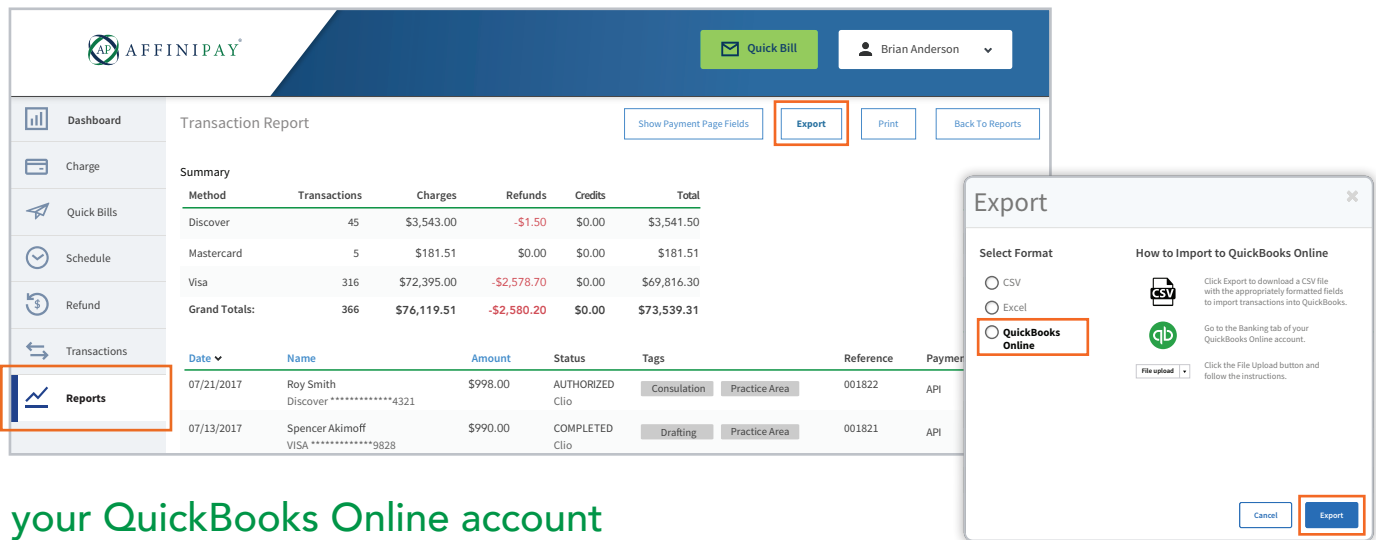


# QuickBooks Online Checklist



## In your AffiniPay account

- Click on the **"Reports"** tab in your AffiniPay account
- Select **"Transaction Reports"** from the top navigation
- Run a Transaction Report with whatever parameters you'd like
- Once your report is generated, click the **"Export"** button at the top right of the page
- Select **"QuickBooks Online"** from the **"Select Format"** menu, then hit **"Export"**



The screenshot shows the AffiniPay dashboard with a 'Transaction Report' displayed. The 'Reports' tab is selected in the left sidebar. The report table shows a summary of transactions and a detailed list of individual transactions. The 'Export' button is highlighted in the top right of the report area. An 'Export' dialog box is open, showing 'QuickBooks Online' selected as the format.

Method	Transactions	Charges	Refunds	Credits	Total
Discover	45	\$3,543.00	-\$1.50	\$0.00	\$3,541.50
Mastercard	5	\$181.51	\$0.00	\$0.00	\$181.51
Visa	316	\$72,395.00	-\$2,578.70	\$0.00	\$69,816.30
<b>Grand Totals:</b>	<b>366</b>	<b>\$76,119.51</b>	<b>-\$2,580.20</b>	<b>\$0.00</b>	<b>\$73,539.31</b>

Date	Name	Amount	Status	Tags	Reference	Payment
07/21/2017	Roy Smith Discover *****4321	\$998.00	AUTHORIZED Clio	Consultation Practice Area	001822	API
07/13/2017	Spencer Akimoff VISA *****9828	\$990.00	COMPLETED Clio	Drafting Practice Area	001821	API

## In your QuickBooks Online account

- Go to the **"Banking"** tab in your QuickBooks Online account
- Select **"File Upload"** at the top right of the page
- Browse to find the report you exported on your computer, then click **"Next"**
- Select a QuickBooks account for the file you want to upload from the drop-down menu, then click **"Next"**
- Select a statement field for date, description, and amount from the drop-down menus
- For **"Date,"** choose **"Created At"** from the dropdown
- For **"Description,"** choose **"Name"** from the dropdown
- For **"Amount,"** choose **"Amount"** from the dropdown
- Select a date format of **"dd/MM/yyyy"** from the dropdown, then click **"Next"**
- Select the transactions you'd like to import, then click **"Yes"** when prompted

## Congratulations!

Your AffiniPay transactions are now reconciled with QuickBooks Online.

▶ If you have any questions, don't hesitate to reach out to us at 855-656-4685.