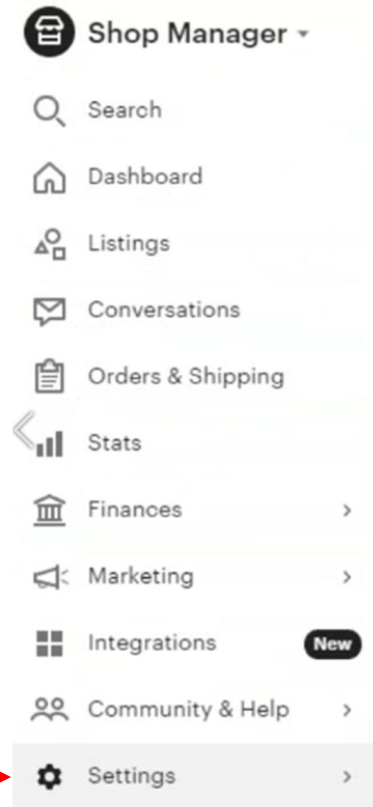


Etsy is constantly modifying their web interface, especially related to the data download process. This is the current process. SimplePort will accept ETSY sales processed through PayPal or directly through the ETSY gateway (aka Direct Checkout). All ETSY PayPal processed sales are automatically imported through the standard PayPal data import process and no additional info from ETSY is required. However, if you have ETSY gateway processed sales and would like that information imported to your QuickBooks company file, then SimplePort requires the following data files from ETSY...

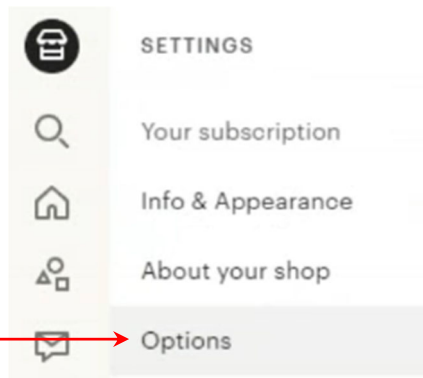
ETSY Orders, ETSY Order Items and ETSY Deposits.

How to download the required ETSY data files for SimplePort processing:

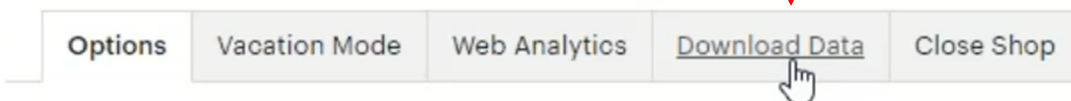
Log into your ETSY account, from the **Shop Manager** navigation panel, select **Settings**



From **Settings** panel select **Options**



From the Options navigation links select **Download Data**



Use the Orders display to download the three ETSY data files required for your SimplePort data conversion

Orders

The **Order Item** CSV is a report of your sales at an individual item level.

The **Order** CSV is a report of your sales at the order level. This report includes payment method for each order, along with card processing fees and bank deposit amounts for Etsy Payments orders.

The **Etsy Payments Sales** CSV is a report of all of your payments received through Etsy Payments sales. If you've received an IRS form 1099-K from us this report can be used for reconciliation.

The **Etsy Payments Deposits** CSV is a report of all Etsy Payments deposits made to your bank account.

What type of CSV would you like to download?

- CSV Type - ▾

To download all orders in a year, leave month unselected and choose a year.

- Month - ▾ - Year - ▾

Download CSV

Start with the **Order** data download:

From the "What Type of CSV would you like to download?" pick-list, select **Orders**

- CSV Type - ▾

- CSV Type -
- Order Items
- Orders**
- Etsy Payments Sales
- Etsy Payments Deposits

To download all orders in a year, leave month unselected and choose a year.

Now select the Month and Year for the download data from the appropriate pick-list, Etsy will permit downloading a full year by selecting just the year or a specific month by selecting a month and year, you cannot select custom date ranges, only month and year.

Click the **Download CSV** button **Download CSV**

"EtsySoldOrdersYYYY-MM" is the default file name that is Used by ETSY when the file is downloaded

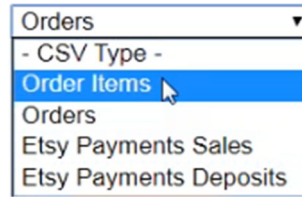
- Month - ▾ - Year - ▾

- Month -	- Year -
01 - January	2018
02 - February	2017
03 - March	2016
04 - April	2015
05 - May	2014
06 - June	2013
07 - July	2012
08 - August	2011
09 - September	2010
10 - October	2009
11 - November	2008
12 - December	2007
	2006
	2005



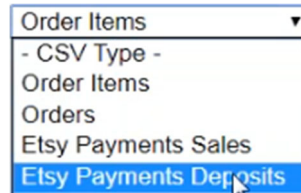
Now download the **Order Items**

data using the same procedure as the Order download, verify you are using the same month and year as the Order download file, save the resulting file using the "EtsySoldItemsYYYY-MM" default file name provided by Etsy.



Lastly, download the **Direct Checkout Deposits**

data using the same procedure as the previous two file downloads, save the resulting file using the "EtsyDepositsYYYY-MM" default file name provided by Etsy.



These three Etsy files will be uploaded to the SimplePort service to provide one QuickBooks iif data import file that will have all info required to match to the QuickBooks item list and will include the cash transfers between the Etsy bank account and the business checking account.

