

How to reconcile the PayPal account

1. Login to your PayPal account.
2. When the homepage loads up, click on the “View all of my transactions” button.

My recent activity | [Payments received](#) | [Payments sent](#) | [View all of my transactions](#)

My recent activity - Last 7 days (15-May-2012-22-May-2012)

[Archive](#) | [What's this](#) | [Payment status glossary](#)

<input type="checkbox"/>	Date	Type	Name/Email	Payment status	Details	Order status/Actions	Gross
-No New Items-							

[Archive](#) | [What's this](#)

3. When this page opens, use the date range option and select the start and end date you want the statement for. Then click “Show”

Balance €0.00 EUR

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

Select 1/4/2012 to 31/5/2012

4. When the report has loaded, click the “All activity (with balance)” link. You will see when this has loaded as it will display with the date below it.

Balance €0.00 EUR

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

Select 01/04/2012 to 31/05/2012

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

All activity (with balance) - 01-Apr-2012 to 31-May-2012

5. Then click the “Print” button over on the right hand side (just above the “Balance” column). This will open the statement in a new pop-up window along with the “Print” Menu for you to select your printer. The report may take a minute or 2.

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

All activity (with balance) - 01-Apr-2012 to 31-May-2012

Date	Type	Name/Email	Payment status	Details	Order status/Actions	Gross	Fee	Net amount	Balance
24			leted			€0.00	€0.00	€0.00 EUR	€0.00 EUR
24			leted			€0.00	€0.00	€0.00 EUR	€0.00 EUR

6. Click “Ok” when you are ready to print.

History - PayPal - Mozilla Firefox

PayPal Inc. (US) https://history.paypal.com/ie/cgi-bin/webscr?cmd=_history&print_page=print&history_cache=AAAAAAAAA68AAAA2WYNIaXN0b3J3UGFnZUMhY2hIQ29udGFpbnVy111GRUVFRU

Print

Printer:

Status: 0 documents waiting

Type: Dell Color Laser 3110cn PS

Where: Printer

Comment: Print to file

Print range: All Pages from: 1 to: 1 Selection

Copies: Number of copies: 1 Collate

How to reconcile the PayPal account – Pt. 2

7. Now onto the Transactions within the statement:

- I. Any Sales Invoices paid into the PayPal account, or any Purchase Invoices paid out of the PayPal account, need to be allocated as normal – making sure that it is the amount in the “Gross” column on PayPal that is being allocated and that the “PayPal” account is selected. **Note:** *If the Sales Invoice was sent out with, and paid using, the SortMyBooks-PayPal Integration feature, then these invoices should already be allocated against.*
- II. Payments, for items that you don’t have Purchase Invoices for, need to go into “Misc Payments”. See the How-To [here](#).
- III. Some transactions incur a “Fee” – these will be shown in the “Fee” column. These need to be entered into “Misc Payments” under a payee of “PayPal Fee”.

Date	Type	Name/Email	Payment status	Details	Order status/Actions	Gross	Fee	Net amount	Balance
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- IV. Any money transferred from (or to) the PayPal account from the Credit Card account or another company bank account, needs to go in as an Account Transfer. See the How-To [here](#).
8. Once these transactions are entered you should be able to reconcile your PayPal account just like any bank account.