

Sample: CSV Sales Order Ledger Format

CSV Header Fields

Field Name	Description	Example
OrderID	Unique Sales Order Reference	SO1001
OrderDate	Date of Order (YYYY-MM-DD)	2024-06-27
CustomerName	Name of Customer	Acme Corp
ProductCode	Product Identifier	P1012
ProductDescription	Product Name/Description	Widget A
Quantity	Units Sold	20
UnitPrice	Price per Unit	10.50
TotalAmount	Quantity x UnitPrice	210.00
Status	Order Status	Shipped
Remarks	Additional Notes	On time

Sample CSV Content

OrderID,OrderDate,CustomerName,ProductCode,ProductDescription,Quantity,UnitPrice>TotalAmount>Status,Remarks
SO1001,2024-06-27,Acme Corp,P1012,Widget A,20,10.50,210.00,Shipped,On time
SO1002,2024-06-27,Global Inc,P1031,Widget B,10,15.00,150.00,Pending,Awaiting payment
SO1003,2024-06-28,Acme Corp,P2032,Gadget C,5,42.00,210.00,Shipped,Partial shipment

Important Notes

- CSV files should use a comma , as the default delimiter unless otherwise specified.
- Ensure all values are properly escaped if they contain commas or line breaks (e.g., enclose in double quotes).
- Date fields should consistently use the YYYY-MM-DD format for clarity and compatibility.
- Header row must always be present and match field names exactly.
- All monetary values should use a decimal point for clarity and avoid currency symbols.
- Always check with your ERP or accounting system for additional required fields.