

QuickStore: How to import inventory quantity

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First, you must import your Items data without supplying any quantities. Item numbers are automatically generated by Quickstore when you import Item records (in a .csv file) containing the following fields, in the sequence shown below (separated by commas).

Here is an import template file with the fields in the correct order:
<https://dl.waspbarcode.com/kb/qs/quickstore-import-template.csv>

Note: Populate the color and size columns only if you are importing styles. If you are importing products, leave the color and size columns empty.

Style/Product Number
Color
Size
Description
Cost
Retail
UPC
Alternate Number
Vendor Number

See the QuickStore Help for field lengths and other information about performing the Item import. Quickstore will only accept a valid number of UPC digits, which is 8, 12, 13, or 14. If there is a different number of digits, that value can be entered/imported into the Alternate Number field.

If the file you intend to import has any fields other than these, you will need to strip that data out, including any quantity data.

Once the items have been imported into the system, there are a couple of ways to import the quantities:

1. If you imported a UPC number for every item, you can simply create a new file that has only the UPC and quantity in that file.
2. If you do not have UPC numbers for all the items, you will need to export the items to a file and make sure you tie the quantity to the barcode number that QuickStore generated. These are the only 2 fields you will need.

Once you have created a file using either UPC numbers and quantities **or** QuickStore item numbers and quantities, proceed as follows:

Do: Activities>Physical Inventory>F8 Upload>Import

Choose the file that you want to import. If the quantity field is blank, the quantity will default to 1 for that record. Also, if your file does not reference an item that's in the database, the quantity will stay at 0 for that item.

When we do a physical inventory, the items that are not inventoried are assumed to be 0. For example, if you had 5 in stock of item number 12345 before the physical inventory and you did not input, import, or scan item number 12345, then it will change the quantity to 0.

For the Professional and Enterprise editions, the Cycle Count option (instead of Physical Inventory) allows import of only certain items with their inventory. Cycle count will set inventory to the amount specified; it does not add the specified amount to existing inventory.

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Q: Is there a way to import whether the item is Taxable, Not Taxable or one of the Select Taxable Options?

A: No, the tax options are not part of the import.

Related Content

- [QuickStore: How to import a CSV file from Excel for products but with weight and description longer than 25 characters](#)
- [QuickStore: After importing customer records into QuickStore, some or all of the customers are missing](#)