

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.

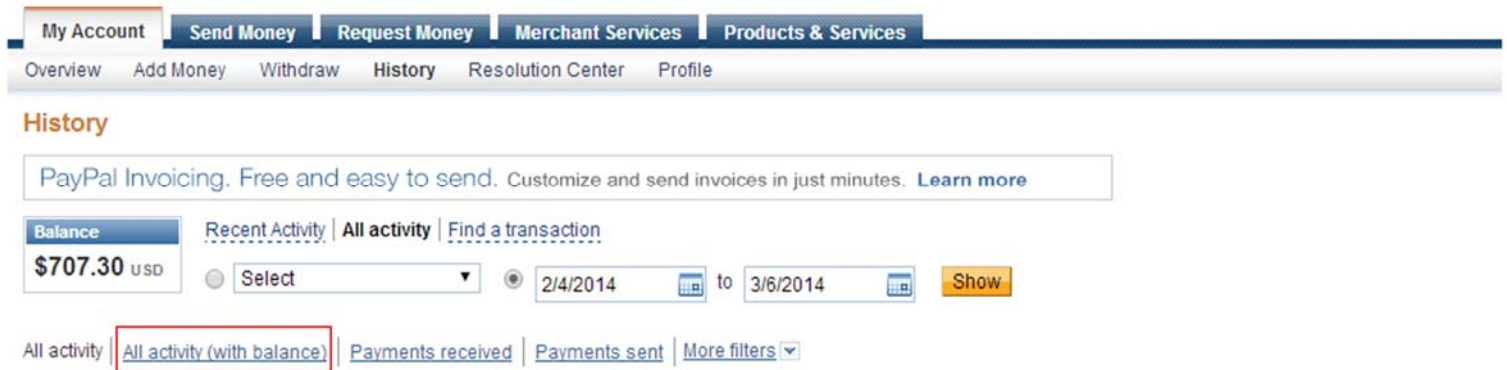
There are three different methods to access the **Download History** page, depending on the PayPal user interface displayed...

**Method 1:** Log into your PayPal Merchant Account

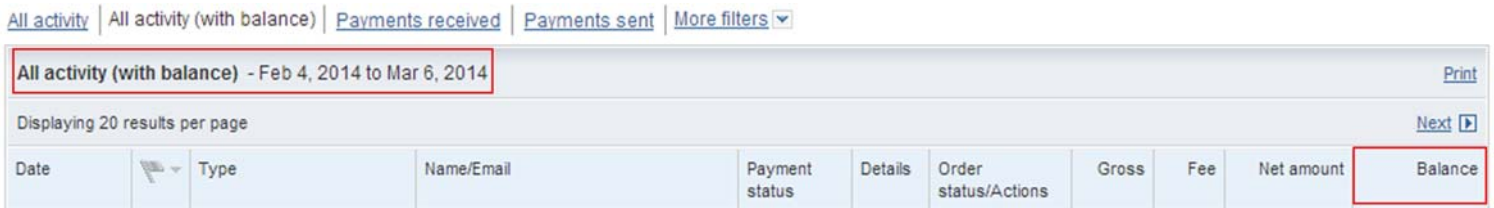
Mouse-over the **History** link on the Overview toolbar > click the **Basic Search** link



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



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.

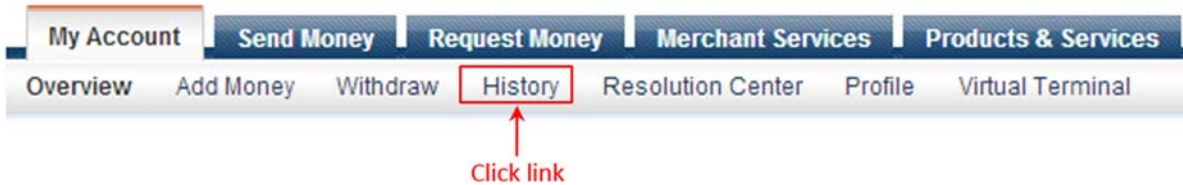
[All activity](#) | [All activity \(with balance\)](#) | [Payments received](#) | [Payments sent](#) | [More filters](#) ▾

All activity (with balance) - Feb 20, 2014 to Feb 20, 2014 <span style="float:right"><a href="#">Print</a></span>										
Displaying 20 results per page <span style="float:right"><a href="#">Next</a> ▹</span>										
Date	Type	Name/Email	Payment status	Details	Order status/Actions	Gross	Fee	Net amount	Balance	
Feb 20, 2014	Payment From	WABCX, Inc.	Completed	<a href="#">Details</a>	<a href="#">Issue refund</a>	\$19.95	-\$0.74	\$19.21 USD	\$1,105.35 USD	

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

### History

Balance **\$235.79** USD

[Recent Activity](#) | [All activity](#) | [Find a transaction](#)

Select ▾
  6/16/2014 to 7/16/2014 [Show](#)

[All activity](#) | [All activity \(with balance\)](#) | [Payments received](#) | [Payments sent](#) | [More filters](#) ▾

↑  
Click 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)"**.

[All activity](#) | [All activity \(with balance\)](#) | [Payments received](#) | [Payments sent](#) | [More filters](#) ▾

All activity (with balance) - Feb 4, 2014 to Mar 6, 2014 <span style="float:right"><a href="#">Print</a></span>										
Displaying 20 results per page <span style="float:right"><a href="#">Next</a> ▹</span>										
Date	Type	Name/Email	Payment status	Details	Order status/Actions	Gross	Fee	Net amount	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

2/20/2014 to 2/20/2014 [Show](#) ← 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.

[All activity](#) | [All activity \(with balance\)](#) | [Payments received](#) | [Payments sent](#) | [More filters](#) ▾

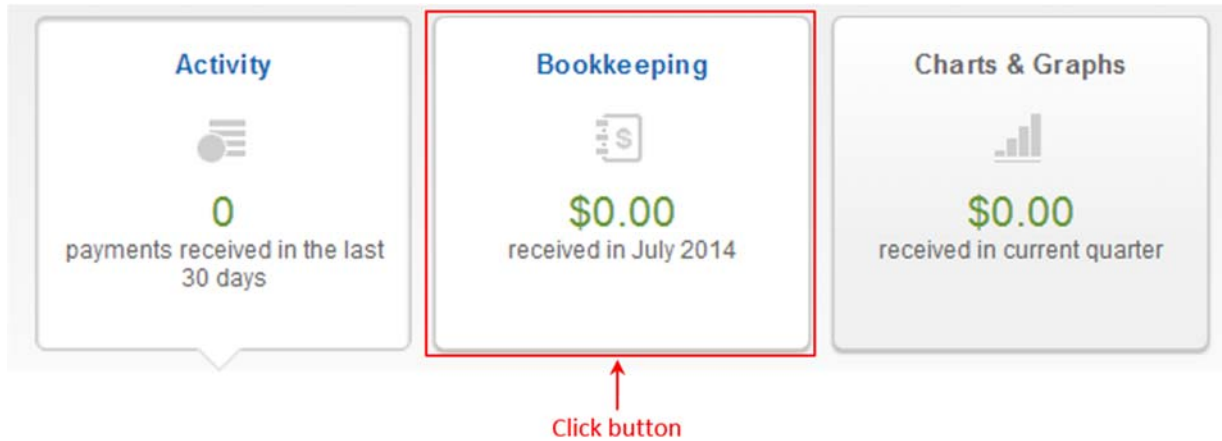
All activity (with balance) - Feb 20, 2014 to Feb 20, 2014 <span style="float: right;"><a href="#">Print</a></span>										
Displaying 20 results per page <span style="float: right;"><a href="#">Next</a> ▹</span>										
Date	Type	Name/Email	Payment status	Details	Order status/Actions	Gross	Fee	Net amount	Balance	
Feb 20, 2014	Payment From	WABCX, Inc.	Completed	<a href="#">Details</a>	<a href="#">Issue refund</a>	\$19.95	-\$0.74	\$19.21 USD	\$1,105.35 USD	

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".

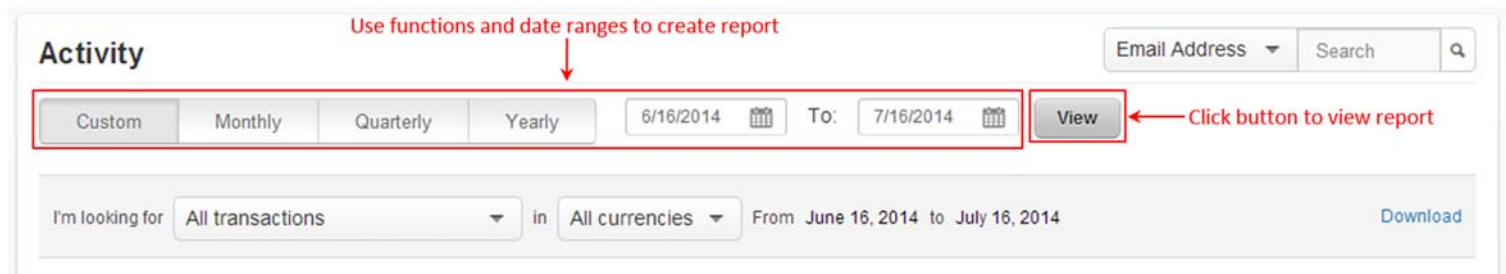
**Method 3:** If you are using the **NEW PayPal User Interface**, once logged into your account click the **Transactions** link



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".

