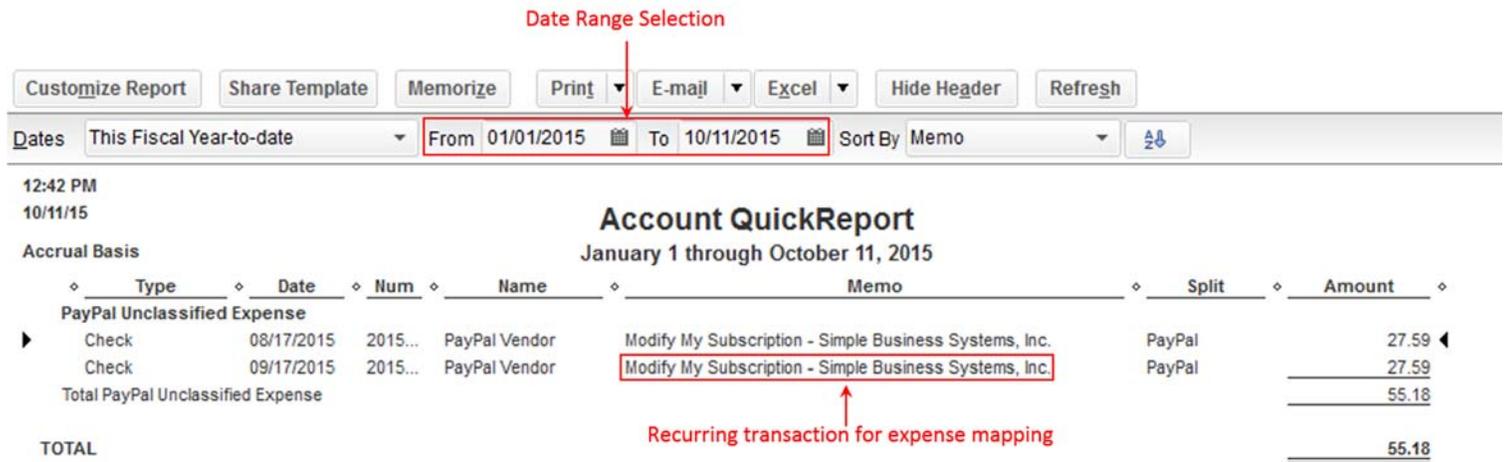


SimplePort will assign expense transactions (payments) to vendors and appropriate COGS, Equity or Expense accounts, on import (if the expense item is in the QB Item List). This eliminates transactions from landing in the PayPal Default Expense account, pending manual re-assignment after a QuickBooks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

Date Range Selection



Customize Report Share Template Memorize Print E-mail Excel Hide Header Refresh

Dates This Fiscal Year-to-date From 01/01/2015 To 10/11/2015 Sort By Memo

12:42 PM  
10/11/15

### Account QuickReport

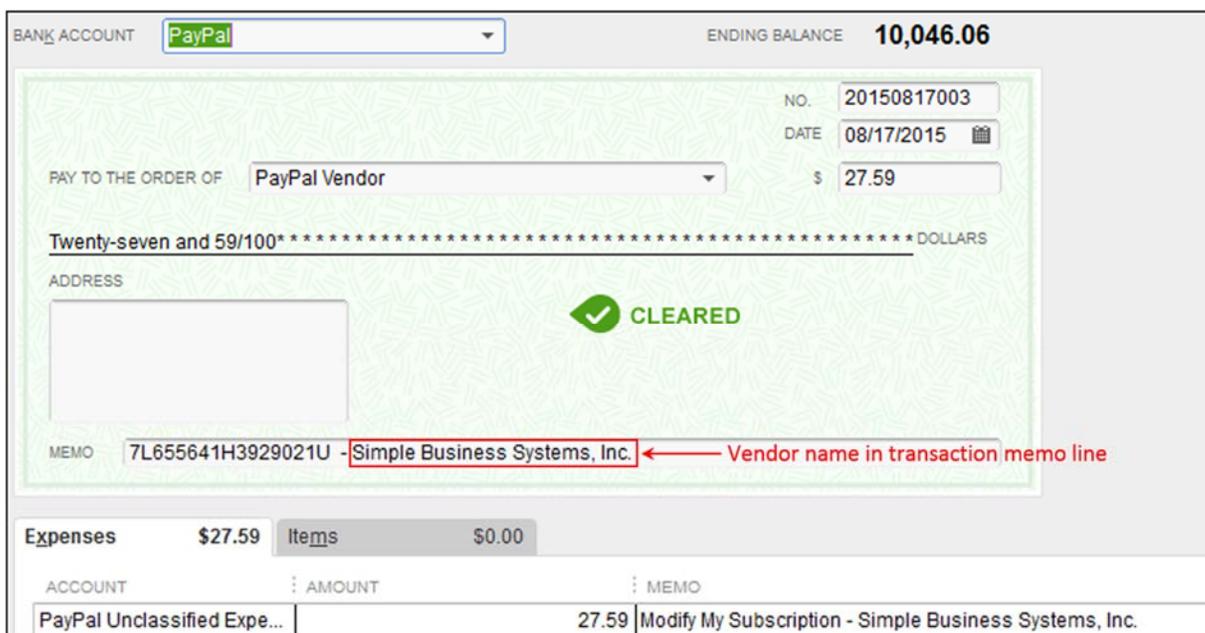
January 1 through October 11, 2015

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount
<b>PayPal Unclassified Expense</b>						
Check	08/17/2015	2015...	PayPal Vendor	Modify My Subscription - Simple Business Systems, Inc.	PayPal	27.59
Check	09/17/2015	2015...	PayPal Vendor	Modify My Subscription - Simple Business Systems, Inc.	PayPal	27.59
Total PayPal Unclassified Expense						55.18
<b>TOTAL</b>						<b>55.18</b>

Recurring transaction for expense mapping

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.



BANK ACCOUNT **PayPal** ENDING BALANCE **10,046.06**

NO. 20150817003  
DATE 08/17/2015

PAY TO THE ORDER OF **PayPal Vendor** \$ 27.59

Twenty-seven and 59/100\*\*\*\*\* DOLLARS

ADDRESS

✓ CLEARED

MEMO 7L655641H3929021U - Simple Business Systems, Inc. ← Vendor name in transaction memo line

Expenses	\$27.59	Items	\$0.00
----------	---------	-------	--------

ACCOUNT	AMOUNT	MEMO
PayPal Unclassified Expe...	27.59	Modify My Subscription - Simple Business Systems, Inc.

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

NO. 20150817003  
DATE 08/17/2015  
\$ 27.59

PAY TO THE ORDER OF **Simple Business Systems**

Twenty-seven and 59/100\* \*\*\*\*\* DOLLARS

ADDRESS

MEMO 7L655641H3929021U - Simple Business Systems, Inc.

**CLEARED**

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

Name Not Found

Simple Business Systems is not in the Name list.

To automatically add Simple Business Systems to the Name list, click Quick Add. You can enter more detailed information later.

To enter the detailed information now, click Set Up (usually not required).

Quick Add Set Up Cancel

From the Select Name Type pop-up

click the **Vendor** radio button

Select Name Type

Select which type of name to add then click OK.

Vendor  
 Customer  
 Employee  
 Other

OK Cancel

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**.

Lists

Chart of Accounts Ctrl+A

**Item List** ← SELECT

Fixed Asset Item List

Price Level List

Billing Rate Level List

Sales Tax Code List

Other Names List

Customer & Vendor Profile Lists ▶

Templates

Memorized Transaction List Ctrl+T

Add/Edit Multiple List Entries



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

Item List Toolbar displayed at the bottom of the Item List window

**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)

1. Enter the vendor name in the Item Name/Number field as entered in the Vendor Center

2. Enter the vendor name and brief description in the Description Field

3. Use the Account field pick-list to select the appropriate Expense or COGS account for assigning the vendor expense transactions

4. Click the Notes button (IF DISPLAYED)

4. Click Custom Fields button (IF NOTES NOT DISPLAYED)

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:

Notes for Item Simple Business Systems, Inc.

/SimpleBusiness/

Enter enough of the Vendor name between forward slashes (/), remove any spaces in the name, this is the "character specific pattern match" used to identify the vendor expense in the PayPal transaction file. The pattern match must be unique, example: "simple" would match Simple Business, Simple Mind, Simple Hat, etc. But SimpleBusiness will only match that unique pattern.

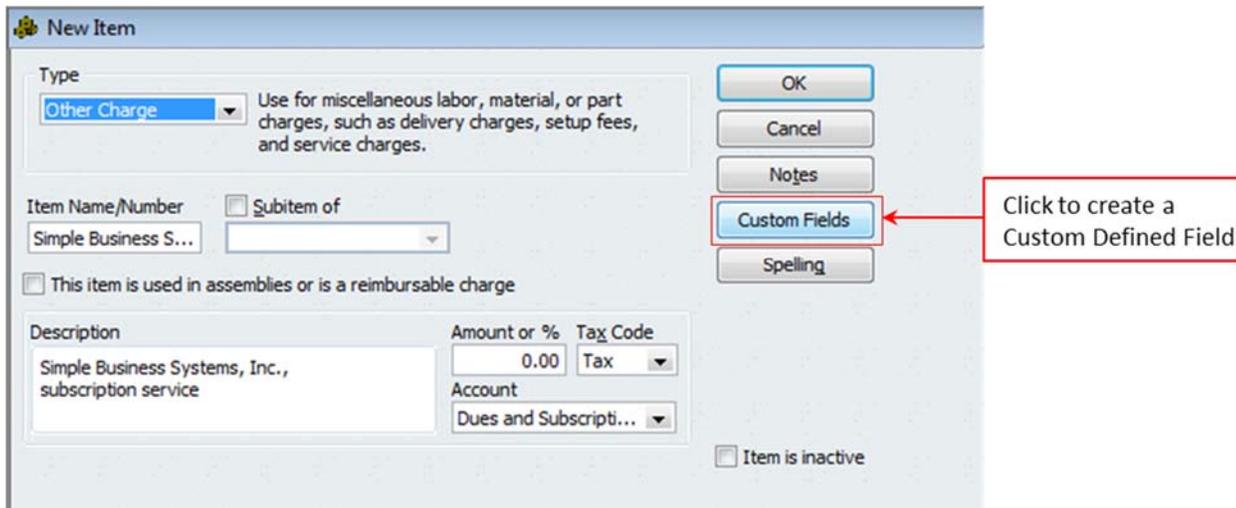
Click OK when done

### 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:



The screenshot shows the 'New Item' dialog box. The 'Type' dropdown is set to 'Other Charge'. The 'Item Name/Number' is 'Simple Business S...'. The 'Description' is 'Simple Business Systems, Inc., subscription service'. The 'Amount or %' is '0.00' and the 'Tax Code' is 'Tax'. The 'Account' is 'Dues and Subscripti...'. The 'Custom Fields' button is highlighted with a red box, and a red arrow points to it from a text box that says 'Click to create a Custom Defined Field'.

Accept the QuickBooks warning message:



The screenshot shows an 'Information' dialog box with the following text: 'Currently there are no custom fields defined for items. To define them, click on the Define Fields button.' There is a checkbox for 'Do not display this message in the future' which is checked. The 'OK' button is highlighted with a red box, and a red arrow points to it from the word 'SELECT'.

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



The screenshot shows the 'Custom Fields for PayPal Default Item' dialog box. The 'Define Fields' button is highlighted with a red box, and a red arrow points to it from the word 'SELECT'.



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:

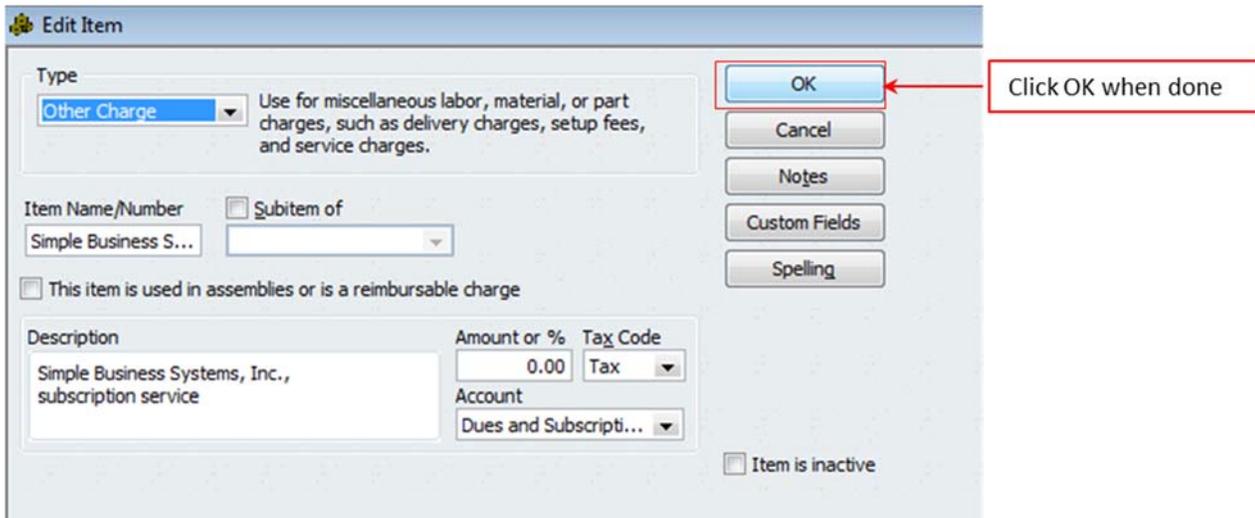
Label	Use	What kind of data?	Trans	List
simpleport	<input checked="" type="checkbox"/>	Any text		

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 screenshot shows the 'Edit Item' form with the following fields and controls:

- Type:** Other Charge (dropdown menu). Description: Use for miscellaneous labor, material, or part charges, such as delivery charges, setup fees, and service charges.
- Item Name/Number:** Simple Business S... (text field).  Subitem of (checkbox).
- This item is used in assemblies or is a reimbursable charge.
- Description:** Simple Business Systems, Inc., subscription service (text field).
- Amount or %:** 0.00 (text field).
- Tax Code:** Tax (dropdown menu).
- Account:** Dues and Subscripti... (dropdown menu).
- Item is inactive (checkbox).
- Buttons:** OK, Cancel, Notes, Custom Fields, Spelling.

A red box highlights the OK button, and a red arrow points from a callout box containing the text 'Click OK when done' to the OK button.

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.

