

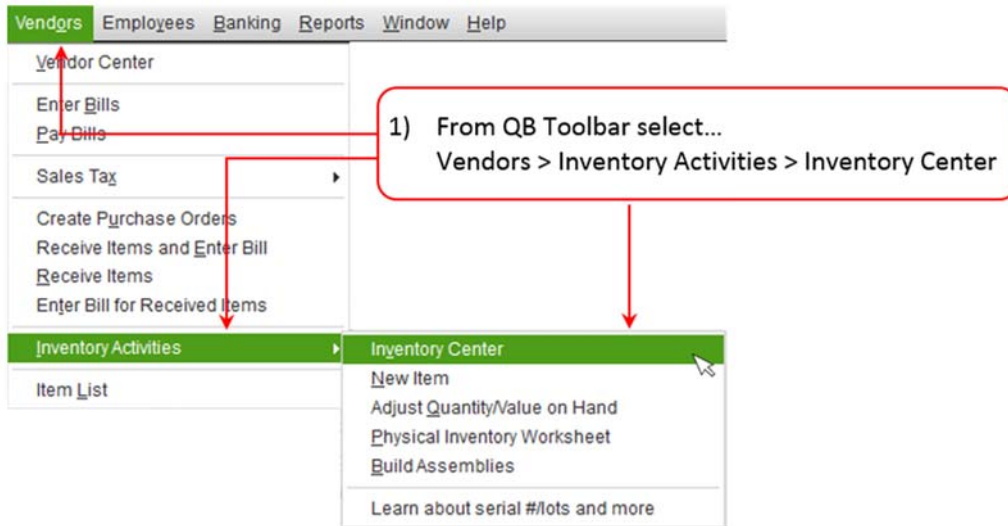
This guide explains how to **Use and Maintain Inventory and Non- Inventory Item NOTES for Custom Mapping.**

The option of assigning multiple items from a web cart or eBay auction to a single item in the QB item list (for seasonal sales specials or keyword modifications directing prospective buyers to products) is possible through SimplePort and QuickBooks.

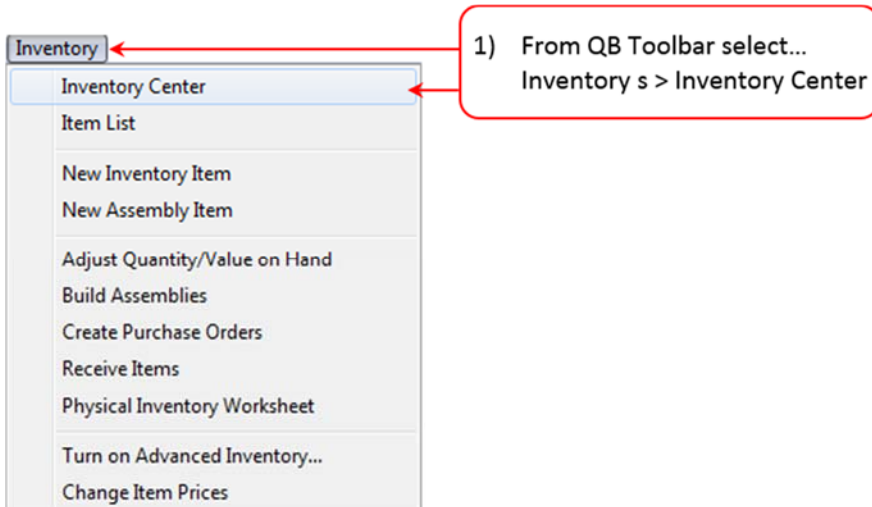
The ability to map specific character patterns and/or eBay listing id numbers to QB Items, is accomplished using the item “Notes” field (requires QB 2012 or newer edition). A QB Inventory Parts item will not display the Notes field contents from the QB Edit Item user interface, to see the notes for that specific item type requires using the Vendor Inventory Center. The Notes field will hold up to 4095 characters, so a lot of information may be placed in this field. We also suggest using this process to add new custom mapping for Inventory Parts items instead of using the Edit Item user interface in QuickBooks.

**NOTE:** QB has a Notes field for Assembly items (requires QB Premier or Enterprise edition) unfortunately, that specific field is not supported in the iif download format so it is useless for custom mapping. Mapping for Assembly items requires using a custom defined field, which is limited to 31 characters. Contact Simple{Port sales and service for support.

To add or edit Inventory Part notes (**QB 2013 or newer Premier edition**)...First, access the QuickBooks Vendor Inventory Center.



To add or edit Inventory Part notes (**QB2012 or older editions**)...First, access the QuickBooks Inventory Center.



Next, add or edit the inventory or assembly item and open the "Notes" field.

**Inventory Center: SLP320PK**

**Inventory Information**

Name: SLP320PK  
Description: LP Jr. Paulownia Body Guitar Kit  
Reorder Point: 0  
Quantity On Hand: 0  
Quantity on Sales Orders: 0  
Quantity on POs: 0  
Cost: 58.00  
Average Cost: 0.00  
Sales Price: 0.00  
Reserved for Assemblies: 0  
Quantity Available: 0

**Transactions** | **Notes** | **Manage Notes**

DATE: All

DATE: | NOTES

3/10851176687|291068562416|291083572998|301088866141|310862776434|291106000607|291100257391|3011185511... |310851176687|291068562416|291083572998|301088866141|310862776434|291106000607|291100257391|30111855118|310885792870|310882711336|291106000607|291100257391|30111855118|310885792870|310882711336

Manage Notes: Add New, Edit Selected Note, Delete Selected Note, Manage Notes

Next, edit the "Notes".

**Inventory Center: HWKQP- HARDWARE KARASKUSTOMS PR (All Transactions)**

**Inventory Information**

Name: HWKQP- HARDWARE KARASKUSTOMS PR  
Description: HARDWARE FOR KARASKUSTOMS PRODUCTS  
Reorder Point: 0  
Quantity On Hand: 0  
Quantity on Sales Orders: 0  
Quantity on POs: 0  
Cost: 0.00  
Average Cost: 0.00  
Sales Price: 5.32  
Markup: 0.00  
Reserved for Assemblies: 0  
Quantity Available: 0

**Notes**

Drop Image or Click to Select

3) Select Edit Notes button → Edit Notes...

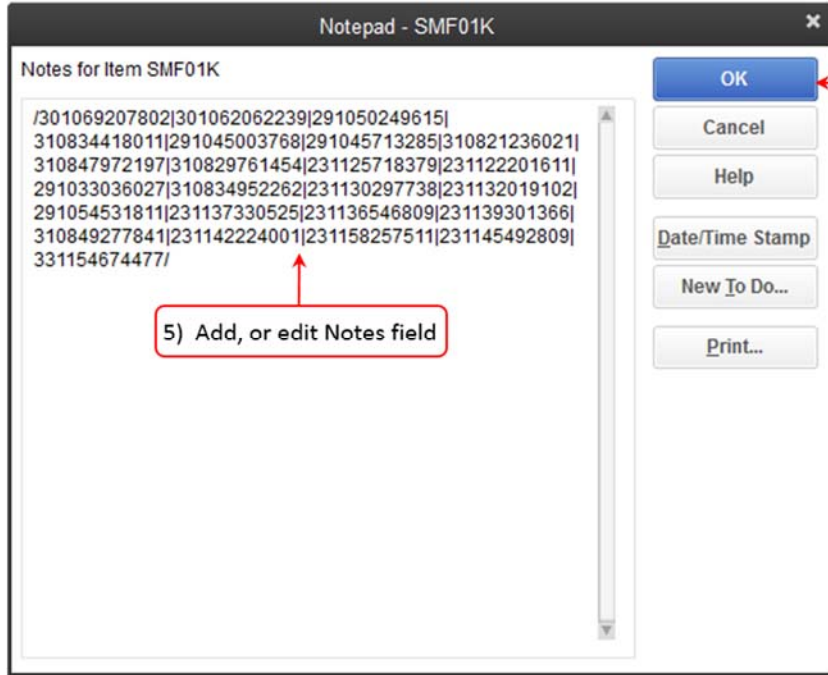
Show: All Transactions | Filter By: All | Date: This Fiscal Year | 01/01/2014 - 12/31/2014

Type	Num	Date	Account	Amount
Sales Receipt	1203	05/03/2014	SALES INCOME:KARASKUSTOM...	-4.00
Sales Receipt	1202	05/02/2014	SALES INCOME:KARASKUSTOM...	-8.00
Sales Receipt	1202	05/02/2014	SALES INCOME:KARASKUSTOM...	-4.00

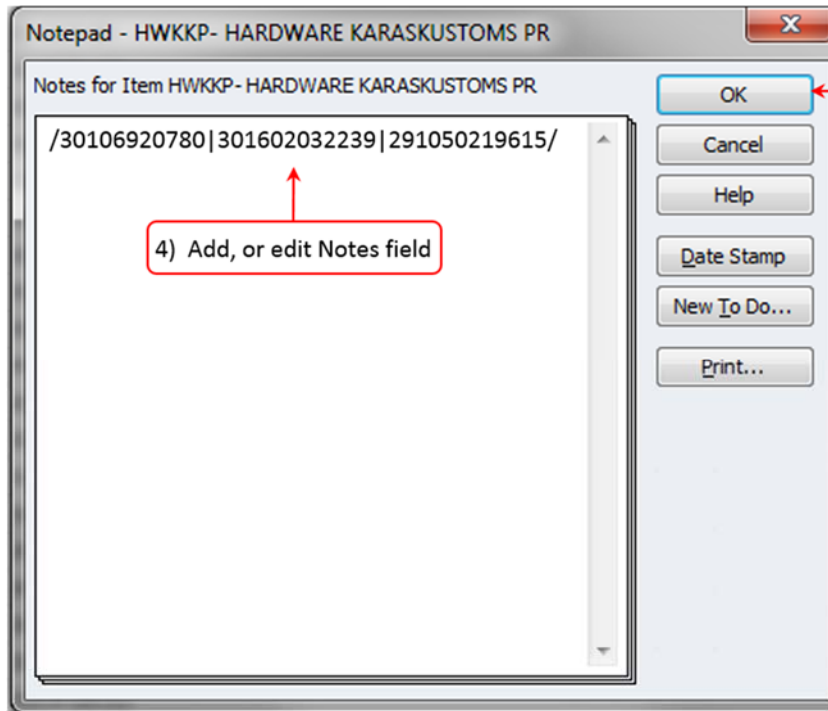
Notes - Notepad

To update the "Notes" simply enter them into the Notepad that pops up. Remember to begin and end each pattern match with a forward slash (/) and use a "pipe" (|) character to separate pattern matches within a string.

(See the next page for info on special characters used in RegEx (regular expression) pattern mapping).



QB 2012 (or older) Notepad



See the next page for regular expression characters set used for creating specific character pattern matches in the Notes field.



Use regular expression (RegEx) character sets in establishing specific character pattern match strings in the Notes field. RegEx characters only need enough characters to create a match. Spaces may be omitted in the pattern string.

These are the acceptable characters recognized by SimplePort and QuickBooks search and indexing ...

Alpha characters = **A through Z** (case insensitive)

Numeric characters = **1 through 9**

Custom characters = - (the "dash" or hyphen)

Wildcard characters = .\* (a period and asterisk used in combination) = Accept any characters between the wildcard characters

Special characters = ^ (indicates a starting "anchor" for a pattern match) Use sparingly, if at all

Special characters = \$ (indicates an ending "anchor" for a pattern match) Use sparingly, if at all

Special Characters = / (indicates the beginning and ending of a pattern match string)

Special Characters = | (indicates the end of a pattern match within a search string and the beginning of the next pattern match)

All pattern matches must start and end with a forward slash

**Table of Other Special Characters and their Use in Notes Field Pattern Matching**

Character	Description	Status	RegEx Example Use
!	Exclamation Point	Delete (don't use)	Not required on pattern matches (skipped)
@	"At" sign	Replace with .* wildcard	jsmith@gmail.com <b>USE</b> smith.*gmail
#	Pound or Hashtag	Replace with .* wildcard	blog#jsmith <b>USE</b> blog.*jsmith
%	Percent	Replace with .* wildcard	50% of 22 <b>USE</b> 50.*of22
&	Ampersand (and sign)	Replace with .* wildcard	Dave & Busters <b>USE</b> Dave.*Busters
/	Forward Slash	Replace with .* wildcard	ABC and/or DEF <b>USE</b> ABCand.*orDEF
\	Backslash	Replace with .* wildcard	Yme\Yu <b>USE</b> Yme.*Yu
	"Pipe" vertical bar	Separate search strings	/first search string second search string/
.	Period	Delete or replace with .*	Mysite.com <b>USE</b> Mysite.*com
(	Open Parenthesis	Delete (don't use)	Not required on pattern matches (skipped)
)	Close Parenthesis	Delete (don't use)	Not required on pattern matches (skipped)
[	Open Square Bracket	Delete (don't use)	Not required on pattern matches (skipped)
]	Close Square Bracket	Delete (don't use)	Not required on pattern matches (skipped)
{	Open Curly Bracket	Delete (don't use)	Not required on pattern matches (skipped)
}	Close Curly Bracket	Delete (don't use)	Not required on pattern matches (skipped)
+	Plus Sign	Replace with .* wildcard	Four + Five <b>USE</b> Four.*Five
=	Equal Sign	Replace with .* wildcard	Four + Five = Six <b>USE</b> Four.*Five.*Six
<	Less Than	Replace with .* wildcard	Four < Five <b>USE</b> Four.*Five
>	Greater Than	Replace with .* wildcard	Five > Six <b>USE</b> Five.*Six
?	Question Mark	Delete or replace with .*	Five or Six? <b>USE</b> Five or Six.* (or delete the ?)
"	Double Quote	Delete (don't use)	Not required on pattern matches (skipped)
'	Single Quote	Delete (don't use)	Not required on pattern matches (skipped)
,	Apostrophe	Delete (don't use)	Not required on pattern matches (skipped)
:	Colon	Delete (don't use)	Not required on pattern matches (skipped)
;	Semi-Colon	Delete (don't use)	Not required on pattern matches (skipped)
~	Tilde	Delete (don't use)	Not required on pattern matches (skipped)
\$	Dollar Sign	Replace with .* wildcard	If not in use as end anchor but used in middle of string then... Was \$1,245 <b>USE</b> Was.*1245 ( <i>notice comma also deleted</i> )



Inventory Item Noted Field pattern match examples...

Set of eBay listing ids and an Amazon id assigned to a single item:  
/Q0-3SJT-AJ19|171197802847|181283993679|181255461610/

Example of an Amazon id and a character string pattern match assigned to a single item:  
/WI-E6W3-8QU7|Split Core CT SCT-100-3000/

Example of a pattern match with wild card characters (item is PMW #75/39):  
/PWM.\*75.\*39/

We recommend you have SimplePort representatives establish the initial pattern maps so a working example is provided for you that can be referenced for future pattern maps.

