How to Retrieve the PayPal Activity Download Log File

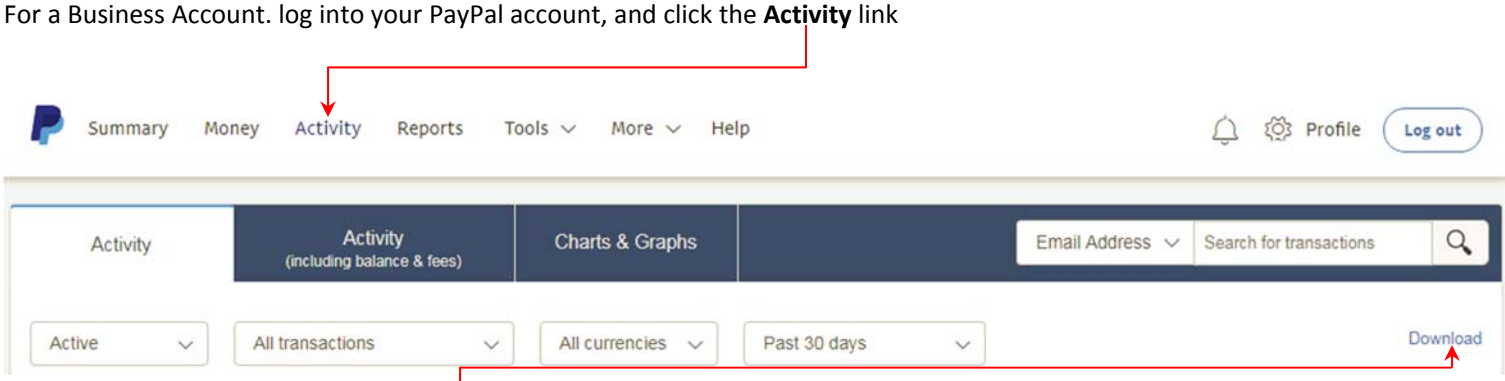
30 DAY FREE TRIAL
REGISTER NOW

You (and PayPal) own your merchant account data, SimplePort requires the PayPal data be provided to the SimplePort service for processing. Downloading your activity download file from PayPal takes just a few moments to complete.

IMPORTANT - If you are not the primary PayPal account holder and are using an authorized access account login for the PayPal account, you will not have the ability to download a full data set. The primary account holder's access must be used to complete the PayPal Activity download.

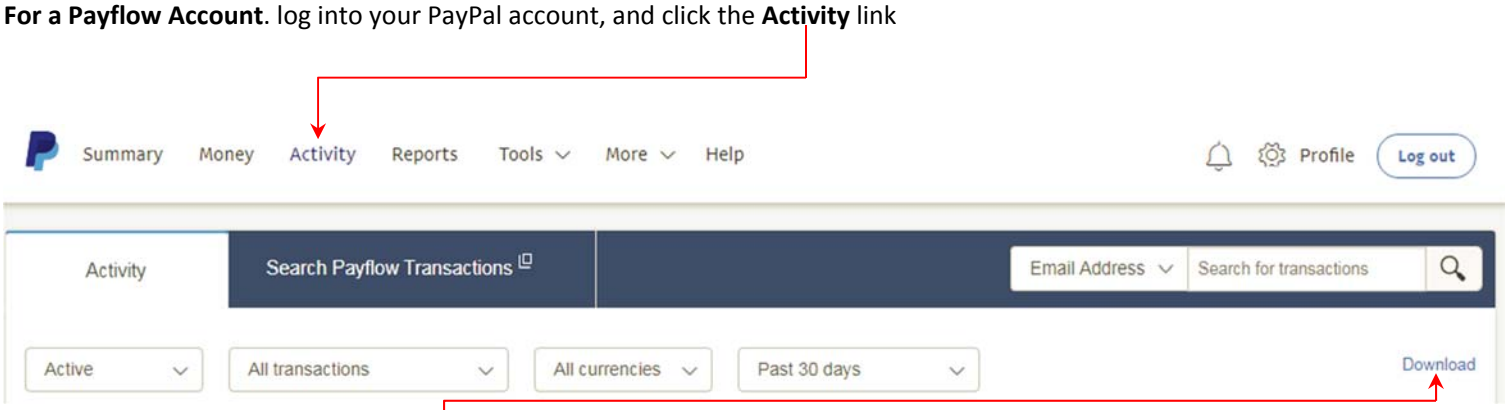
First… the PayPal one-time download field customizations **MUST** be completed (there are two different displays depending on your PayPal account type (either Business Account or Payflow Account).

For a Business Account. log into your PayPal account, and click the **Activity** link



From the **Activity** display click the **DOWNLOAD** link

For a Payflow Account. log into your PayPal account, and click the **Activity** link



From the **Activity** display click the **DOWNLOAD** link

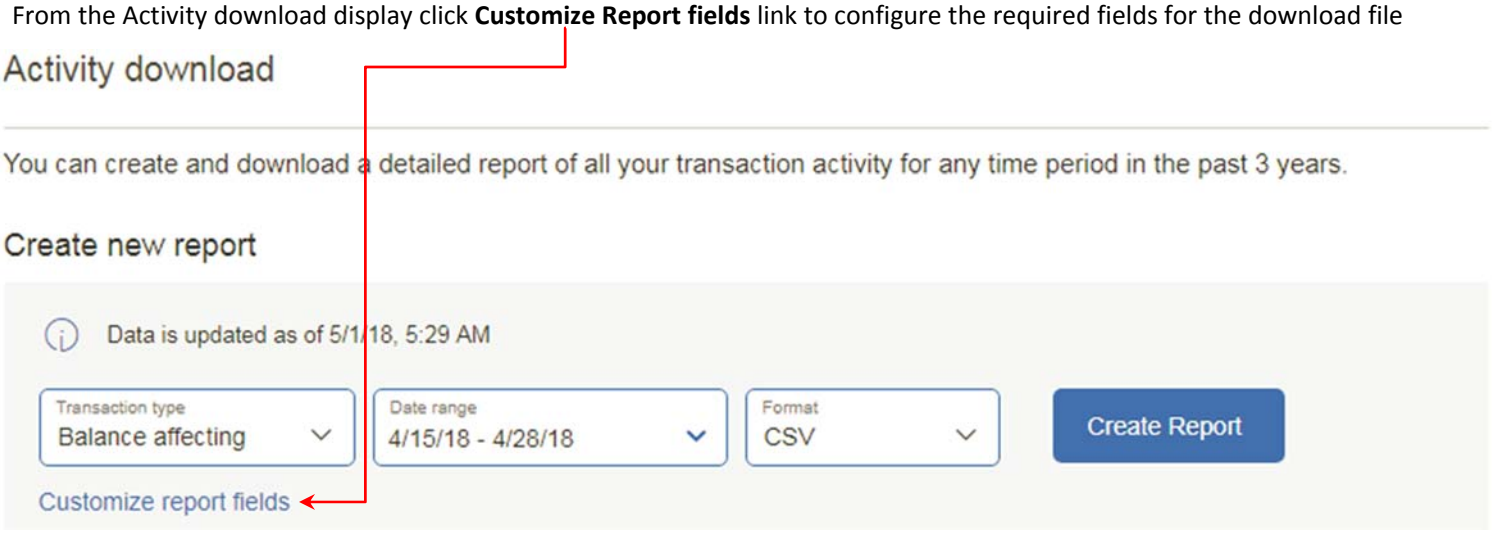
From this point on the Business and Payflow displays are the same, see next page for the one-time field configurations set-up.

Pages two and three are the field configurations set up instructions.

See page four of these instructions for the Activity download file process.

Complete the one-time field customizations. SimplePort uses a "one size fits all" approach to the customizations, please follow the directions carefully.

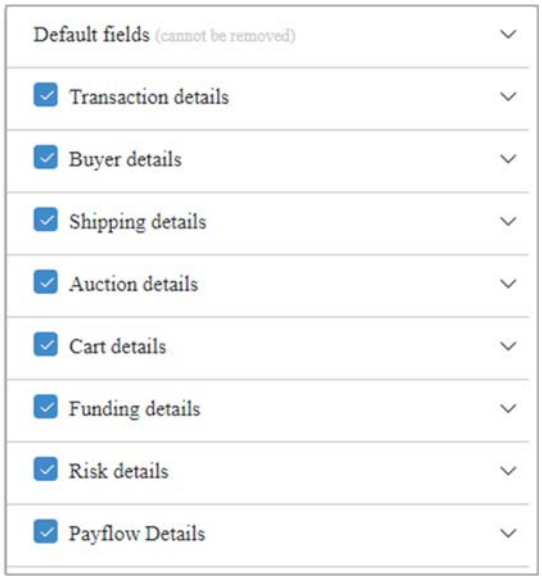
From the Activity download display click **Customize Report fields** link to configure the required fields for the download file



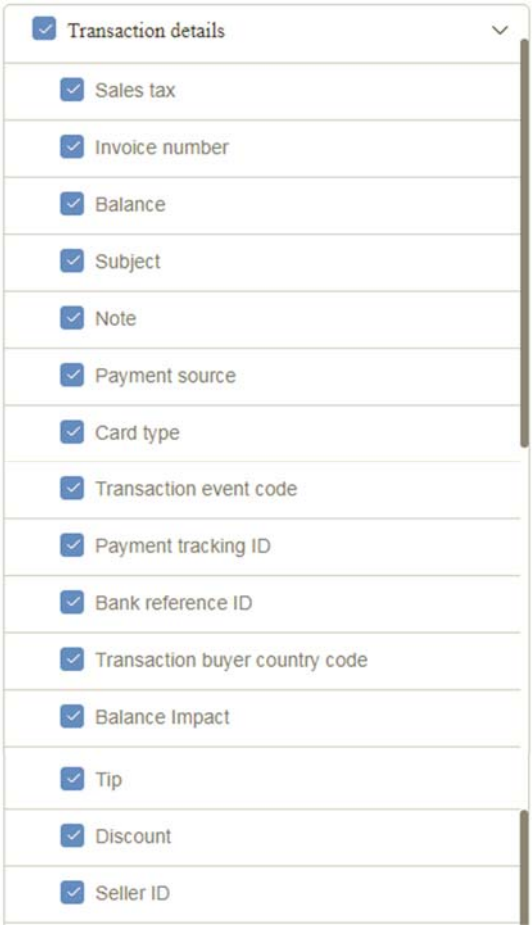
This requirement is a one-time set up and are not required each time a download file is requested. Once they are completed, they will work for every download file request.

There are eight sections for the file configuration, they are:

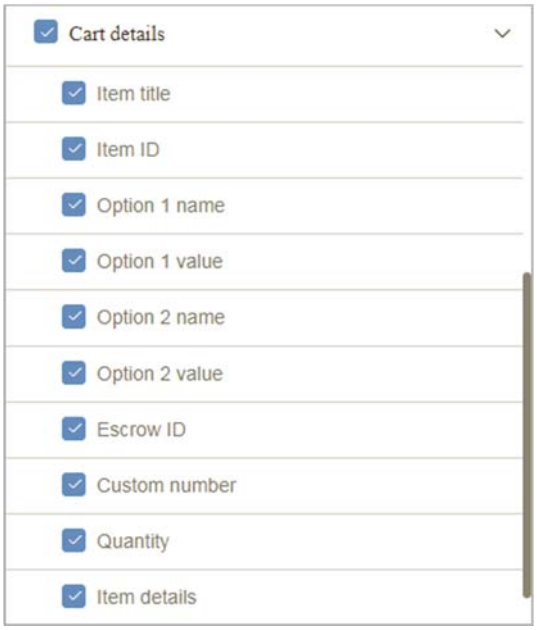
Click the expand icon ⌄ to see all fields in a section



Start with the **Transaction details** section:
Check each field, verify the blue checkbox is enabled

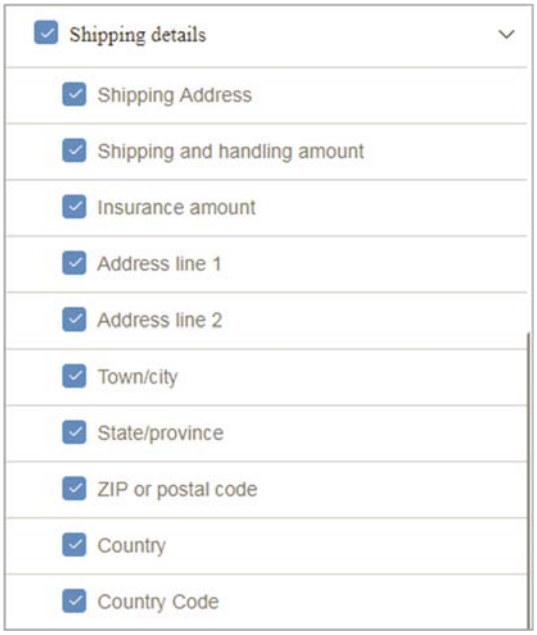


Cart details section:
Check each field, verify the blue checkbox is enabled



Buyer details section:
Check each field, verify the blue checkbox is enabled

Shipping details section:
Check each field, verify the blue checkbox is enabled



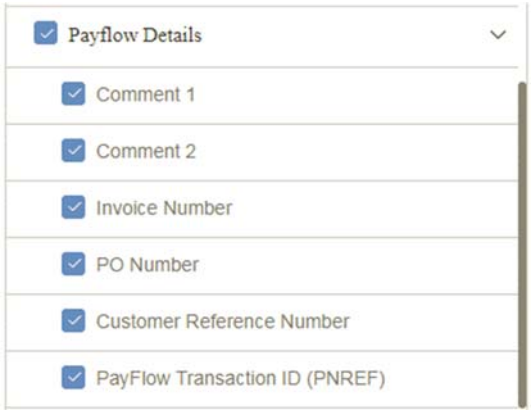
Auction details section:
Check each field, verify the blue checkbox is enabled

Funding details section:
Check each field, verify the blue ☑ checkbox is enabled

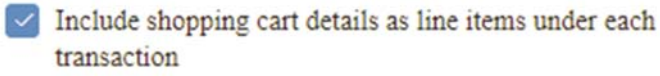
Risk details section:
Check each field, verify the blue ☑ checkbox is enabled

Payflow details section (if you have a PayPal Payflow account):
Check each field, verify the blue ☑ checkbox is enabled

Payflow accounts have these details hidden, they are all included by default

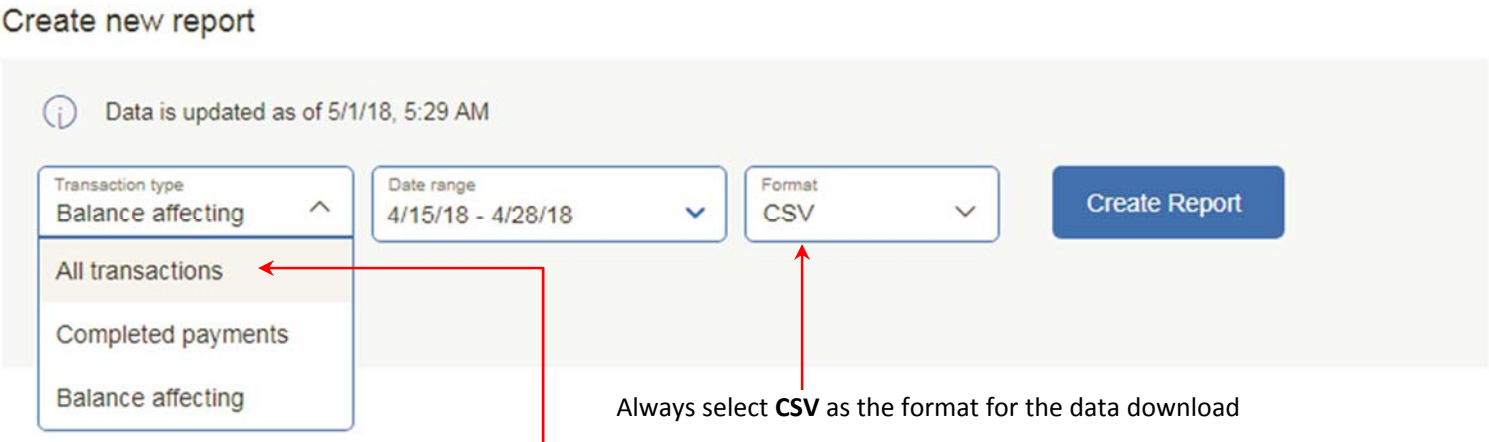


With the eight sections configured, click the checkbox for **Include shopping cart details**…



Then click the **Save** button

Now you are ready to do your PayPal 'Activity Download". For all future PayPal transaction downloads, just use the following directions, as your editable download field configurations have been completed.



Always select **CSV** as the format for the data download

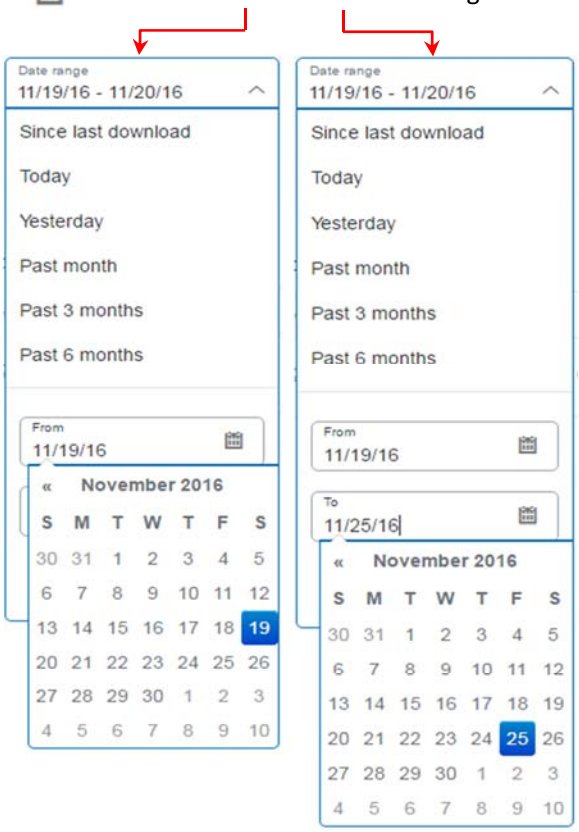
From the **Create new report** page select **All transactions** from the Transaction type pick-list:

(see next page for the date range selection guide)

Select From and To date ranges from the Date range pick-list

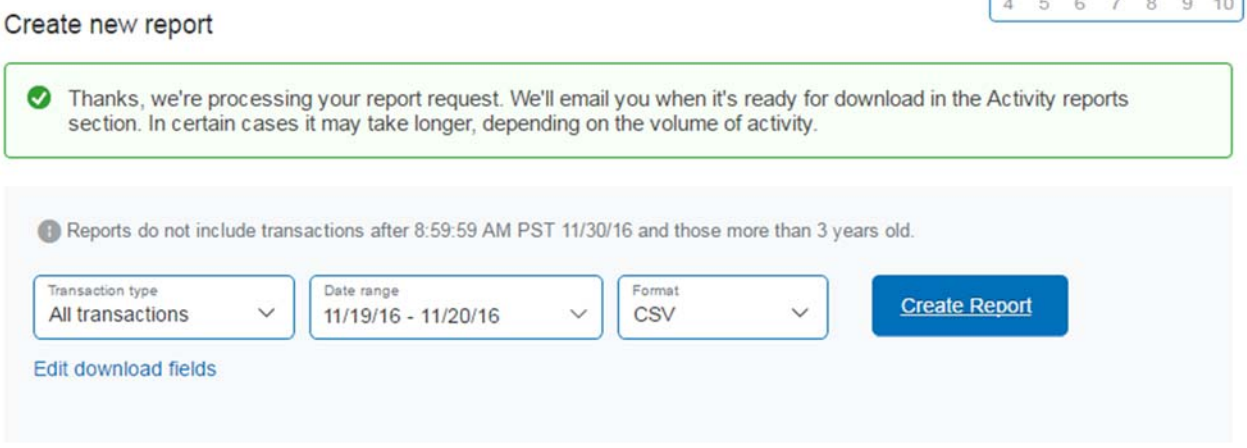
In the **Date range** select pick-list use the calendar option icon to select the **From** and **To** date ranges for the report

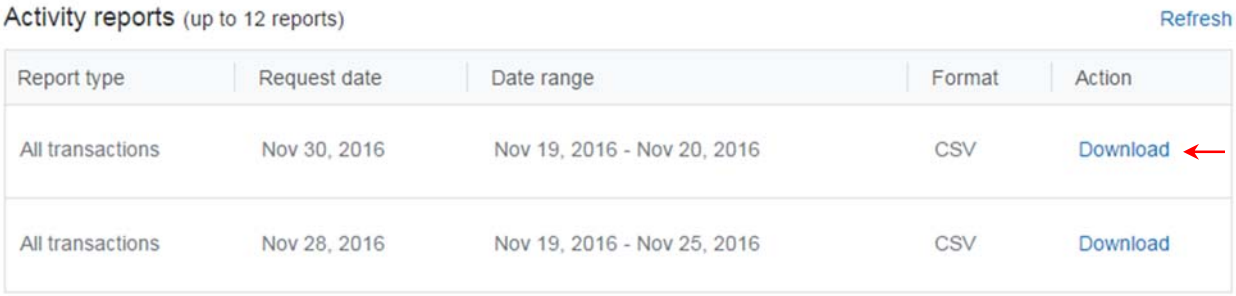
We always suggest using an exact data range for the Download data file



With all selections complete click Create Report button

When the report is ready the following page is displayed:





Click the Download link save file for upload to SimplePort

Save the file to your computer and use it as the upload to SimplePort for your PayPal transactions data conversion to QuickBooks.