

To download tour Square transactions for conversion through SimplePort and import to QuickBooks...

Log into your Square account, to see individual transactions form a specific time period, visit the Transactions in your online Square Dashboard.

Click the date-selector to refine a date range and then select a report to view. <b>Note</b> : Click the middle of the date- selector to see a full calendar view.	(	07/08/	2015 ~	>	All D	ay ~	Sur	nmary ~	Advanced Options	Export ~
	_	ال >				5			Today	
		S	Μ	Т	W	Т	F	S	Yesterday	
					1	2	3	4	This Week	
		5 12	6 13	7 14	8	9 16	<b>10</b> 17	11 18	Last Week	
		19	20	21	22	23	24	25	This Month	
		26	27	28	29	30	31		Last Month	
		2 START			5	6		8	This Year	
		07/08/2015			] - [	07/	08/201	015 Last Year		
Select <b>All Day</b> or <b>Custom</b> to specify a time period for your report in hours.	(	07/08	/2015 -	~ >		I Day 🕚	90	Summary	Advanced Options	Export ~
			All Day							
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						STA	RT	12 ~	am ~	
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To compare sales within the set date range by day, week, or month, click <b>Summary &gt; Daily</b> , <b>Weekly</b> , or <b>Monthly</b> . Scroll down to view a sales summary comparison	¢	07/08	3/2015	~ >		l Day <sup>.</sup>		Summary	Advanced Options	Export ~
							(	Summ	ary	
								O Daily		
					O Weekly					
							3			

Select **All Locations** or manually choose locations to review.

Click Export to download a CSV file to your computer, save the file using a good file naming convention for upload to the SimplePort data conversion process.



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