

Importing - Non Inventory Items

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Purpose:

To Add or update Non-Inventory type Items. If updating existing Items you must use the ID Method

Required Fields:

- New Items: Expense Account, Income Account, UOM Set, UOM, Item Group, Name
- Existing Lines: ID -- Follow the ID Method: [Video - Updating the Items List with Imports](#)

Mapping Tips:

- ID = Item ID from the Items list.
- If importing data for custom fields the custom fields HAVE to exist first: [Custom Fields & Calculated Fields](#)
- The ID Method Video teaches how to generate an import template