

Sample CSV Format for Invoice Discounts and Adjustments

The following is a template illustrating the structure of a CSV file used for recording invoice discounts and adjustments.

CSV Sample Format

```
InvoiceNumber,CustomerID,InvoiceDate,OriginalAmount,DiscountType,DiscountAmount,AdjustmentType,AdjustmentAmount,FinalAmount,Notes
INV-10023,CU-2301,2024-03-12,1200.00,Early Payment,60.00,Return,40.00,1100.00,Early payment, returned 2 items
INV-10024,CU-2302,2024-03-18,850.00,Seasonal,85.00,,0.00,765.00,Spring discount applied
INV-10025,CU-2307,2024-03-21,980.00,,0.00,Price Correction,50.00,930.00,Incorrect unit price corrected
INV-10026,CU-2310,2024-03-26,450.00,Bulk Order,45.00,Return,20.00,385.00,Returned 1 unit and bulk order discount
```

Field Descriptions

InvoiceNumber	Unique identifier for the invoice
CustomerID	Unique identifier for the customer
InvoiceDate	Date of the invoice (YYYY-MM-DD)
OriginalAmount	Invoice total before discounts/adjustments
DiscountType	Description of discount applied (if any)
DiscountAmount	Amount discounted
AdjustmentType	Description of adjustment applied (if any)
AdjustmentAmount	Amount adjusted (e.g. returns, corrections)
FinalAmount	Net invoice value after deductions
Notes	Additional remarks or explanations

Important Notes

- Ensure all monetary amounts use consistent decimal formatting (e.g., 1200.00).
- Leave fields blank (not zero) if no discount or adjustment is applicable for a record.
- Always verify that the **FinalAmount** equals the OriginalAmount minus discounts and adjustments.
- Store dates in ISO format (YYYY-MM-DD) for compatibility and clarity.
- Document any special or unusual adjustments clearly in the Notes field.