

Suggested SimplePort **BASIC** Group Settings

The BASIC group default settings imports checks and deposits to accurately reconcile/balance your QuickBooks accounts.

QB PayPal Bank Account :

Default setting = PayPal

Setting: *** REQUIRED**

QB Chart of Account Type = Bank

QuickBooks name for your PayPal bank account (it MUST be a Bank Account).

Enter your PayPal Bank Account Name as listed in your QB Chart of Accounts in this setting. If you use account numbers in your QB Chart of Accounts please do not enter them in the SimplePort setting, just use the QB Chart of Accounts name only.

This account must exist in your QB Chart of Accounts before attempting a PayPal data import.

QB Default Income Account :

Default setting = Other Income

Setting: *** REQUIRED**

QB Chart of Account Type = Income or Other Income

QB account that tracks your income source, if income is not matched by other SimplePort settings, then income is assigned to this QB account.

Enter the name of your QuickBooks Default Income Account in this setting. If you use account numbers in your QB Chart of Accounts please do not enter them in the SimplePort setting, just use the QB Chart of Accounts name only.

Specific income account settings for Sales, Shipping and MISC are in other SimplePort group settings.

This account must exist in your QB Chart of Accounts before attempting a PayPal data import.

QB Default Expense Account :

Default setting = Other Expenses.

Setting: *** REQUIRED**

QB Chart of Account Type = Expense or Other Expense

QB account that tracks what your company is spending, if an expense is not matched by other SimplePort settings (Shipping, Sales and MISC) then those expense transactions are assigned to this QB account.

Enter the name of your QuickBooks Default Expense Account in this setting. If you use account numbers in your QB Chart of Accounts please do not enter them in the SimplePort setting, just use the QB Chart of Accounts name only. Specific expense account settings (Sales, Shipping and MISC) are in other settings.

This account must exist in your QB Chart of Accounts before attempting a PayPal data import.

PayPal Home Currency :

Default setting = USD - U.S. Dollar

Setting: *** REQUIRED**

Your home currency value as listed in the PayPal transaction file; for US businesses it is USD - U.S. Dollars (the default setting).

Select your currency from the pick-list options.

QB Date Format :

Default setting = MM/DD/YYYY (US)

Setting: *** REQUIRED**

Use the pick-list to select the correct date format option for your edition of QuickBooks.

If you don't see the format you need, tell us we'll add it.

QB PayPal Fee Expense Account :

Default setting = Blank, no value entered

Setting: NOT REQUIRED, may be left blank.

QB Chart of Account Type = Expense

QuickBooks Expense Account for PayPal Fees. SimplePort assigns PayPal fees to this account. If you use account numbers in your QB Chart of Accounts please do not enter them in the SimplePort setting, just use the QB Chart of Accounts name only.

If left blank (default) PayPal fees are assigned to your QuickBooks default expense account.

Suggested QB Account Name: **PayPal Fees**.

We recommend this account exist in your QB Chart of Accounts before attempting a PayPal data import.