



Import Cost Codes into Quickbooks Online

IMPORT COST CODES IN QUICKBOOKS ONLINE



IMPORTANT: Before beginning the process below, you must set up your Chart of Accounts. You may use any Chart of Accounts you wish. Just be certain it uses Work In Process (WIP) line items.

The following instructions assume that you have imported the Chart of Accounts based on the NAHB format, [available from Builder-Academy](#), prior to adding the Cost Codes.

CONSIDER THIS: You should think about what you are trying to accomplish before using the entire set of Cost Codes. I recommend that you begin with a set of cost codes that corresponds to your estimate, as I have done in LEVEL ONE. This allows you to track the most important costs while not overwhelming your bookkeeper with busy work.

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◆LEVEL ONE◆
(Items that correspond to the EstimatorPro estimate form)

PRODUCT/SERVICE NAME	TYPE	SALES DESCRIPTION	PURCH
Project Sale	Noninventory	Project Sale	Project Sale
Closing Costs	Noninventory	Closing Costs	Closing Costs
Construction Draw	Noninventory	Construction Draw	Construction D
Customer Deposit	Noninventory	Customer Deposit	Customer Dep
WIP Transfer	Noninventory	WIP Transfer at sale of Project	WIP Transfer
Lot	Noninventory	Lot	Lot
Permit and Fees	Noninventory	Permit and Fees	
Architecture & Engineering	Noninventory	Architecture & Engineering	
Temporary Utilities	Noninventory	Temporary Utilities	
Construction Loan	Noninventory	Construction Loan-points, fees, etc.	
Supervision	Noninventory	Supervision	
Contingency	Noninventory	Contingency	
Liability Insurance	Noninventory	Liability Insurance	

Download Button

LEVEL TWO
(Stripped down NAHB list using NAHB number scheme)

2-00-0099 LAND DEVELOPMENT	Noninventory	Land Development
2-01-0100 PREACQUISITION COSTS	Noninventory	Preacquisition Cost
3-00-0000 DIRECT CONSTRUCTION	Noninventory	Direct Constructio
3-01-0000 PREPARATION PRELIMINARIES	Noninventory	Preparation Prelim
3-01-1000 PERMITS AND FEES	Noninventory	Permits And Fees
3-01-1100 ARCHITECTURAL AND ENGINEERING	Noninventory	Architectural And E
3-01-1200 SITE WORK	Noninventory	Site Work
3-01-2000 DEMOLITION	Noninventory	Demolition
3-01-3000 UTILITY CONNECTIONS	Noninventory	Utility Connections
3-02-0000 EXCAVATION AND FOUNDATION	Noninventory	Excavation And Fou
3-02-2000 EXCAVATION	Noninventory	Excavation
3-02-2100 FOOTING AND FOUNDATIONS	Noninventory	Footing And Found
3-02-2200 WATERPROOFING	Noninventory	Waterproofing

1. From “Download Cost Codes” webpage, decide the Cost Code level you are going to use. LEVEL ONE is recommended.

2. Save the downloaded file to your computer. You will access this file in a few steps, so be sure to save it to an accessible location.

LEVEL THREE
(Complete NAHB listing, using NAHB number scheme)

ITEM NAME	TYPE
1-00-0001 PRODUCT DEFINITION	Noninventory PR
1-01-0002 PREACQUISITION COSTS	Noninventory PR
1-01-0010 Feasibility Study	Noninventory Fe
1-01-0020 Environmental Impact Study	Noninventory En
1-01-0030 Option Fees	Noninventory Op
1-01-0040 Professional Fees	Noninventory Pr
2-00-0099 LAND DEVELOPMENT	Noninventory LA
2-01-0100 PREACQUISITION COSTS	Noninventory PR
2-01-0101 Appraisal Fees	Noninventory Ap
2-01-0102 Attorney Fees	Noninventory At

LEVEL FOUR
(Complete NAHB list using alternate number scheme)

ITEM NAME	TYPE
0002 PREACQUISITION COSTS	Noninventory PREACC
0010 Feasibility Study	Noninventory Feasibil
0020 Environmental Impact Study	Noninventory Environ
0030 Option Fees	Noninventory Option
0040 Professional Fees	Noninventory Professi
0099 LAND DEVELOPMENT	Noninventory LAND D
0100 PREACQUISITION COSTS	Noninventory PREACC
0101 Appraisal Fees	Noninventory Apprais
0102 Attorney Fees	Noninventory Attorne
0103 Environmental Reports	Noninventory Environ

IMPORT COST CODES IN QUICKBOOKS ONLINE



Back in Quickbooks Online (QBO)

1. Select "Gear"

2. Select "Products and Services"

The screenshot shows the QuickBooks Online interface. On the left is a dark sidebar with navigation options: Dashboard, Banking, Sales, Cash flow, Expenses, Projects, Payroll, Reports, Taxes, Mileage, Accounting, My accountant, and Apps. The main content area is divided into sections: 'YOUR COMPANY' (Account and settings, Manage users, Custom form styles, Chart of accounts, QuickBooks labs), 'LISTS' (All lists, Products and services, Recurring transactions, Attachments, Custom fields, Tags), 'TOOLS' (Order checks, Import data, Import desktop data, Export data, Recurring transactions, Budgeting, Audit trail, SmartLook, Resolution center), and 'PROFILE' (Privacy). A 'SETUP GUIDE' section has five items with checkmarks: Start invoicing, See how much you're making, Start tracking time, Connect with an accountant, and Add the finishing touches. At the bottom, there are 'SHORTCUTS' with icons for 'Add customer', 'Add estimate', 'Add invoice', and 'Receive payment'. A top navigation bar includes 'My Experts', 'Help', a search icon, a notification bell, and a gear icon. A red callout box points to the gear icon with the text '1. Select "Gear"'. Another red callout box points to the 'Products and Services' option in the Lists menu with the text '2. Select "Products and Services"'. At the bottom of the main content area, it says 'You're viewing QuickBooks in Accountant view. [Learn more](#)' and a 'Switch to Business view' button.

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- qb intuit quickbooks
- + New
- Dashboard
- Banking
- Sales
- Cash flow
- Expenses
- Projects
- Payroll
- Reports
- Taxes
- Mileage
- Accounting
- My accountant
- Apps

Sample Company Accountant Tools

1. Select dropdown arrow next to "New".

Sales

Overview All Sales Invoices Payment links Customers **Products and services**

Products and Services

0 LOW STOCK

OUT OF STOCK

More **New** Import

2. Select "Import"

Find products and services

Previous 1-18 Next

NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAXABLE	QTY ON HAND	REORDER POINT	ACTION
Design									
Design		Service	Custom Design	75					Edit
Fountains									
Concrete		Service	Concrete for f...	0		✓			Edit

IMPORT COST CODES IN QUICKBOOKS ONLINE



Import products and services Help ×

1 UPLOAD 2 MAP DATA 3 IMPORT

Map your fields to QuickBooks fields

QUICKBOOKS ONLINE FIELD	YOUR FIELD
Product/Service Name	PRODUCT/SERVICE N <input checked="" type="checkbox"/>
SKU	No Match <input type="checkbox"/>
Type	TYPE <input checked="" type="checkbox"/>
Sales Description	SALES DESCRIPTION <input checked="" type="checkbox"/>
Sales Price/Rate	No Match <input type="checkbox"/>
Taxable	No Match <input type="checkbox"/>
Income Account	No Match <input type="checkbox"/>
Purchase Description	PURCHASE DESCRIPT <input checked="" type="checkbox"/>
Purchase Cost	No Match <input type="checkbox"/>
Expense Account	No Match <input type="checkbox"/>

Back Next

1. Import should map automatically but check to confirm.

2. Click "Next" after checking map.

IMPORT COST CODES IN QUICKBOOKS ONLINE



Import products and services

1 UPLOAD 2 MAP DATA 3 IMPORT

72 products and services are ready to be imported

SELL	BUY	TRACK	NAME	SKU					EXPENSE ACCT	QTY	REORDER POINT	INVENTORY ASSET ACCT	QTY AS-OF DATE	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0-Project S		Nonir	Project Sale	No	Servic	Project Sale	Purch	0		Inventory /	08/20/2021
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						Servic	Closing Cost	Purch	0		Inventory /	08/20/2021
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Constructi		Nonir	Constructi	No	Servic	Constructor	Purch	0		Inventory /	08/20/2021
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Customer		Nonir	Customer I	No	Servic	Customer D	Purch	0		Inventory /	08/20/2021
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WIP Transf		Nonir	WIP Transf	No	Servic	WIP Transfer	Purch	0		Inventory /	08/20/2021
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lot		Nonir	Lot	No	Servic	Lot	Purch	0		Inventory /	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permit and		Nonir	Permit and	No	Servic	Permit and F	Purch	0		Inventory /	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Architectu		Nonir	Architectu	No	Servic	Architecture	Purch	0		Inventory /	08/20/20

Back Import

1. Indication of how many items are going to be imported.

2. These zeroes are ok because no inventory quantities are being entered.

3. Both the "SELL" and the "BUY" boxes should be checked for every item.

3. Click on "Import".

IMPORT COST CODES IN QUICKBOOKS ONLINE



Import products and services Help ×

1 UPLOAD 3 IMPORT

71 of 72 products and services successfully imported.
We found some problems and couldn't import all of your data. Fix the info in the highlighted fields and try again.
You can't change a Category into another item type

Filter by name

SELL	BUY	TRACK	NAME	SKU	TYPE	SALES DESC	TAXABLE	INCOME ACCT	EXPENSE ACCT	QTY	REORDER POINT	INVENTORY ASSET ACCT	QTY AS-OF DATE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping		Noninv	Landscaping	No	Service	Purcha	0		Inventory As	08/20/2021

Overwrite all values for each product or service that you import with identical

Back Import

1. If import has been done correctly, you will get a message indicating the number of items that have been imported.

2. In this case, there was one duplication. I can change the name to "Site Landscaping" and click on Import again, or just proceed by clicking on the "x" and not importing "Landscaping".