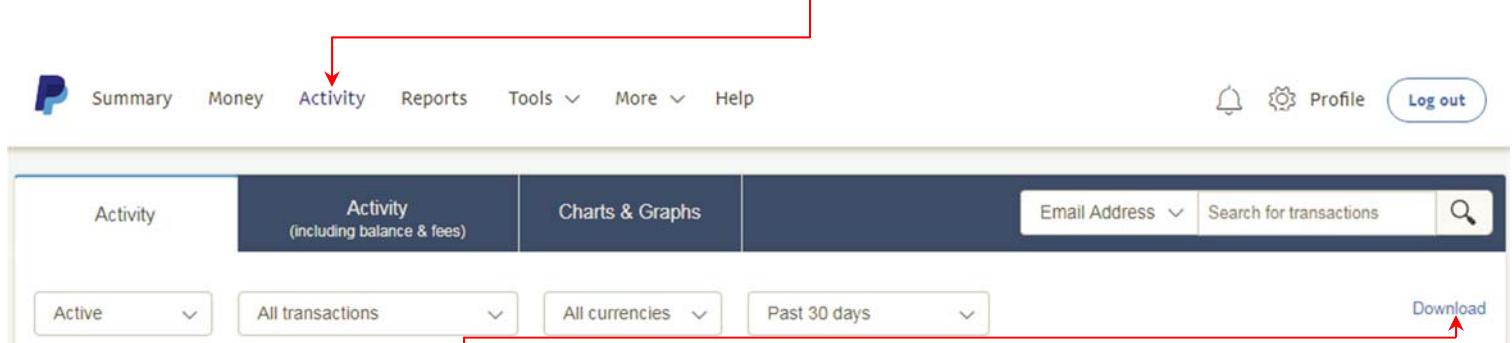


You (and PayPal) own your merchant account data, SimplePort requires the PayPal data be provided to the SimplePort service for processing. Downloading your activity download file from PayPal takes just a few moments to complete.

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.

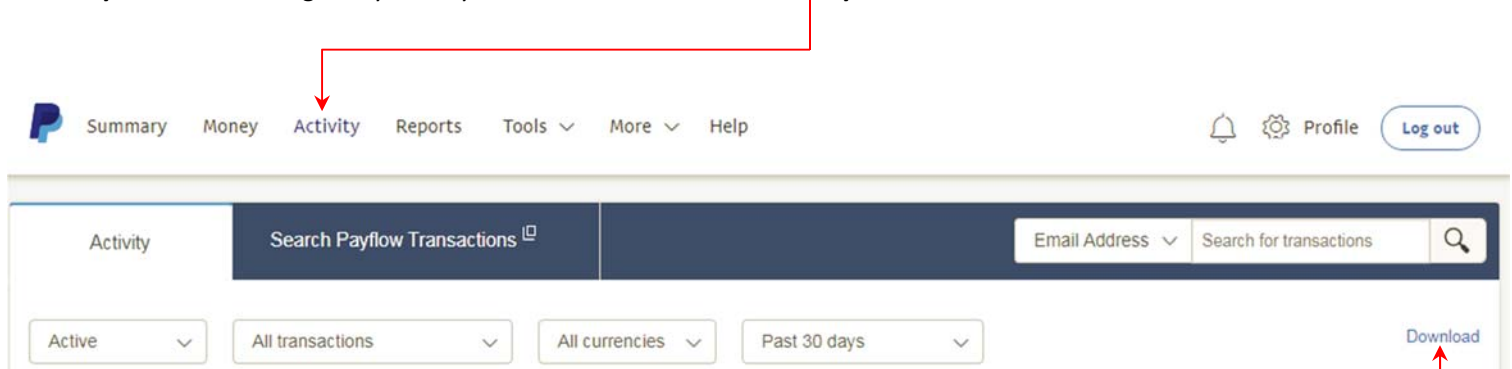
First... the PayPal one-time download field customizations **MUST** be completed (there are two different displays depending on your PayPal account type (either Business Account or Payflow Account)).

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

Activity download

You can create and download a detailed report of all your transaction activity for any time period in the past 3 years.

Create new report

Data is updated as of 5/1/18, 5:29 AM

Transaction type: Balance affecting

Date range: 4/15/18 - 4/28/18


Format: CSV

Create Report

[Customize report fields](#)

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

| | |
|---|---|
| Default fields (cannot be removed) | ▼ |
| <input checked="" type="checkbox"/> Transaction details | ▼ |
| <input checked="" type="checkbox"/> Buyer details | ▼ |
| <input checked="" type="checkbox"/> Shipping details | ▼ |
| <input checked="" type="checkbox"/> Auction details | ▼ |
| <input checked="" type="checkbox"/> Cart details | ▼ |
| <input checked="" type="checkbox"/> Funding details | ▼ |
| <input checked="" type="checkbox"/> Risk details | ▼ |
| <input checked="" type="checkbox"/> Payflow Details | ▼ |



Start with the **Transaction details** section:

Check each field, verify the blue checkbox is enabled

| |
|--|
| <input checked="" type="checkbox"/> Transaction details |
| <input checked="" type="checkbox"/> Sales tax |
| <input checked="" type="checkbox"/> Invoice number |
| <input checked="" type="checkbox"/> Balance |
| <input checked="" type="checkbox"/> Subject |
| <input checked="" type="checkbox"/> Note |
| <input checked="" type="checkbox"/> Payment source |
| <input checked="" type="checkbox"/> Card type |
| <input checked="" type="checkbox"/> Transaction event code |
| <input checked="" type="checkbox"/> Payment tracking ID |
| <input checked="" type="checkbox"/> Bank reference ID |
| <input checked="" type="checkbox"/> Transaction buyer country code |
| <input checked="" type="checkbox"/> Balance Impact |
| <input checked="" type="checkbox"/> Tip |
| <input checked="" type="checkbox"/> Discount |
| <input checked="" type="checkbox"/> Seller ID |

Buyer details section:

Check each field, verify the blue checkbox is enabled

| |
|--|
| <input checked="" type="checkbox"/> Buyer details |
| <input checked="" type="checkbox"/> CounterParty status |
| <input checked="" type="checkbox"/> Address status |
| <input checked="" type="checkbox"/> Contact phone number |
| <input checked="" type="checkbox"/> Buyer Wallet |

Shipping details section:

Check each field, verify the blue checkbox is enabled

| |
|--|
| <input checked="" type="checkbox"/> Shipping details |
| <input checked="" type="checkbox"/> Shipping Address |
| <input checked="" type="checkbox"/> Shipping and handling amount |
| <input checked="" type="checkbox"/> Insurance amount |
| <input checked="" type="checkbox"/> Address line 1 |
| <input checked="" type="checkbox"/> Address line 2 |
| <input checked="" type="checkbox"/> Town/city |
| <input checked="" type="checkbox"/> State/province |
| <input checked="" type="checkbox"/> ZIP or postal code |
| <input checked="" type="checkbox"/> Country |
| <input checked="" type="checkbox"/> Country Code |

Cart details section:

Check each field, verify the blue checkbox is enabled

| |
|--|
| <input checked="" type="checkbox"/> Cart details |
| <input checked="" type="checkbox"/> Item title |
| <input checked="" type="checkbox"/> Item ID |
| <input checked="" type="checkbox"/> Option 1 name |
| <input checked="" type="checkbox"/> Option 1 value |
| <input checked="" type="checkbox"/> Option 2 name |
| <input checked="" type="checkbox"/> Option 2 value |
| <input checked="" type="checkbox"/> Escrow ID |
| <input checked="" type="checkbox"/> Custom number |
| <input checked="" type="checkbox"/> Quantity |
| <input checked="" type="checkbox"/> Item details |

Auction details section:

Check each field, verify the blue checkbox is enabled

| |
|---|
| <input checked="" type="checkbox"/> Auction details |
| <input checked="" type="checkbox"/> Auction site |
| <input checked="" type="checkbox"/> Buyer ID |
| <input checked="" type="checkbox"/> Item URL |
| <input checked="" type="checkbox"/> Closing date |



Funding details section:

Check each field, verify the blue checkbox is enabled

Funding details

Coupons

Special offers

Loyalty card number

Risk details section:

Check each field, verify the blue checkbox is enabled

Risk details

Authorization review status

Protection eligibility

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

Payflow Details

Comment 1

Comment 2

Invoice Number

PO Number

Customer Reference Number

PayFlow Transaction ID (PNREF)

With the eight sections configured, click the checkbox for

Include shopping cart details...

Include shopping cart details as line items under each transaction

Then click the **Save** button

Save

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.

Create new report

Data is updated as of 5/1/18, 5:29 AM

Transaction type: Balance affecting

Date range: 4/15/18 - 4/28/18

Format: CSV

Create Report

All transactions

Completed payments

Balance affecting

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:

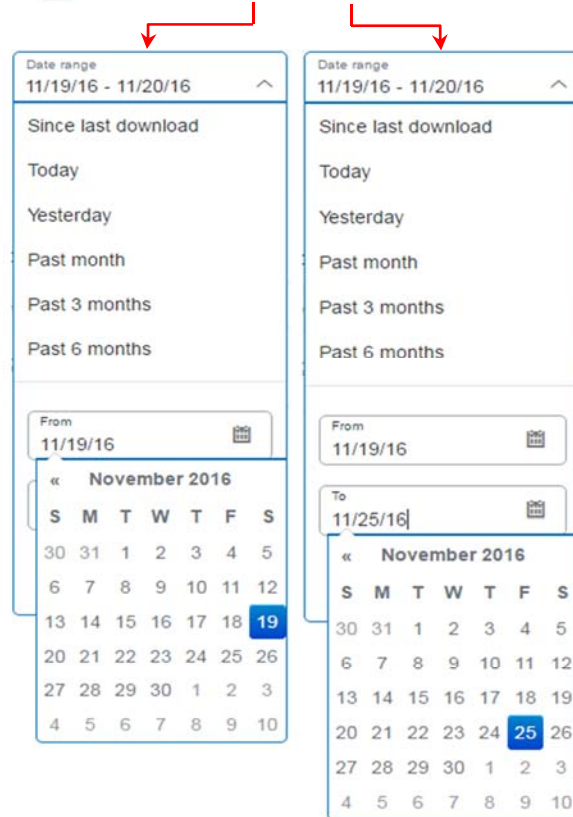
(see next page for the date range selection guide)




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  button

When the report is ready the following page is displayed:

Create new report

 Thanks, we're processing your report request. We'll email you when it's ready for download in the Activity reports section. In certain cases it may take longer, depending on the volume of activity.

 Reports do not include transactions after 8:59:59 AM PST 11/30/16 and those more than 3 years old.


Transaction type: All transactions | Date range: 11/19/16 - 11/20/16 | Format: CSV | 

[Edit download fields](#)

Activity reports (up to 12 reports)

[Refresh](#)

| Report type | Request date | Date range | Format | Action |
|------------------|--------------|-----------------------------|--------|--------------------------|
| All transactions | Nov 30, 2016 | Nov 19, 2016 - Nov 20, 2016 | CSV | Download |
| All transactions | Nov 28, 2016 | Nov 19, 2016 - Nov 25, 2016 | CSV | Download |

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.

