

Manual Invoice Upload Criteria

Column	Column Name	Description
Column A	Client ID	This can be found within the URL bar when you have clicked into the client profile on the platform. 
Column B	Reference	Invoice number
Column C	Receivables Type	Either 'Invoice' or 'CreditNote' (no spaces)
Column D	Issue date (of the invoice)	Must be in this format - DD/MM/YYYY E.g. 01/01/2024
Column E	Due date (of the invoice)	Must be in this format - DD/MM/YYYY E.g. 31/01/2024
Column F	Currency	Must be abbreviated. E.g. GBP, EUR or USD.

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Column	Column Name	Description
Column G	Net (value of invoice)	Value before column H
Column H	VAT	If there's no tax against the invoice, put '0'.
Column I	Total (value of invoice)	Column G + Column H
Column J	Line Description	Example 'Joe Bloggs, Technical Design Manager - start date 01/02/2024'
Column K	Line Item Type	Examples of line item types (no spaces): <ul style="list-style-type: none">• TempWorkPlacement• PermPlacement• Project
Column L	PO Number	Leave blank if no PO is required.

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Column	Column Name	Description
Column M	Unit amount	Set quantity to 1.
Column N	Quantity	Same as Column G
Column O	Line Net (of invoice)	Same as Column G
Column P	Line VAT	Same as Column H
Column Q	Line Total (of invoice)	Same as Column I