

Expense Ledger - CSV Format (Department Sample)

Sample CSV Format

Date	Department	Expense Category	Description	Amount	Payment Method	Reference No.	Remarks
2024-03-05	Finance	Travel	Conference in NY	950.00	Credit Card	TRV20240305	Approved
2024-03-08	HR	Office Supplies	Printer ink	120.40	Cash	OS20240308	Reimbursed
2024-03-11	IT	Software	Annual License Renewal	550.00	Online Transfer	SW20240311	Invoice#7891
2024-03-14	Marketing	Advertising	Social Media Ads	300.00	Credit Card	ADV20240314	March campai
2024-03-20	Research	Equipment	Laptop Purchase	1200.00	Bank Transfer	EQ20240320	With warranty
2024-03-22	Finance	Meals	Business Lunch	80.20	Cash	MEAL20240322	Team meeting

Important Notes

- All amounts should be recorded in the same currency for consistency.
- Each row represents a single expense transaction.
- Fields like "Reference No." and "Remarks" can help track and clarify transactions.
- Ensure there are no missing fields to avoid data import errors.
- It's recommended to back up CSV files regularly and restrict access as appropriate.