

Knowledge Base



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FAQ – Import and Export

Last updated on March 20th, 2024

Importing

Q: What supports CSV imports?

A: Inventory items, supplier catalogues, assets, professions, and staff can be imported or updated from CSV files.

Q: I'm trying to import a supplier catalogue, but it's not working. It keeps coming up with "Item code does not exist", but the items are definitely already in Gojee.

A: Double-check to make sure you don't have leading or trailing spaces attached to the item code in the CSV. The item code must be exactly the same as it exists in Gojee.

Q: How do I import customers or suppliers into Gojee in bulk?

A: You'll need to import via [Xero's import tool](#), then sync the contacts across to Gojee. Please see the [Contacts FAQ](#) regarding supplier imports.

Exporting

Q: What can I export as a CSV from Gojee?

A: At the moment, inventory items, assets, professions, staff, and purchase orders can all be exported to CSV.

Q: How can I see where all my items are stored? Export Inventory doesn't have the storage locations of some items.

A: The Export Inventory to CSV will export what the item's default location is and how many you have total, but it won't tell you which items and how many of them are currently at what location. If the default location isn't set up for an item, it will be blank, like so:

	A	B	C	K	L	M	
1	item code	name	description	re-order at qty	high stock qty	default location	expens
2	Test-test	Test Item	Featureless gray cube			WH1	
3	IS003	Reverse Cycle Split System Air Conditioner	Carrier Allure 7.0kW			WH1	
4	budget-estimate	Budget Estimate	Placeholder budget item. Do not include on invoices.			WH1	
5	ISM3	Material Cubic	Cubic measure of material			WH1	
6	IS005	Magic Lamp	Oil	2	5	WH1	
7	IS011	LED Work Light	10W Rechargeable LED Work Light	10	50	WH1	
8	IS006	Incandescent Bulb	E21 100W	20	100	WH1	
9	IS016	Paint Brush Set	5-piece Paint Brush Set	25	100	WH1	
0	IS015	Extension Cord	50ft Outdoor Extension Cord	20	80	WH1	
1	IS012	Safety Helmet	Construction Safety Helmet	50	200	WH1	
2	IS013	Drill Set	20-piece Drill Bit Set	15	60	WH1	
3	IS001	Ceiling Fan	Airec 120cm White Chicago 4 Blade With light AC			WH1	
4	178b29af-b9b1-43b8-bc18-099d4c58da52	cool-item					
5	IS017	Screwdriver Set	10-piece Screwdriver Set	20	80	WH1	
6	IS010	Portable Generator	5500W Portable Gas Generator	3	10	WH1	
7	14LNOAK	Oak 14mm					
8	IS002	Airec 9W Tri Colour Dimmable LED Downlights	With Plug Bases			WH1	
9	ac44c430-4216-45cf-8266-72604ccc45f17	Oak 20mm					
0	1840daf6-a3f9-4ef6-843b-79deab9a229e	Oak 20mm					
1	e2ae4968-2356-4180-9dab-8bce18fef04b	Oak 30mm					
2	IS018	Circular Saw	15Amp Circular Saw	4	15	WH1	
3	IS014	Cordless Drill	18V Cordless Drill/Driver Kit	5	20	WH1	
4	IS019	Welding Gloves	Leather Welding Gloves	40	160	WH1	
5	ISM-P	Hardwood Planks (Lengths)	Birch			WH1	
6	AL21321	Aluminium	Aluminium in the raw			WH1	
7							
8							

If you want to see where the items are, you can use the Bulk Stock Adjustments option to do so:

Feedback

Add

Refresh

Actions

Filters

Qty Available

Value

0

20

0

\$127.85

0

\$0.00

Import/Update Items

Export Items to CSV

Set Initial Quantities

Bulk Stock Adjustments

You can export the bulk stock adjustment file with the link at the top of the modal.

Create bulk stock adjustments from CSV

Select File

No file selected.

This function will perform bulk stock adjustments and create a manual journal in xero reflecting these adjustments

1. Export the template

[Click here to export the bulk stock adjustment template file](#)

2. Modify stock adjustment quantities

Using Excel or another spreadsheet editor, modify the **new quantity on hand** column for the rows you want to change. For any item you do not want to change, simply delete those rows from the export file. Make sure the item details match the column headings provided in the template.

Important: Do not change the column headings in the export file. These need to be unchanged for the import to work in the next step.

3. Import the updated template file

Save your updated template file as a .csv file and then click on the 'Select File' button at the top of the page, and then 'Upload'. Gojee will read your file and provide a summary of the actions that will occur. If you are ok with these changes, simply hit the 'Confirm' button and the import will proceed.

Note: Once you hit 'Confirm', the action cannot be cancelled. You will be provided a link to the manual journal once the import is complete.

Confirm

Cancel

The exported Bulk Stock Adjustments template will show each item and where it is:

	A	B	C	D	E	F	G	H	I
1	item code	name (read-only)	current cost per unit (read-only)	new cost per unit	current quantity(read-only)	new quantity	serial-number	location	reason
2	AL21321	Aluminium	6.3923		7			Location 3	
3	AL21321	Aluminium	6.3923		4			WH1	
4	AL21321	Aluminium	6.3923		9			PickUp	
5	CMS	Disc Base	38		0			Location 3	

Any items with a quantity of 0 will default to the most recently added location.

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