

## Stage 1


Upload ✓

2 Map Fields

3 Import

### First things first

Your CSV file must contain all our mandatory fields (marked as \*). First time importing? Read the [import guide](#).

 Preview what's required >

### Upload your CSV file

[Download an example](#)

EYES November 19 SA

Your CSV file can have no more than 1000 rows.

Add new contacts that don't already exist in QuickBooks.

Add new products/services that don't already exist in QuickBooks.

## Stage 2

Upload ✓

2 Map Fields

3 Import

### Map your column headings

Review and map the column headers in your CSV file with the QuickBooks fields. Mandatory fields are marked as \*

QUICKBOOKS FIELDS	CSV COLUMN HEADERS
* Deposit Account	*DepositAcco... <input type="button" value="v"/> ✓
* Sales Receipt No	*SalesReceiptNo <input type="button" value="v"/> ✓
Customer	Not applicable <input type="button" value="v"/>
* Sales Receipt Date	*SalesReceipt... <input type="button" value="v"/> ✓ <input type="button" value="v"/> D/M/YYYY
Service Date	Not applicable <input type="button" value="v"/>
Item (Product/Service)	Item(Product/... <input type="button" value="v"/> ✓
Item Description	Not applicable <input type="button" value="v"/>
Item Quantity	Not applicable <input type="button" value="v"/>
Item Rate	Not applicable <input type="button" value="v"/>
* Item Amount	*ItemAmount <input type="button" value="v"/> ✓ <input type="button" value="v"/> Exclusive of tax
Item Tax Amount	ItemTaxAmount <input type="button" value="v"/> ✓
* Item Tax Code	*ItemTaxCode <input type="button" value="v"/> ✓
Memo	Memo <input type="button" value="v"/> ✓

## Stage 3

The screenshot shows a three-step process on the left: 1. Upload (checked), 2. Map Fields (current step), and 3. Import. The main content area is titled 'Map your VAT codes' and includes the instruction: 'Make sure the VAT codes in your CSV file are in sync with the QuickBooks tax codes.' Below this is a table for mapping VAT codes:

YOUR VAT CODES	QUICKBOOKS VAT CODES
20%	<input type="text" value="20.0% S"/>
Exempt	<input type="text" value="Exempt"/>

At the bottom of the form are two buttons: 'Previous' and 'Next'. Below the form is a link: 'Any questions? [Check out our import guide.](#)'

I click next and nothing happens.

Felicity