

# Find a list of sales by their QuickBooks Status

You can filter the **All Sales Report** and **Payments Report** by QuickBooks status.

## Filter the All Sales Report by QuickBooks Status...

1. Go to **E-Commerce > Reports** and click on **All Sales Report**.
2. Click the **Start Over** button to reset the search criteria.
3. Click on the **QuickBooks Status** tab to select QuickBooks related search criteria.
4. Select your Criteria
  1. **Export Status:** Choose from Downloaded (Exported to IIF), Imported (Uploaded to QuickBooks) and Error (Unsuccessful Export.)
  2. **Has been Exported:** Select Yes or No.
  3. **Export Date:** Set a specific date range.
5. Click the **Search** button to view the results.

## Filter the Payments Report by Quickbooks Status...

1. Go to **E-Commerce > Reports** and click on **Payments Report**.
  2. Click on the **Start Over** button to reset the search criteria.
  3. Click on the **QuickBooks Status** tab to select QuickBooks related search criteria.
  4. Select your criteria:
    1. **Export Status:** Choose from Downloaded (Exported to IIF), Imported (Uploaded to QuickBooks) and Error (Unsuccessful Export.)
    2. **Has been Exported:** Select *Yes* or *No*
    3. **Export Date:** Set a specific date range.
  5. Click on the **Search** button to view the results.
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