

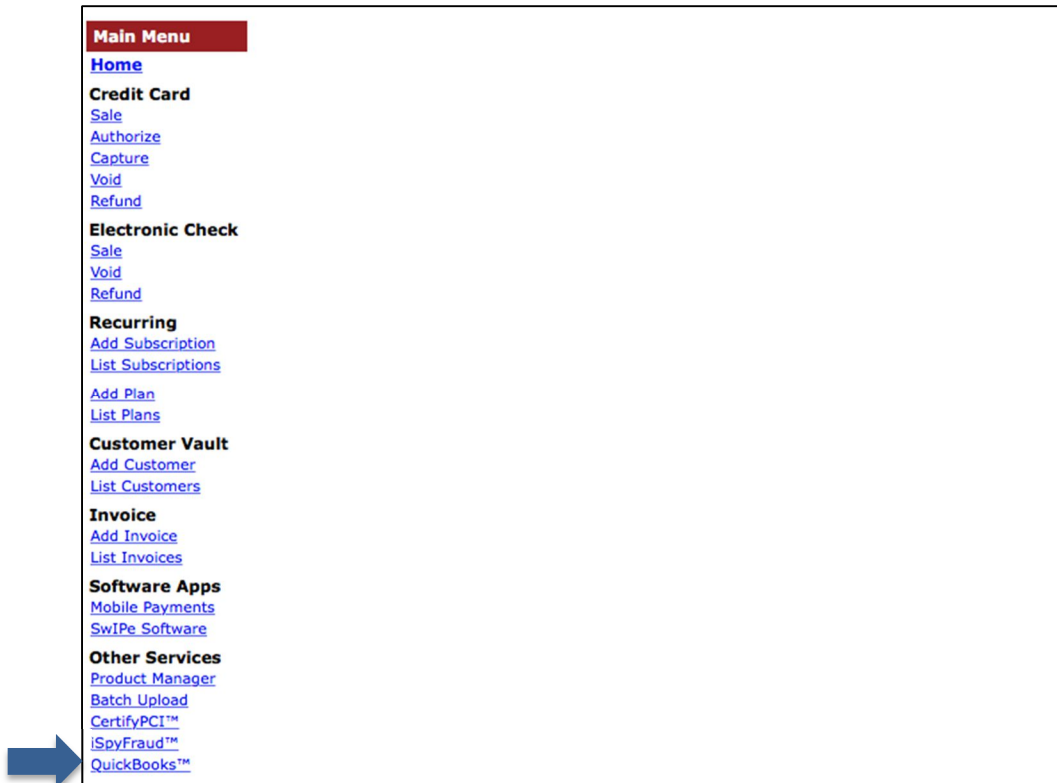


QuickBooks SyncPay Guide

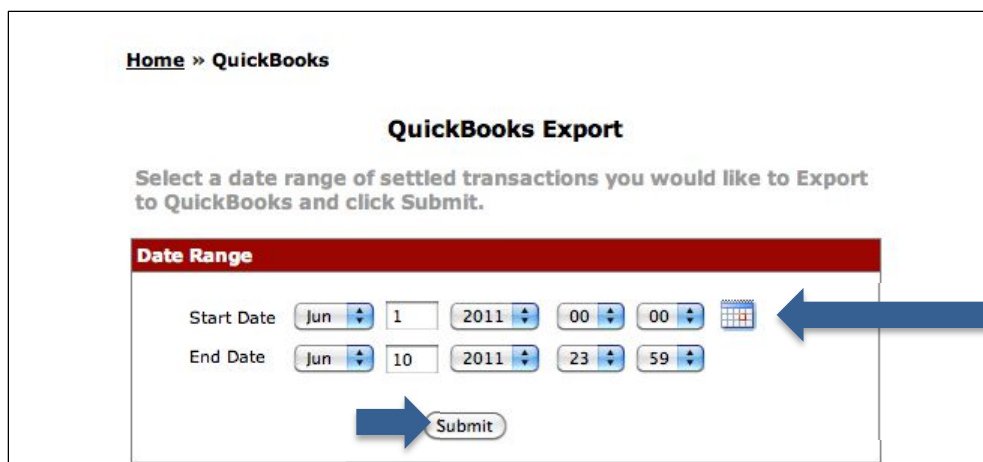
How do I export transactions to Quickbooks™?

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.

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.iif 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