



A Customer's Guide to Providing Trade Files to D&B

Types of Accounts Receivable Files and the Necessary Fields ***Choose one of these types to send***

Aged Trial Balance

- Customer Account Number
- Customer Name
- Street Address
- City - State – Zip
- Phone number
- Aging Categories or Buckets

Terms - If your company has multiple selling terms, and have not aged your dollars according to terms, we need a terms code on the file with a list of what each code represents.

Historical File

- Customer Account Number
- Customer Name
- Street Address
- City - State – Zip
- Phone number
- High Credit
- Amount Owning
- Amount Past Due
- Payment Experience or Dollar Weighted Days or Average Days to Pay
- Last Sale Date

Open Invoice File

- Customer Account Number
- Customer Name
- Street Address
- City - State – Zip
- Phone number
- Invoice (transaction) Date
- Invoice (transaction) Amount

*Terms - If your company has multiple selling terms, we need a terms code on the file with a list of what each code represents, **or a due date.***

Open and Paid Invoice Files

- Customer Account Number
- Customer Name
- Street Address
- City - State – Zip
- Phone number
- Invoice Number
- Invoice (transaction) Date
- Invoice (transaction) Amount
- Paid Date
- Paid Amount
- Transaction Type

*Terms - If your company has multiple selling terms, we need a terms code on the file with a list of what each code represents, **or a due date.***