



QUICKBOOKS™

How to 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 QuickBooks™ from the MAIN MENU.

The screenshot shows a 'Main Menu' with several categories of links. The 'QuickBooks' link is highlighted with a red dot and a line pointing to the Step 1 instruction.

- Main Menu**
- [Home](#)
- Credit Card**
 - [Sale](#)
 - [Authorize](#)
 - [Capture](#)
 - [Void](#)
 - [Refund](#)
- Electronic Check**
 - [Sale](#)
 - [Void](#)
 - [Refund](#)
- Recurring**
 - [Add Subscription](#)
 - [List Subscriptions](#)
 - [Add Plan](#)
 - [List Plans](#)
- Customer Vault**
 - [Add Customer](#)
 - [List Customers](#)
- [CertifyPCI™](#)
- [iSpyFraud™](#)
- [Integration](#)
- [QuickBooks](#)
- [Batch Upload](#)
- Trans Reports**
 - [Reports](#)

Step 2.

- Enter the date range of settled transactions and click SUBMIT.

The screenshot shows the 'QuickBooks Export' form. It has a title 'Home » QuickBooks' and a subtitle 'QuickBooks Export'. Below the subtitle is the instruction: 'Select a date range of settled transactions you would like to Export to QuickBooks and click Submit.' The form contains a 'Date Range' section with two rows of date pickers. The 'Start Date' row shows 'Jun 1 2011 00:00' and the 'End Date' row shows 'Jun 10 2011 23:59'. A 'Submit' button is located at the bottom right of the form.



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Step 3.

- Merchant can also use the CALENDAR ICON to select a pre-defined date range.

Home » QuickBooks

QuickBooks Export

Select a date range of settled transactions you would like to Export to QuickBooks and click Submit.

Date Range

Start Date: Jun 1, 2011 00:00

End Date: Jun 10, 2011 23:59

Submit

- Today
- This Week
- This Month
- This Quarter
- This Year
- Yesterday
- Last Week
- Last Month
- Last Quarter
- Last Year
- Next 2 Days

Step 4.

- Enter the Revenue and Deposit Accounts. These fields are alphanumeric. Fields with red asterisks are required fields as set by the Affiliate.

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



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Step 5.

- Another option for the Revenue Account is to use VALUE IN MERCHANT DEFINED FIELDS. 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

Drop Down List:

- ✓ 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 Count	Amount	Totals Count	Amount
Visa & MasterCard	179		\$ 179	179	\$6,841.61
Totals	179		\$ 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



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Step 6.

- Click EXPORT TO QUICKBOOKS to save file. Saved file is ready to be imported into 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.IIF from secure.xml.com? Open Save Cancel

	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.

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