

CSV Payment Invoice Layout

Sample CSV Format

Invoice No,Invoice Date,Customer Name,Customer Email,Item Description,Quantity,Unit Price,Amount,Tax,Total,Payment Status
INV-001,2024-06-15,John Doe,john@example.com,Graphic Design,2,150.00,300.00,30.00,270.00,Paid
INV-002,2024-06-16,Jane Smith,jane@example.com,Web Hosting,1,120.00,120.00,0.00,120.00,Paid

Field Breakdown

Column Name	Description
Invoice No	Unique invoice identifier
Invoice Date	Date invoice was issued
Customer Name	Full name of the customer
Customer Email	Email address of the customer
Item Description	Brief description of item or service
Quantity	Number of items/services
Unit Price	Price per item/service
Amount	Subtotal for line item
Tax	Tax amount for the invoice
Total	Invoice total amount
Payment Status	Status (e.g., Paid/Unpaid)

Important Notes

- Ensure that all values with commas are enclosed in quotation marks in the CSV.
- Each invoice should have a unique Invoice No for accurate record keeping.
- Date formats should be consistent (e.g., YYYY-MM-DD).
- CSV files are best edited using spreadsheet applications or plain text editors.
- Double check for accidental extra spaces or line breaks.