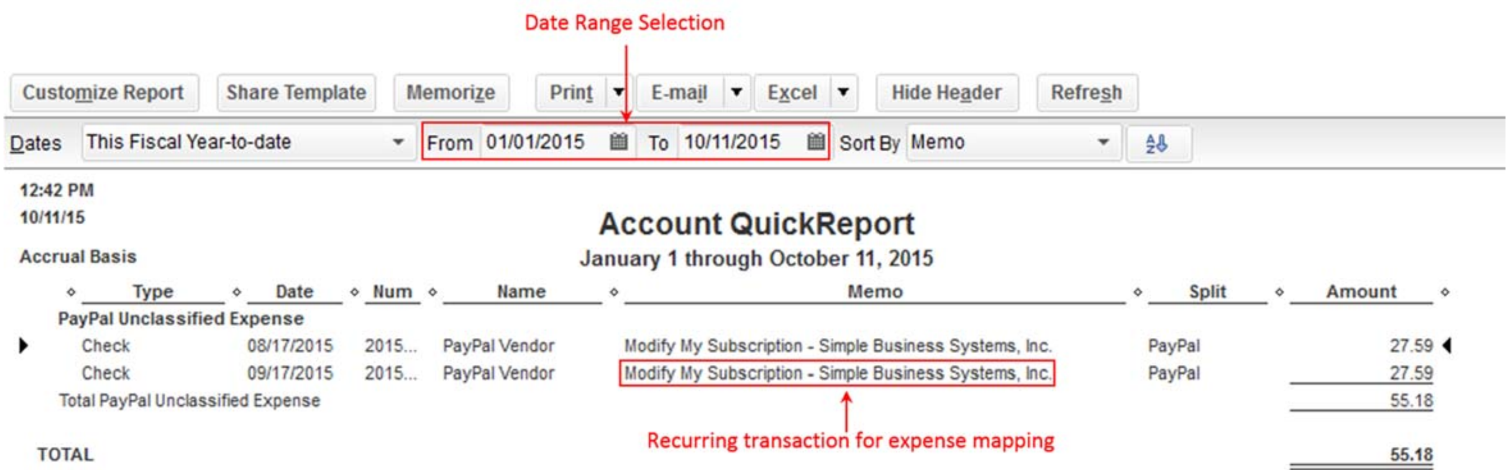
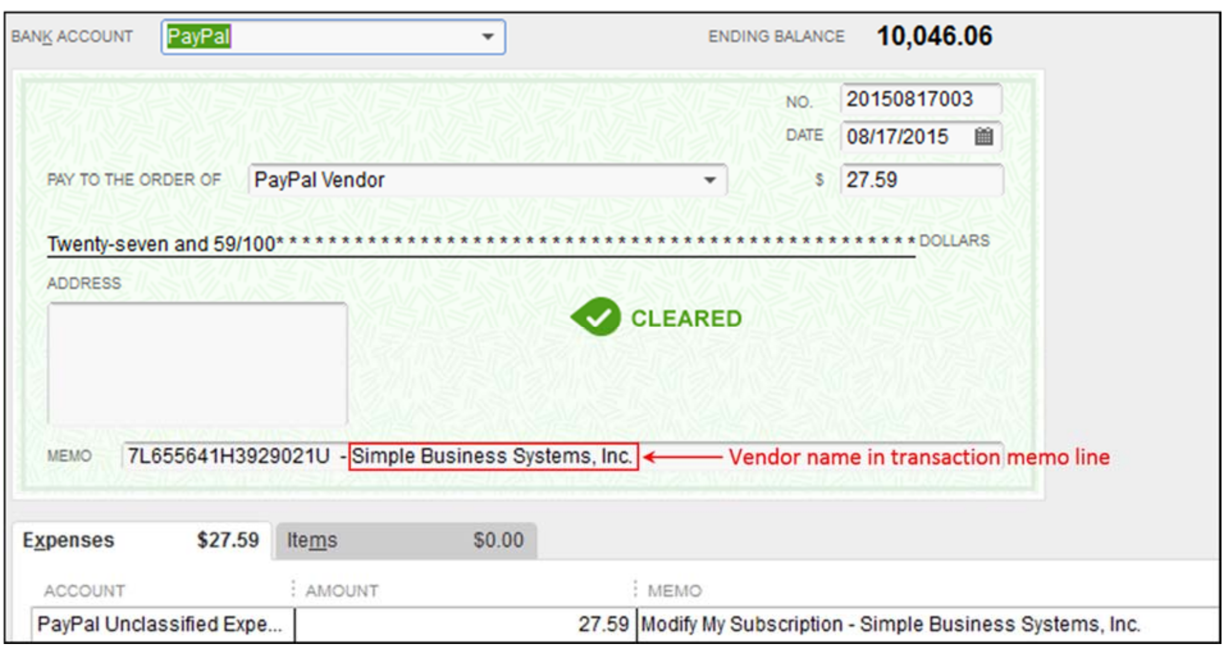
SimplePort will assign expense transactions (payments) to vendors and appropriate COGS, Equity or Expense accounts, on import (if the expense item is in the QB Item List). This eliminates transactions from landing in the PayPal Default Expense account, pending manual re-assignment after a QuickBooks data import.

This process is a series of mouse clicks performed in the correct order. The screen capture images are from QuickBooks Pro 2012 and are the same for QB 2013 editions. QB 2011 or earlier editions, or QB for Mac, have subtle differences that are explained in this step-by-step guide.

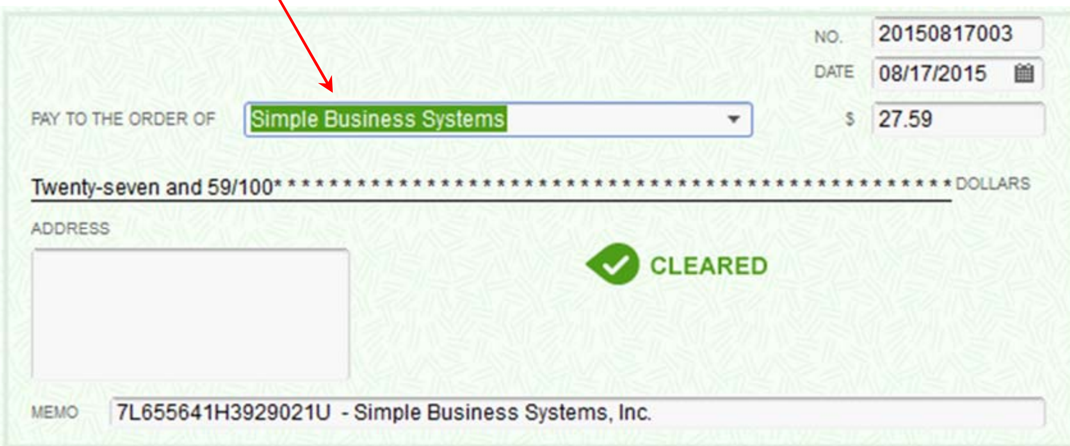
To view transactions that are imported and assigned to the **PayPal Default Expenses** account, double left mouse click on the **PayPal Default Expenses**, or whatever your SimplePort default expenses account is **named** (an Other Expense account type) in your Chart of Accounts. QB will auto-generate a QuickReport for the account. Use the date range options to select the dates for the report.



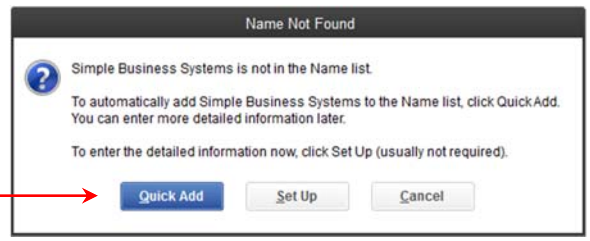
To assign the transaction to a vendor (not every expense transaction requires a vendor be used), the name must be added to the Vendor Center. By default, if the name is not in the Vendor Center, QB auto-generates an Other Name in the Other Names list for expense transaction assignment. By default SimplePort will assign the transaction to a dummy “PayPal Vendor” name, the actual vendor name is in the transaction memo line in the QuickReport. Double click on any transaction in the QuickReport to see the expense transaction check and the vendor name.



Highlight the **PAY TO THE ORDER OF** vendor name in the check and enter the name of the vendor you wish to use



Click anywhere outside the field, QB will pop-up the **Quick Add** form click **Quick Add** button



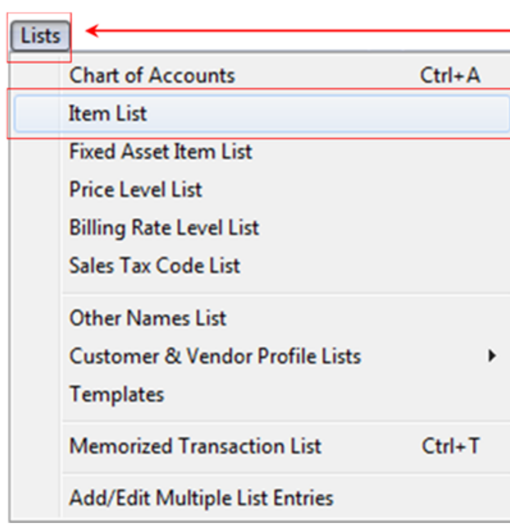
click **Quick Add** button

From the Select Name Type pop-up

click the **Vendor** radio button

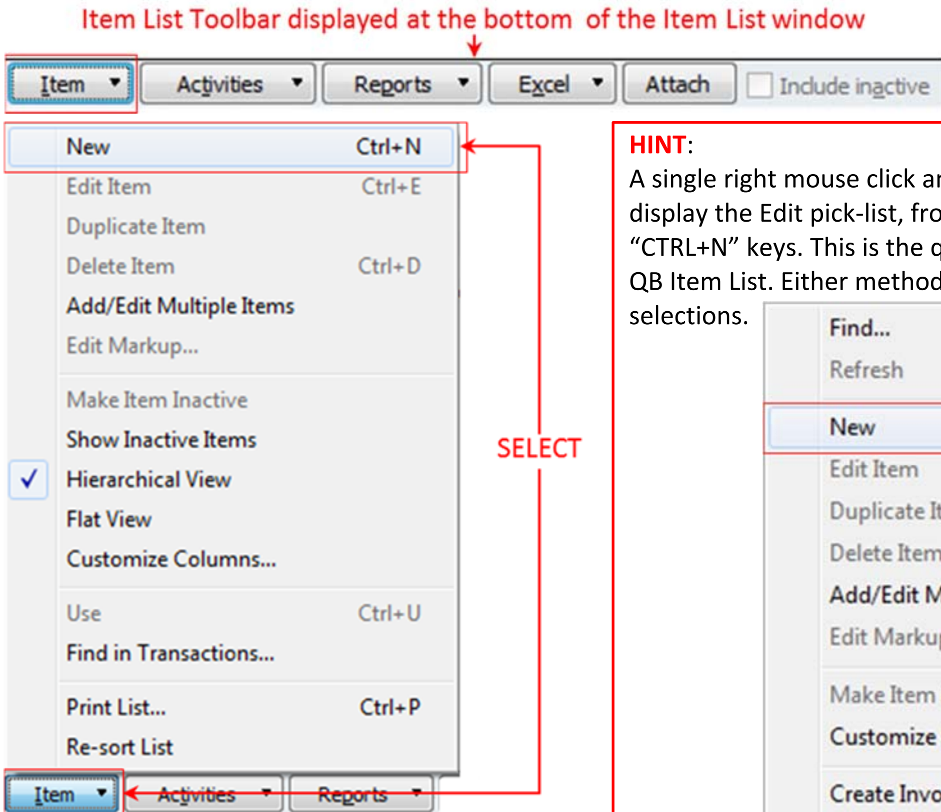
The name is added to the vendor center

Add the expense item to the **QuickBooks Item List**. From the QB Toolbar select **Lists,** and from the Lists pick-list, select **Item List.**

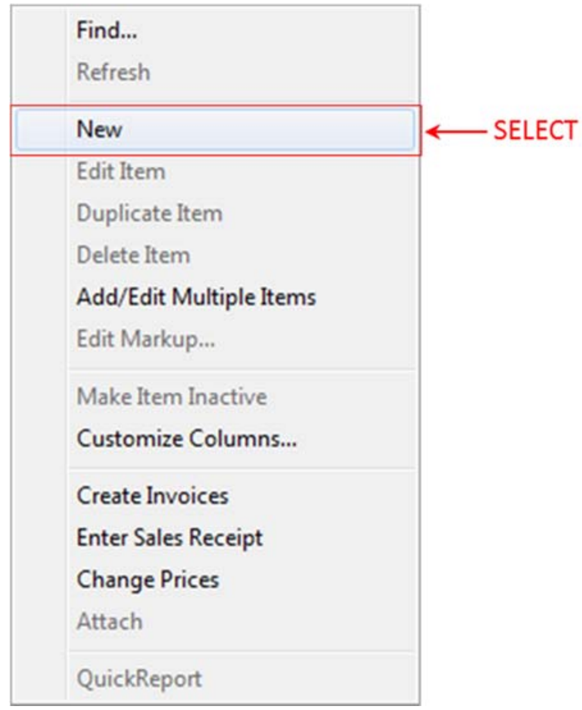


SELECT

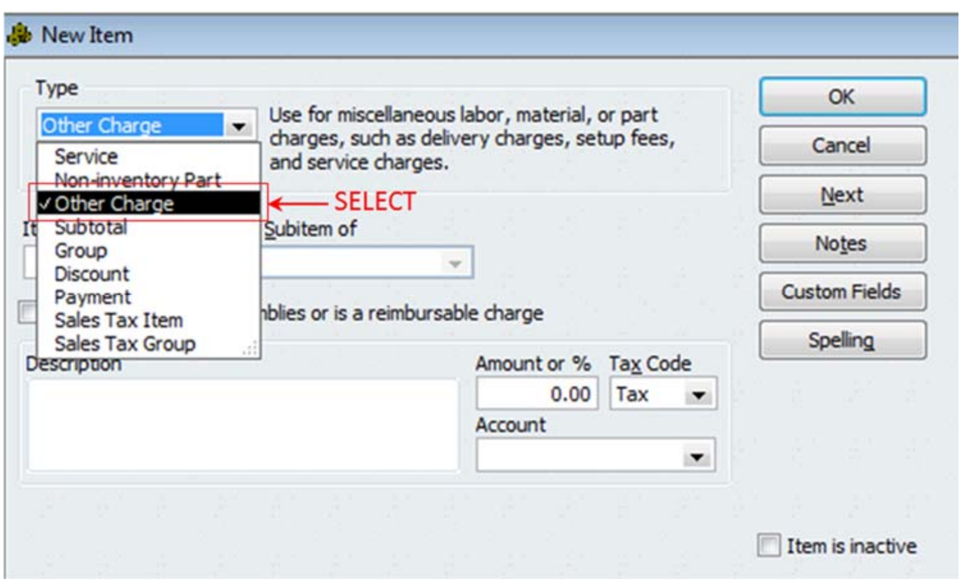
In the Item List, select **Item** from the Item List Toolbar at the bottom of the form and select **New**.



HINT:
A single right mouse click anywhere in the Item List display field will display the Edit pick-list, from that list click "New", or just click the "CTRL+N" keys. This is the quick method to edit or add an item in the QB Item List. Either method will display the Item List edit pick-list selections.

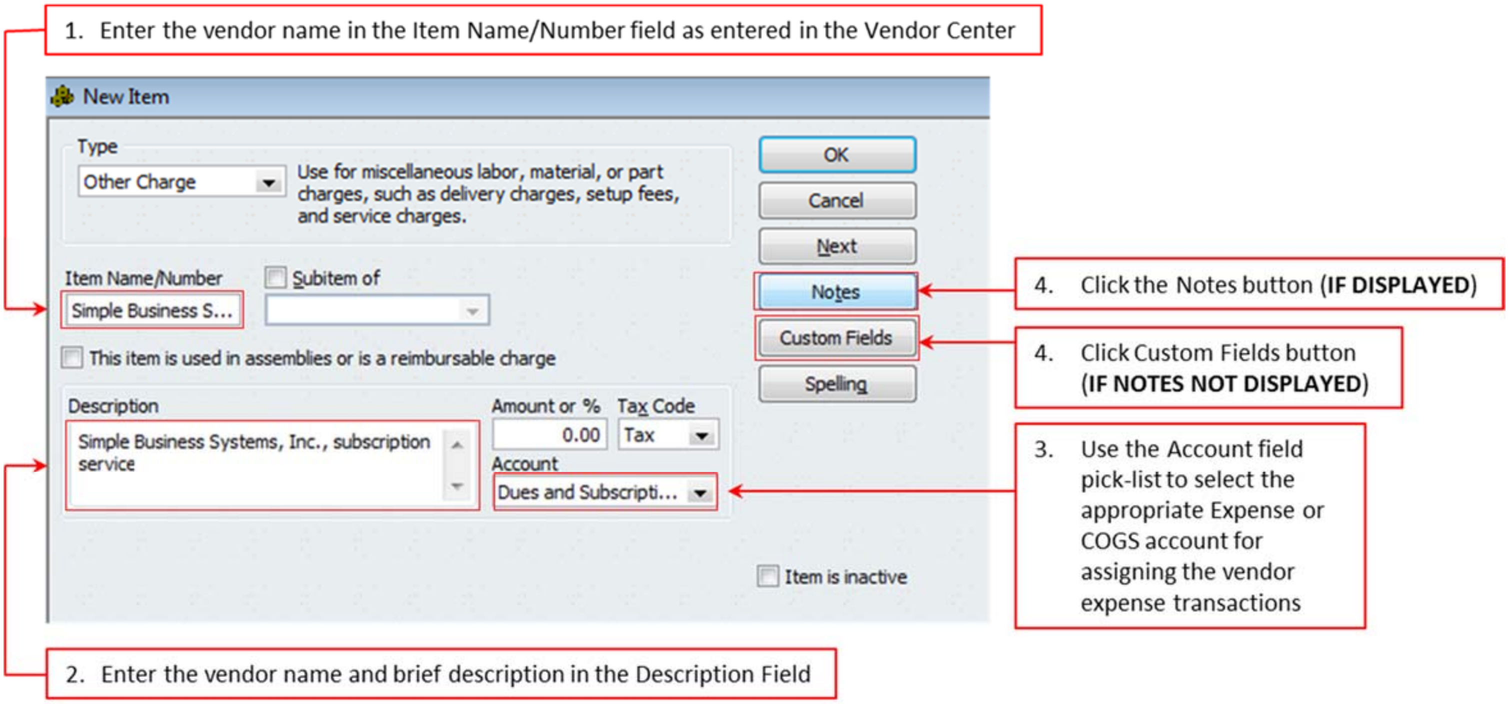


In the **New Item** form window select **Other Charge** as the item **Type**:



Enter the appropriate information in the (1)**Item Name/Number**, (2)**Description** and (3)**Account** fields, then click the (4)**Notes** or the (4)**Custom Fields** button (depending on whether the Notes button is present).

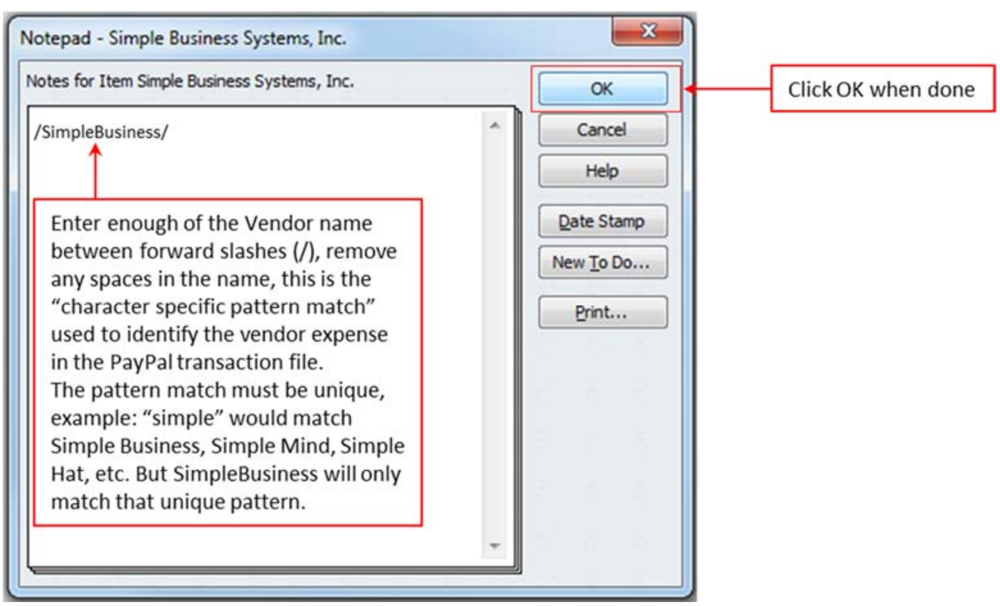
IMPORTANT… if using QB 2011 or earlier editions, or QB for Mac, a Notes button is not present. Add character specific pattern matches to a defined Custom Field instead of the Notes field (for those QB editions)



Next, add the character specific pattern match to the Notes field:

If the Notes button is not present, skip the Notes field record entry step, go directly to the Custom Fields record entry step.

In the Notes field record, enter a character specific pattern match between forward slashes and click the OK button when finished:

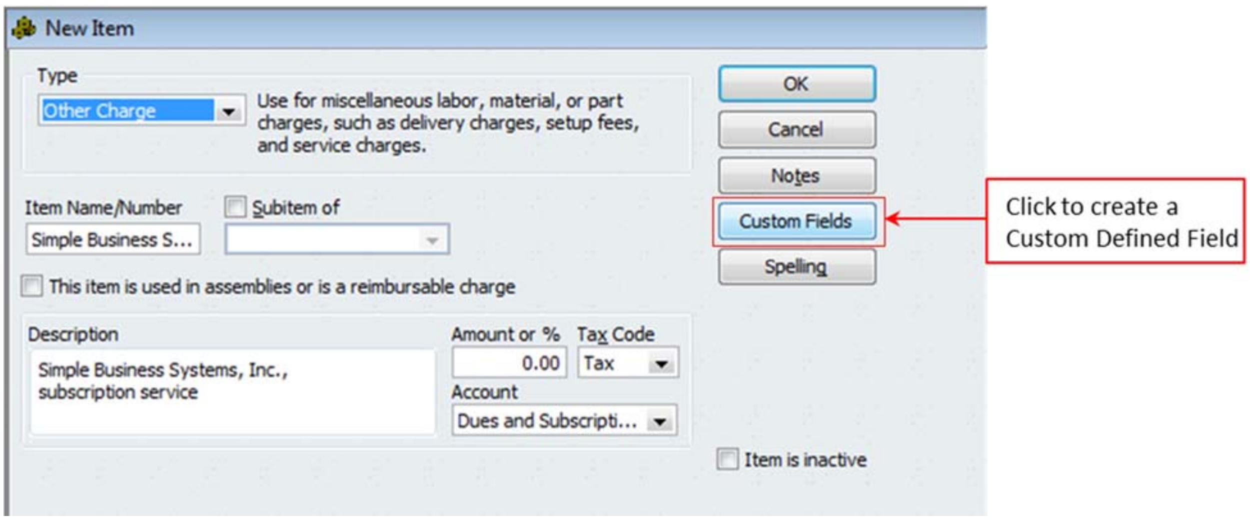


Custom Fields Record Entry (for pre-QB 2011 and QB for Mac editions)

The editions of QuickBooks Pro that do not have a Notes field in the Item List require a defined **Custom Field**. This field is used for character specific pattern matching necessary for expense item mapping.

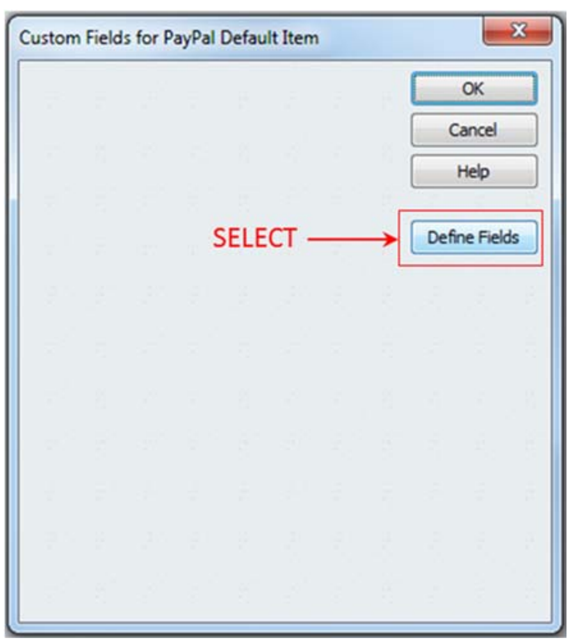
IMPORTANT… QuickBooks defined custom fields have a 31 character limitation; pattern matches cannot exceed 31 characters**.**

In the **New Item** form click the **Custom Fields** button:

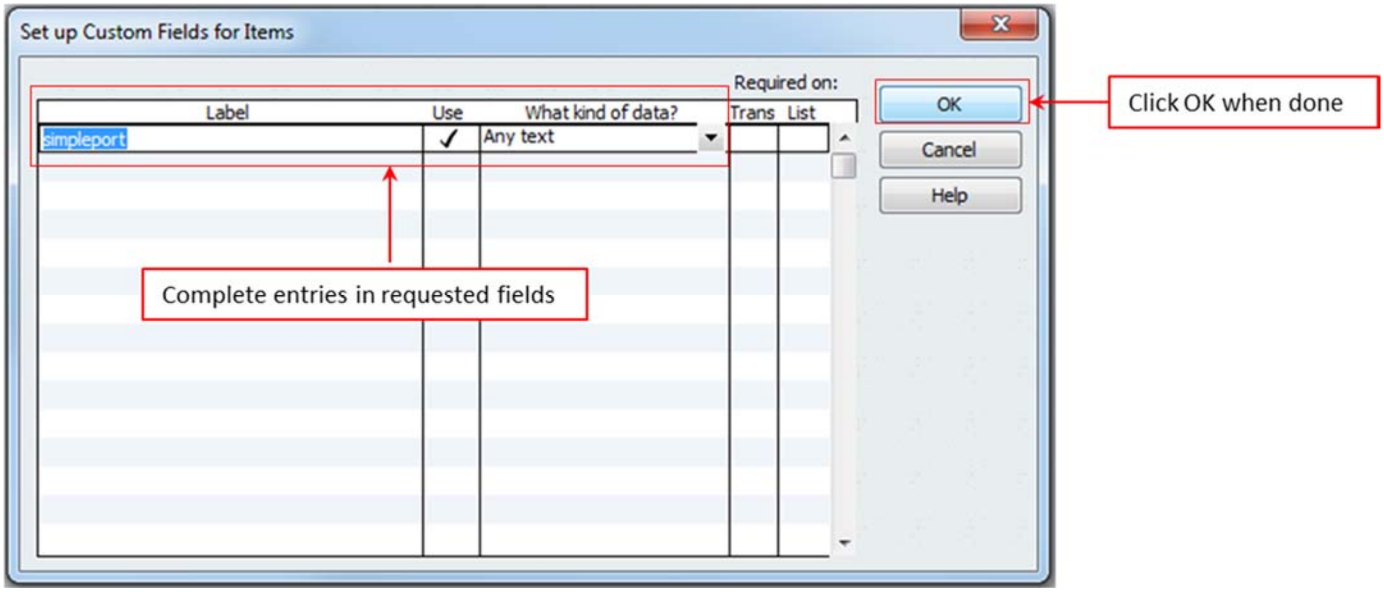


Accept the QuickBooks warning message:

In the **Custom Fields for XXXX Name** form, click the **Define Fields** button:



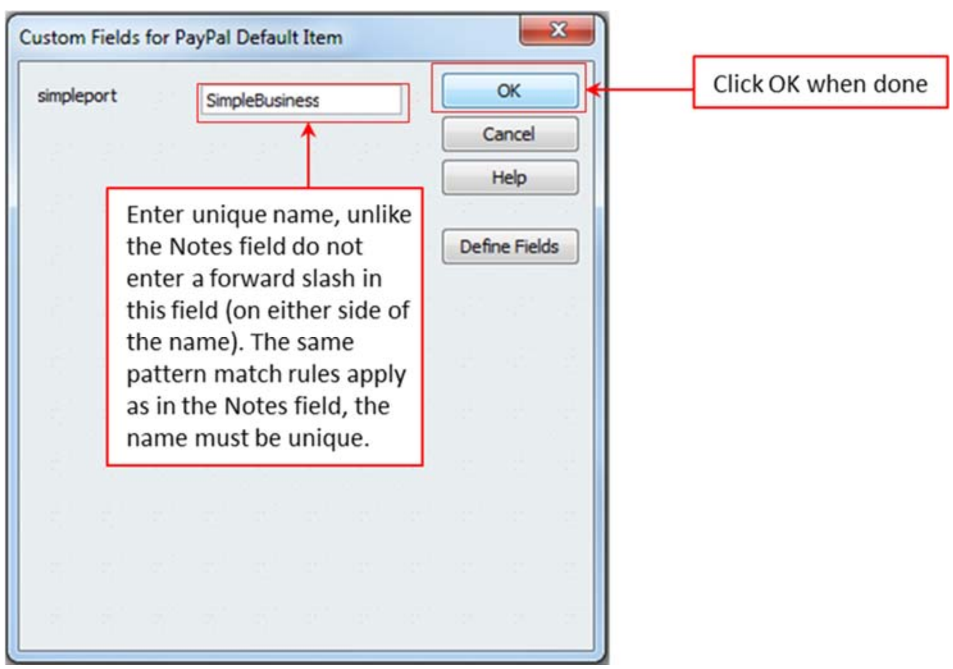
In the **Set up Custom Fields for Items** form enter “simpleport” in the **Label** field, check the **Use** box and default to “Any Text” in the **What Kind of Data?** field, ignore the Trans and List fields, click the **OK** button:



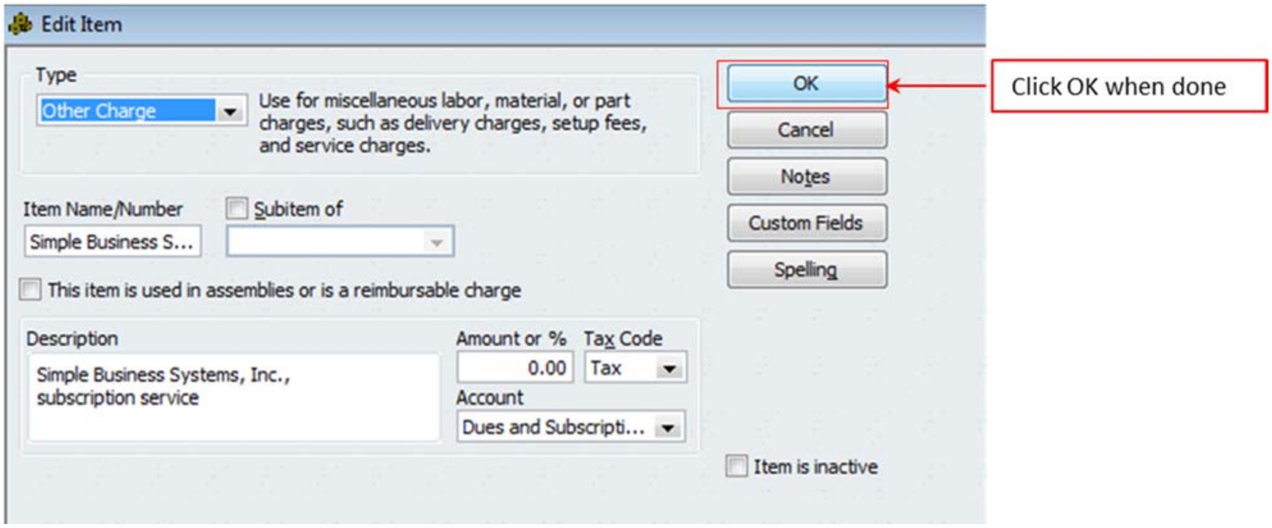
Accept the QuickBooks warning message:

Enter a character specific pattern match In the simpleport defined field, delete any spaces in the name and keep the name to a unique set of characters (remember the field is limited to 31 characters:

Once the “simpleport” defined Custom Field has been created it will be available for all items and will not need to be re-created for future item mapping.



the **Edit Item** form click the OK button to close the form:



The new expense item has been successfully added to the QB Item List.

IMPORTANT… Remember to export the updated Item List for the next SimplePort data conversion session; otherwise, the new items will not be identified by SimplePort.