

How to Export your Invoices into QuickBooks Online:

Before you Export your Invoices into QuickBooks Online

NOTE: You must turn on "Custom transaction numbers" in Accounts and Settings or your invoice numbers will be replaced by standard QuickBooks invoice numbers.

Step 1:

Go to QuickBooks Data Page

Step 2:

Select a date range then click on the export tab on the QuickBooks Data Page

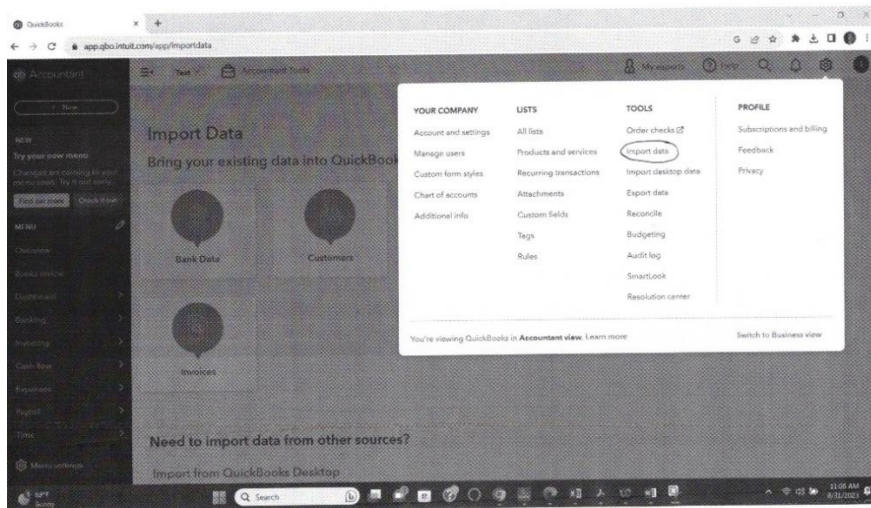
Step 3:

The exported file(s) will download on your computer in a zip folder. Remove the exported file(s) from your zip folder and save the file(s) individually in any location you choose.

NOTE: You can only export 1,000 invoices at a time. If the invoices are more than 1,000, Eworxs will save the invoices in more than one file.

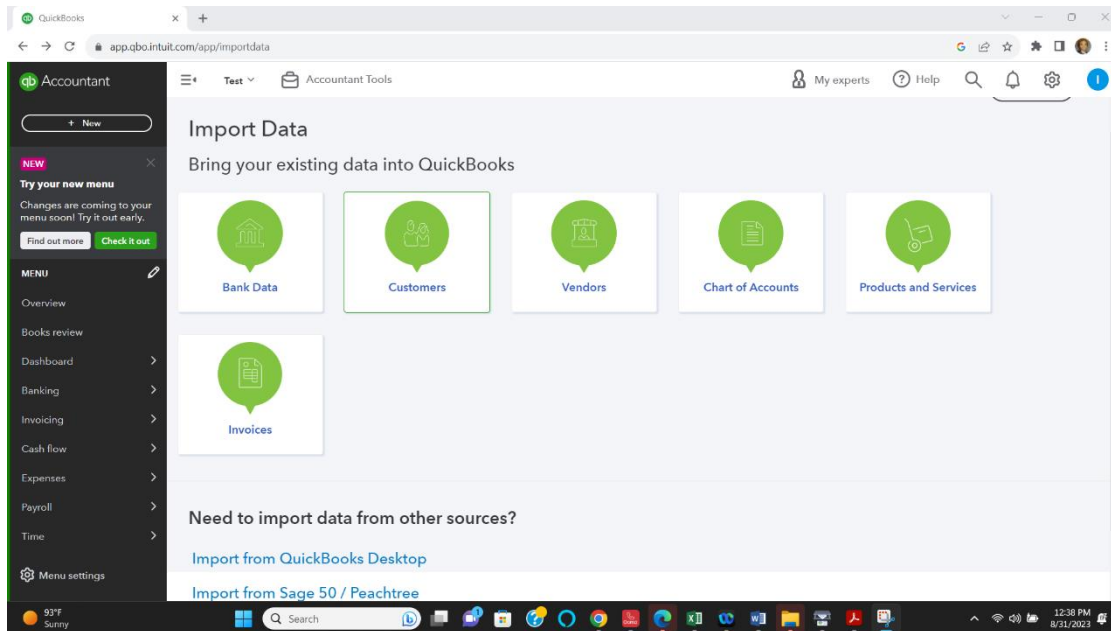
Step 4:

- Login to QuickBooks Online
- Click on Settings
- Click on Import Data



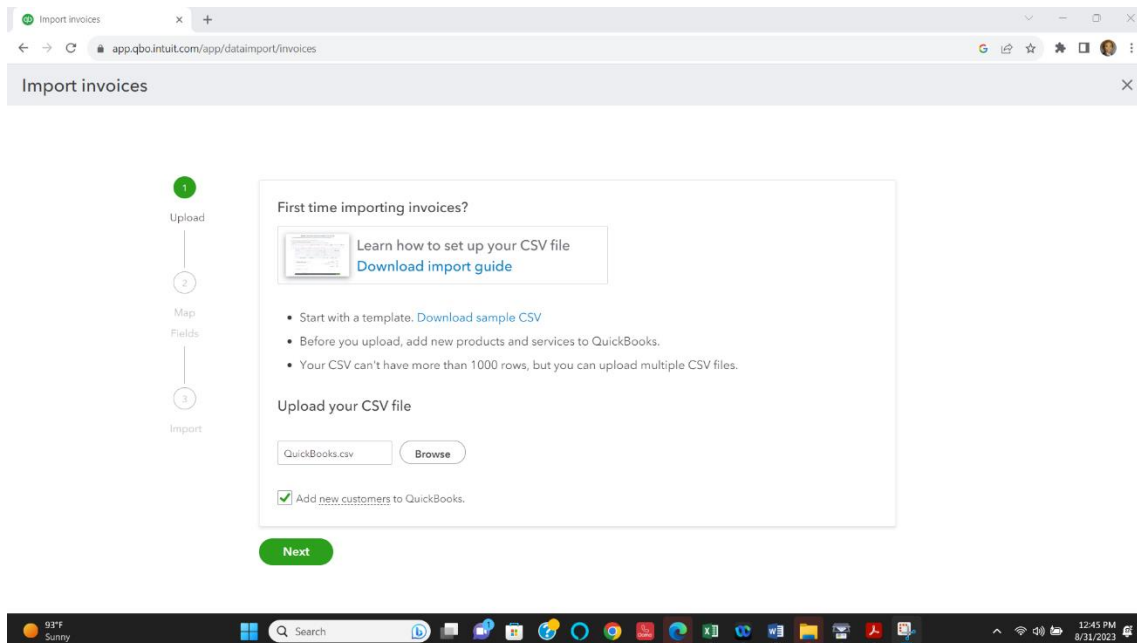
Step 5:

- Click on Invoices



Step 6:

- Click on Browse and upload the file(s) you saved.
- Tick the new customers box if you are adding new customers



Step 7:

Click on next, there is no need to adjust any field, all fields are mapped correctly

Import invoices

Service Date	Service Date	✓
Item (Product/Service)	Item(Product/...	✓
Item Description	ItemDescription	✓
Item Quantity	ItemQuantity	✓
Item Rate	ItemRate	✓
* Item Amount	*ItemAmount	✓
Memo	Memo	✓
Email	Client's email ...	✓

Previous Next

Step 8:

Click on Complete Import

Import invoices

Upload

Map Fields

Import

You're good to go

46 new invoices will be imported.

Previous Complete import

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

Step 9:

The screen below will show that you are done!

