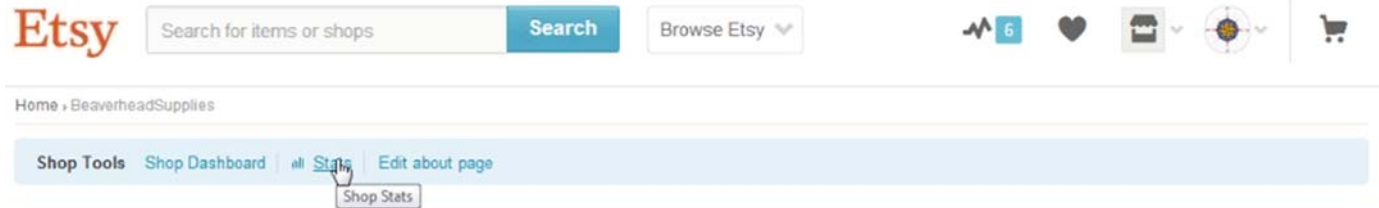


SimplePort will accept ETSY sales processed through PayPal or directly through the ETSY gateway (aka Direct Checkout). All ETSY PayPal processed sales are automatically imported through the standard PayPal data import process and no additional info from ETSY is required. However, if you have ETSY gateway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

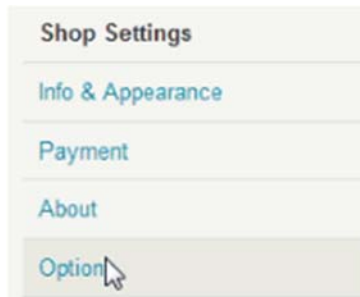
### ETSY Orders, ETSY Order Details and ETSY Deposits.

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

Log into your ETSY account, from the **Shop Tools** toolbar select **Stats**



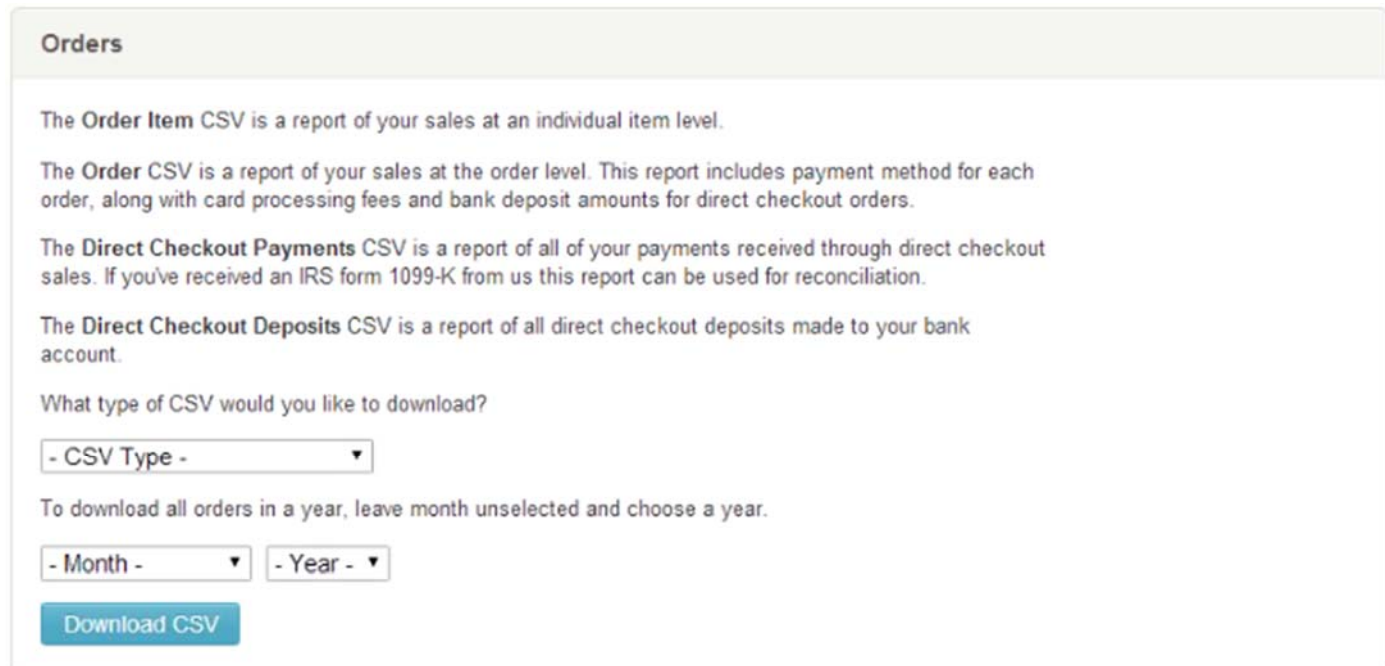
From the **Stats** page use the left navigation panel, scroll down to **Shop Settings** and select **Options**



From the **Options** toolbar select **Download Data**



Use the Orders display to download the three files SimplePort requires



Start with the **Order** data download:

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

Direct Checkout Deposits ▾
- CSV Type -
Order Items
<b>Orders</b>
Direct Checkout Payments
Direct Checkout Deposits

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.

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

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

Click the **Download CSV** button



"EtsySoldOrdersYYYY-MM" is the default file name

File name:	EtsySoldOrders2014-07
Save as type:	Microsoft Excel Comma Separated Values File

Now download the **Order Item** 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.

File name:	EtsySoldItems2014-07
Save as type:	Microsoft Excel Comma Separated Values File

Lastly, download the **Direct Checkout Deposits** data using the same procedure as the previous two file downloads, save the resulting file with the filename provided by Etsy.

File name:	EtsyDeposits2014-7
Save as type:	Microsoft Excel Comma Separated Values File

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.

