

QuickBooks SyncPay Guide



TRANSNATIONAL™
PAYMENTS • TECHNOLOGY • TRUST



TRANSNATIONALTM
PAYMENTS • TECHNOLOGY • TRUST

Making payment technology simple and effective
for your business.

Merchants trust TransNational Payments to manage their payments in-store, online and anywhere their business takes them. We offer an industry-leading array of secure, innovative products and solutions that support the growth of our highly valued merchants and their businesses.

Our Services

- ACH & Check Services
- Credit & Debit Processing
- E-Commerce
- Equipment & Terminals
- Gift & Loyalty
- Merchant Club
- Mobile EMV Payments
- Payment Gateway
- Point-of-Sale Systems



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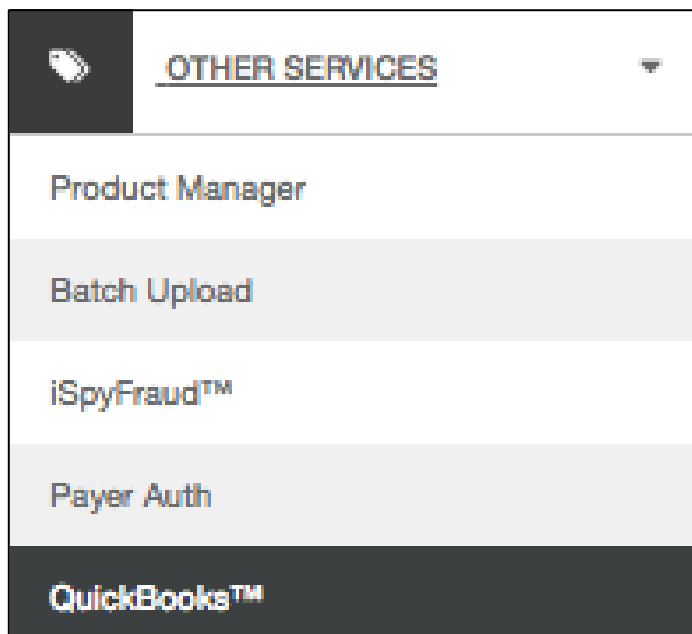
www.goTNpayments.com



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**.

The screenshot shows the "QuickBooks Export" form. It includes a title "QuickBooks Export", a description "Select a date range of settled transactions you would like to Export to QuickBooks™ and click Submit.", and a section titled "Date Range". Under "Date Range", there are two rows of date selection fields: "Start Date" and "End Date". Each row has dropdowns for month, day, and year, and input fields for hour and minute. The "Start Date" is set to Jan 1, 2018, 00:00. The "End Date" is set to Jan 23, 2018, 23:59. A "Submit" button is located at the bottom of the form, and a large blue arrow points to it from below.



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

Sales Rep

Policy #

Order Number

Location

Race Car #

New Field

Product

Event Location

Totals		
	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.

Export to Quickbooks