

Make sure your invoices import correctly

- Before you upload your CSV file, add any new products and services to QuickBooks. Make sure all items in your file are exactly as they appear in QuickBooks, including category and subcategory (for example: Flowers:Roses:Red Roses).
- Your CSV must include columns for Invoice Number, Customer, Invoice Date, Due Date, and Item Amount. In the example shown below, the **required columns** are *d. You can [download a sample CSV file](#) to use as a guide.
- Want your own invoice numbers to be imported? Turn on "Custom transaction numbers" in [Accounts and Settings](#) or your invoice numbers will be replaced by standard QuickBooks invoice numbers.
- Make sure all customers in your CSV match their QuickBooks display names. If your invoices include new customers, select the Add new customers checkbox when you upload your CSV. New customer display names will be entered in QuickBooks, and you can enter Customer details into QuickBooks later.
- Your CSV can have no more than 1,000 rows. If you have more than 1,000 rows, split your CSV up into multiple files. Then import each CSV separately.

Example CSV file

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	*InvoiceNo	*Customer	*InvoiceDate	*DueDate	Terms	Location	Memo	Item(Product/Service)	ItemDescription	ItemQuantity	ItemRate	*ItemAmount	Shipping address	Ship via	Shipping date	Tracking no.	Shipping Charge	Service Date	
2	1001	Chris Smith	16/01/2018	15/02/2018	Net 30		My Memo	Trimming		1	7	7	Intuit, Mountain Vie USPS		12/2/18	12232223UIO	3.98	14/01/2018	
3	1001							Design	New Garden Desigi	12	71	852							
4	1001							Trimming		5	111	555							13/01/2018
5	1001							Gardening	General maintenanc	14	11	154							
6	1002	Karuna Ram	4/2/18	4/2/18	Due on receipt			Trimming		16	41	656	20 W 29th St, New	UPS Ground	3/2/18	947232223UIO	23.98	1/2/18	
7	1002							Soil	Supplies for flower	1	54	54							2/2/18
8	1003	Lynda Higgs	31/03/2018	30/05/2018	Net 60			Rocks		4	47	188	333 North Dearborn	Fedex	25/03/2018	34452223DE	89.23	10/2/18	
9	1004	Karuna Ram	14/02/2018	1/3/18	Net 15			Soil	Supplies for hangin	1	29	29							14/01/2018
10	1004							Rocks		5	46	230							
11	1004							Trimming		15	48	720							
12																			

Invoice #1081

*Customer ▼

Email (Separate emails with a comma) Cc/Bcc

Send later

Online payments [Get set up](#)

Cards VISA AMEX MCHC

Free bank transfer BANK

Billing address

Terms Net 30 ▼

*Invoice date mm/dd/yyyy

*Due date mm/dd/yyyy

BALANCE DUE

\$0.00

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	*AMOUNT	TAX
1						
2						

Subtotal

\$0.00

Message to be displayed on invoice

Thank you for your business and have a great day!

Select a sales tax rate ▼ 0.00

Discount percent ▼ \$0.00

Total **\$0.00**

Cancel
Print or preview
Make recurring
Customize
Save ▼