

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.