

Date and Number Formatting Guidelines for Invoice CSV

This document provides the recommended formatting for dates and numbers in invoice CSV files to ensure proper data processing and consistency.

Date Formatting

Field Example	Format	Sample Value	Description
Invoice Date	YYYY-MM-DD	2024-05-20	Four-digit year, two-digit month, two-digit day (ISO 8601)
Due Date	YYYY-MM-DD	2024-06-15	Four-digit year, two-digit month, two-digit day (ISO 8601)

Number Formatting

Field Example	Format	Sample Value	Description
Invoice Amount	123456.78	1520.50	No thousand separators, dot (.) as decimal point, two decimal places
Tax Rate (%)	12.5	10.00	No thousand separators, dot (.) as decimal, two decimal places if needed
Quantity	Integer or Decimal	100 3.50	No thousand separators, decimals allowed when required

Sample CSV Row

invoice_number	invoice_date	due_date	amount	tax_rate	quantity
INV00123	2024-05-20	2024-06-15	1520.50	10.00	3

Important Notes

- All fields must use a consistent date and number format throughout the CSV file.
- Do **not** use commas, spaces, or other locale-specific separators in numeric fields to ensure compatibility.
- Date fields must be in YYYY-MM-DD format; avoid using any other date representations.
- If a number is a whole number, decimal places may be omitted except where required for consistency.
- Ensure that the CSV file uses UTF-8 encoding without Byte Order Mark (BOM) for best compatibility.