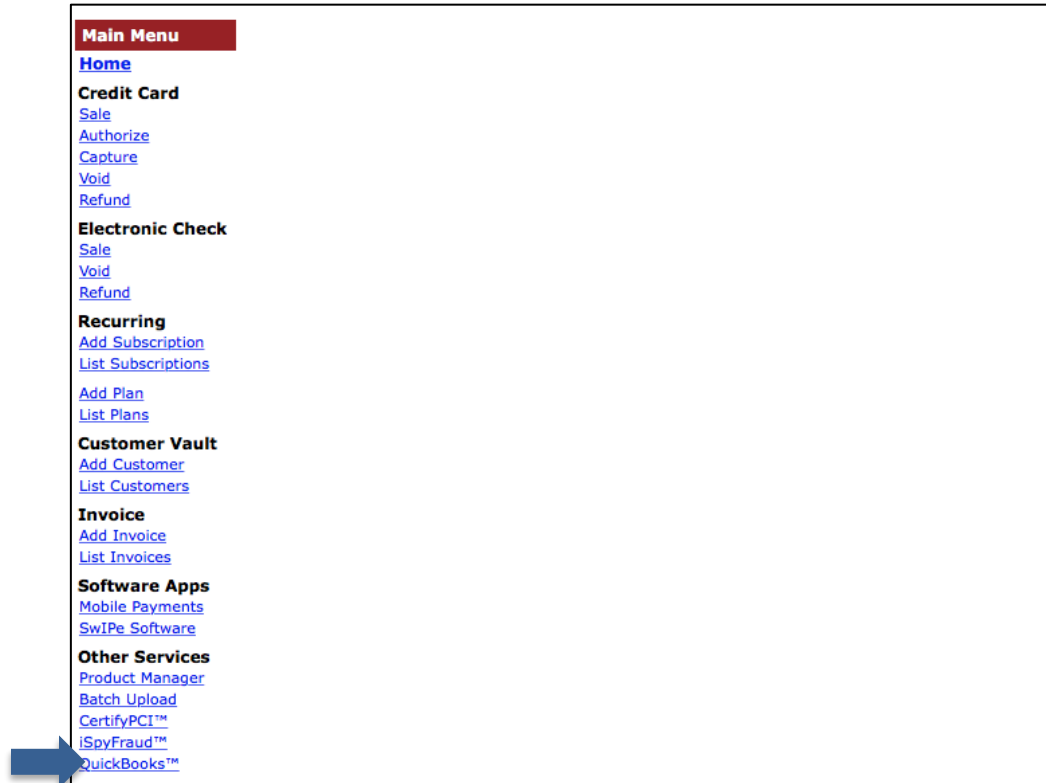


QuickBooks SyncPay Guide

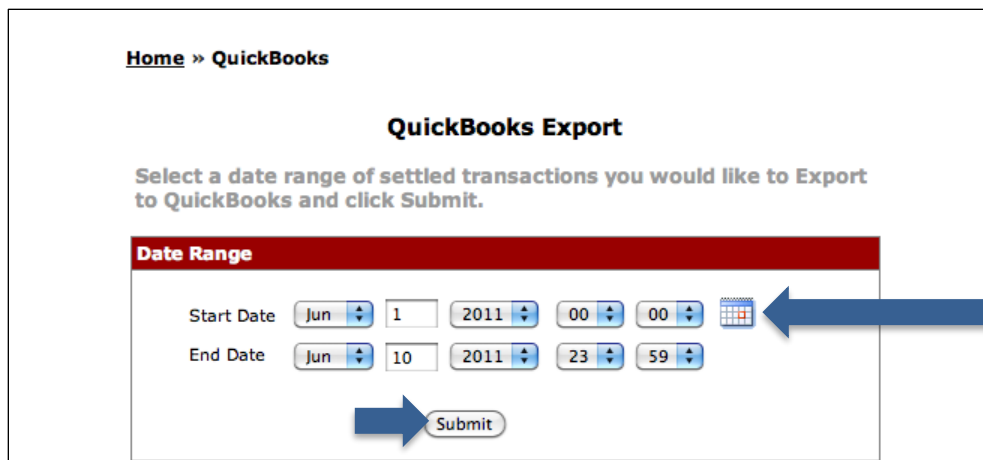
How do I export transactions to Quickbooks™?

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™ from the Main Menu



Step 2: Enter the date range of settled transactions and click submit



You can also use the calendar icon to select the pre-defined date range

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.

06/01/2004 12:00 AM To 06/20/2011 11:59 PM

Revenue Account

Enter Revenue Account Manually

OR

Use Value in Merchant Defined Field

- ✓ Vitamins selection
- Sales Rep
- Policy #
- Order Number
- Stanley Cup Champs
- Location
- Race car #
- New Field
- Baseball
- Product
- new merchant field
- Shipper Number
- Auto Manf
- Event location
- Race Season
- Sales Rep
- Sales Rep
- Jumpsuit

	Ch	Count	Returns		Totals	
			Count	Amount	Count	Amount
Visa & MasterCard		179		\$ 179		\$6,841.61
Totals		179		\$ 179		\$6,841.61

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)

[Home](#) » [QuickBooks](#) » [QuickBooks Export](#)

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

06/01/2004 12:00 AM To 06/20/2011 11:59 PM

Revenue Account

Enter Revenue Account Manually



OR

Use Value in Merchant Defined Field

Vitamins selection

Deposit Account



Enter Deposit Account



	Charges		Refunds		Returns		Totals	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount
Visa & MasterCard	179	\$6841.61		\$		\$	179	\$6,841.61
Totals	179	\$6,841.61	0	\$0.00		\$	179	\$6,841.61

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

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

06/01/2004 12:00 AM To 06/20/2011 11:59 PM

Revenue Account

Enter Revenue Account Manually

OR

Use Value in Merchant Defined Field

Vitamins selection


Deposit Account

Enter Deposit Account

Do you want to open or save QB_06012004-06202011.lif from secure.nml.com? Open Save Cancel x

	Charges		Refunds		Returns		Totals	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount
Visa & MasterCard	179	\$6841.61		\$		\$	179	\$6,841.61
Totals	179	\$6,841.61	0	\$0.00		\$	179	\$6,841.61

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