Follow step-by-step, and check off the tasks in order to connect LMN with QuickBooks Desktop.

lmntime

QB SYNC GUIDE

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STEP #1: INITIAL SETUP [ESTIMATES]

☐ The first step to syncing LMN with QB is to enter your cost codes in LMN. You do this by clicking estimate > cost codes in your LMN menu.

☐ Your cost codes match to your income service items in QB, so if you are unsure on that setup please refer to our sample chart of accounts in our help center (*search "setup my QuickBooks"*) [**TIP**: our help center is located in the Learn LMN tab in your main LMN menu].

☐ In your item catalog, click taxes. You need to have taxes set up and assigned to estimates in order for them to import into QB. If you do not charge tax for certain types of work, you will need to create a "tax exempt" code… call it **EXMT** and set it to **0%**. Now that you have your taxes setup click setup defaults in the top right corner so that you don't need to set frequent taxes every time you create an estimate [**TIP**: copy your sales tax items in QB].

☐ Next click QuickBooks in your LMN menu, then click setup.

☐ You will need to make sure these options are all set or else the sync to QuickBooks will **not** be possible. The default status view, and the estimate status update are based on how you set up your estimate statuses procedures at your company (different at every company).

  o The default export format is related to how your estimates move over to QB. If you want all of your line items to move over, choose detailed. If you only want your work area totals to move over, then choose summary [most popular]. You can always change this option later in the sync tool on a per estimate basis. We suggest sending a test estimate over in each format, and analysing the imported format.

☐ Download the LMN QB Sync Desktop App in QuickBooks > Setup.

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STEP #2: INITIAL SETUP [LMN TIME]

☐ In LMN Time click settings (at the top). Then click payroll codes (on the left).

☐ Click +payroll code in the bottom right hand corner. Set up your payroll codes in LMN Time to match your QuickBooks payroll items because you will match these in the LMN QB Sync Tool for payroll purposes.

☐ Next click payroll in your settings menu and adjust these settings to match your own company payroll setup (consult your accountant if needed). Then set your default payroll codes. These will automatically be applied to your LMN Time jobs unless you manually override them in a job.

☐ You can also set default payroll codes for each job type (just a deeper form of organization). These will override your default payroll codes that you set in your general payroll setup. You can set these in job types which is in your side menu when you are in settings *[we recommend setting each job to an accurate job type for better organization of your jobs]*.

☐ When you set up your jobs in LMN Time make sure that you click payroll in the left side menu and double check that the payroll codes are set appropriately [**note**: if you have already set up jobs at this point and haven't imported to QB yet, double check those to make sure they were set up correct in the first place].

☐ LMN Time automatically uses the cost codes from the LMN Estimating side of things. Every task has an associated cost code. This will pull over from the estimate when you import it as a job into LMN Time, but if you set the job up manually you will want to make sure the cost code is correct for each task. In both of these cases, always double check the cost code of each task or else your employee time will not import into QB [**TIP**: it's also the best place to start looking if you get errors on the LMN Time QB import].

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STEP #3: LMN QB SYNC DESKTOP APP [ESTIMATES]

☐ At the top of the sync app you will see LMN Estimating and LMN Time. Make sure that you are on LMN Estimating for this step.

☐ Click step 1 – "Connect to your LMN account." Sign in. If you get an error chances are you do not have accounting security permissions in your user setup. In that case ask someone at your company who has the ability to edit user security settings to give you that ability to sync with QB (accounting).

☐ Click step 2 – "Connect to your QB company file." **Before you proceed** make sure that you have your QB company file open and that you are in an admin account. Also, make sure that it is in single-user mode. If you see multi-user mode at the top, click file and then click 'switch to single-user mode'.

  o Method A: Click 'choose' and find the company file in your computer directory. In most cases, people find this more difficult than Method B.

  o Method B: In your open QB company file press F2 to open your QB company file info. Highlight the file location then right click and copy. In the LMN Sync App right click in the file location box and click paste [**note**: you will need to close that F2 box in QB with the company file location before you sync or it will throw an error].

  o If you have your QB company file set up on a server, or in the cloud, make sure that you have administrative access to that file. If you run into any issues connecting with your file, you may need to restart your server as well as your computer to make the connection.

☐ When you make that connection it will open a dialog box in QB. It will say "do you want to allow this application to read and modify this company file," click yes (up to you which one, but the easiest one is the one that says 'allow even when QB is not running'). There is **no need** to click the box that says "allow this application to access personal data.

☐ Next you will be prompted with another "digital certificate" confirmation. Click **yes** to proceed.

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☐ Click step 3 – We recommend leaving the estimate import settings on "mark the existing estimate as inactive." The tax setting depends on your location and tax setup, so ask your accountant if you are unsure. This tax setting needs to match your setting in QB. If you have sales tax turned on in QB turn this on in the LMN QB Sync App... if it is off in QB, then leave it off in the App.

☐ Click step 4 – Drag your taxes from QB over to the taxes that you set up in LMN Estimating. Then click next. Drag your income service items from QB over to your cost codes in LMN. You are **not** matching your COGS items to your cost codes, so do not drag those over [**note**: If you need help with this part refer back to the sample chart of accounts (back in STEP #1: INITIAL SETUP), or ask us].

STEP #4: LMN QB SYNC DESKTOP APP [TIME]

☐ At the top of the sync app you will see LMN Estimating and LMN Time. Make sure you are on LMN Time for this step.

☐ The process is the same for the LMN Time connection. Up to step 3.

☐ We recommend leaving step 3 as 'detailed' unless you do not have any jobs that are T&M tasks (tasks set to: track hours and rates for billing-by-the-hour). In that case you may consider the other two options.

☐ In step 4 you will also need to match your staff, and your payroll codes. You set up your payroll codes in step #2 of this guide. If you need clarification on setting up staff, please refer to the LMN Time Setup Guide before proceeding further in this QB Setup Guide. This is a simple drag and drop similar to matching your cost codes in step #3 of this guide [**note**: you do not need to match all employees in order to proceed as you may have employees in QB that you do not have in LMN Time. Just proceed past the warning that pops up].

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☐ You will receive a 'confirmation to allow' dialog in QB when matching staff. Just click **yes** to allow the connection or else you will not be able to proceed.

☐ Click step 5 – "Link your jobs to QuickBooks jobs." This is another simple match like previous steps, although it may take you the most time. Keep in mind that once you match all of your jobs you won't need to do it again. Then you can just use the filter to show you your unmatched jobs next time around.

STEP #5: IMPORT ESTIMATES

☐ In order to import an estimate into QB you need to mark the estimate for QB export. There are two methods to complete this task:

  o Method A: While in an estimate click "customer info" in the tabs at the top. At the bottom you will see many buttons but you will click "mark for QB export." It will now be in your QB export queue.

  o Method B: In your LMN menu click QuickBooks then export. This is your where you can also search for estimates to add to your export queue. If you click the export queue tab at the top, you will see all of estimates that are available to import into QB when using the QB Sync App. This is also where estimates go when you click "mark for QB export" while in an actual estimate.

☐ Now that you have an estimate queued for export, head back to the LMN QB Sync App. Click import. This will bring up all of your estimates that are in your QB export queue.

☐ There are two separate sections in the import list. Standard estimates and service estimates. It is also **very important** to scroll to the right before you import. This is where you can match to customer that is already in QB. If you do not match it will create a new project in QB for you under a new customer.

☐ Congratulations! You've imported your estimate into QB and now you know that all of your costs are recovered and you are building your desired profit into all of your pricing.

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STEP #6: IMPORT EMPLOYEE TIME

☐ In order to import your employee's timesheets into QB for payroll and job-costing, you will need to ensure that your timesheets for that pay period are all approved. To do this, go into LMN Time and click timesheets. Then click approve time. This is where you want to be on a **daily basis**, approving your supervisor timesheets.

☐ In the QB sync app click import time. You are able to import timesheets from the past 1 or 2 weeks, and also choose a start day for that period.

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

☐ Then click next. The QB Sync App will now put all of the hours into your employee timesheets in QB for you. If an error does occur, it is typically an easy fix and due to only a few different reasons. You should open the log and go back to those specific timesheets to pin point the issue:

     o The time for the task being imported doesn't have a task associated with it. Assign a cost code in your task setup for that specific job.

     o A payroll code isn't set correctly. Refer back to step #2 in this guide.

     o **TIP:** if you get errors you may need to re-match your items in your QB Sync App. You must have made a change in LMN Time or QB and need to re-establish that connection.