

QuickBooks Online Checklist



In your CPACharge account

- Click on the **"Reports"** tab in your CPACharge 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 CPACharge Transaction Report interface. The 'Reports' tab is highlighted in the left sidebar. The main report area shows a summary table and a detailed transactions table. 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
Grand Totals:	366	\$76,119.51	-\$2,580.20	\$0.00	\$73,539.31

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 CPACharge transactions are now reconciled with QuickBooks Online.

▶ If you have any questions, don't hesitate to reach out to us at 844-362-2605.