

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 December 19 Sr

Browse

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.

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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 | Deposit Acc ▼ ✓ |
| * Sales Receipt No | Sales No ▼ ✓ |
| Customer | ST ▼ ✓ |
| * Sales Receipt Date | TheDate ▼ ✓ D/M/YYYY ▼ |
| Service Date | Select... ▼ |
| Item (Product/Service) | Select... ▼ |
| Item Description | Select... ▼ |
| Item Quantity | Select... ▼ |
| Item Rate | Select... ▼ |
| * Item Amount | Total ▼ ✓ Inclusive of tax ▼ |
| Item Tax Amount | Select... ▼ |
| * Item Tax Code | Tax Code ▼ ✓ |
| Memo | Select... ▼ |

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Map your VAT codes

Make sure the VAT codes in your CSV file are in sync with the QuickBooks tax codes.

| YOUR VAT CODES | QUICKBOOKS VAT CODES |
|----------------|----------------------|
| 20% | 20.0% S |

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Any questions? [Check out our import guide.](#)

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