Make sure your invoices import correctly

1. 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).

2. 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.

3. 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.**

4. 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.

5. 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