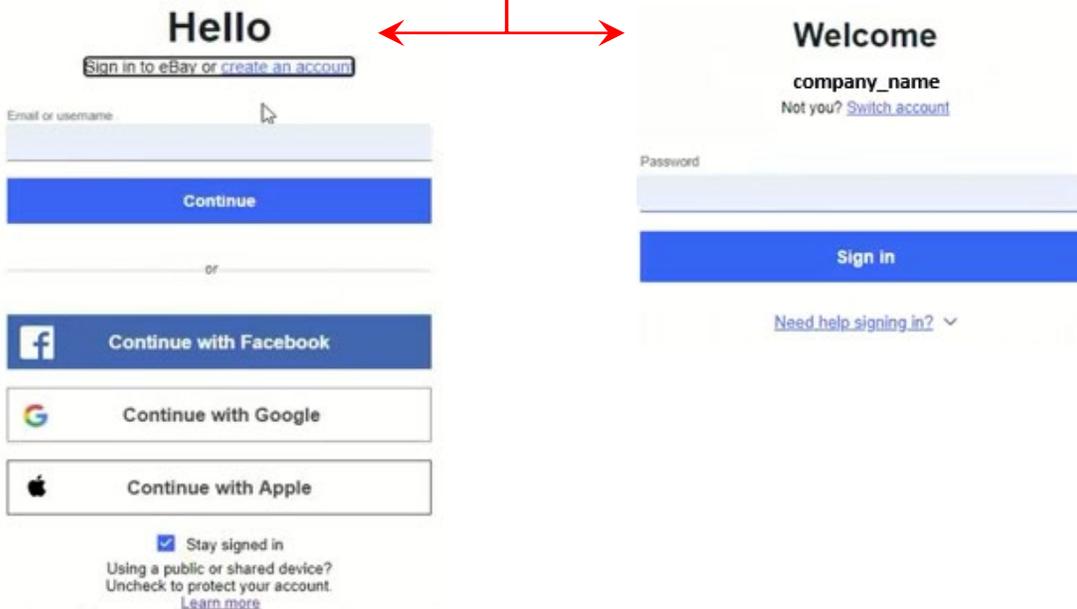


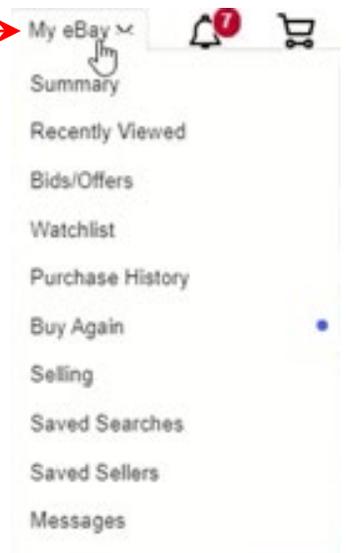
eBay has changed how they process payments, if you are not using PayPal as the payment service provider or even if you are, we require the eBay Managed Payments "Paid and Shipped" orders, the "Payouts Transactions" and "Payouts Reports" data downloads (all three files are required). eBay does not keep the seller orders data for Managed Payments beyond 90 days, so the data must be download in a timely manner to capture all transactions.

Start here with the **Order Details** downloads.

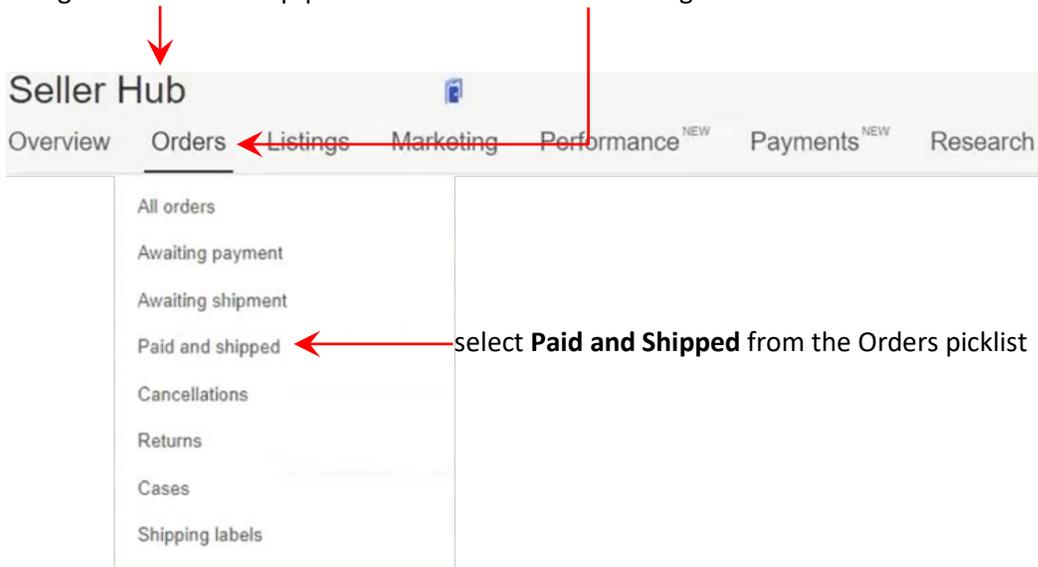
Log into your eBay account



From the top -level navigation links select **My eBay**



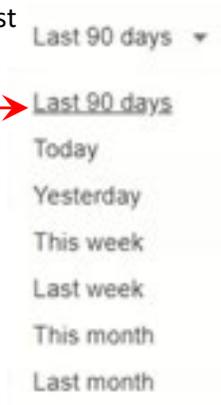
Using the **Seller Hub** top-panel links click the **Orders** navigation link



Use the **Last 90 days** picklist and select the appropriate date range for the report

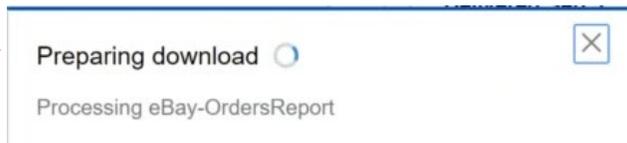


Always use the “Last 90 days” from the Last 90 Days picklist



Click the **Download report** link, a status box is displayed in the lower left of the screen displaying the download progress

Print | **Download report**

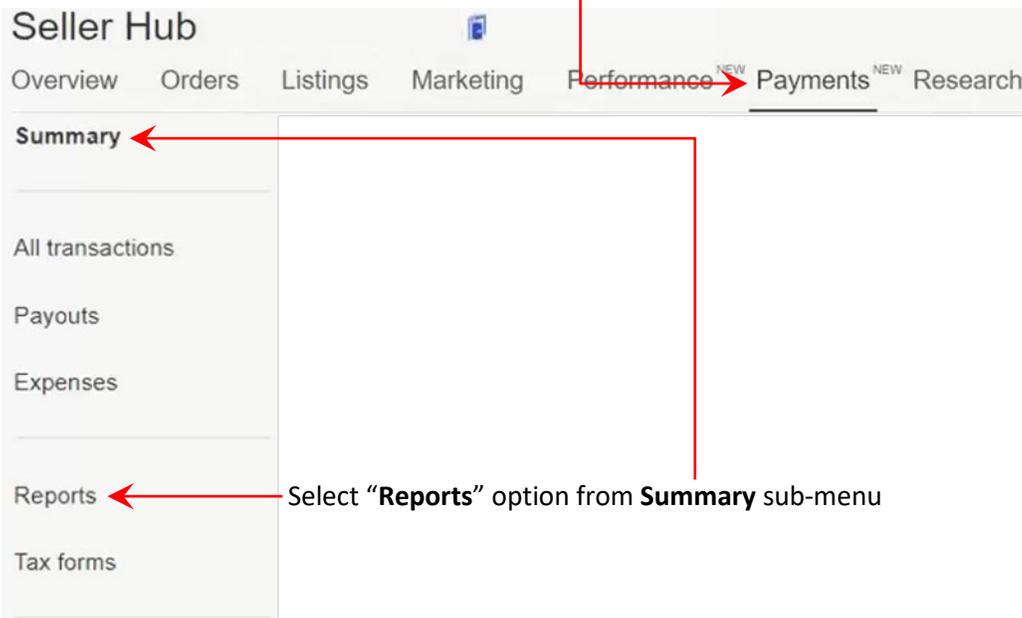


Save the file to your computer with a useful filename like “**EMP\_ORDER\_DETAILS\_YYYY-DD-MM-to-DD-MM.csv**” where YYYY-DD-MM-DD-MM = the YEAR\_DAY-MONTH-to-DAY-MONTH of the transaction info the file, example: EMP\_ORDER\_DETAILS\_2020\_09-01-to-11-30.csv

To match all sales transactions and funds transfers (payouts) to your bank account, we require the **eBay Payments Transaction and Summary data**. eBay does not provide all the info in a single location or report. Follow these directions to download the two reports.

First, download the **eBay Payouts Transaction** data to capture and process refund transactions

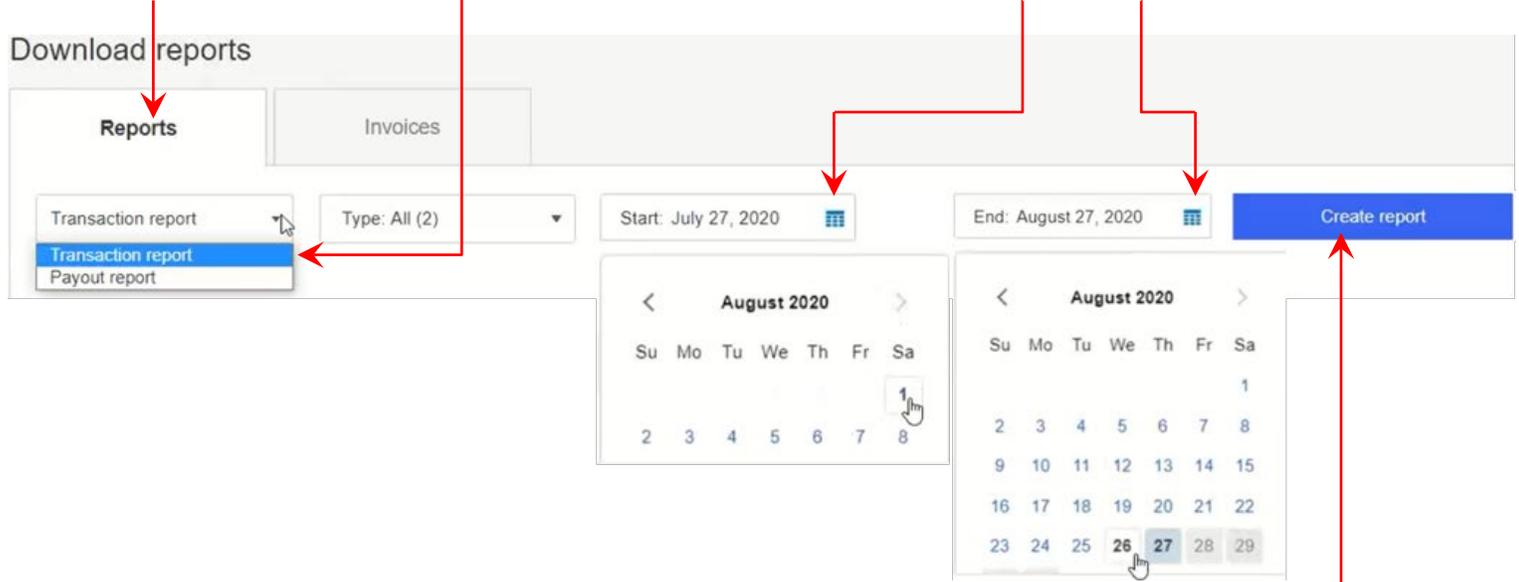
From the **Seller Hub** top-panel links click the **Payments** navigation link



Select “**Reports**” option from **Summary** sub-menu



From the **Reports** tab select **Transaction Report** use the calendar icon to select the **Start** and **End** dates for the report



Then click **Create Report** button

A report status will be displayed indicating the report processing status

Report name	Request date	Date range	Status
Transaction Report for August 1, 2020 - August 26, 2020	August 27, 2020	August 1, 2020 - August 26, 2020	In Progress

Click the **Refresh** link to update the status

Report name	Request date	Date range	Status
Transaction Report for August 1, 2020 - August 26, 2020	August 27, 2020	August 1, 2020 - August 26, 2020	Download

When the Status changes to Download, click the **Download** link to save the report to your computer

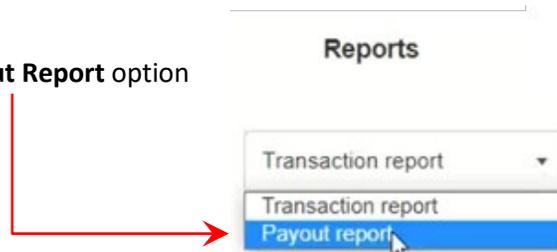
Save the report for upload to SimplePort.

Save the file with a useful filename like **"EMP\_PAYOUTS\_TXNS\_YYYY-DD-MM-to-DD-MM.csv"**

where YYYY-DD-MM-DD-MM = the YEAR\_DAY-MONTH-to-DAY-MONTH of the transaction info the file, example:

EMP\_PAYOUTS\_TXNS\_2020\_11-01-to-11-30.csv

Next, repeat the process, only this time use the **Payout Report** option



This downloads the **eBay Payouts Report** data capturing payouts transfers from eBay to your checking account

Use the same date range selections as was done for the Payouts Transaction report, when the Create Report button has been clicked a report status will be displayed indicating the report processing status

Report name	Request date	Date range	Status	
Payout Report for August 1, 2020 - August 26, 2020	August 27, 2020	August 1, 2020 - August 26, 2020	In Progress	Refresh

Click the **Refresh** link to update the status

Report name	Request date	Date range	Status
Payout Report for August 1, 2020 - August 26, 2020	August 27, 2020	August 1, 2020 - August 26, 2020	Download

When the Status changes to Download, click the **Download** link to save the report to your computer

Save the report for upload to SimplePort.

Save the file with a useful filename like “EMP\_PAYMENTS\_REPORT\_YYYY-DD-MM-to-DD-MM.csv”

where YYYY-DD-MM-DD-MM = the YEAR\_DAY-MONTH-to-DAY-MONTH of the transaction info the file, example:

EMP\_PAYMENTS\_REPORT\_2020\_11-01-to-11-30.csv.

The three reports are now ready to be uploaded to your eBay EMP conversion process in SimplePort.

To balance your QB eBay Managed Payouts account to eBay , use the eBay Financial Statement. This info is directly from the eBay Seller Central web site...

### Financial statement

Your Financial statement provides a summary of your monthly account activity. Every month, you’ll receive an email to let you know that your Financial statement is ready to download. In your Financial statement, you’ll find a summary of your managed payments activity and a detailed view of your transactions, including information on claims, refunds, payment disputes, payouts and more for that month. You can download it from Seller Hub or My eBay.

Here's how to download your Financial statement in Seller Hub:

1. Go to the [Payments tab](#) in Seller Hub.
2. From the menu on the left, select **Report**.
3. Select the **Statements** tab.
4. Select **Download** next to the statement you would like to download.

Here’s how to download your Financial statement in My eBay:

1. Go to the [Account tab](#) in My eBay.
2. Select **Payment options** from the Payments section.
3. Select **Reports**.
4. Select **Download** next to the statement you would like to download.

Monthly statements are available to download for one year. Please note, the statement is not an invoice and does not replace existing reports.

See the next page for SimplePort EMP conversion processing information.



When running the SimplePort conversion process for eBay Managed Payments be sure to upload the three EMP files to the correct file fields.

eBay has timestamp issues between the Payouts data and the Order Details data, and they back-date modify the actual data in their download files. It is the Payouts Transactions that represent the true sales and match to the Financial Statement. If there are Payouts txns that have no match to the Order Details data they are imported no matter what, as they do represent the true state of the transactions. Any Order Details data that does not match to a Payout transaction is ignored, so no dups will occur, but we do capture all Order Details for possible matches to the Payouts transactions.

We have modified the UI for EMP to manage the true nature of the data. The Merchant Bank Download field is where the EMP PAYOUTS TXNS data is uploaded, the Primary Options field is where you upload the EMP ORDER DETAILS data and the Secondary Options File is where you upload the EMP PAYOUTS REPORT data, see here...

### Request

<p><b>Merchant Bank Download</b> EMP PAYOUTS TXNS</p>	<input type="button" value="Choose File"/> EMP_PAYOUTS_TXNS_2020_10-01-to-10-31.csv <span style="color: red; font-weight: bold;">Required</span>
<p>This short video: <a href="#">QB Lists Export</a> walks you through the next step</p>	
<p><b>QuickBooks Lists</b></p>	<p>ITEMLIST_2020_11-05_2.IIF (187K)</p> <input type="button" value="Choose File"/> No file chosen
<p><b>Primary Options File</b> EMP ORDER DETAILS</p>	<p>EMP_ORDERS_2020_08-06-to-11-04_FIX2.csv (9617K)</p> <input type="button" value="Choose File"/> EMP_ORDERS_2020_08-06-to-11-04.csv
<p><b>Secondary Options File</b> EMP PAYOUTS REPORT</p>	<p>EMP_PAYOUT_REPORT_2020_10-01-to-10-31.csv (1K)</p> <input type="button" value="Choose File"/> EMP_PAYOUT_REPORT_2020_10-01-to-10-31.csv

Uploading the three EMP file to the correct file fields insures the conversion process will successfully complete.

