Invoice CSV File Columns

Mandatory Columns

Column Name	Description	Sample Value
InvoiceNumber	Unique identifier for the invoice	INV-489201
InvoiceDate	Date the invoice was issued (YYYY-MM-DD)	2024-06-27
CustomerName	Full name of the customer or company	ABC Corporation
ItemDescription	Description of goods or services	Consulting Services â€" June 2024
Quantity	Number of items or units billed	3
UnitPrice	Price per item or unit	1500.00
TotalAmount	Total invoice amount for the row (Quantity x UnitPrice)	4500.00
Currency	Currency code (ISO 4217)	USD

Optional Columns

Column Name	Description	Sample Value
PO Number	Purchase order number, if applicable	PO-8726
DueDate	Payment due date (YYYY-MM-DD)	2024-07-15
TaxAmount	Tax amount applied to the invoice row	225.00
TaxRate	Applicable tax rate (percentage)	5%
Notes	Additional comments or invoice notes	Payment by bank transfer only

Important Notes:

- Ensure all **mandatory columns** are present in every row for proper processing.
- CSV files should use **UTF-8 encoding** to support all international characters.
- Dates must follow the **YYYY-MM-DD** format for consistency.
- Column headers are case-sensitive; use the exact names as specified.
- **Optional columns** can be left blank or omitted, but headers must match if included.
- Check for extra spaces or invisible characters that may affect data import.