simple
business systems
accounting, made simple

Site navigation option A quick reference guide for the SimplePort "**View Account Settings**" task list option:

View Account Settings...

PayPal Biz
PayPal Pro
R&D OFCCU

← Sub-list displays for multiple account settings

All account settings are reviewed with SimplePort users during the initial screen share session to insure the mapping reflects the user's business reporting requirements through QuickBooks.

If you need settings changes, use the "**Change Account Settings**" link to let us know what settings you would like changed.

For an account review, use the "**Request Service Session"**" link to schedule an account review.

Display Account Settings For: PayPal Biz

The specific account setting name is displayed in the page header

Need help with this task? Click Here

SimplePort Options to QB Options

Currency	USD
PayPal Date Format	MMDDYYYY
QB Date Format	MMDDYYYY
Sales Tax Enabled	No
UPS Shipping Manager	No
Sales as Deposits Only	No
Sales as Sales Receipts	Yes
Sales as Received Payments	No

Balance Sheet Maps

Merchant Bank	Banks:PayPal Biz Merchant Account
PayPal Deposits Bank	Banks:Wells Fargo Checking
PayPal Withdrawals Bank	Banks:Wells Fargo Checking
Sales Tax Payable	NONE
Temporary Holds	PayPal Temporary Holds
PP XFER Bank 1	PayPal Working Capital

Income Account Maps

Sales Income	Sales:SimplePort
Sales Refunds	Sales:Refunds
Default Income	Other Income:PayPal Default Income
Shipping Income	NONE
Cash Back Income	NONE
Dividend Income	NONE

Expense/COGS Account Maps

Default Expense	Other Expense:PayPal Default Expenses
eBay Purchases	NONE
Shipping Expense (Out)	NONE
Shipping Expense (In)	NONE
Merchant Fees 1	Merchant Account Fees:PayPal Fees

Item Maps

In-State Sales Tax	NONE
Out of State Tax (0%)	NONE
Default Income Item	PayPal Default Item
Shipping Income Item	NONE
Sales Discount Item	PayPal Discount

Customer/Vendor Maps

Customer Option	FindOrCreate
Dummy Customer	NONE
Customer Suffix	NONE
Vendor Option	Dummy
Dummy Vendor	PayPal Vendor
Sales Tax Agency	NONE

Miscellaneous Maps

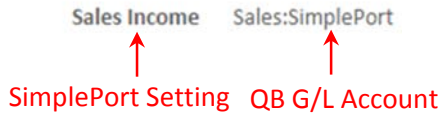|	
Sales Class	NONE
Shipping Expense Class	NONE
Default Expense Class	NONE
Fees Class	NONE
Customizations	LINKONLY SUMFEES

A section and setting breakout is provided on the next page

All settings reflect the account mapping between PayPal data and QuickBooks G/L accounts, Items, Customers and Vendors. All names to the right of the SimplePort setting represent the QB name for the G/L accounts, Items, Customers and Vendors, those are in the QB company file and may have been added to the QB company file through the SimplePort set-up process.

Example: Income Account Maps

Sales Income   Sales:SimplePort

SimplePort Setting   QB G/L Account

SimplePort Options to QB Options:

Currency =	PayPal and QB home currency format ("USD" = US Dollar)
PayPal Date Format =	PayPal transaction history file date format
QB Date Format =	QB date format (uses the Windows date format)
Sales Tax Enabled =	If QB Sales Tax is active in QB
UPS Shipping Manager =	If the QB Shipping Manager add-on is active
Sales as Deposits Only =	Indicates all sales transactions to be imported as deposits
Sales as Sales Receipts =	Indicates all sales transactions to be imported as sales receipts
Sales as Received Payments =	Indicates all sales transaction to be imported as received payments
	(Sales Receipts and Received Payments can be "mix-n-matched" through the service)

Balance Sheet Maps:

Merchant Bank =	QB bank name for the PayPal bank
PayPal Deposits Bank =	QB bank name for the bank account that is tied to PayPal for deposits to PayPal
PayPal Withdrawals Bank =	QB bank name for the bank account that is tied to PayPal for withdrawals from PayPal
Sales Tax Payable =	QB Other Current Liability account for collected sales taxes
Temporary Holds =	QB account for PayPal "temporary" but balance affecting transactions
PP XFER Bank 1 - 6 =	Bank, credit card or liability account tied to PayPal (like PayPal working Capital)

Income Account Maps:

Sales Income =	Primary QB income account for sales
Sales Refunds =	QB account for sales refunds (always an income account)
Default Income =	QB temporary holding account, income not derived from the direct sale of products/services
Shipping Income =	QB account for shipping income (shipping charged to customers)
Cash Back Income =	QB account for PayPal cashback via PayPal credit card
Dividend Income =	QB account for dividends through PayPal credit card

Expense/COGS Account Maps:

Default Expense =	QB temporary holding account for expense transactions not mapped through the item list
eBay Purchases =	QB account for purchase made thorough eBay for resale or assembly items
Shipping Expense (Out) =	QB shipping expense account (for USPS, FedEx, UPS, Canada Post, etc.) shipping charges
Shipping Expense (In) =	QB account for vendor inbound shipping (Freight Costs, Freight On Board, etc.)
Merchant Fees 1 =	QB account for PayPal transaction Fees (or Amazon, ETSY, etc.)
Merchant Fees 2 =	QB account for eBay listing and auction fees

Item Maps:

In-State Sales Tax =	Primary sales tax item for in-state sales (we also support multi-state/county sales tax)
Out of State Tax (0%) =	Sales tax item for all out-of-state sales (zero tax collected)
Default Income Item =	QB item used for assigning non-mapped item for sales reporting purposes
Shipping Income Item =	QB shipping item assigned to shipping income account
Sales Discount Item =	QB item assigned to sales discount account

Item Maps:

In-State Sales Tax =	Primary sales tax item for in-state sales (we also support multi-state/county sales tax)
Out of State Tax (0%) =	Sales tax item for all out-of-state sales (zero tax collected)
Default Income Item =	QB item used for assigning non-mapped item for sales reporting purposes
Shipping Income Item =	QB shipping item assigned to shipping income account
Sales Discount Item =	QB item assigned to sales discount account

Customer/Vendor Maps:

Customer Option =	Create all customers | match existing customers | do not create (use dummy customer)
Dummy Customer =	Dummy customer name, is using dummy customer (like PayPal Customer)
Customer Suffix =	Appended character string to prevent over-writing existing customers (stops duplicates)
Vendor Option =	Create vendors | match existing vendors | do not create (use dummy vendor)
Dummy Vendor =	Dummy vendor name (prevents extensive "Other Names" generation in QB)
Sales Tax Agency =	Name of state sales tax agency (ex: CA Board of Equalization)

Miscellaneous Maps:

Sales Class =	QB class assignment for sales transactions
Expense Shipping Class =	QB class assignment for shipping expenses
Default Expense Class =	QB class assignment for expense transactions
Fees Class =	QB class for transactions fees
Customizations =	Specific SimplePort account customizations

SimplePort is an extremely flexible service and can manage just about any business reporting requirements you may have, just ask our service representatives what we can do for you.