

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.