

## Suggested SimplePort TAXES Group Settings

The TAXES group settings imports tax related information.

QB Sales Tax ON :

Default setting = Unchecked

Setting: \* **REQUIRED** checkbox.

Check box if sales tax is enabled in QuickBooks. If checked, settings **MUST** be entered in the QB Sales Tax Payable Account Name, QB Sales Tax Item Name and QB Sales Tax Agency Name in the TAXES settings. QuickBooks has different requirements for iif import files and the data import may fail if this setting and the associated TAXES settings do not match your QuickBooks accounts.

How to determine if you have sales tax on in QB: From the QB Toolbar select **EDIT > PREFERENCES > SALES TAX** [from the list on the left] > **Company Preferences Tab** [tab next to My Preferences] this tab has information related to establishing Sales Taxes in QB and if sales tax is enabled (Yes or No radio button). [See example next page.](#)

QB Sales Tax Payable Account Name :

Default setting = Blank, no value entered

Setting: \* **REQUIRED** (if Basic setting box checked)

QB Chart of Account Type = Other Current Liability

QB name for the Sales Tax Payable Account (collected sales taxes go in this account). It **MUST** be entered as an Other Current Liability account in your QuickBooks Chart of Accounts. This setting is only required if the state in which you conduct business requires collecting sales tax. If not, you may leave this field blank. 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.

Suggested QB Account Name: Sales Tax Payable

QB Sales Tax Item :

Default setting = Blank, no value entered

Setting: \* **REQUIRED** (if Basic Setting box checked)

QB Item Type = Sales Tax Item

The QuickBooks Sales Tax Item name (as listed in the QB Item List). Assign a sales tax item in your QB Item List to charge the correct sales tax rate. A sales tax item includes a sales tax rate and a sales tax account.

Enter the name of your QuickBooks Sales Tax Item. This setting is only required if the state in which you conduct business requires collecting sales tax. If not, leave this field blank.

Suggested QB Item Name: XX Sales Tax (where XX = state designation, example: CA Sales Tax)

[See example next page.](#)

QB Sales Tax Agency :

Default setting = Blank, no value entered

Setting: \* **REQUIRED** (if Basic Setting box checked)

QB Vendor Type = Tax Agency

The QuickBooks name for the sales tax agency (**MUST** be a vendor). If collecting sales tax for products and services sold, they must be paid to a tax agency.

Enter the name of your QuickBooks Sales Tax Agency (a vendor). This setting is only required if the state in which you conduct business requires collecting sales tax. If not, leave this field blank.

When adding the Tax Agency vendor in the QuickBooks Vendor Center, verify the "Type" is set to "Tax Agency" (use the "Additional Info" tab in QB to check this requirement).

Suggested QB Sales Tax Agency Name = The actual name of your state tax collection agency (example: CA Board of Equalization, or NY Department of Taxation). [See example next page.](#)

Sales Tax Charged on Shipping :

Default setting = Unchecked

Setting: NOT REQUIRED, may be left unchecked

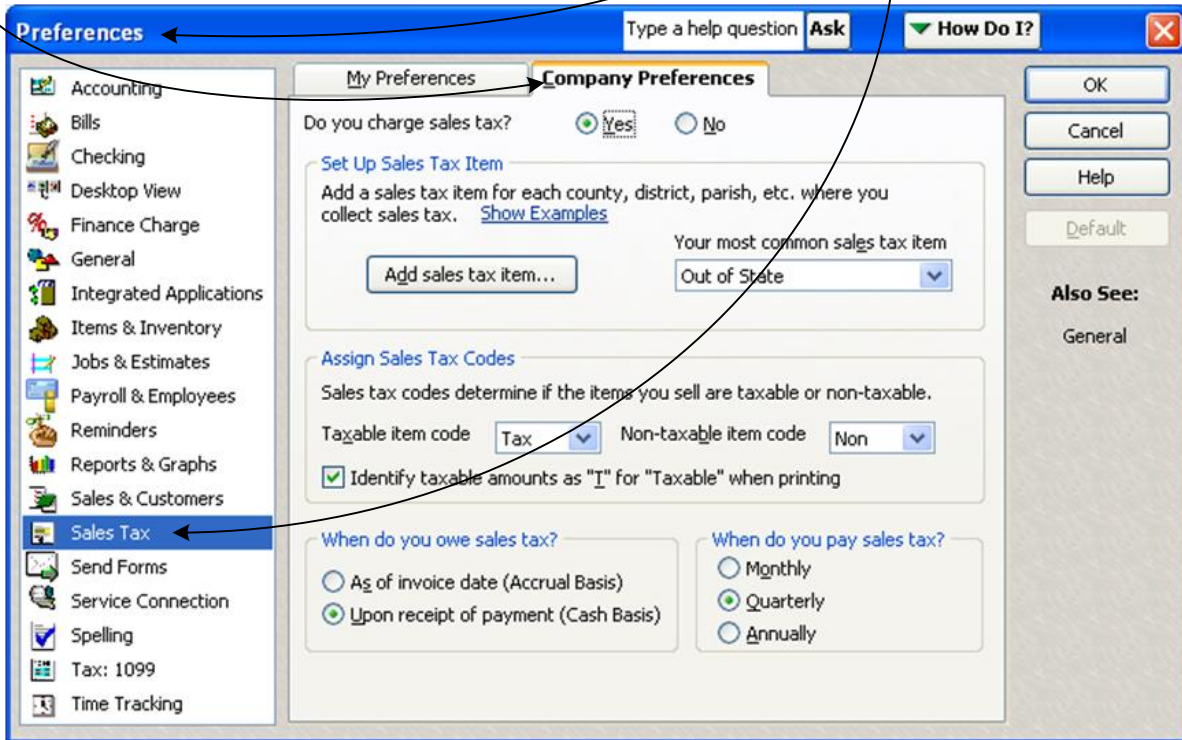
Most states that charge Sales Tax also charge Sales Tax on associated Shipping and Handling costs.

Check this box if the state for which you collect Sales Taxes also charge tax on shipping and handling.

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A sales tax item includes a sales account and a tax rate.

Example of a Sales Tax Item as shown in a QB Item List:

Name	Description	Type	Account	On Hand	Price
CO Sales Tax	Colorado Sales Tax	Sales Tax Item	Sales Tax Payable		2.9%

In the QB Vendor Center, verify the **Tax Agency vendor "Type"** is set to **"Tax Agency"** (use the **"Additional Info"** tab to check this requirement).

