



Exporting Jupico Transactions to QuickBooks Online

Overview

Merchants can export transaction history from Jupico Backoffice as a CSV file and upload it to QuickBooks Online (QBO). This lets you reconcile card and ACH payments against your books without manual entry. It takes about 10 minutes.

Before you begin:

- You need Backoffice access to reports.
- You need QuickBooks Online Admin access, or a role that can manage bank transactions.
- Decide which QuickBooks account the transactions will post to. Most merchants use a "Jupico Clearing" account or the bank account that receives their deposits.

Step 1: Export transactions from Jupico Backoffice

1. Log in to Jupico Backoffice.
2. Go to the **TRANSACTIONS** report.
3. Set the date range to match your accounting period, such as the prior month.
4. For bookkeeping, only have the **Sales** and **Refunds** transaction boxes selected.
5. Then export by selecting the box with an **X** in the upper right-hand corner.
6. Save the file to your computer.

Tip: To reconcile against your bank statement, also export the **SETTLEMENT** report. Deposits arrive in your bank *net* of processing fees, and this report shows how each deposit breaks down into gross sales, refunds and fees.

Step 2: Format the file for QuickBooks

QuickBooks accepts a CSV in a 3-column or 4-column layout:

Layout	Columns
3-column	Date, Description, Amount
4-column	Date, Description, Credit, Debit

1. Open the CSV in Excel or Google Sheets.
2. Keep only the date, description and amount columns; delete the rest. A useful description is the customer name plus the transaction ID.
3. Enter refunds and fees as **negative** amounts, or put them in the Debit column if you use the 4-column layout.
4. Use one date format throughout, such as MM/DD/YYYY.
5. Remove currency symbols and commas from amounts.
6. Save the file as CSV.



Step 3: Upload the file to QuickBooks Online

1. In QuickBooks, go to **Transactions > Bank transactions**.
2. Click the arrow next to **Link account** and select **Upload from file**.
3. Browse to your CSV and click **Continue**.
4. Choose the QuickBooks account to post to, then click **Continue**.
5. Map the columns (Date, Description, Amount) and confirm the date format.
6. Select the transactions to import, click **Next**, then **Yes** to confirm.

Step 4: Review and categorize

Imported transactions appear in the **For review** tab. For each one:

- **Add** it and assign a category, such as Sales or Merchant Fees.
- **Match** it to an existing invoice or payment.
- **Create a rule** so recurring items, like daily processing fees, are categorized automatically.

Troubleshooting

Issue	Fix
"File format not supported"	Confirm the file is saved as .csv, not .xlsx.
Wrong dates imported	Check the date format selected during column mapping.
Deposit amounts don't match the bank	Compare against the Settlement report and record processing fees separately.
Duplicate transactions	Don't import overlapping date ranges; delete duplicates from For review before adding.

Need help?

Jupico Support is available 8am–6pm CST, Monday–Friday.