

Suggested SimplePort SALES Group Settings

The SALES group settings imports sales relates income and expense transactions and customer records. Also, generates sales receipts or applies payments against invoices.

Recognize Sales : Generates Sales Receipts

Default setting = Checked

Setting: NOT REQUIRED, may be left unchecked

Check this box and SimplePort recognizes sales transactions, generates detailed sales receipts and optionally imports customer name and contact details. (If you do not want to generate sales receipts then check the Make Payments Against Invoices check box (both boxes must be checked). If the Recognize Sales box is checked, an option MUST be selected from the Customer Record Importing setting. If this box is not checked, then all sales or payment transactions are imported as deposits, no sales receipts are generated and the Make Payments Against Invoices check box is ignored.

If box checked, an option MUST be selected from the Customer Record Importing setting.

(The Make Payments Against Invoices check box setting (if checked) over-rides this check box setting).

QB Sales Income Account :

Default setting = Blank, no value entered

Setting: NOT REQUIRED, may be left blank.

QB Chart of Account Type = Income

QB Income Account that tracks your company's primary sales income source. When a sales transaction is imported the value of the sold item is assigned 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.

When using the optional QB Item List as input to SimplePort, any items with specific sales accounts will have the value of the sold item assigned to that specific account. We recommend using your QB Item List as input to SimplePort.

Suggest QB Account Name: Sales.

QB Sales Refund Account :

Default setting = Blank, no value entered

Setting: NOT REQUIRED, may be left blank.

QB Chart of Account Type = Income

QB Income Account for crediting customer refunds. It is an income account, usually either a Sales account or sub account of Sales. 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) the funds are credited to your default sales income account.

Suggested QB Account Name: Sales Refunds.

Customer Record Importing :

Default setting = Create Customer Record

Setting: *** REQUIRED**

Used with the Recognize Sales checkbox. QuickBooks requires customers named in Payments and Sales Receipts be predefined before a transaction is imported. A choice from the pick-list causes SimplePort to handle this requirement in one of three ways:

(1) Create Customer Record: (default setting)

If choosing this selection, customer records are created for Payments and Sales Receipts, customer information such as address, phone, email, etc. are imported.

The **Customer Name Suffix** setting is displayed with the default setting '- PayPal'. This suffix is appended to the customer name to prevent overwriting of existing records (the default setting can be overwritten by an entry of your choice, if comfortable with PayPal customer records information, we recommend leaving this setting blank).

Customer Record Importing :

(2) Create Dummy Record:

If choosing this selection, all Payments and Sales Receipts are mapped to a dummy customer record. Use this selection if you do not want to track sales to individual customers in QuickBooks.

The **Dummy Customer Name** setting is displayed with the default setting 'PayPal Customer' (the default setting may be overwritten with a name of your choice). If using the Create Dummy Customer Record selection The Dummy Customer Name setting is required.

Customer Record Importing :

(3) Do Not Create Customer Records:

No customer information will be imported.

WARNING: If this option is selected you must have customer records already entered in QuickBooks or create your customer records by some other means, failure to do so will result in customer Payments and Sales Receipts failing to import.

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Flag Sales Receipts “To be printed” : Flags Sales Receipts “To be printed” in QuickBooks

Default setting = Unchecked

Setting: NOT REQUIRED, may be left unchecked

Checking these boxes flags Sales Receipts ready to print from within QuickBooks (for sending hardcopy Sales Receipts to customers).

Flag Sales Receipts “To be e-mailed” : Flags Sales Receipts “To be e-mailed” in QuickBooks

Default setting = Unchecked

Setting: NOT REQUIRED, may be left unchecked

Checking these boxes flags Sales Receipts ready to e-mail from within QuickBooks (for sending softcopy Sales Receipts to customers).

Make Payments Against Invoices : Creates Payments instead of Sales Receipts

Default setting = Unchecked

Setting: NOT REQUIRED, may be left unchecked

This option is for businesses that get their invoices generated by another application (usually their web store software). Keeping accounts in balance requires both an Invoice and Payment. Check this box to generate a payment transaction instead of a sales receipt (and a separate transaction for the PayPal fee). This check box works with the Recognize Sales check box, both check boxes must be checked for SimplePort to generate a payment transaction. Assigning payments to invoices is done after the import completes (by the user) as there is no matching invoice information available in the PayPal transaction file for this function.

Default QB Item Name/Number :

Default setting = Blank

Setting: NOT REQUIRED but **RECOMMENDED**

This setting is used as a default value for the Item field in QB Sales Receipts. If a Sales Receipt line item does not have an Item value QB will not include it Sales Reports, leading to incorrect report totals. We recommend creating a QB inventory item such as **PayPal Item** and use its name in this setting.

Default QB Item Mode : 

Used with the Default QB Item Name/Number Setting

QB Default Item Mode setting options are:

(1) Always use Default

The Default Item will be used regardless of what the item actually is. This is useful if you do not track inventory, but need something in the Item column so the line items appear in Sales Reports.

(2) Item List then Default

If the item is in the Item List file (used as input to SimplePort) that value will be used. If no match is found the Default will be used. This is the default behavior.

(3) Item List then PayPal Item ID then Default

If the item is in the Item List file (used as input to SimplePort) that value will be used. If no match is found the value from the Item ID column in the Paypal transaction file will be used. If there is no Item ID value in the Payal transaction file, the Default Item will be used as a last resort. PayPal Item IDs that are used and do not exist as items in your QuickBooks Item List will be created as Service items during the QuickBooks iif file import.

For eBay sales, the Item ID column in the PayPal transaction file contains the eBay auction ID. SimplePort skips these values when the third option is chosen.

If the Default Item is blank, SimplePort will insert a blank value when the Default is needed.