

NEW
Professional Lab Manager®
QuickBooks® Interface

Transfer your Lab Manager Professional data totals into QuickBooks® and get reports for:

- *Accounts Receivable*
- *Accounts Payable*
- *General Ledger*

QuickBooks® is a popular accounting program by Intuit®. The Lab Manager/QuickBooks Interface is an option that allows financial data from Lab Manager to be transferred to QuickBooks. This allows the user to get the best of both worlds by using Lab Manager for all billing and production needs and use QuickBooks for General Ledger, Accounts Payable, and Payroll. Together, the two provide a complete solution that is perfect for the dental laboratory. **Laboratory Systems Group, Inc. supports Lab Manager data only. Any questions regarding QuickBooks data or usage should be directed to Intuit.**

Before Lab Manager can transfer data to QuickBooks, the QuickBooks program MUST be running and opened up in the company database that you wish to export the data to. **NOTE: Please backup your QuickBooks data before transferring data for the first time.** That way, if the transfer does not go the way you intended, you can easily restore your QuickBooks data back to the way it was before the transfer.

Also, there is a brief one time setup process that must be performed. This process simply creates the necessary General Ledger accounts in QuickBooks that Lab Manager will need to put its data into.

FIRST TIME SETUP PROCESS

1. Start the QuickBooks program and select the desired company database.
2. Start Lab Manager.
3. Within Lab Manager, go to the Maintenance Menu and click on QuickBooks Config.
4. Lab Manager will attempt to interface with QuickBooks. If Lab Manager finds QuickBooks and can communicate with it you will see the screen shown in **(Image A)**.
5. Select the option "Yes, whenever this QuickBooks company file is open." **(Image A) Arrow #1**.
6. Select "Allow this application to access personal data..." as shown in **(Image A) Arrow #2**.
7. Click on the **Continue** button. **(Image A)**.
8. If the **Confirm to Proceed** screen **(Image B)** appears, select "Yes" to allow Lab Manager to interface with QuickBooks.
9. If the **Access Confirmation** screen **(Image C)** appears, click on the **Done** button to complete the connection.



Image A

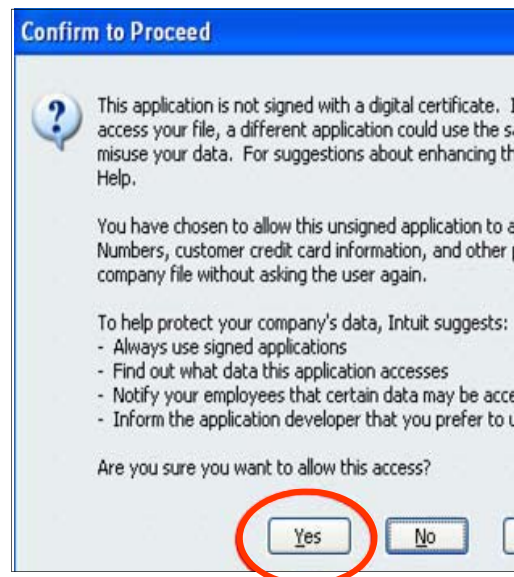


Image B



Image C

CONFIGURING QUICKBOOKS INTERFACE

Once the connection between Lab Manager and QuickBooks has been established, then the final phase of creating the necessary General Ledger accounts can be completed. The easiest way to accomplish this is to let Lab Manager create the accounts for you. Lab Manager will display the following screens to help you create those accounts.

The process is as simple as 1, 2, 3.

1. Select the QuickBooks bank account that you want to export the Lab Manager data into using the drop-down list shown in Step 1. **(Image D)**
2. Click on the Create Suggested QB Accounts button in Step 2. **(Image E)**
3. Click on the Close button at Step 3.

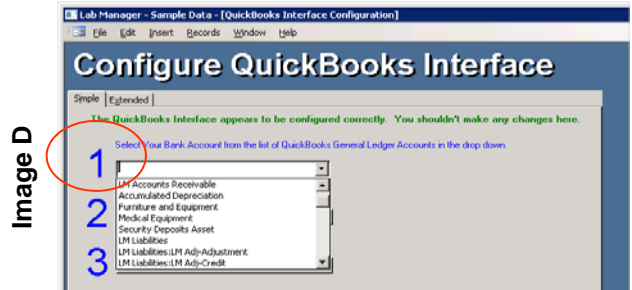


Image D

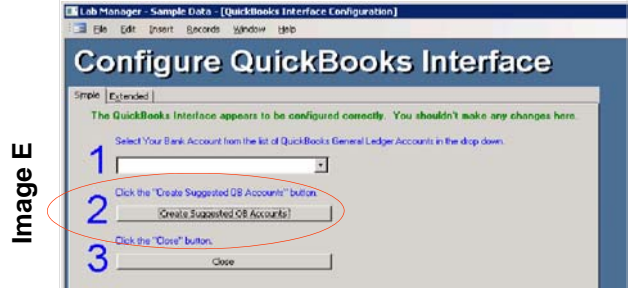


Image E

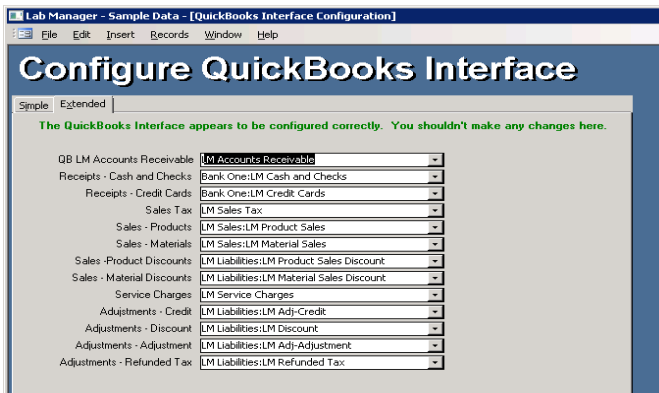


Image F

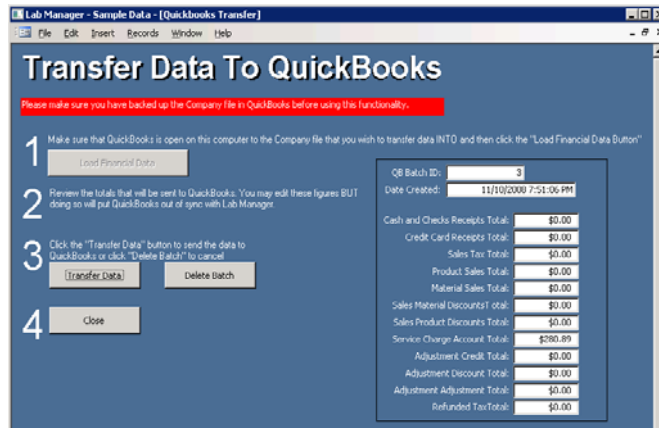


Image G



Image H

EXTENDED SETUP

Recommended for experienced users only.

Click on the Extended tab **(Image F)** to view:

- The accounts that Lab Manager created in QuickBooks.
- To Select a different General Ledger account to place the Lab Manager data into.

TRANSFERRING DATA TO QUICKBOOKS

To transfer accounting data to QuickBooks, be sure to have QuickBooks running and opened to the correct company database. **NOTE: Backup your QuickBooks data before transferring data for the first time.**

Follow these steps to transfer data to QuickBooks.

1. Go to the Maintenance Menu and then to QuickBooks Transfer. **(Image G)**
2. While in the Transfer Data to QuickBooks screen, click on the Load Financial Data button.
3. Click on the Transfer Data button.
4. The entire process should only take a second or two. When finished, click on the Close button.

REVIEWING OR EDITING QUICKBOOKS BATCHES

The Edit QuickBooks Batches screen is to be used for Disaster Recovery purpose only. **(Image H)**

Only Transfer or Delete batches if you know WHY you are doing it, otherwise please consult with your accountant for proper instructions in modifying your QuickBooks data.

The only time you should transfer batches here is if you have restored data in QuickBooks and need to bring QuickBooks back into balance with Lab Manager.

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