

Suggested SimplePort Settings for:

SimplePort Subscriber Login:

SimplePort creates an Intuit Interchange Format (iif) file from your PayPal transaction history file, your mapped SimplePort settings and your QuickBooks Item List (optional). Use the QuickBooks file import utility to complete the import process.

An accurate and error free data import depends on exact data mapping between SimplePort and QuickBooks. SimplePort uses the **exact** account and item names from your Chart of Accounts and Item List.


The required QuickBooks Chart of Accounts and Item List changes must be completed before doing your first data import.

Do not enter account numbers in the SimplePort settings; use only the account name from your Chart of Accounts.

Before your first PayPal data import, backup your QuickBooks company file. If import errors occur you will always have a pre-import copy of your company file to restore (if necessary).

We recommend initially importing a limited number of PayPal transactions (a week or a month's worth of data) to shake out any issues and verify the import completes as expected. It's easier to find errors or discrepancies with a smaller data set.

This guide includes the mapping for each SimplePort setting and information for the required changes to your Chart of Accounts or Item List. Complete the QuickBooks required changes then review the SimplePort settings that have been loaded to your account.

To verify your settings: log into your SimplePort account, click the '**View/Change Settings**' link and click on each settings group to review the mapped settings. If you change any settings you will be prompted to save them when you click the  button. When you logout of SimplePort your session settings are saved to our database; however, it is always a good idea to save a copy on your computer.

In this guide the QuickBooks Chart of Accounts and Item list changes are presented first, followed by the SimplePort-to-QuickBooks data mapping for accounts and items.

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SimplePort Mapping Settings

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Click these links to view in-depth SimplePort articles (PDF docs) concerning...

- [Default Item Mode Matching and SimplePort Item Matching Logic](#)
- [Customer Record Importing](#)
- [Currency Conversion](#)
- [Deposit Account Mapping \(Funds Transfers\) and PayPal Parent/Child Accounts](#)



QuickBooks Chart of Accounts **BANK ACCOUNT Changes**

PayPal Bank Account Name : [SimplePort BASIC Group](#)

Purpose of this account: QB "Balance Sheet Account" (Bank) used to hold all PayPal transactions. This account must exist in your QB Chart of Accounts before attempting a PayPal data import, it is a **REQUIRED** account.

Required QuickBooks Chart of Accounts Changes:

PayPal Deposits – Bank Account : [SimplePort FUNDS TRANSFERS Group](#)

Purpose of this account: This is normally your primary business checking account. When funds are transferred **into** your PayPal Merchant Account, PayPal uses this as the transferring account. If the SimplePort setting is left blank, any funds transferred into your PayPal Merchant Account will appear as a deposit in your SimplePort designated default income account (from the BASIC group settings) and the Funds Transfers Group - Deposit Account Mapping settings are ignored.

Required QuickBooks Chart of Accounts Changes: [**Do not use your PayPal Bank account name in this setting**]

PayPal Withdrawals – Bank Account : [SimplePort FUNDS TRANSFERS Group](#)

Purpose of this account: This is normally your primary business checking account. When funds are transferred **from** your PayPal Merchant Account PayPal will transfer them to this account. If the SimplePort setting is left blank any funds transfers will be recorded as a check in your SimplePort designated default expense account (from the BASIC group settings).

Required QuickBooks Chart of Accounts Changes: [**Do not use your PayPal Bank account name in this setting**]

PayPal Parent – Bank Account : [SimplePort FUNDS TRANSFERS Group](#)

Purpose of this account: This account is only used if PayPal has set your account up in a Parent/Child configuration, you will know if this is the case (not the usual standard PayPal set-up for Merchant Accounts). This setting will be the same as your PayPal Bank Account Name from the BASIC Group settings. See the [Deposit Account Mapping \(Funds Transfers\) and PayPal Parent/Child Accounts](#) document for additional information regarding this setting.

Required QuickBooks Chart of Accounts Changes: [**Use your PayPal Bank account name in this setting**]



QuickBooks Chart of Accounts INCOME ACCOUNT Changes

Default Income Account : [SimplePort BASIC Group](#)

Purpose of this account: This account holds income transactions that are not mapped to other QB income accounts. Any transactions imported to this account should be re-assigned to the appropriate income account in QB. Run a quick report following the data import and from the report re-assign transactions the to correct QB income account. This account must exist in your QB Chart of Accounts before attempting a PayPal data import, it is a **REQUIRED** account.

Required QuickBooks Chart of Accounts Changes:

Shipping Income Account : [SimplePort SHIPPING Group](#)

Purpose of this account: Use this QB account if you charge customers for shipping products to them. SimplePort assigns shipping and insurance components of incoming payments to this QB income account. This setting works with the QB Shipping Income Item setting. This is a SimplePort **OPTIONAL** account.

Required QuickBooks Chart of Accounts Changes:

Sales Income Account : [SimplePort SALES Group](#)

Purpose of this account: The main source of income for your company associated with your product or service sales. SimplePort assigns sales transactions to this account. When using your Item List, any matched items are assigned to the specific sales account as indicated in the 'account' column in the Item List. If the SimplePort setting is blank all sales transactions are recorded as deposits and no sales receipts are generated by QB. This is a SimplePort **OPTIONAL** account

Required QuickBooks Chart of Accounts Changes:

Sales Refund Account : [SimplePort SALES Group](#)

Purpose of this account: QB Income Account for crediting customer refunds. A refund is a negative sale and offsets a positive sale. A refund account is an income account, usually either a Sales account or sub account of Sales. If the SimplePort setting is blank, the funds are credited to your default sales income account. This is a SimplePort **OPTIONAL** account

Required QuickBooks Chart of Accounts Changes:



QuickBooks Chart of Accounts **INCOME ACCOUNT** Changes (continued)

PayPal Money Market Dividend Income Account : [SimplePort MISC Group](#)

Purpose of this account: Money received for something other than normal business operations, such as interest income. Assign PayPal Money Market Dividend income to this account. If not receiving PayPal Money Market Dividend income do not add this account to your Chart of Accounts and leave this setting blank. This is a SimplePort **OPTIONAL** account.

Required QuickBooks Chart of Accounts Changes:

PayPal Cash Back Bonus Account : [SimplePort MISC Group](#)

Purpose of this account: Money received for something other than normal business operations, such as interest income. PayPal Cash Back Bonus income is assigned to this account. If not receiving PayPal Cash Back Bonus income do not add this account to your Chart of Accounts and leave the SimplePort mapping setting blank. This is a SimplePort **OPTIONAL** account.

Required QuickBooks Chart of Accounts Changes:

QuickBooks Chart of Accounts **EXPENSE or COST of GOODS SOLD ACCOUNT** Changes

Default Expense Account : [SimplePort BASIC Group](#)

Purpose of this account: This account holds expense transactions that are not mapped to other QB expense accounts. Transactions imported to this account should be re-assigned to appropriate expense accounts in QB. After a data import run a quick report against the account, and from the report re-assign transactions to the desired QB expense account. This account must exist in your QB Chart of Accounts before attempting a PayPal data import, it is a **REQUIRED** account.

Required QuickBooks Chart of Accounts Changes:

Expense Account for PayPal Fees : [SimplePort BASIC Group](#)

Purpose of this account: This account can be either a COGS or expense account. This account is for assigning PayPal sales related (and other) transaction fees. If left blank (default) PayPal fees are assigned to your QuickBooks default expense account. This is a SimplePort **REQUIRED** account.

Required QuickBooks Chart of Accounts Changes:



QuickBooks Chart of Accounts EXPENSE or COST of GOODS SOLD ACCOUNT Changes (continued)

Indirect Shipping (COGS) Account: [SimplePort SHIPPING Group](#)

Purpose of this account: This account is a COGS or expense account. This account is where freight charges for resale items shipped from vendors are assigned. This is a SimplePort **OPTIONAL** account.

Required QuickBooks Chart of Accounts Changes:

Shipping Expense Account : [SimplePort SHIPPING Group](#)

Purpose of this account: This account can be either a COGS or expense account. This account is where shipping expenses for shipping products to customers are assigned. This is a SimplePort **OPTIONAL** account.

Required QuickBooks Chart of Accounts Changes:

eBay Purchase Expense Account : [SimplePort MISC Group](#)

Purpose of this account: This account can be either a COGS or expense account. This account holds eBay resell item expense transactions. This is a SimplePort **OPTIONAL** account.

Required QuickBooks Chart of Accounts Changes:

eBay Fees Expense Account : [SimplePort MISC Group](#)


Purpose of this account: This account can be either a COGS or expense account. This account is where eBay fees (auction, listing, etc.) are assigned. If left blank (default) eBay fees are assigned to your QuickBooks default expense account. This is a SimplePort **OPTIONAL** account.

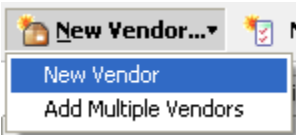
Required QuickBooks Chart of Accounts Changes:



QuickBooks Chart of Accounts TAX AGENCY Changes

- Sales Tax Agency (vendor) : [SimplePort TAXES Group](#)
- GST Agency (vendor) : [SimplePort TAXES Group CANADA ONLY](#)
- PST Agency (vendor) : [SimplePort TAXES Group CANADA ONLY](#)
- VAT Agency (vendor) : [SimplePort TAXES Group UK ONLY](#)

Purpose of this vendor: This vendor is the tax agency to whom you are responsible for submitting collected sales taxes. If you don't have a tax agency in your vendor center, add it before you set up the sales taxes through the company preferences process. Use the actual name for your state tax agency (authority) such as "California State Board of Equalization", or "New York State Department of Taxation". To add the tax agency to your vendor center click on the QB Vendor Center icon.  From the vendor center click the New Vendor tab and choose 'New Vendor' from the selection list.



In the "New Vendor" dialog window enter the tax agency name in the Vendor Name field, click the "Additional Info" tab and choose "Tax Agency" from the "Type" selection list. Click "OK".

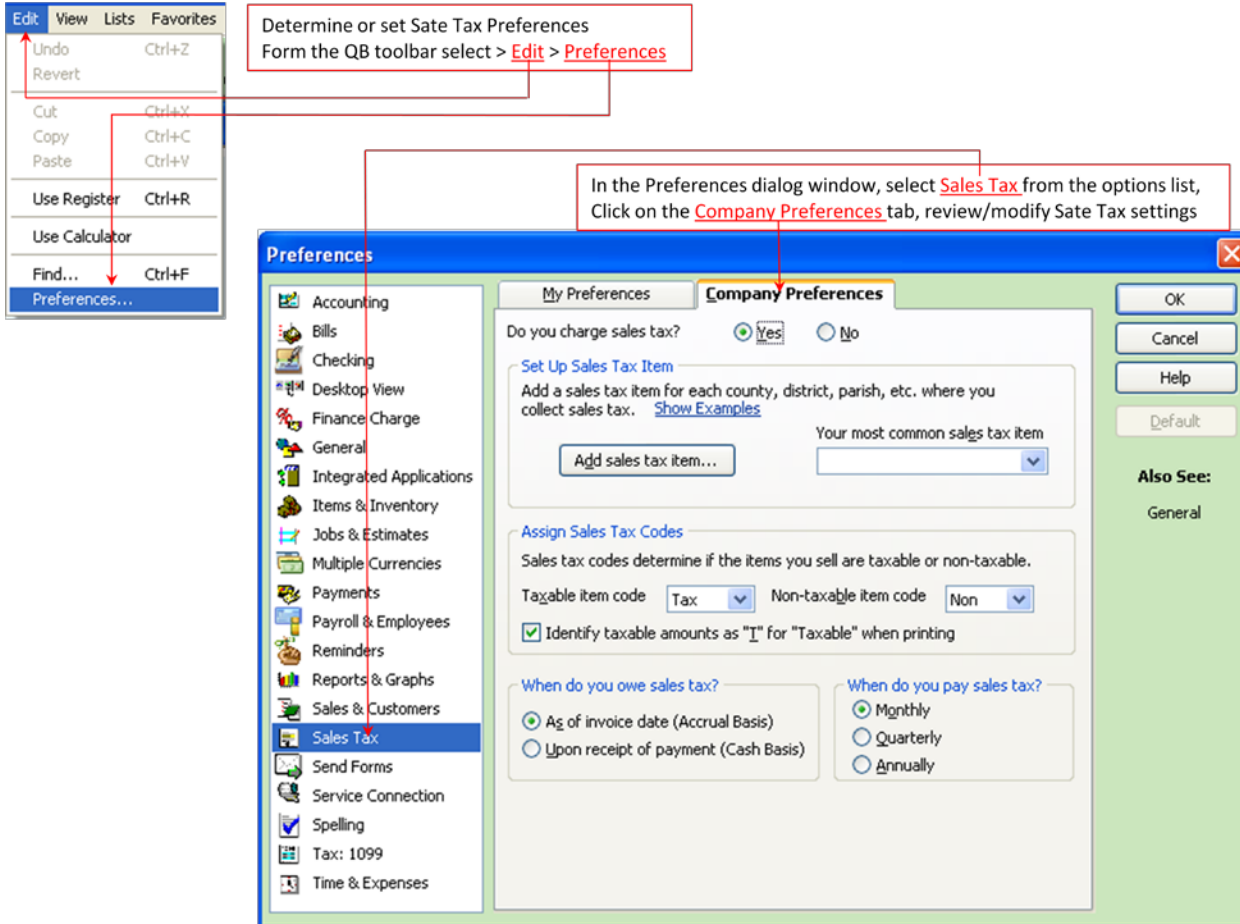


QuickBooks Chart of Accounts **TAX ACCOUNT Changes**

Sales TAX ON : [SimplePort TAXES Group](#)

To determine if you have Sales Tax enabled in QuickBooks...

From the QB Toolbar select EDIT > from **PREFERENCES** select > **SALES TAX** > click **Company Preferences Tab**. This displays information to establish QB Sales Taxes, and if sales tax is enabled (“Do you charge sales tax?”). From this interface you can add a sales tax item if you are missing that item in your Item List.



Clicking the “**YES**” radio button for the “Do you change sales Tax?” question forces QB to auto-create a Sales Tax Payable account in your Chart of Accounts. Complete the Set up Sales Tax Item, Assign Sales Tax Codes and the Owe and Pay sales Tax sections, when finished click the “**OK**” button.

Sales Tax Payable Account Name : [SimplePort TAXES Group](#)

Purpose of this account: QB name for the Sales Tax Payable Account (sales taxes are assigned to this account). This is an Other Current Liability account in your Chart of Accounts.. This account is auto-created by QB when setting up your sales taxes (see previous example). This is a SimplePort **OPTIONAL** account.

Required QuickBooks Chart of Accounts Changes:

QuickBooks Chart of Accounts **TAX ACCOUNT** Changes (continued)

GST Payable Account Name : [SimplePort TAXES Group](#) **CANADA ONLY**

Purpose of this account: The Canadian Governmental Sales Tax Payable account. (Other Current Liability account in your Chart of Accounts), see the Sales Tax Payable info above. This is a SimplePort **REQUIRED** account.

Required QuickBooks Chart of Accounts Changes:

PST Payable Account Name : [SimplePort TAXES Group](#) **CANADA ONLY**

Purpose of this account: The Canadian Provincial Sales Tax Payable account. (Other Current Liability account in your Chart of Accounts), see the Sales Tax Payable info above. This is a SimplePort **OPTIONAL** setting.

Required QuickBooks Chart of Accounts Changes:

VAT Control Account Name : [SimplePort TAXES Group](#) **UK ONLY**

Purpose of this account: The UK VAT Control account. (Other Current Liability account in your Chart of Accounts), see the Sales Tax Payable info above. This is a SimplePort **OPTIONAL** setting.

Required QuickBooks Chart of Accounts Changes:

Sales Tax Paid Asset Account : [SimplePort TAXES Group](#)

Purpose of this account: If you pay sales taxes on items for re-sale (even though you are a re-seller, this can happen) you should have an Other Current Asset or Other Asset account for assigning the sales tax amounts. See the “Record sales tax for purchased items you plan to resell” help information in QuickBooks for details on how to handle these transactions. This is a SimplePort **OPTIONAL** setting.

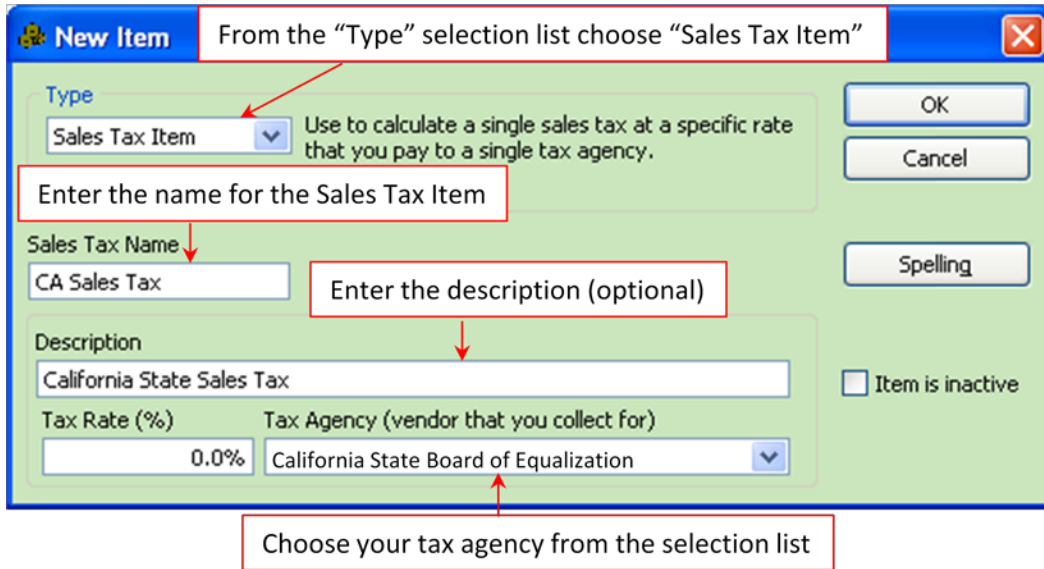
Required QuickBooks Chart of Accounts Changes:



QuickBooks Chart of Accounts **TAX ITEMS** Changes

- Sales Tax Item : [SimplePort TAXES Group US Only](#)
- GST Item : [SimplePort TAXES Group CANADA ONLY](#)
- PST Item : [SimplePort TAXES Group CANADA ONLY](#)
- VAT Item : [SimplePort TAXES Group UK ONLY](#)

Purpose of this item: This is the tax item associated with your collected sales taxes. Add the sales Tax Item from the QB Sales Tax preferences interface, click the “Add sales tax item” button, a “New Item” dialog window will display. Complete the fields as shown in the example, a description is not required, if you use a Tax Rate % SimplePort ignores it and uses the actual value contained in the PayPal transaction file. Click the “OK” button when your new tax item has been entered in the “New Item” interface. See the “New Item” interface example. This is a SimplePort **OPTIONAL** setting.



A **sales tax item** includes a **Type**, an **Account**, a **Tax Rate**(price) and a **Tax Agency**

Name	Description	Type	Account	On Hand	Price	Tax Agency
CA Sales Tax	California State Sales Tax	Sales Tax Item	Sales Tax Payable		8.25%	California Board of Equalization

Required QuickBooks Tax Item List Changes:

- 0% Sales Tax Item : [SimplePort TAXES Group ALL COUNTRIES](#)

Purpose of this account: Non-taxable sales. If you need to add a 0% sales tax item, just follow the same steps used to add the state sales tax item, be sure to select your most common sales tax item after all sales tax items have been entered and assign the tax agency to the tax item. This is a SimplePort **OPTIONAL** setting.

Required QuickBooks Tax Item Changes:



QuickBooks Chart of Accounts **ITEM LIST Changes**

Shipping Income Item : [SimplePort SHIPPING Group](#)

Purpose of this item: The income item for shipping and handling associated with shipping sold items to customers. The Shipping Income Item used is not pulled from your QB Item List but from this setting entry. This is useful for users who do not use their QB Item List as input to SimplePort. This item should be assigned to the appropriate sales income account QB Chart of Accounts (usually the shipping income account). This setting works with the QB Shipping Income Item Account setting. This is a SimplePort **OPTIONAL** setting.

Required QuickBooks Chart of Accounts Changes:

Default Name/Number Item : [SimplePort MISC Group](#)

Purpose of this item: This setting is used as a last resort value for the QB Sales Receipt Item field. If SimplePort cannot match a sales receipt line item in your Item List (or the Item List is not uploaded as input to SimplePort) and PayPal does not provide an Item ID value in the transaction file.

If a Sales Receipt line item does not have an Item value, QB will not include it when compiling Sales Reports, leading to incorrect totals in these reports.

We recommend creating a QB inventory item such as **PayPal Default Item** and use that name in this setting. The item must be added to your QB Item List prior to completing a data import, otherwise the QB file import utility will create the item as a type "service", which is probably not what you want and the transactions may get assigned to your default expense account, also something you don't want (this is the default behavior of QuickBooks).

Required QuickBooks Chart of Accounts Changes:

QuickBooks Chart of Accounts **Asset Account Changes**

PayPal Temporary Holds Asset Account : [SimplePort BASIC Group](#)

Purpose of this account: This is a holding account for PayPal temporary hold transactions (placed and removed). A temporary hold transaction should not impact the bottom line (Profit and Loss) so we assign all temporary transactions to the asset account. As a 'hold placed' is updated with a 'hold removed' the account will zero itself out. The transaction is placed in your PayPal bank account, assuring you stay in balance with the PayPal transaction file's running balance. This is a SimplePort **REQUIRED** account.

Required QuickBooks Chart of Accounts Changes:



SimplePort → QuickBooks Account Mapping: BASIC Group

These settings import checks and deposits to accurately reconcile/balance QuickBooks accounts.

	SimplePort Setting	QuickBooks Account or Item Name
PayPal Bank Account Name :	<input type="text"/>	<input type="text"/>
Default Income Account :	<input type="text"/>	<input type="text"/>
Default Expense Account :	<input type="text"/>	<input type="text"/>
PayPal Home Currency :	<input type="text"/>	SIMPLEPORT ONLY NO MAPPING REQUIRED
Date Format :	<input type="text"/>	SIMPLEPORT ONLY NO MAPPING REQUIRED
Expense Account for PayPal Fees :	<input type="text"/>	<input type="text"/>
PayPal Temporary Holds Asset Account :	<input type="text"/>	<input type="text"/>

SimplePort → QuickBooks Account or Item Mapping: TAXES Group

These settings import tax information. [Green fields are for CANADA ONLY - Blue fields are for UK ONLY]

	SimplePort Setting	QuickBooks Account or Item Name
Sales Tax On :	Check box for YES	QB Sales Tax Company Preferences: "Do you charge sales tax?" set to YES?
Sales Tax Type :	<input type="text"/>	SIMPLEPORT ONLY NO MAPPING REQUIRED
Sales Tax Payable Account Name :	<input type="text"/>	<input type="text"/>
GST Payable Account Name:	<input type="text"/>	<input type="text"/>
PST Payable Account Name:	<input type="text"/>	<input type="text"/>
VAT Control Account Name:	<input type="text"/>	<input type="text"/>
Sales Taxes Paid Asset Account :	<input type="text"/>	<input type="text"/>
Sales Tax Item :	<input type="text"/>	<input type="text"/>
GST Tax Item :	<input type="text"/>	<input type="text"/>
PST Tax Item :	<input type="text"/>	<input type="text"/>
VAT Item :	<input type="text"/>	<input type="text"/>
Sales Tax Agency (vendor) :	<input type="text"/>	<input type="text"/>
GST Agency (vendor) :	<input type="text"/>	<input type="text"/>
PST Agency (vendor) :	<input type="text"/>	<input type="text"/>
VAT Agency (vendor) :	<input type="text"/>	<input type="text"/>
0% Sales Tax Item :	<input type="text"/>	<input type="text"/>
Sales Tax Charged on Shipping :	Check box for YES	SIMPLEPORT ONLY NO MAPPING REQUIRED



SimplePort → QuickBooks Account or Item Mapping: SHIPPING Group

These settings import shipping income and expense transactions.

	SimplePort Setting	QB Account or Item Name
Shipping Income Account :	<input type="text"/>	<input type="text"/>
Shipping Income Item :	<input type="text"/>	<input type="text"/>
Indirect Shipping (COGS) Account :	<input type="text"/>	<input type="text"/>
Shipping Expense Account :	<input type="text"/>	<input type="text"/>
UPS Shipping Manager :	Check if using UPS Shipping Manager	<i>SIMPLEPORT ONLY NO MAPPING REQUIRED</i>

SimplePort → QuickBooks Account or Item Mapping: FUNDS TRANSFERS Group

These settings imports bank and credit cards transfers between your PayPal Merchant Account and your bank or credit card accounts.

PayPal DEPOSITS - from your Bank Account to your PayPal Merchant Account

	SimplePort Setting	QB Account or Item Name
PayPal Deposits – Bank Account :	<input type="text"/>	<input type="text"/>

WITHDRAWALS -from your PayPal Merchant Account to your business Bank Account

	SimplePort Setting	QB Account or Item Name
PayPal Withdrawals – Bank Account :	<input type="text"/>	<input type="text"/>

PAYPAL Parent (only used if PayPal has configured your merchant account as a Parent/Child account relationship)

	SimplePort Setting	QB Account or Item Name
PayPal Parent – Bank Account :	<input type="text"/>	<input type="text"/>

Deposit Account Mapping

Only use these setting are if you deposit funds into your PayPal Merchant Account from additional sources other than your PayPal Deposits primary bank account.

PayPal Account Description	QuickBooks Bank or Credit Card Account
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Map bank and credit cards accounts, as they appear in the PayPal transaction file to a matching QuickBooks account. If no match is found, the **PayPal Deposits - QB Bank Account** setting is used to assign the transaction.

NOTE: These settings are only used for transferring funds **into** your PayPal merchant account (deposits to PayPal) from credit card accounts or bank accounts other than the **'PayPal Deposits – QB Bank Account'** setting .

See the [Deposit Account Mapping \(Funds Transfers\) and PayPal Parent/Child Accounts](#) document for additional information regarding this setting.



SimplePort → QuickBooks Account or Item Mapping: SALES Group

These settings imports sales transactions, customer records and generate sales receipts or apply payments to invoices.

	SimplePort Setting	QB Account or Item Name
Recognize Sales :	Generates Sales Receipts	
Sales Income Account :	<input type="text"/>	<input type="text"/>
Sales Refund Account :	<input type="text"/>	<input type="text"/>
Customer Record Importing :	<input type="text"/>	<i>SIMPLEPORT ONLY NO MAPPING REQUIRED</i>
	<input type="text"/>	<i>SIMPLEPORT ONLY NO MAPPING REQUIRED</i>
Flag Sales Receipts for Printing :	Flags Sales Receipts "Ready to Print " in QB	<i>SIMPLEPORT ONLY NO MAPPING REQUIRED</i>
Flag Sales Receipts for e-mail :	Flags Sales Receipts "To be e-mailed " in QB	<i>SIMPLEPORT ONLY NO MAPPING REQUIRED</i>
Make Payments Against Invoices :	Creates Payment instead of Sales Receipts	<i>SIMPLEPORT ONLY NO MAPPING REQUIRED</i>
Default Item Name/Number :	<input type="text"/>	<input type="text"/>

SimplePort → QuickBooks Account or Item Mapping: MISC Group

These settings import optional transactions; set values for optional data fields and support currency conversion.

	SimplePort Setting	QB Account or Item Name
eBay Purchase Expense Account :	<input type="text"/>	<input type="text"/>
eBay Fees Expense Account :	<input type="text"/>	<input type="text"/>
Skip eBay Sales :	Check to skip eBay sales	<i>SIMPLEPORT ONLY NO MAPPING REQUIRED</i>
Sales Class :	<input type="text"/>	<input type="text"/>
Default Expense Class :	<input type="text"/>	<input type="text"/>
Shipping Expense Class :	<input type="text"/>	<input type="text"/>
PayPal Money Market Dividend Account :	<input type="text"/>	<input type="text"/>
PayPal Cash Back Bonus Account :	<input type="text"/>	<input type="text"/>
Currency Conversion :	Check if using multiple currencies	<i>SIMPLEPORT ONLY NO MAPPING REQUIRED</i>
Import PayPal "Option" Values :	Imports PP Option values to QB Other Columns in sales receipts	<i>SIMPLEPORT ONLY NO MAPPING REQUIRED</i>

This is the end of the SimplePort Settings Guide

