QuickBooks Online → Practical Stock Planner: File 2 – SOH (stock on hand)

Practical Stock Planner – Time-phased stock planning. One short guide for one file. No IT skills needed – just a QuickBooks Online login with access to reports, and Excel.

If a QuickBooks label differs slightly, pick the closest match.

What this file is: how many units of each SKU you hold today. Columns: `SKU`, `SOH`.

Before you start

1. **Download the SOH template** from Practical Stock Planner. Open **Load Data**, then open **Templates** in the sidebar. Practical Stock Planner accepts **CSV files only** – one CSV file per input file; this one starts from `template_SOH.csv`. **Keep the template's header row exactly as it is.** After filling it in Excel, save it with **File › Save As › CSV UTF-8 (Comma delimited)**.
2. **Inventory needs Plus or Advanced** (or the inventory add-on) (Set up and track your inventory). No inventory → no SOH from QuickBooks; count stock outside it.
3. **Inventory tracking must be on.** In *Settings ⚙ › Account and settings › Sales › Products and services*, turn on **Track quantity and price/rate** and **Track inventory quantity on hand**. Only items of type **Inventory** have a quantity on hand.
4. **Export on the day you plan.** Do it first thing in the morning, and set Practical Stock Planner's *Plan Start Date* to that day (Practical Stock Planner's glossary: the plan start date "should match when the SOH data is captured"). See the date warning below.
5. **One site.** Keep one quantity per SKU. If you use more than one location, keep one row per SKU per location; the rows are added up.
6. ⚠ **Report exports are not a clean table.** The file has title rows, then the header row, then **category heading rows**, **Total for …** rows, a **TOTAL** row and a timestamp line. Delete those extra rows before you paste into the template.

Option A (recommended) – Inventory Valuation Summary

#	Step	Status
1	**Reports › Standard reports** › search **Inventory Valuation Summary**.	
2	Check the date – it defaults to **As of** today.	(see ⚠ below)
3	**Export ▼ › Export to Excel** (or CSV/PDF).	

Actual header row (row 5): `SKU, Qty, Asset Value, Calc. Avg` – with the **product name in column A** (no header), plus **category heading rows**, **Total for …** rows and a **TOTAL** row. Delete those. ⚠ **Check the**

"As of" date in the file: on screen the report said *As of October 3, 2026*, but the Excel title said *As of 2 Oct., 2026*. Check the date line in your export matches your plan start date, and re-run if not.

Column mapping

QuickBooks	→ Practical Stock Planner	Notes
SKU	**SKU**	Group heading rows show `Not specified` here – delete them.
Qty	**SOH**	Quantity on hand.
Calc. Avg	→ **Cost Price** in SKU_Details	Average cost = Asset Value ÷ Qty (e.g. 7,500 ÷ 5,000 = 1.50).

Option B – the Product/Service List

Use the **Quantity on hand** column of the Product/Service List (steps in the QuickBooks products guide). One export fewer – **but** ⚠ the two reports can disagree. **Compare both for a few items before relying on Option B**, and prefer Option A.

What changes "on hand"? Invoices and sales receipts reduce the quantity on hand. A **sales order** reserves items and may leave **Quantity on hand** unchanged. Use the quantity you physically hold. Bills/cheques/expenses that receive a PO increase on hand – "the quantity on hand automatically increases by the number of items you receive" (Set up and track your inventory).

Physical count sheet: if Standard reports has no stock-take worksheet, count on your own sheet.

Excel clean-up

1. Delete the title rows, category headings (`Not specified`), *Total for …* and *TOTAL* rows, and the timestamp line.
2. Keep only Inventory items with a SKU.
3. Paste **SKU** and **SOH** into the **SOH** template. Rows for the same SKU are simply added up.

> **Keep leading zeros in SKUs.** Format the SKU column as *Text* before you type or paste SKUs, then save with *File › Save As › CSV UTF-8 (Comma delimited)*. If you open a CSV directly in Excel (e.g. by double-clicking it), Excel can strip leading zeros (`00123` becomes `123`) – import it via *Data › From Text/CSV* instead and set the SKU column to *Text*. In Google Sheets: select the SKU column and choose *Format › Number › Plain text* before you type or paste, then save with *File › Download › Comma-separated values (.csv)*.

Checklist

- ☐ Template header row unchanged, header in row 1, saved as a CSV file (*File › Save As › CSV UTF-8 (Comma delimited)*).
- ☐ SOH from the Inventory Valuation Summary, with its "As of" date checked.

- ☐ All heading, total and timestamp rows removed.
- ☐ SKUs exactly match your SKU_Details file.
- ☐ Plan Start Date in Practical Stock Planner = the day you ran the Inventory Valuation Summary.

If the upload is refused: a workbook or other non-CSV file gets “Couldn't use” followed by the file name, then “Please upload a CSV file. Practical Stock Planner imports CSV only.” Save it with *File › Save As › CSV UTF-8 (Comma delimited)* and upload the `.csv`. A file that is not UTF-8 gets “Couldn't read” followed by the file name, then “Save it as UTF-8 or UTF-8 with BOM and try again. In your spreadsheet, choose Save As > CSV UTF-8.” Save it again as CSV UTF-8 and upload the `.csv`.

Using Google Sheets instead of Excel? Save each file with *File › Download › Comma-separated values (.csv)*. To keep leading zeros, select the SKU column and choose *Format › Number › Plain text* before you type or paste SKUs.

Questions? Contact support@practicalsupplychainplanning.com.

Note. Some steps were checked against the vendor’s help pages, not in a live account. If a screen looks different, email support@practicalsupplychainplanning.com.