transactions can still be exported to QuickBooks, but the name and address data will remain as-is on Lynx subsequently, using the QuickBooks Export function, you can then use the Lynx data to update QuickBooks, so this is useful if your Lynx data is more current.

Finally, click the 'Import' button to make the amendments to the Lynx data. You will then see a summary of the number of records created, updated and linked.

[4.2 Exporting Suppliers](#)

The Supplier Export process lets you copy Lynx data to QuickBooks for existing accounts, and also to create any new ones in the QuickBooks database.

Lynx will first check for changes to the database that need to be copied to QuickBooks. These will then be displayed.

As with the Supplier Import, you can turn off the default actions for any account, however this should not be necessary, unless you want to preserve QuickBooks supplier information unamended.

You should always allow new accounts to be created, or you will not be able to copy job cost information from Lynx to the QuickBooks supplier.

Click on the 'Export' function to make the changes on QuickBooks. This takes 1-2 sec per supplier, so please bear in mind that if you have hundreds of changes, that it may take a minute or two to complete.

You will see a confirmation of the number of records created and amended.

5. Job Cost Exporting

Exporting job costs from Lynx to QuickBooks is the one import/export operation that does not take place from within the QuickBooks program.

Instead, go to the 'Job Cost Batches' program on the Finance menu.

If you have the QuickBooks Online option turned on in the system configuration, next to any Supplier Invoice Job Cost batches that are complete, you will see a 'QuickBooks' button. Click this to export the job cost batch to QuickBooks.

This will open up a pop-up window, and run the export program which will automatically create purchase invoice records in QuickBooks for each job cost batch line (if the supplier number and invoice are the same, lines will be included under a single invoice, which will have multiple lines).

The export takes a second or two for each line to be created in QuickBooks, so please allow time for the export to complete.

Once the export completes, the program will confirm the number of purchase invoices created and the number of cost lines posted, and you can close the window.

6. Customer Importing and Exporting

6.1 Import and Export

The process for importing and exporting customer records is almost identical to that for suppliers. Please refer to the supplier section.

6.2 Exporting Sales Transactions

Lynx can export Invoice, Credit Note and Receipt data to QuickBooks. Refunds are not currently supported due to the limitations of the QuickBooks online system. Note also that allocation of cash is not supported, and so cash allocation will have to be done in both Lynx and QuickBooks.

On the 'Sales' tab in the QuickBooks program, you are given an 'Export' option, which will simply take all previously un-exported Invoices, Credits and Cash Receipts and post them to QuickBooks. Click on the 'Export' button to see a count of the number of transactions to be exported, and the applicable transaction date range.

Click on the second 'Export' button to action the transfer. The export process takes 1-2 seconds per transaction, so if you have hundreds or thousands of transactions to take across, this can take several minutes, or even hours.

When the transfer process is complete, you will see a summary of the number of invoice/credit and cash transactions posted.

Cash items are all posted to the relevant customer account as 'open' items – any cash allocation performed in Lynx is ignored. Thus all transactions are taken across with their original values, rather than the current outstanding balance. They will therefore have to be allocated in QuickBooks to keep a record of 'what paid what'.

6.3 Marking Old Transactions as Sent

As you may already have been exporting sales transaction data to QuickBooks or entering data manually. This option allows you to exclude transactions on a transaction-date basis.

Simply enter the date up to which you want to exclude items from automatic transmission to QuickBooks and click 'Mark Sent'. This will mark the relevant Lynx records as having been sent already, preventing them from being selected in the Export function.