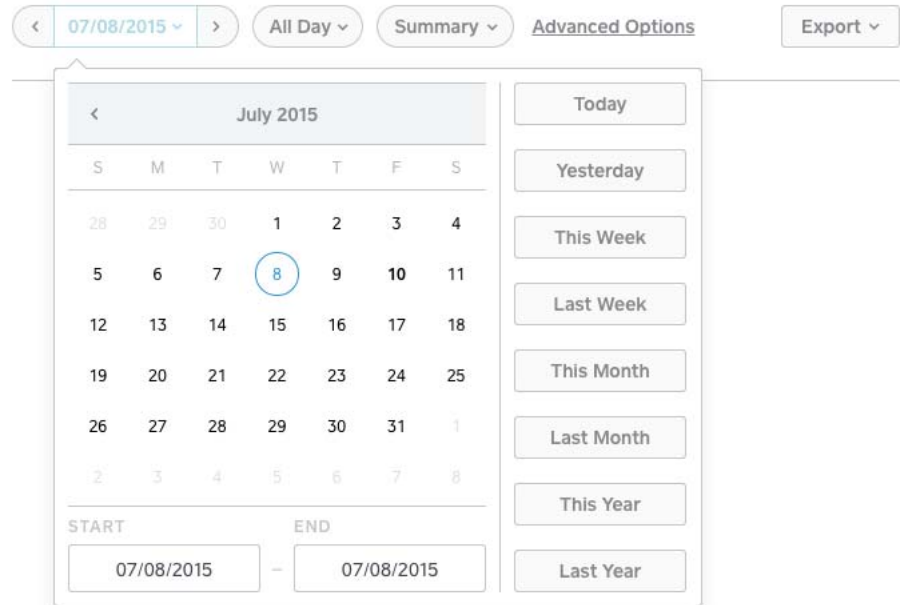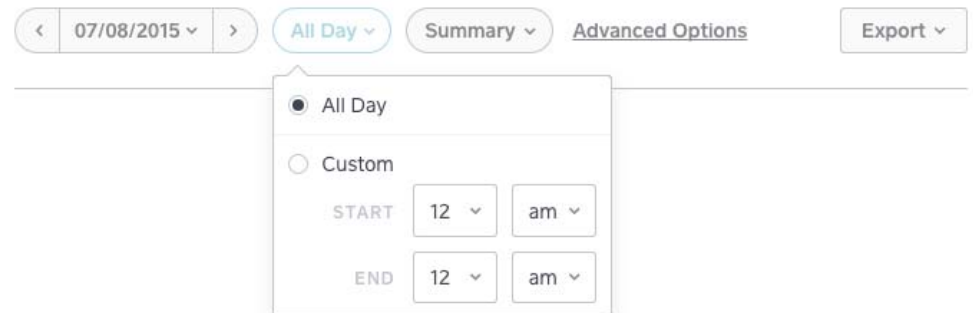To download tour Square transactions for conversion through SimplePort and import to QuickBooks…

Log into your Square account, to see individual transactions form a specific time period, visit the Transactions in your online Square Dashboard.
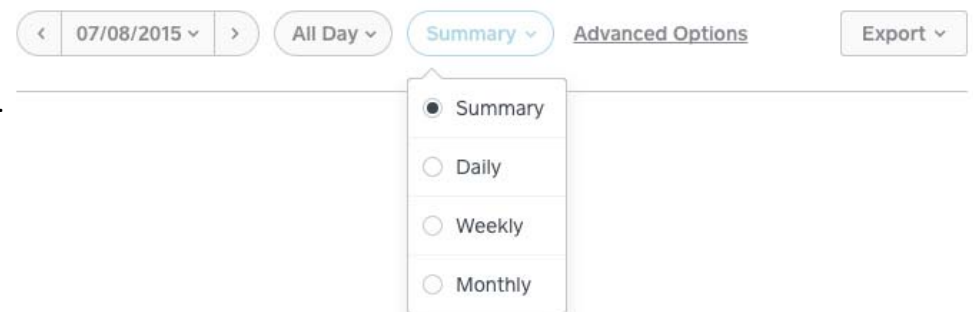
Click the date-selector to refine a date range and then select a report to view. **Note**: Click the middle of the date-selector to see a full calendar view.

Select **All Day** or **Custom** to specify a time period for your report in hours.

To compare sales within the set date range by day, week, or month,
click **Summary** > **Daily**, **Weekly**, or **Monthly**. Scroll down to view a sales summary comparison

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.