Standardized CSV Columns for Invoices

Sample Column Set

Column Name	Description	Example
InvoiceNumber	Unique identifier for the invoice	INV-2024-001
InvoiceDate	Date the invoice was issued (YYYY-MM-DD)	2024-03-01
DueDate	Date payment is due (YYYY-MM-DD)	2024-03-31
CustomerName	Name of the customer or company	Acme Corp
CustomerID	Unique identifier for the customer	CUST-545
CustomerEmail	Email address of the customer	contact@acmecorp.com
BillingAddress	Customer billing address	123 Commerce St, New York, NY
ItemDescription	Description of the product or service	Web Hosting Package - Annual
Quantity	Quantity of product/service billed	1
UnitPrice	Price per unit	500.00
LineTotal	Total price for this line	500.00
TaxRate	Tax rate applied to the line (%)	10
TaxAmount	Amount of tax for the line	50.00
TotalAmount	Total invoice amount including taxes	550.00
Currency	Currency code (ISO 4217)	USD
Notes	Additional notes/comments	Payment due within 30 days.
Status	Current status of the invoice	Unpaid

Important Notes:

- Standardized column names help prevent confusion and data mismatches during import/export.
- All dates should follow the ISO format **(YYYY-MM-DD)** for consistency and accuracy.
- Each invoice line item should be represented as a separate row if multiple items are included in a single invoice.
- Ensure correct currency codes and numerical formatting to avoid calculation errors.
- Statuses should be clearly defined (e.g., Unpaid, Paid, Overdue) for better tracking.
- Notes column is optional and intended for additional information relevant to the invoice.