Although not intuitive, PayPal provides a method to display your account balance for any given day and any given transaction. This is useful when reconciling and balancing your QuickBooks PayPal account following a data import. We recommend getting this information while you complete the PayPal transaction history data download.
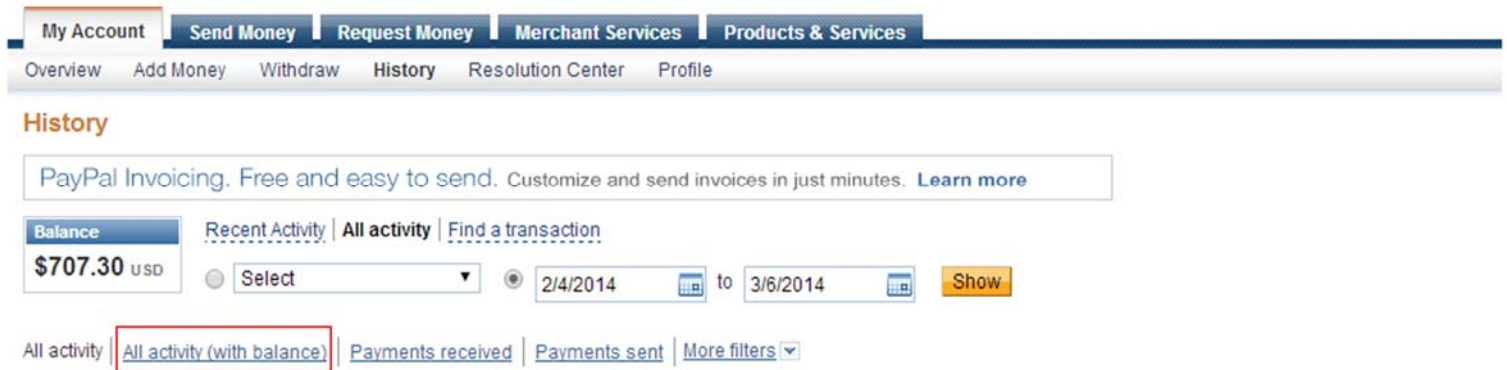
There are three different methods to access the **Download History** page, depending on the PayPal user interface displayed…
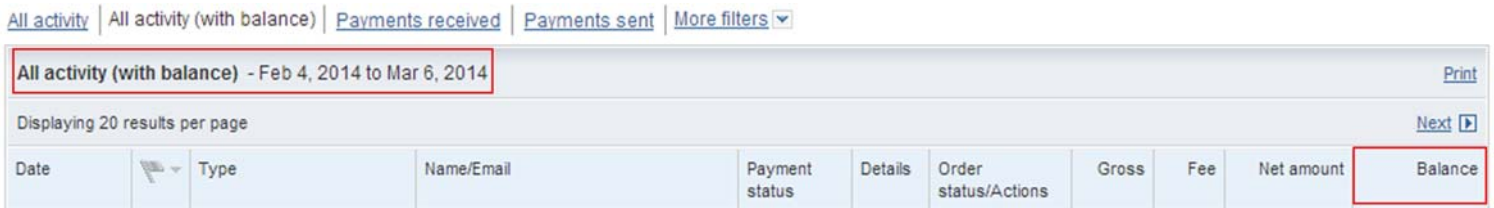
Method 1: Log into your PayPal Merchant Account
          Mouse-over the **History** link on the Overview toolbar **>** click the **Basic Search** link

Once the Basic Search page is displayed, click the "**All activity (with balance)**" display option.

This display option adds a "**Balance**" column to the right of the "**Net amount**" column and changes the form title to "**All activity (with balance)**".

To view the balance for a specific date…

Enter a starting and ending date for that day in the "from" and "to" date fields

←— Click the "Show" button

The last transaction of that day is the first transaction displayed in the report, if the report displays no information, just expand the starting date range for the report display.


The last transaction for the date range in the PayPal display will be the first transaction in the report. When your PayPal data import to QuickBoks has completed, the last QB transaction for the import should be the the same balance as the PayPal report. You are in balance to the PayPal reported "source of truth".

Method 2: When no drop-down pick list is present for the History link
Log into your PayPal Merchant Account, click the **History** link on the Overview toolbar
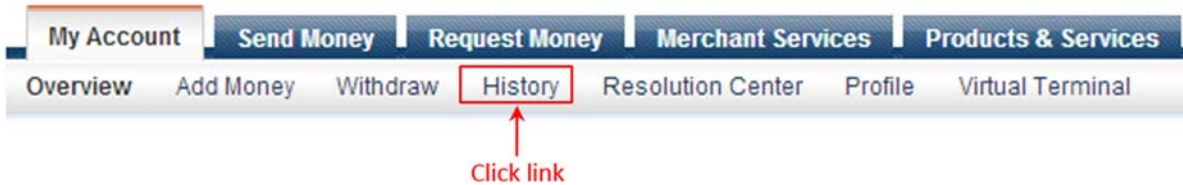
On the History page click the **All Activity (with Balance)** link

This display option adds a "**Balance**" column to the right of the "**Net amount**" column and changes the form title to "**All activity (with balance)**".

To view the balance for a specific date…

Enter a starting and ending date for that day in the "from" and "to" date fields

The last transaction of that day is the first transaction displayed in the report, if the report displays no information, just expand the starting date range for the report display.

The last transaction for the date range in the PayPal display will be the first transaction in the report. When your PayPal data import to QuickBoks has completed, the last QB transaction for the import should be the the same balance as the PayPal report. You are in balance to the PayPal reported "source of truth".

Method 3: If you are using the **NEW PayPal User Interface**, once logged into your account click the **Transactions** link

On the Transaction page, click the **Bookkeeping** button.
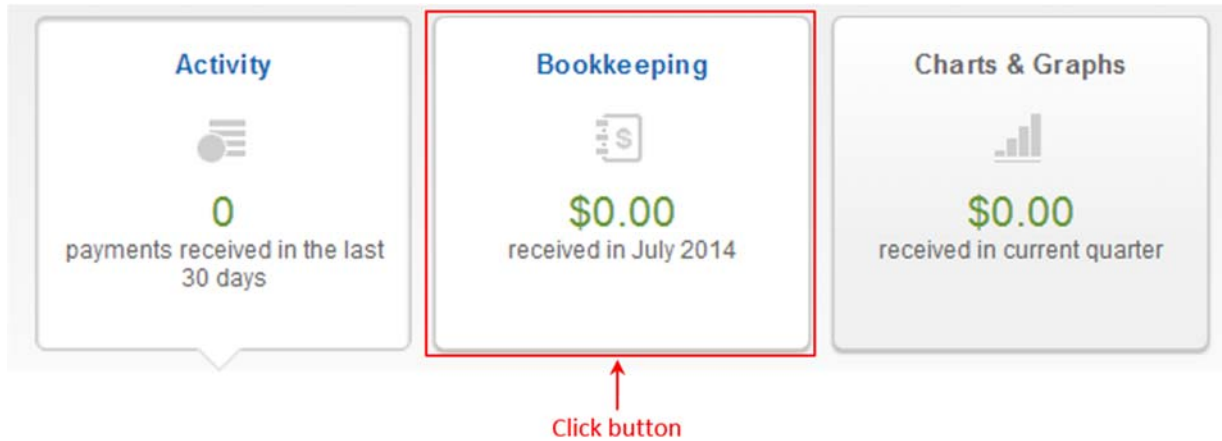
Use the various **Activity** functions to select the date ranges for the balance report, click **View** when done to view the report.

The last transaction for the date range in the PayPal display will be the first transaction in the report. When your PayPal data import to QuickBoks has completed, the last QB transaction for the import should be the the same balance as the PayPal report. You are 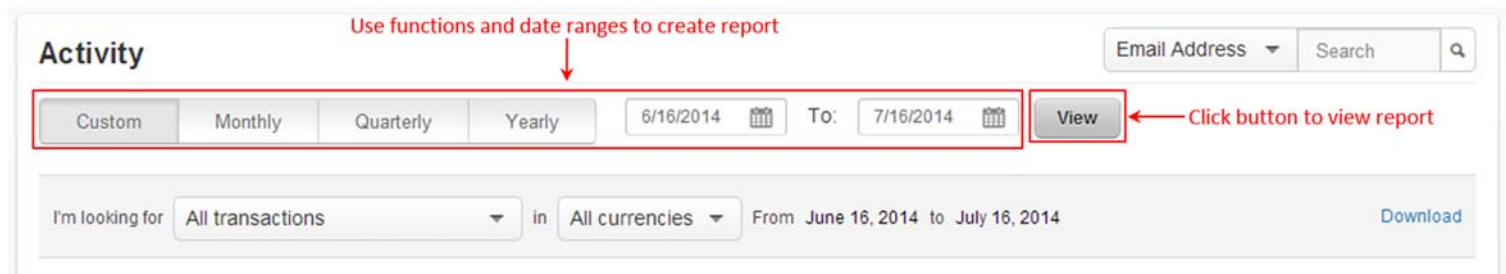in balance to the PayPal reported "source of truth".