



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

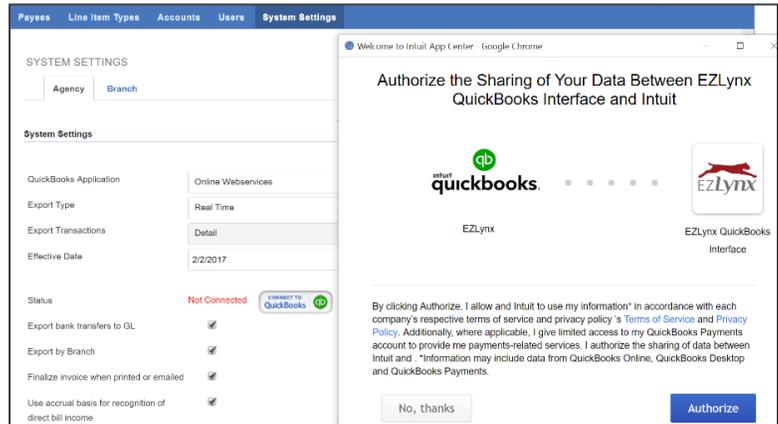
Transactions can be exported to QBO at a detail or summary level.

- **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.

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**.
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.
3. 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.



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](mailto:accountingsupport@ezlynx.com).