

# Sample Invoice Numbering Scheme Format (XLSX)

## Recommended Invoice Number Structure

Column Name	Sample Data	Description
Invoice Number	INV/2024/06/0012	Unique formatted invoice number (Prefix/Year/Month/Sequential#)
Invoice Date	2024-06-30	Date of invoice issuance
Customer Code	CUST073	Internal or external code to identify customer
Amount	1250.50	Total invoice amount
Status	Paid	Current invoice status (e.g., Paid, Unpaid, Overdue)

## Sample Invoice Numbers

Invoice Number
INV/2024/06/0001
INV/2024/06/0002
INV/2024/06/0003
INV/2024/06/0004
INV/2024/06/0005

## Column Structure (XLSX)

A	B	C	D	E
Invoice Number	Invoice Date	Customer Code	Amount	Status

## Important Notes

- Invoice numbers must be unique for every invoice and should not repeat or reset within the same financial year.
- A consistent numbering format simplifies searching, tracking, and auditing of invoices.
- Sequential numbering (e.g., INV/2024/06/0005 ) helps prevent missing or duplicate invoices.
- Do not leave gaps in numbering. If an invoice is canceled, mark it as "Cancelled" but keep the number reserved.
- Format and columns can be modified as per organizational requirements or compliance needs.