

2018

**[LBMX USER GUIDE: QUICKBOOKS
ONLINE INTEGRATION]**

Contents

CONTENTS	1
1. OVERVIEW	2
EXPORTING INVOICES FROM QUICKBOOKS ONLINE: A QUICK OVERVIEW	2
2. GETTING STARTED	3
ACCESSING QUICKBOOKS INTEGRATION	3
3. SENDING INVOICES	3
CONNECT TO QUICKBOOKS ONLINE	3
SENDING INVOICES: FOUR-STEPS PROCESS	7
<i>Step 1: Unmatched Documents</i>	8
Other Options on the Unmatched Invoices Screen	13
<i>Step 2: Review Documents</i>	14
<i>Step 3: Validation Results</i>	16
What to do if there are errors	18
<i>Step 4: Sent</i>	19
4. CONFIRMING INVOICES HAVE BEEN SENT	19
5. TROUBLESHOOTING PROBLEMS	20

1. Overview

This document describes how to export invoices from QuickBooks Online, which will be referred to as “QBO” in this guide, accounting system and send them via EDI (Electronic Data Interchange).

QBO is an online accounting system for businesses. As part of its accounting package, it allows vendors to create invoices for their customers. It does not, however, include the ability to send those invoices to customers via EDI. The LBMX QuickBooks Online Integration allows users to select invoices and send them electronically.

Please note that LBMX is not affiliated with QBO. For more information about QBO, visit www.quickbooks.intuit.com.

Exporting Invoices from QuickBooks Online: A Quick Overview

After creating invoices in QBO, log into accountingintegration.lbm.com. You will be walked through the following process:

1. Authorize access to your QBO invoices by logging into your QBO account
2. Select the date range of invoices you want to export
3. If there are any invoices for customers that are not clearly matched to an EDI receiver (Trading Partner), you will need to update the customer’s information (This information is saved and applied to future invoices, so you won’t have to match them again).
4. Review the invoices to be sent to ensure they are, in fact, the invoices you want to export.
5. The invoices will go through a validation check to ensure that any required information is present. If there are problems, you may need to make changes to the invoices in your QBO account.
6. The invoices will be sent.

2. Getting Started

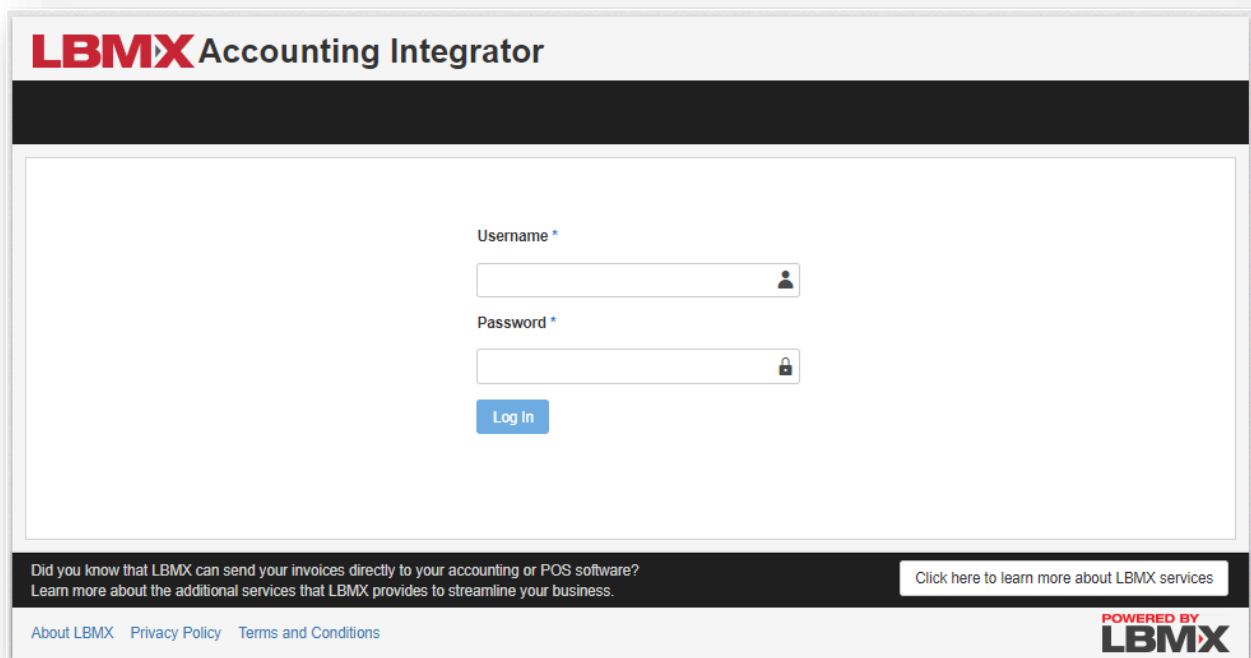
Accessing QuickBooks Integration

The LBMX QuickBooks Integration software is accessed using a secure, password protected web-portal.

Visit: accountingintegration.lbm.com

A login screen will appear.

- Login with the username/password provided by LBMX support team



The screenshot shows the LBMX Accounting Integrator login page. At the top, the title "LBMX Accounting Integrator" is displayed in a bold, red and black font. Below the title is a black horizontal bar. The main content area is white and contains a login form with two input fields: "Username *" and "Password *". The "Username" field has a small person icon on the right, and the "Password" field has a small lock icon. Below the fields is a blue "Log In" button. At the bottom of the page, there is a black footer bar with white text. On the left, it says "Did you know that LBMX can send your invoices directly to your accounting or POS software? Learn more about the additional services that LBMX provides to streamline your business." On the right, there is a link that says "Click here to learn more about LBMX services". Below the footer bar, there are links for "About LBMX", "Privacy Policy", and "Terms and Conditions" on the left, and the "POWERED BY LBMX" logo on the right.

3. Sending Invoices

Once you have logged in, sending invoices from QBO is an easy four-step process.

Connect to QuickBooks Online

In order to access your private information, you must log into your QBO account.


- LBMX only accesses invoice and customer information. No information, other than invoice and customer names, is stored by LBMX. No other data within your QBO account is accessed.

The screenshot shows the LBMX Accounting Integrator interface. At the top left is the LBMX logo and the text "Accounting Integrator". At the top right is a "Portal Demo" dropdown menu. Below the header is a dark grey bar with a home icon and the text "QuickBooks Integration". A red banner contains the heading "Connect to QuickBooks Online" and two lines of text: "Send documents created in QuickBooks Online electronically to your trading partners quickly and easily." and "To begin, use the option below to log into your QuickBooks Online account." Below the banner is a white box with the text "Click the below button to log into your QuickBooks Online account" and a blue button labeled "Connect to QuickBooks". At the bottom of the page is a dark grey footer with the text "Did you know that LBMX can send your invoices directly to your accounting or POS software? Learn more about the additional services that LBMX provides to streamline your business." and a link "Click here to learn more about LBMX services". On the left side of the footer are links for "About LBMX", "Privacy Policy", and "Terms and Conditions". On the right side is the "POWERED BY LBMX" logo.

- a. Click the Connect to QuickBooks button to “punch out” to the QBO site.
- b. On the QBO site, enter your email address or user ID and password.
- c. Click Sign In.

Don't have an account? [Sign up now.](#)

Sign in

 Sign in with Google

or

Email or user ID

Password

Remember me

 Sign In

[I forgot my user ID or password](#)

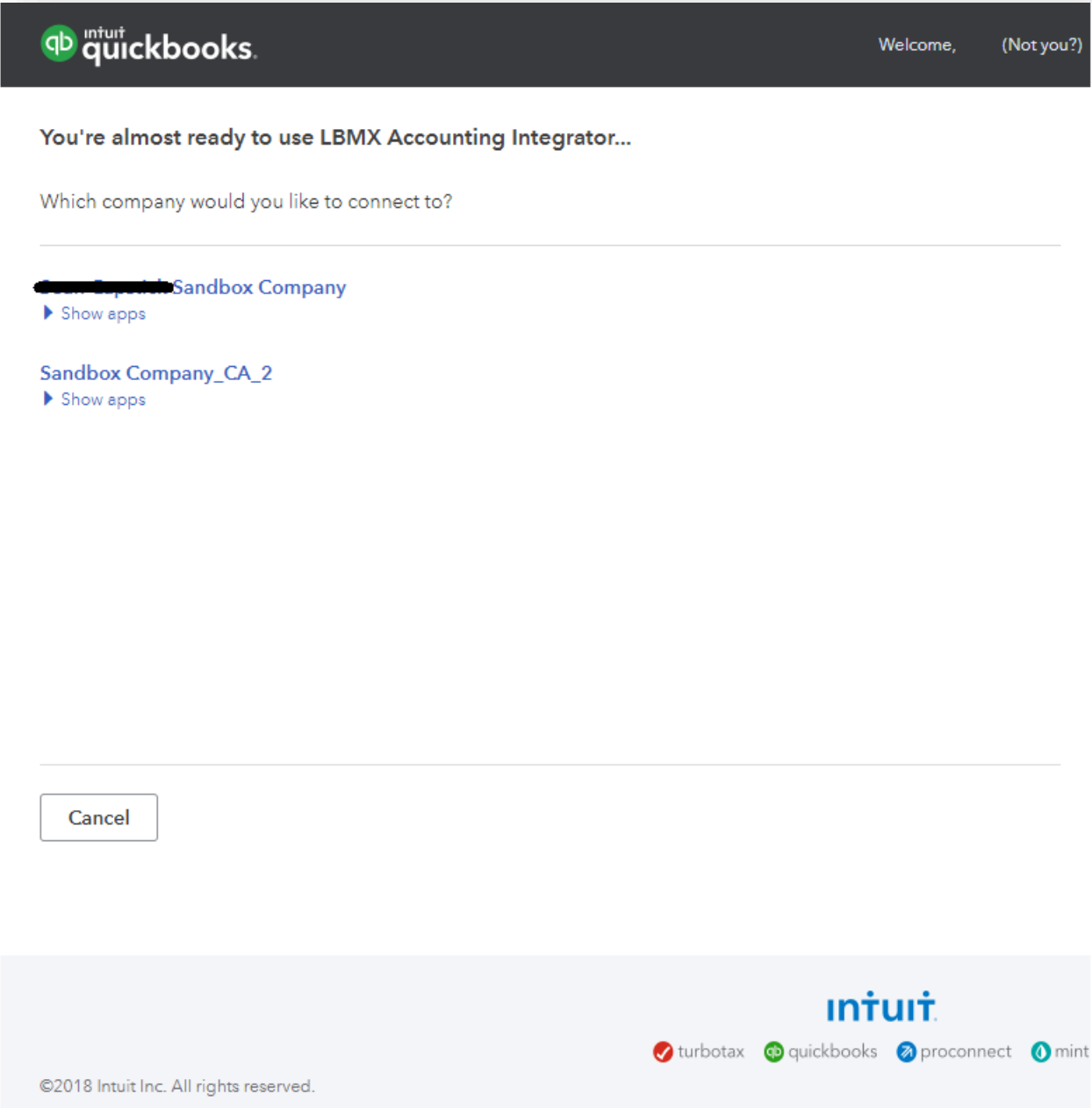
intuit simplify the
business of life

 turbotax  quickbooks  proconnect  mint

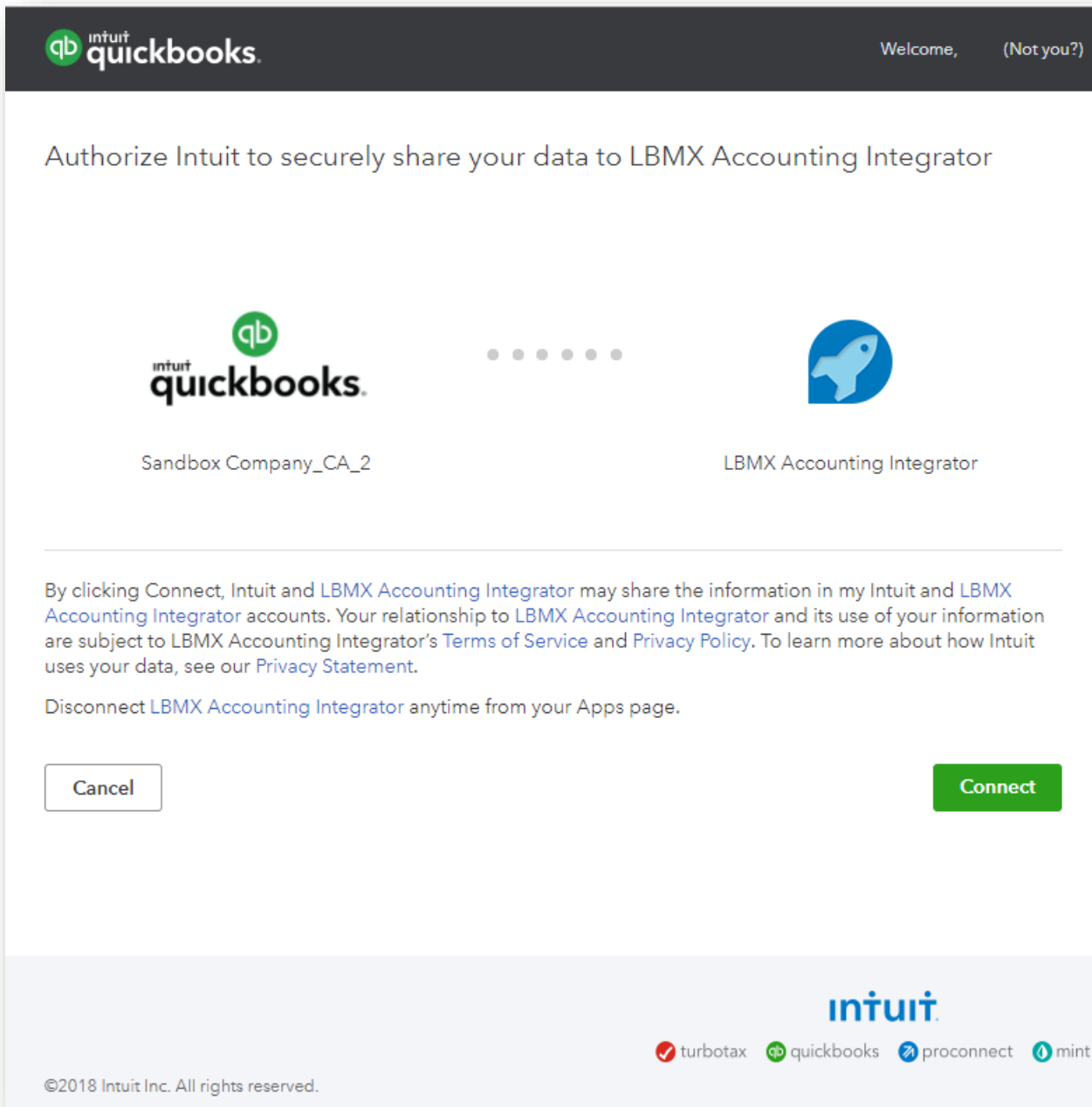
Your authorization to release your data is subject to [Intuit's Terms of Use](#). Some data from the app will be provided to Intuit for our use subject to our [Privacy Statement](#).

© 2018 Intuit, Inc. All rights reserved.

- d. You will be prompted to connect to a company from your QBO account. In this step you are giving LBMX Accounting Integrator permission to access your invoices and customer information in your QBO account.
 - Make sure one application is selected. You could have more than one company listed.



- Click the Connect button to authorize QBO to securely share your data to LBMX Accounting Integrator.



- You will be redirected back to the LBMX Accounting Integrator site.

Sending Invoices: four-steps process

Once you have logged in, sending invoices from QBO is an easy four-step process.

Step 1: Unmatched Documents

In this step, you will select the month you wish to export documents. Any document whose customer cannot be matched to a valid trading partner (receiver) will be listed.

LBMX Accounting Integrator Portal Demo

QuickBooks Integration

Unmatched Documents

The following documents are set to trading partners that we don't recognize.
Click on each Trading Partner to match in with the proper trading partner.

Step 1 of 4: **1 - Unmatched Documents** > 2 - Review Documents > 3 - Validation Results > 4 - Send

You have no documents to process for selected date or missing matches.

November 2017 Not Matched

Customer	Trading Partner	Document Number	Document Date	Total Amount
Whitehead and Sons		1014	2017-11-02	3,672.50
Anilkumar Pillai		1015	2017-11-02	4,407.00

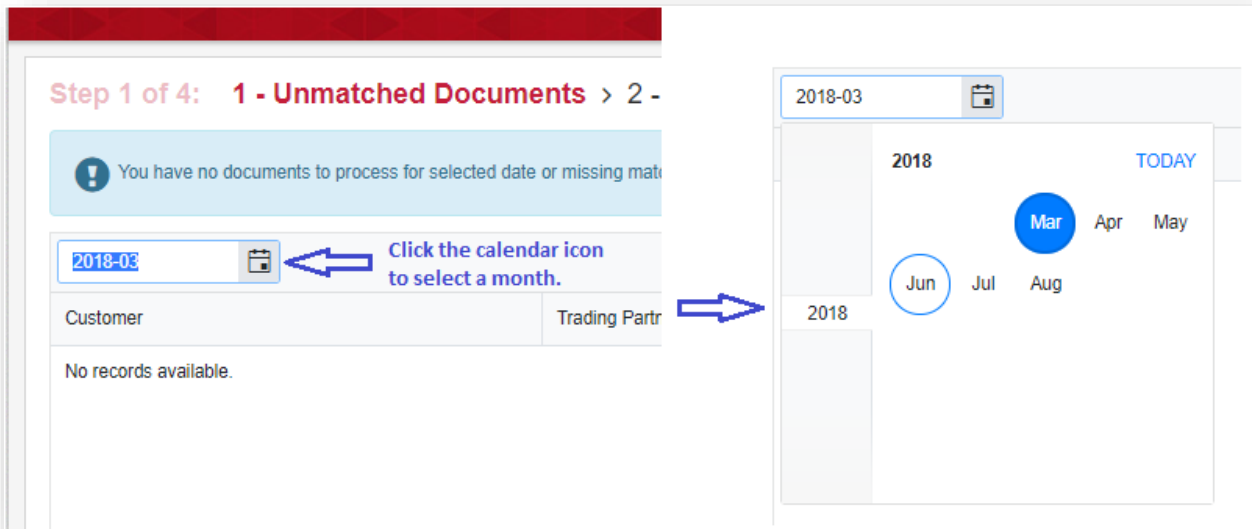
1 - 2 of 2 items

Document/customer not listed? [Next](#)

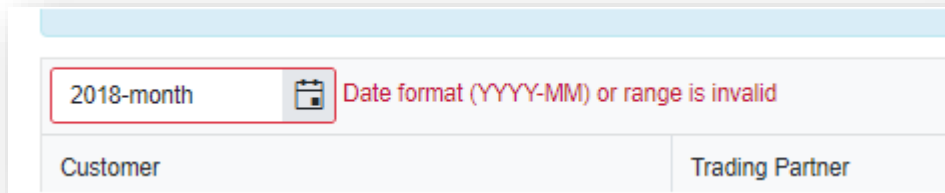
Did you know that LBMX can send your invoices directly to your accounting or POS software? Learn more about the additional services that LBMX provides to streamline your business. [Click here to learn more about LBMX services](#)


[About LBMX](#) [Privacy Policy](#) [Terms and Conditions](#) **POWERED BY LBMX**

1. Select the month by clicking the calendar icon next to the date field on the left-side on the screen.





- Available date range: 3 months in the past, and 2 months in the future of current date.
- If the date is not provided, or it is out of the valid range the following message will be displayed: Date format (YYYY-MM) or range is invalid.






2. If there are unmatched documents, they will be listed. Click the red box with the link icon  next to each invoice to match it to a valid trading partner (receiver).

Step 1 of 4: 1 - Unmatched Documents > 2 - Review Documents > 3 - Validation Results > 4 - Send


 You have no documents to process for selected date or missing matches.


November 2017  Not Matched ▾

Customer	Trading Partner	Document Number	Document Date	Total Amount
Whitehead and Sons		1014	2017-11-02	3,672.50
Anilkumar Pillai		1015	2017-11-02	4,407.00

 1 1 - 2 of 2 items

Step 1 of 4: 1 - Unmatched Documents > 2 - Review Documents > 3 - Validation Results > 4 - Send

 You have no documents to process for selected date or missing matches.

2018-05 

Customer

- Freeman Sporting Goods
- Amy's Bird Sanctuary

Match customer to trading partner ✕


Customer: Freeman Sporting Goods

Send invoices from this vendor to LBMX

Match to the proper Trading Partner

Trading Partner *

Select. ▾


 Any other invoices with the same customer will be automatically refreshed.

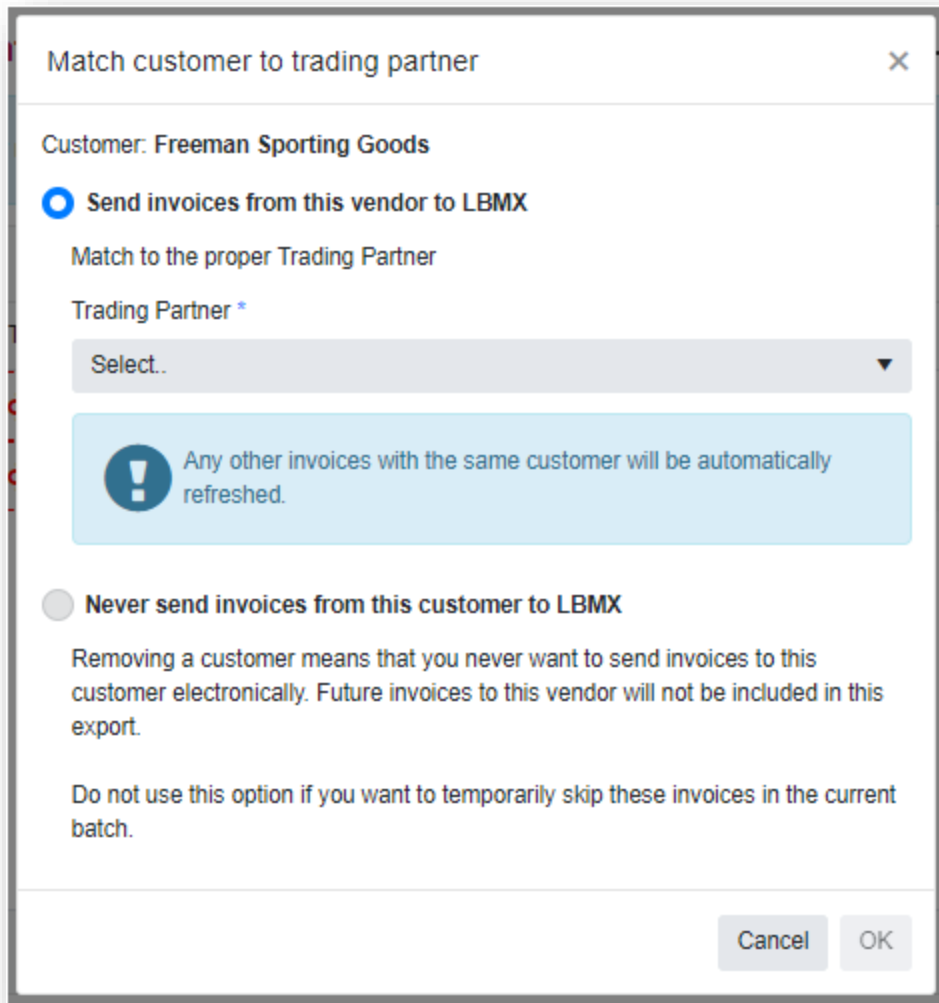
Never send invoices from this customer to LBMX

Removing a customer means that you never want to send invoices to this customer electronically. Future invoices to this vendor will not be included in this export.

Do not use this option if you want to temporarily skip these invoices in the current batch.

Document Date	Total Amount
2018-05-10	180.00
2018-05-31	75.00

 1 1 - 2 of 2 items




- a. If you want to send invoices for a customer via LBMX. Select the option: “Send invoices from this vendor to LBMX”. Select the trading partner associated with this customer from the drop-down list.
 - Once this option is selected, all the invoices for that customer will be removed from the Unmatched Invoices list.
 - Whenever you use LBMX Accounting Integrator in the future, invoices for this customer will automatically be matched to that trading partner (receiver).

Send invoices from this vendor to LBMX

Match to the proper Trading Partner

Trading Partner *

Select. ▼

 Any other invoices with the same customer will be automatically refreshed.

- b. If you do not want to send invoices for a customer via LBMX (i.e. You will have documents and customers set up in QBO that you never want to send via LBMX). For these invoices, select the option: “Never send invoices from this customer to LBMX”.
- If this option is selected, all the invoices for that customer will be removed from the Unmatched Invoices list.
 - Whenever you use the LBMX Accounting Integrator in the future, invoices for these customers will not be listed.

Never send invoices from this customer to LBMX

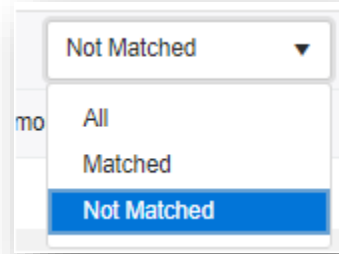
Removing a customer means that you never want to send invoices to this customer electronically. Future invoices to this vendor will not be included in this export.

Do not use this option if you want to temporarily skip these invoices in the current batch.

Once you have selected all the necessary information, click OK.

Other Options on the Unmatched Invoices Screen

- You can change the filter criteria by changing the selection in the drop-down box on the right side of the screen to Matched or All.



Step 1 of 4: **1 - Unmatched Documents** > 2 - Review Documents > 3 - Validation Results > 4 - Send

November 2017 All

Customer	Trading Partner	Document Number	Document Date	Total Amount
Whitehead and Sons	✓ GOLF & SKI WAREHOUSE	1014	2017-11-02	3,672.50
Anilkumar Pillai	↔	1015	2017-11-02	4,407.00

Navigation: 1

1 - 2 of 2 items

Document/customer not listed?

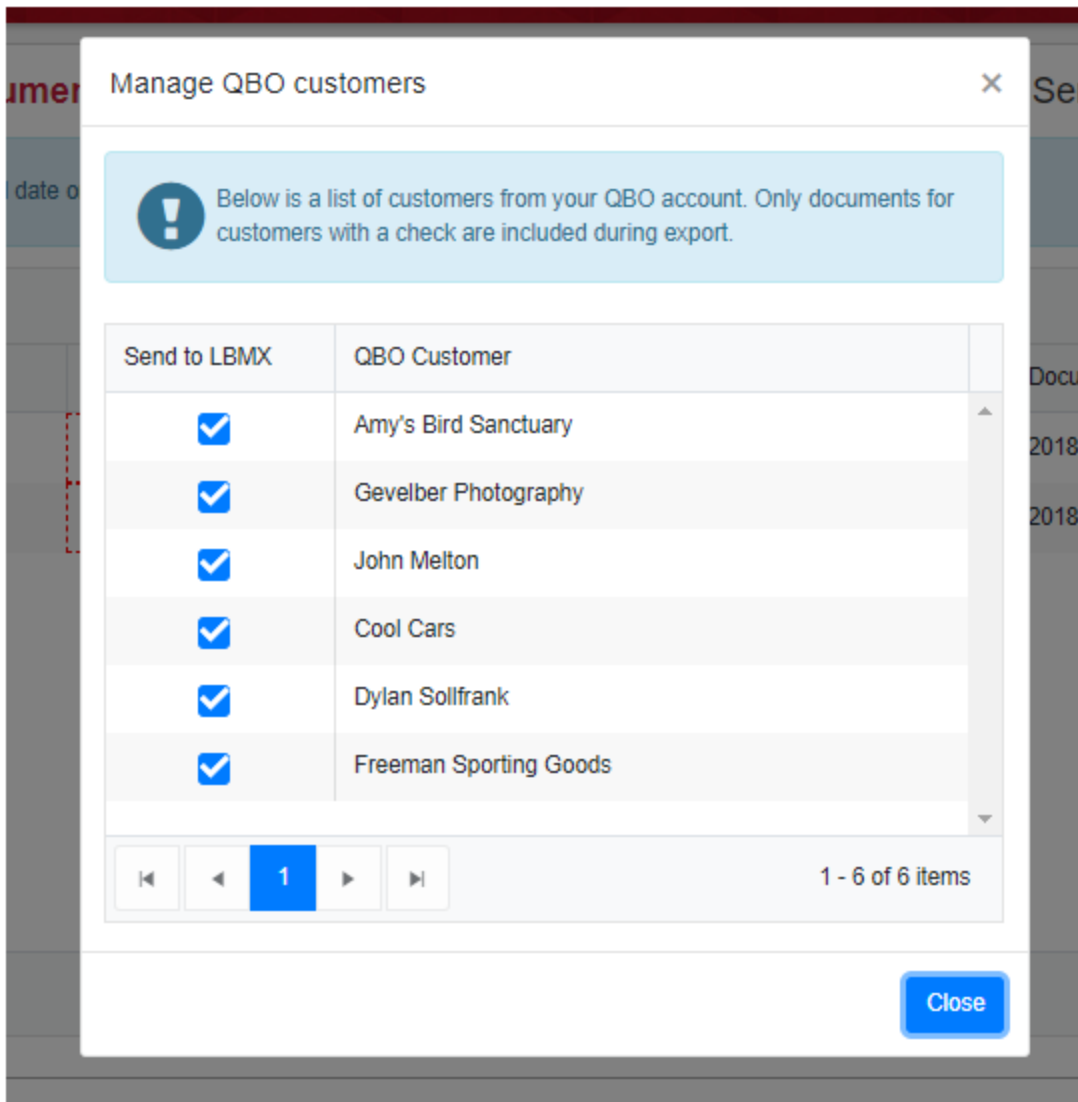
- If there are not unmatched invoices, the following message will be displayed.

Step 1 of 4: **1 - Unmatched Documents** > 2 - Review Documents > 3 - Validation Results > 4 - Sent

Congratulations! You have no unmatched documents to deal with. Click Next to continue.

2019.04 All

- You can include or exclude customers from export. You can change this list as required. Only customers that are checked will be sent to LBMX.



Step 2: Review Documents

In this step, it is your last chance to review the invoices that will be exported. Review each invoice to make sure it is correct and that you want to send it.

LBMX Accounting Integrator Portal Demo

QuickBooks Integration

Review Invoices

Select the documents you would like to send.
 Documents will appear on this list until they are sent or until you permanently remove them from the list.
 This does not affect the documents in QuickBooks Online.

Step 2 of 4: 1 - Unmatched Documents > **2 - Review Documents** > 3 - Validation Results > 4 - Send

Total Amount: 8,079.50

<input checked="" type="checkbox"/>	Customer	Trading Partner	Document Number	Document Date	Total Amount
<input checked="" type="checkbox"/>	Whitehead and Sons	GOLF & SKI WAREHOUSE	1014	2017-11-02	3,672.50
<input checked="" type="checkbox"/>	Anilkumar Pillai	TYROL SKI & SPORTS	1015	2017-11-02	4,407.00

1 - 2 of 2 items

Back Next

Did you know that LBMX can send your invoices directly to your accounting or POS software? Learn more about the additional services that LBMX provides to streamline your business. [Click here to learn more about LBMX services](#)


[About LBMX](#) [Privacy Policy](#) [Terms and Conditions](#) **POWERED BY LBMX**

1. If you don't want to send a specific invoice, uncheck the box next to it on the left-hand side of the screen. If an invoice is unchecked, it will not be sent in this batch.

Step 2 of 4: 1 - Unmatched Documents > **2 - Review Documents** >

Total Amount: 8,079.50

<input checked="" type="checkbox"/>	Customer	Trading Partner	Document Number
<input checked="" type="checkbox"/>	Whitehead and Sons	GOLF & SKI WAREHOUSE	1014
<input checked="" type="checkbox"/>	Anilkumar Pillai	TYROL SKI & SPORTS	1015

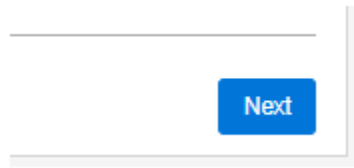


Only invoices that are checked will be sent by LBMX.

2. Review the number of invoices and the \$ value of the invoices and compare them to what you have in QBO, if you will, to ensure that invoices aren't missed.

Total Amount: 8,079.50 1 - 2 of 2 items

- Once you are satisfied that all the invoices you want to export are correct and have a check mark next to them, click the Next button.



Step 3: Validation Results

After clicking Next on the Review Invoices screen, LBMX will put the selected invoices through a validation process. This process may take several minutes, depending on how many invoices you are sending.

The screenshot shows the 'Validation Results' screen in the LBMX Accounting Integrator. The page title is 'LBMX Accounting Integrator' with a 'Portal Demo' dropdown. The breadcrumb trail is 'QuickBooks Integration > Validation Results'. A red banner states 'Only documents with a validation status of Validated will be sent.' The progress indicator shows 'Step 3 of 4: 1 - Unmatched Documents > 2 - Review Documents > 3 - Validation Results > 4 - Send'. A green message box says 'All documents have passed validation.' Below is a table with columns: Validation Status, Customer, Trading Partner, Document Number, Document Date, and Total Amount. Two rows are shown, both with 'Validated' status. A pagination bar shows '1' of 2 items. 'Back' and 'Next' buttons are at the bottom. A footer contains a promotional message, a link to learn more, and the LBMX logo.

Validation Status	Customer	Trading Partner	Document Number	Document Date	Total Amount
Validated	Whitehead and Sons	GOLF & SKI WAREHOUSE	1014	2017-11-02	3,672.50
Validated	Anilkumar Pillai	TYROL SKI & SPORTS	1015	2017-11-02	4,407.00

1. After validation is completed, if there are errors they will be listed on the screen. Invoices with errors will not be sent.

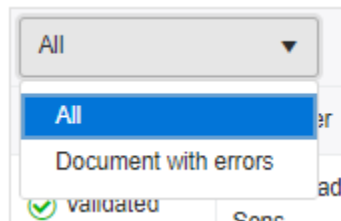
The screenshot shows the LBMX Accounting Integrator interface. At the top, it says "LBMX Accounting Integrator" and "Portal Demo". Below that, it says "QuickBooks Integration". The main heading is "Validation Results" with a sub-note: "Only documents with a validation status of Validated will be sent." The progress bar shows "Step 3 of 4: 1 - Unmatched Documents > 2 - Review Documents > 3 - Validation Results > 4 - Send". A warning message states: "The following invoices have validation errors and will not be sent. Each invoice must be corrected in QBO. Once corrected, log into this Accounting Integrator again to validate your changes." Below this is a table with a filter dropdown set to "Document with errors".

Validation Status	Customer	Trading Partner	Document Number	Document Date	Total Amount
⊗ Validated	Whitehead and Sons	GOLF & SKI WAREHOUSE	1014	2017-11-02	3,672.50

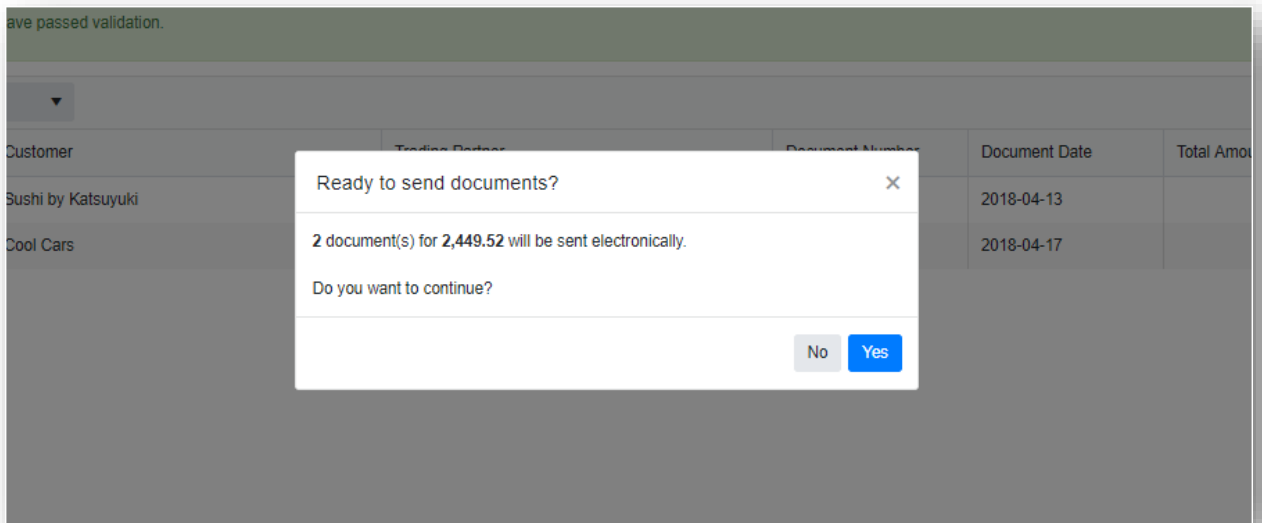
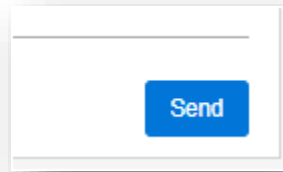
Navigation: Back (left), Next (right). Page indicator: 1 - 1 of 1 items.

Footer: "Did you know that LBMX can send your invoices directly to your accounting or POS software? Learn more about the additional services that LBMX provides to streamline your business." and "Click here to learn more about LBMX services".

- By default, only invoices with errors are shown. If you want to see the invoices that passed validation, you can change the selection filter at the left of the screen:



2. Click Send to export the invoices to LBMX. You will be prompted to confirm your choice one last time. You will also be shown the number of invoices and \$ value of the invoices being exported.



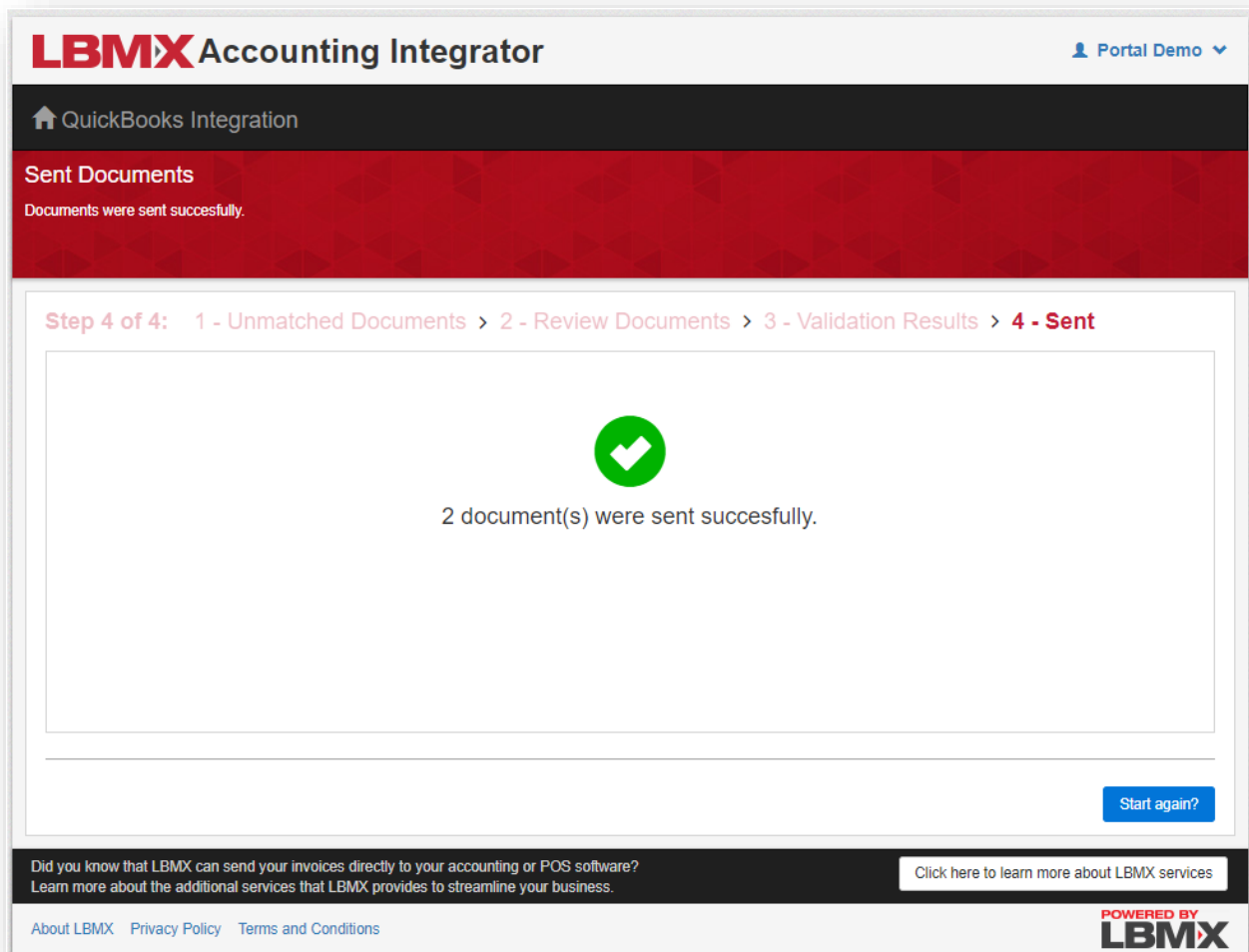
- Clicking Yes will send all the invoices without errors.
- Invoices with errors will not be sent.

What to do if there are errors

Errors will have to be corrected in your QBO system by modifying the original invoice and re-saving it. Once the invoice has been corrected in QBO, you can log back into the LBMX Accounting Integrator site and repeat the full process to send the invoice.

Step 4: Sent

All invoices you have sent will have the status of 'Sent' applied to it.



- Click Start again? button if you want to start, the process again.

4. Confirming Invoices have been Sent

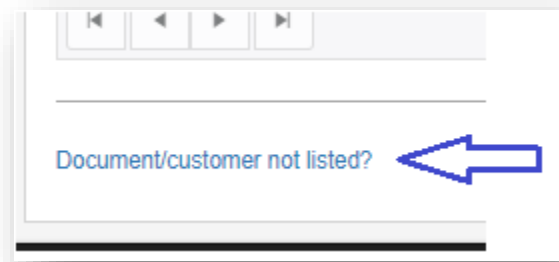
Some purchasing cooperatives/buying groups have arranged for their suppliers to have access to an LBMX Document Centre. This Document Centre has a page that displays sent invoices and their statuses.

If your trading partners have arranged a Document Centre for you, LBMX will provide you with additional instructions on how to access it.

5. Troubleshooting Problems

If an invoice that has been created in QBO is not listed, it is likely that it is for a customer that you have previously excluded from export.

There is a link at the bottom of the screen for “Document/customer not listed?”



Clicking this link will show you a list of customers that have been excluded from export. You can change this list as required.

If you need any additional support, please contact support@lvmx.com by email.