

Site navigation option

A quick reference guide for the SimplePort "Run Next Process" task list option:



Sub-list displays for multiple account settings

Read the disclaimer, only use this option to run the next date sequential data conversion process

Use the **Request** block **Chose File** button to upload the PayPal data file

Create Next Process For: PayPal Biz

Need help with this task? [Click Here](#)

This option creates the NEXT sequential data conversion file only. Do NOT use this option to re-run a data conversion. To re-run a conversion process, click the "Review Previous Processes" option and "Review" that specific process. Use the "RE PROCESS and SEND" button on the Review Process page to re-run that process.

Download your PayPal data > [PayPal Website](#)

Click this link to open a new browser window right to the **PayPal download history** page

Request

Download your PayPal data: [Read this FAQ article](#), or [watch this video](#)

Merchant Bank Download No file chosen
Required

This short video: [QB Lists Export](#) walks you through this step

QuickBooks Lists No file chosen

Use the **Request** block **Chose File** button to upload QB lists file *

Expectations

These fields will be filled in automatically.

Opening Date	<input type="text" value="10/24/2015 12:00:00 AM"/>
Opening Balance	<input type="text" value="483.02"/>
Closing Date	<input type="text" value="10/25/2015 12:00:00 AM"/>
Closing Balance	<input type="text"/>

The **Expectations** block fields may be left alone, the service will fill these values when the process runs

When all files have been selected, click the **SEND PROCESS** button to complete the process run. Use the "**Review Previous Processes**" option to see the status of the requested process. When STATE = "RunOK" click the "Review/ReRun" button and then the "Download Results" button to save the converted iif file to your computer.

* If there have been no changes to your QBLISTs since the previous process run, just use the file already indicated, otherwise, export and upload a new QBLIST file.

