

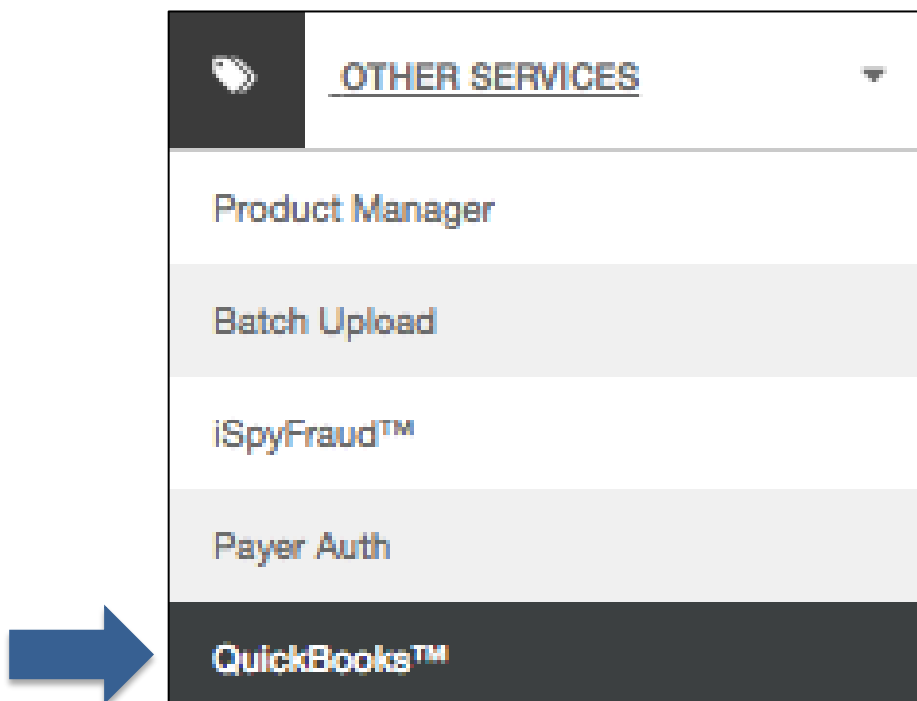


QuickBooks SyncPay Guide

How do I export transactions to Quickbooks™?

QuickBooks™ allows the user to select a date range of settled transactions and create an exportable .IIF file. This base QuickBooks™ file of settled transactions can then be imported into QuickBooks™.

Step 1: Click on **Quickbooks™** under **Other Services** from the **Main Menu**.



Step 2: Enter the date range of settled transactions and click **Submit**.

A screenshot of the 'QuickBooks Export' form. The form title is 'QuickBooks Export'. Below the title is the instruction: 'Select a date range of settled transactions you would like to Export to QuickBooks™ and click Submit.' The form has a section titled 'Date Range' with two rows of date pickers. The first row is for the 'Start Date' and is set to 'Jan 1, 2018 00:00'. The second row is for the 'End Date' and is set to 'Jan 23, 2018 23:59'. Below the date pickers is a dark grey 'Submit' button. A large blue arrow points upwards towards the 'Submit' button.

Step 3: Enter the **Revenue Account** either manually (this field are alphanumeric) or by using the **Merchant Defined Fields**.

***Note:** there are 20 user definable fields available. Using the Merchant Defined Field will allow the merchant to refer to a specific revenue account for each transaction. This will enable the merchant to post to multiple Revenue Accounts. Select the Merchant Defined Field from the **drop down list** and the transactions will post to the designated accounts.*

Home / QuickBooks™ / QuickBooks™ Export

QuickBooks Data is Ready For Export... Please Set the Revenue and Deposit accounts and click the Export to QuickBooks button.

01/01/2018 12:00 AM To 01/23/2018 11:59 PM

Revenue Account

Enter Revenue Account Manually
 Use Value in Merchant Defined Field

Vitamins selection
 Vitamins selection
 Sales Rep
 Policy #
 Order Number
 Location
 Race Car #
 New Field
 Product
 Event Location

Totals		
Amount	Count	Amount
\$	31	\$31.00
\$	31	\$31.00

Please Note: You must save this file to your computer's hard drive and import it using "File->Import->IIF Files..." in QuickBooks.

Export to Quickbooks

Step 4: Another option for the **Deposit Account** (this field are alphanumeric).



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01/01/2018 12:00 AM To 01/23/2018 11:59 PM

Revenue Account

Enter Revenue Account Manually *

Use Value in Merchant Defined Field

Vitamins selection ▼

Deposit Account

Enter Deposit Account *

	Charges		Refunds		Rtns/Chgbks		Totals	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount
Visa & MasterCard	31	\$31		\$		\$	31	\$31.00
Totals	31	\$31.00	0	\$0.00		\$	31	\$31.00

Please Note: You must save this file to your computer's hard drive and import it using "File->Import->IIF Files..." in QuickBooks.

Step 5: Click Export to QuickBooks to save the file.

Note: the saved file is ready to be imported to QuickBooks.

Home / QuickBooks™ / QuickBooks™ Export

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01/01/2018 12:00 AM To 01/23/2018 11:59 PM

Revenue Account

Enter Revenue Account Manually
 Use Value in Merchant Defined Field
 Vitamins selection

Deposit Account

Enter Deposit Account

Revenue

	Charges		Refunds		Rtns/Chgbks		Totals	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount
Visa & MasterCard	31	\$31		\$	5	31	\$31.00	
Totals	31	\$31.00	0	\$0.00	\$	31	\$31.00	

Please Note: You must save this file to your computer's hard drive and import it using "File->Import->IIF Files..." in QuickBooks.

Export to Quickbooks

