

Comprehensive Guide to Invoice Importation

This guide serves as a comprehensive manual detailing the steps required to import invoices from a CSV file into the platform. It outlines the accepted values, specifies the columns to be utilized, and describes the necessary validations to ensure a seamless integration process. Adherence to these guidelines will facilitate accurate data transfer and system compatibility.

CSV File Import Guidelines

The purpose of this CSV file is to facilitate the bulk import of billing data into the system. Its structure and content must adhere to the following specifications to ensure a successful and error-free integration:

- 1. File Format:** The file to be uploaded should be in CSV format, which is compatible with most spreadsheet programs and database management systems.
- 2. Column Structure:** It must contain exactly 35 columns. Each column serves a specific purpose, and its name must not be altered under any circumstances to maintain data integrity.
- 3. Monetary Precision:** All financial amounts should be presented with two decimal places, ensuring accuracy in calculations and reporting.
- 4. Size Limitations:** The file must not exceed 1000 lines, including the title line, to optimize processing and prevent system overload.
- 5. Invoice Processing:** A maximum of 100 invoices can be processed per import. This allows for efficient data handling and reduces the risk of errors during the import.
- 6. Prerequisites:** Before importing, it is essential that all related elements, such as clients, taxes, and services, have been previously created and configured in the system.

It is important to follow these guidelines when preparing the CSV file to ensure a smooth and efficient integration of billing data into the system.

Detailed Structure of Invoices in CSV Format

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	T
InvoiceNo	CustomerNumber	Customer	InvoiceDate	DueDate	Notes	Status	PaidStatus	TaxPerItem	DiscountPerItem	Subtotal	DiscountType	DiscountVal	Discounts	TotalTax	
POP-000099	POP-000099	Oak Furniture LLC	07/03/2024	08/03/2024		SENT	UNPAID	NO	YES	258	fixed		0	0	85.14
INV-007007															
INV-007007															
INV-007007															
INV-007008	POP-000099	Oak Furniture LLC	07/03/2024	08/03/2024		SENT	UNPAID	YES	YES	688	fixed		0	0	227.04
INV-007008															
INV-007008															
INV-007008															
INV-007009	POP-000099	Oak Furniture LLC	07/03/2024	08/03/2024		SENT	UNPAID	YES	YES	1283	fixed		0	0	423.39
INV-007009															
INV-007009															
INV-007009															
INV-007010	POP-000099	Oak Furniture LLC	07/03/2024	08/03/2024		SENT	UNPAID	NO	YES	1238	fixed		0	0	408.6
INV-007010															
INV-007010															
INV-007011	POP-000099	Oak Furniture LLC	07/03/2024	08/03/2024		SENT	UNPAID	NO	YES	1968.78	fixed		0	0	649.7
INV-007011															
INV-007011															
INV-007011															
INV-007012	POP-000099	Oak Furniture LLC	07/03/2024	08/03/2024		SENT	UNPAID	NO	YES	1634.28	fixed		0	0	539.31
INV-007012															
INV-007012															
INV-007012															
INV-007013	POP-000099	Oak Furniture LLC	07/03/2024	08/03/2024		SENT	UNPAID	NO	YES	1383.9	fixed		0	0	456.69
INV-007013															
INV-007013															
INV-007013															
INV-007014	POP-000099	Oak Furniture LLC	07/03/2024	08/03/2024		SENT	UNPAID	NO	YES	1497.05	fixed		0	0	494.03

The structure of invoices in the CSV file is meticulously designed to logically and coherently group each invoice with its corresponding items, client details, services, and taxes. Each invoice is represented as a row within the CSV, where the first column uniquely identifies the invoice. Subsequent columns are dedicated to items, detailing their description, quantity, and unit price. Client details, such as name and address, are included in specific fields to ensure they correspond with the invoice. Additional services and applicable taxes are also detailed in their own columns, providing a comprehensive view of each transaction. It is crucial that the information is entered accurately to maintain data integrity and facilitate automatic processing and report generation.

Invoice Grouping in CSV Format

	A	B	C	D	E	F	
1	<u>InvoiceNo</u>	CustomerNumber	Customer	InvoiceDate	DueDate	Notes	Sta
2	INV-007007	POP-000099	Oak Furniture LL	07/03/2024	08/03/2024		SE
3	INV-007007						
4	INV-007007						
5	<u>INV-007007</u>						
6	<u>INV-007008</u>	POP-000099	Oak Furniture LL	07/03/2024	08/03/2024		SE
7	INV-007008						
8	INV-007008						
9	INV-007008						
10	INV-007009	POP-000099	Oak Furniture LL	07/03/2024	08/03/2024		SE
11	INV-007009						

Invoices are grouped within the CSV file based on the invoice number, which is located in the first column titled 'InvoiceNo'. For example, if the invoice number "INV-00000" is present, all lines where the 'InvoiceNo' column contains this value will be considered part of the same invoice.

It is imperative that the identification codes follow a sequential order without any skips. Here is an illustration of the allowed and disallowed patterns:

Allowed:

INV-00001
INV-00001
INV-00001

INV-00002
INV-00002
INV-00002

Not Allowed:

INV-00001
INV-00002
INV-00001

INV-00002
INV-00001
INV-00002

This sequential integrity is crucial for maintaining the organization and accuracy of the billing data within the system. Any deviation from this sequence can lead to processing errors and inconsistencies in data management.

Main data Invoice CSV Structure

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
CustomerNumber	Customer	InvoiceDate	DueDate	Notes	Status	PaidStatus	TaxPerItem	DiscountPerItem	Subtotal	DiscountType	DiscountVal	Discounts	TotalTax	Total	AmountDue
POP-000099	Oak Furniture LL	07/03/2024	08/03/2024		SENT	UNPAID	NO	YES		258 fixed		0	0	85.14	343.14
POP-000099	Oak Furniture LL	07/03/2024	08/03/2024		SENT	UNPAID	YES	YES		688 fixed		0	0	227.04	915.04

In the CSV file, the first line of an invoice grouping contains the primary data of the invoice, including client details, status, and totals. These details are to be added only once and encompass the following columns:

CustomerNumber Customer InvoiceDate DueDate Notes Status PaidStatus TaxPerItem
DiscountPerItem Subtotal DiscountType DiscountVal Discounts TotalTax Total AmountDue

It is crucial that these primary columns contain data only in the first line of each invoice grouping. If any of these primary columns have data in more than one row within the same invoice grouping, the upload will be cancelled. This measure ensures the integrity and clarity of the invoice data, preventing duplication and preserving the accuracy of the financial records.

Service Details and Billing Period in Invoice CSV Structure

R	S	T	U
PbxServiceNumber	ServiceNumber	ServicePeriodFrom	ServicePeriodTo

Following the section containing the main invoice data, there is the service section of the invoice. In this section, one enters the data related to the service associated with the invoice, if applicable. This inclusion is optional and is used to specify the service provided. Additionally, the billing period in which the invoice will be included is detailed here.

The columns involved in this section are:

PbxServiceNumber ServiceNumber ServicePeriodFrom ServicePeriodTo

These columns allow for the association of specific services with their respective invoices and define the time frame for which the services were rendered. It is essential to fill out these fields accurately when applicable to ensure that the invoice reflects the correct service information and billing period.

Item Section Structure in Invoice CSV Format

V	W	X	Y	Z	AA	AB	AC	AD	AE
ItemType	ItemNumber	Item(Product/Se	ItemDescription	ItemQuantity	ItemRate	ItemDiscountTyp	ItemDiscountVal	ItemDiscount	ItemAmount
Item	ITEM-00011	Wood	Store Item	18	4.87	fixed	2	2	85.66
Item	ITEM-00010	Table	Store Item	4	16.93	fixed	8	8	59.72
Item	ITEM-0009	Couch	Store Item	2	20.1	fixed	4	4	36.2
Item	ITEM-0008	Chair	Store Item	6	10.4	fixed	3	3	59.4
Item	ITEM-00011	Wood	Store Item	30	5.24	fixed	2	2	155.2
Item	ITEM-00010	Table	Store Item	13	14.1	fixed	8	8	175.3
Item	ITEM-0009	Couch	Store Item	5	15.89	fixed	4	4	75.45
Item	ITEM-0008	Chair	Store Item	17	12.76	fixed	3	3	213.92
Item	ITEM-00011	Wood	Store Item	14	4.5	fixed	2	2	61
Item	ITEM-00010	Table	Store Item	18	12.8	fixed	8	8	222.4
Item	ITEM-0009	Couch	Store Item	22	23.54	fixed	4	4	513.88

In the CSV file, the item section groups the columns that provide the details of the items to be associated with the invoice. It is important to note that each line represents an individual item, and the first line of the grouping can be used for this purpose. All fields are mandatory and have default values. The items do not need to have been previously created in the system.

The columns that encompass this section are:

ItemType ItemNumber Item(Product/Service) ItemDescription ItemQuantity ItemRate
ItemDiscountType ItemDiscountVal ItemDiscount ItemAmount

This structured approach ensures that each item is clearly defined and associated with the correct invoice, facilitating accurate billing and inventory management.

Tax Section Structure in Invoice CSV Format

AF	AG	AH	AI
TaxName	TaxPercentage	TaxAmount	TaxItem
CDR TX	33	28.27	
CDR TX	33	19.71	
CDR TX	33	11.95	
CDR TX	33	19.6	
CDR TX	33	51.22	Wood
CDR TX	33	57.85	Table
CDR TX	33	24.9	Couch
CDR TX	33	70.59	Chair
CDR TX	33	20.13	Wood
CDR TX	33	73.39	Table

The tax section within the CSV file consolidates the columns that provide details on taxes, with each line representing a separate tax entry. It is important to note that each tax must have been previously established in the system. The tax name as it appears in the CSV must also be present on the platform.

If the tax name does not exist on the platform or is misspelled, the upload of the file will be canceled. This precaution ensures that the tax information aligns with the system's records and prevents discrepancies.

The columns involved in this section are:

TaxName TaxPercentage TaxAmount TaxItem

Accurate completion of these fields is crucial for the correct calculation of taxes and for maintaining the integrity of the financial data within the system.

Understanding System Columns: Representation, Value Types, and Formatting

In the upcoming section, we will delve into the specifics of the system's columns, detailing what they represent, the types of values they accept, which are optional, and the appropriate formatting required.

Each column within the system serves a distinct purpose and is designed to capture a specific type of data. The columns may accept various data types, such as text, numerical values, dates, or predefined codes. It is essential to understand the nature of each column to ensure that the data entered conforms to the expected format.

- **Representation:** Columns are labeled to reflect the data they represent, such as 'InvoiceDate' for the date of the invoice or 'TotalTax' for the total tax amount.
- **Value Types:** Depending on their purpose, columns may accept different value types. For instance, 'InvoiceDate' would accept date values, while 'TotalTax' would accept numerical values with two decimal places.
- **Optional Columns:** Some columns may be optional, allowing for flexibility in data entry. These optional columns are typically used for additional information that is not mandatory for every record.
- **Formatting:** Proper formatting is crucial. Dates should follow the ISO format (YYYY-MM-DD), numerical values should align with the system's currency formatting, and text should be entered without special characters that are not accepted by the system.

Adhering to these guidelines ensures the integrity and usability of the data within the system, facilitating efficient data processing and analysis.

Invoice Number (InvoiceNo): The Keystone of Invoice Data Grouping

	A
1	InvoiceNo
2	INV-007007
3	INV-007007
4	INV-007007
5	INV-007007

New Invoice

Home / Invoices / New Invoice

Cancel

Save Invoice

Pay

Create Customer *

Invoice Date *

2024/03/22

Due Date *

2024/04/01

Invoice Number *

INV - 14023547

Ref Number

#

The 'InvoiceNo' is the unique identification number of an invoice and serves as the cornerstone for grouping invoice data. It is a mandatory field and must adhere to the following format: prefix-number. For example, "INV-9000". Should the system detect that an invoice number already exists within the platform, the upload will be canceled to prevent data duplication. This measure ensures the uniqueness of each invoice, maintaining the integrity and orderliness of the financial records in the system.

CustomerNumber: Essential for Client Identification and Invoice Association

B	C	
CustomerNumber	Customer	In
POP-000099	Oak Furniture LL	

New Invoice

Home / Invoices / New Invoice

Cancel

Save Invoice

Pay

On guard PostPaid

POP-000025

BILL TO

sacramento

SACRAMENTO,

United States

Edit

Deselect

Invoice Date *

2024/03/22

Due Date *

2024/04/01

Invoice Number *

INV - 14023547

Ref Number

#

The 'CustomerNumber' is the unique identification number assigned to a client. It is essential for identifying and associating an invoice with a specific client within the system. This field is mandatory for the upload process. If the 'CustomerNumber' does not exist on the platform, the upload will be canceled. This protocol ensures that each invoice is accurately linked to the

correct client, maintaining the system's data integrity and facilitating effective account management.

Customer: Associating Invoices with Client Names

The 'Customer' field is a mandatory entry on invoices, designated for the name of the client to whom the invoice will be associated. While this field is required for the completion of the invoice, it serves primarily for descriptive purposes. It does not need to match the client names within the platform's database. This allows for flexibility when entering client information and ensures that invoices can be issued even if the client's details have not been previously recorded in the system. The key function of the 'Customer' field is to clearly identify the recipient of the invoice for both record-keeping and billing purposes.

InvoiceDate: The Commencement Date of the Invoice

	D	E	
	InvoiceDate	DueDate	Note
LL	07/03/2024	08/03/2024	
LL	07/03/2024	08/03/2024	

New Invoice

Home / Invoices / New Invoice

On guard PostPaid

POP-000025

BILL TO

sacramento

SACRAMENTO,

United States

Edit

Deselect

Invoice Date *

2024/03/22

Invoice Number *

INV - 14023547

Due Date *

2024/04/01

Ref Number

#

Cancel

Save Invoice

Pay

The 'InvoiceDate' is the date that marks the beginning and/or issuance of an invoice. This field is mandatory and must be in a date format that is recognized by the platform and compatible with PHP. The accepted format typically adheres to international standards, ensuring consistency and accuracy in date representation across the system. It is crucial that the 'InvoiceDate' is correctly entered to reflect the official transaction date for accounting and auditing purposes.

DueDate: The Deadline for Invoice Payment

	D	E	
	InvoiceDate	DueDate	Notes
e LL	07/03/2024	08/03/2024	
e LL	07/03/2024	08/03/2024	

New Invoice

Home / Invoices / New Invoice

On guard PostPaid

POP-000025

BILL TO

sacramento

SACRAMENTO,

United States

Edit

Deselect

Invoice Date *

2024/03/22

Invoice Number *

INV - 14023547

Due Date *

2024/04/01

Ref Number

#

Cancel

Save Invoice

Pay

The 'DueDate' is the deadline by which the invoice must be paid. This field is mandatory and must conform to a date format that is accepted by the platform and compatible with PHP. Ensuring that the 'DueDate' is in the correct format is vital for the system to accurately track payment deadlines and for clients to be clear on when their payments are due. It is a critical component of the invoicing process, directly affecting the management of accounts receivable.

Notes: An Optional Field for Invoice Annotations

The screenshot displays an invoice form with a light blue background. On the left, a 'Notes' section is highlighted with a red bracket. It features a text area with a rich text editor toolbar containing icons for bold, italic, strikethrough, underline, link, and list. The text area is currently empty. To the right of the notes is a '+ Insert Note' button. Below the notes is a '+ Insert Fields' button. On the right side of the form, there is a 'Generate PDF POS' checkbox which is checked. Below this is a 'TIPS' section with a text input field containing '0' and a dropdown menu showing '\$'. Further down is a summary section with a white background and a thin border. It contains the following items: 'SUB TOTAL' with a value of '\$ 0.00', 'DISCOUNT' with a value of '0' and a dropdown menu showing '\$', 'Discount app', and 'TOTAL AMOUNT:' with a value of '\$ 0.00'.

The 'Notes' field in an invoice is an optional area where additional comments and descriptions related to the invoice can be added. This flexible space allows for the inclusion of any pertinent information that may be beneficial for future reference, clarification of invoice items, or specific instructions related to the payment or services provided. Utilizing this field effectively can enhance communication between the issuer and the recipient of the invoice.

Invoice Status: Defining the Lifecycle of an Invoice

Invoices

Home / Invoices

Filter

Import

+ New Invoice

All

Due

Overdue

Completed

Save as Draft

Archived

Showing: 10 of 40098

	DATE	INVOICE NUMBER	CUSTOMER	STATUS	PAID STATUS	TOTAL	AMOUNT DUE	
<input type="checkbox"/>	2024/03/13	INV000888	Care One Communications - Test POP-000022	SENT	PAID	\$ 176.27	\$ 0.00	...
<input type="checkbox"/>	2024/03/13	INV0008	Care One Communications - Test POP-000022	SENT	PAID	\$ 176.00	\$ 0.00	...
<input type="checkbox"/>	2024/03/13	INV000777	Care One Communications - Test POP-000022	OVERDUE	PARTIALLY PAID	\$ 330.64	\$ 58.66	...
<input type="checkbox"/>	2024/03/13	INV0007	Care One Communications - Test POP-000022	OVERDUE	PARTIALLY PAID	\$ 330.00	\$ 0.00	...

F	G	H	I	
	Status	PaidStatus	TaxPerItem	Dis
	SENT	UNPAID	NO	YE
	SENT	UNPAID	YES	YE
	SENT	UNPAID	YES	YE
	SENT	UNPAID	NO	YE

The 'Status' field is a critical component of an invoice, indicating its current stage in the billing cycle. This mandatory field can only contain the following values, each representing a distinct phase of the invoice's lifecycle:

- DRAFT: The invoice is in draft form and has not been sent to the client.
- DUE: The invoice is pending payment and has been sent to the client.
- SENT: The invoice has been dispatched to the client, but receipt has not been confirmed.
- VIEWED: The client has viewed the invoice, but payment has not been made.
- OVERDUE: The payment deadline on the invoice has passed without payment.
- COMPLETED: The invoice has been paid in full and is considered closed.

- **SAVE_DRAFT:** The invoice has been saved as a draft and will not be sent to the client.

If a value is entered that does not match the above list, the upload will be canceled. This strict validation ensures that the invoice status accurately reflects its true state, which is essential for effective billing management and client communication.

PaidStatus: Indicating the Payment Condition of an Invoice

Invoices

Home / Invoices

Filter

Import

+ New Invoice

All

Due

Overdue

Completed

Save as Draft

Archived

Showing: 10 of 40098

	DATE	INVOICE NUMBER	CUSTOMER	STATUS	PAID STATUS	TOTAL	AMOUNT DUE	
<input type="checkbox"/>	2024/03/13	INV000888	Care One Communications - Test POP-000022	SENT	PAID	\$ 176.27	\$ 0.00	...
<input type="checkbox"/>	2024/03/13	INV0008	Care One Communications - Test POP-000022	SENT	PAID	\$ 176.00	\$ 0.00	...
<input type="checkbox"/>	2024/03/13	INV000777	Care One Communications - Test POP-000022	OVERDUE	PARTIALLY PAID	\$ 330.64	\$ 58.66	...
<input type="checkbox"/>	2024/03/13	INV0007	Care One Communications - Test POP-000022	OVERDUE	PARTIALLY PAID	\$ 330.00	\$ 0.00	...

Carebill & Care One Communications Solution Carebill SA © 2024

G	H	I
us	PaidStatus	TaxPerlte
IT	UNPAID	NO
IT	UNPAID	YES
IT	UNPAID	YES
IT	UNPAID	NO

The 'PaidStatus' field is a mandatory indicator of the payment condition of an invoice. It accepts only the following values, each clearly defining the payment status:

- UNPAID: The invoice has not been paid.
- PAID: The invoice has been fully paid.
- PARTIALLY_PAID: The invoice has been partially paid.

Should an entry be made that does not correspond to the aforementioned list, the upload will be canceled. This strict validation process ensures that the payment status of each invoice is accurately recorded, which is crucial for financial tracking and account reconciliation.

TaxPerItem: Specifying Itemized or General Taxation on Invoices

I	J
TaxPerItem	DiscountPerItem \$
NO	YES
YES	YES

Tax Agency List

☒

Tax Per Item

Enable this if you want to add taxes to individual invoice items. By default, taxes are added directly to the invoice.

The 'TaxPerItem' field is a mandatory indicator that specifies whether the taxes on the invoice are applied to each item individually or as a general tax. It can only contain the following values:


- YES: The invoice applies taxes on a per-item basis. Each item has its own associated tax.
- NO: The invoice applies a general tax. The same tax is applied to all items.

If a different value is entered, the upload will be canceled. Depending on the value, taxes are processed differently, ensuring that the tax calculation aligns with the specified method, which is crucial for accurate financial reporting and compliance with tax regulations.

DiscountPerItem: Determining the Application of Discounts on Invoices

I	J	K	L	M
TaxPerItem	DiscountPerItem	Subtotal	DiscountType	DiscountVal
NO	YES	258	fixed	
YES	YES	688	fixed	
YES	YES	1283	fixed	
NO	YES	1238	fixed	

january-december ▼


 Save

☐ Discount Per Item

Enable this if you want to add Discount to individual invoice items. By default, Discount is added directly to the invoice.

Idle time to logout (Minutes) *

60

 Save

The 'DiscountPerItem' field is an obligatory field that indicates whether the discount on the invoice is applied to each item individually or as a general discount across all items. It accepts only two values:

- YES: The discount is applied per item. Each item has its own associated discount.
- NO: The discount is general. The same discount is applied to all items.

Considerations:

- When the discount is per item, it should be noted that there is only one discount per item. Multiple discounts cannot be applied to a single item.
- When the discount is general, the type and value of the discount applied to the invoice's subtotal should be indicated.

If a value other than the ones specified is entered, the upload will be canceled. Depending on the value entered, the discount is processed differently, ensuring that the discounting method is correctly applied to the invoice. This clarity in discount application is essential for accurate financial documentation and customer billing.

Subtotal: Calculating the Invoice's Preliminary Total

TOTAL ITEMS

SUB TOTAL

REGULATORY FEE - 9%

IVA - 16%

DISCOUNT

Discount app

TOTAL AMOUNT:

\$ 1,042.44

\$ 1,042.44

\$ 2.00

\$ 3.56

0

\$ ▼

\$ 1,048.00

	K	
Subtotal		Dis
258	fixe	
688	fixe	
1283	fixe	

The 'Subtotal' field on an invoice represents the preliminary total amount. It is the sum of the amounts of all items before taxes and discounts are applied. This field is mandatory for the invoice's integrity.

The format for the 'Subtotal' must include two decimal places, for example, 99.99. The value entered cannot be zero, as this would indicate that no items have been billed. Ensuring the 'Subtotal' is accurately calculated and formatted is essential for the correct assessment of the invoice's total value.

DiscountType: Defining the Invoice Discount Method

	L	M	N	
	DiscountType	DiscountVal	Discounts	TotalT
258	fixed	0	0	
388	fixed	0	0	
83	fixed	0	0	
38	fixed	0	0	

The 'DiscountType' field on an invoice specifies the method of discount applied. This field is optional, but its default value is 'fixed'. There are two possible values:

- **fixed**: The discount is a fixed amount that is subtracted from the invoice's subtotal. For example, if the subtotal is \$100 and the discount is \$5, the new total would be \$95.

- **percentage:** The discount is a percentage that is applied to the invoice's subtotal. For example, if the subtotal is \$100 and the discount is 10%, the new total would be \$90.

This field allows for flexibility in applying discounts, catering to different promotional strategies or pricing agreements. It is important to select the appropriate discount type to reflect the correct invoice total accurately.

DiscountVal: Quantifying the Invoice Discount

DISCOUNT

Discount app

DISCOUNT APPLIED

5

% ▼

\$ 52.12

The 'DiscountVal' field indicates the value of the discount applied to an invoice. This field is optional, with a default value of 0. It is a positive number that represents the absolute value of the discount. For instance:

- If the 'DiscountType' is 'percentage' and the 'DiscountVal' is 10, it means that a 10% discount is applied to the subtotal.
- If the 'DiscountType' is 'fixed' and the 'DiscountVal' is 5, it means that a discount of 5 monetary units is subtracted from the subtotal.

This field allows for precise control over the discounting process, ensuring that the invoice reflects the correct discount amount, whether it is a fixed value or a percentage of the subtotal. Accurate entry of the 'DiscountVal' is crucial for maintaining the integrity of the financial transaction.

TotalTax: Calculating the Total Tax Amount on Invoices

	0
TotalTax	
0	85.14
0	227.04
0	423.39

The 'TotalTax' field is a mandatory component of an invoice that indicates the total amount of taxes applied. It represents the sum of all tax amounts applicable to the invoice. For instance:

- If the invoice applies a general tax, the 'TotalTax' is the result of multiplying the subtotal by the tax percentage.
- If the invoice applies taxes per item, the 'TotalTax' is the sum of the tax amounts for each individual item.

This field ensures that the total tax burden on the invoice is transparent and accurately calculated, reflecting the correct tax obligations for the transaction. Accurate tax calculation is essential for compliance with tax regulations and for providing clear financial information to clients.

Total: The Final Amount of the Invoice

P	
Total	A
343.14	
915.04	
1656.39	

TOTAL ITEMS	\$ 1,042.44
SUB TOTAL	\$ 1,042.44
REGULATORY FEE - 9%	\$ 2.00
IVA - 16%	\$ 3.56
DISCOUNT	5 %
Discount app	
DISCOUNT APPLIED	\$ 52.12
TOTAL AMOUNT:	\$ 995.88

The 'Total' field on an invoice is mandatory and represents the final amount due. It is calculated by subtracting any discounts and adding tax amounts to the subtotal. For example:

- If the subtotal is \$100, the discounts amount to \$5, and the total tax is \$21, then the total would be \$116.
- If the subtotal is \$100, with no discounts and no tax, the total would remain \$100.

The value of the 'Total' field must always be greater than zero, signifying that there is an amount due on the invoice. This ensures that the invoice reflects the accurate financial obligation of the client.

AmountDue: Calculating the Remaining Balance on Invoices

Invoices							
Home / Invoices		Filter ▼		Import		+ New Invoice	
All	Due	Overdue	Completed	Save as Draft	Archived	Showing: 10 of 40099	
<input type="checkbox"/>	DATE	INVOICE NUMBER	CUSTOMER	STATUS	PAID STATUS	TOTAL	AMOUNT DUE
<input type="checkbox"/>	2024/03/13	INV000888	Care One Communications - Test POP-000022	SENT	PAID	\$ 176.27	\$ 0.00
<input type="checkbox"/>	2024/03/13	INV0008	Care One Communications - Test POP-000022	SENT	PAID	\$ 176.00	\$ 0.00
<input type="checkbox"/>	2024/03/13	INV000777	Care One Communications - Test POP-000022	OVERDUE	PARTIALLY PAID	\$ 330.64	\$ 58.66

The 'AmountDue' field is a crucial indicator of the remaining balance owed on an invoice. This mandatory field is the result of subtracting the amount paid from the total amount of the invoice. For example:

- If the total is \$100, and the 'PaidStatus' is UNPAID, the 'AmountDue' is \$100.
- If the total is \$100, and the 'PaidStatus' is PAID, the 'AmountDue' is \$0.
- If the total is \$100, and the 'PaidStatus' is PARTIALLY_PAID, the 'AmountDue' is less than \$100.

It is important to note:

- The 'AmountDue' must not exceed the total of the invoice. If the 'AmountDue' is greater than the total, the file upload must be canceled.

- The 'AmountDue' must not be negative. If the 'AmountDue' is negative, the file upload must be canceled.

These guidelines ensure that the 'AmountDue' accurately reflects the financial obligations of the client and maintains the integrity of the invoicing process.

PbxServiceNumber: Identifying PBX Service Numbers

<div><div></div></div>	R	
	PbxServiceNumber	
.14		

Services

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Fi

SERVICE NUMBER	CUSTOMERS	SERVICE TYPE	SERVICE STATUS	ACTIVATION DATE	RENEWAL DATE
PBXS-0198	Cluster Creations POP-000100	PBX	ACTIVE	2024-02-28	2024-03-23
PAX-000078	department POP-0000104	NORMAL	ACTIVE	2024-01-29	2024-02-29
PAX-000077	department POP-0000104	NORMAL	ACTIVE	2024-01-29	2024-02-10
PBXS-0197	A new hope POP-000083	PBX	ACTIVE	2023-11-14	2024-04-14

The 'PbxServiceNumber' field refers to the identification number of a PBX service. This field is optional and requires validation to ensure that the number exists within the platform. If the 'PbxServiceNumber' does not correspond to an existing service, the file upload must be canceled. This validation process is crucial to maintain the integrity of the service data and to ensure that all referenced services are properly registered within the system.

Service Number Validation for File Upload

Services

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SERVICE NUMBER	CUSTOMERS	SERVICE TYPE	SERVICE STATUS	ACTIVATION DATE	RENEWAL DATE	
PBXS-0198	Cluster Creations POP-000100	PBX	ACTIVE	2024-02-28	2024-03-23	...
PAX-000078	department POP-0000104	NORMAL	ACTIVE	2024-01-29	2024-02-29	...
<u>PAX-000077</u>	department POP-0000104	NORMAL	ACTIVE	2024-01-29	2024-02-10	...

The 'ServiceNumber' field refers to a unique identifier assigned to a service within the platform. This field is optional; however, it is crucial to ensure that the number provided exists within the system's database. During the file upload process, the system is designed to perform a validation check against the existing service numbers. If the 'ServiceNumber' entered does not correspond to any service on the platform, the file upload procedure will be terminated immediately. This validation step is essential to maintain data integrity and to prevent files from being associated with non-existent services.

Ensuring Proper Billing Period Dates in Service Records

T	U
ServicePeriodFrom	ServicePeriodTo

In the context of service billing, the fields 'ServicePeriodFrom' and 'ServicePeriodTo' play pivotal roles. 'ServicePeriodFrom' denotes the commencement date of the billing period for a given service, marking the start of the timeframe for which the service is billed. Conversely, 'ServicePeriodTo' signifies the conclusion date of the billing period, indicating when the service provision ends for billing purposes.

Both fields are mandatory but only under specific conditions: they must be filled if any of the service-related fields contain values. This requirement ensures that the billing period is clearly defined whenever service charges are applicable.

ItemType: Distinguishing Between Standard Items and PBX Services

[illegible]

The 'ItemType' field within our system serves as a critical classifier that distinguishes between two distinct categories of articles: standard items and PBX services. This field is not optional and must be specified for each article entered into the system.

- **Item:** This value is assigned to conventional articles, which encompass a broad range of products or services that are sold or provided to customers. Examples of such items include tangible goods like a t-shirt or a pizza, as well as intangible offerings like a medical consultation.
- **PBXService:** When an article pertains to a PBX (Private Branch Exchange) service, it is tagged as 'PBXService'. These services relate to telephony solutions provided to clients, such as unlimited calling plans, voicemail facilities, and call forwarding options.

It is imperative for users to correctly identify and select the appropriate 'ItemType' to ensure accurate categorization and processing within the platform. This distinction aids in streamlining inventory management, service provision, and billing operations.

Furthermore, it is imperative that the dates entered in these fields adhere to formats compatible with PHP and the platform's standards. This compatibility is essential for seamless integration with the system's backend processes, such as database storage, data retrieval, and date calculations. By enforcing recognized date formats, the platform guarantees the accuracy and consistency of service period data across its operations.

Item Number Verification Process for Optional Field Entries

	W ▼
	ItemNumber
	ITEM-00011
	ITEM-00010
	ITEM-0009
	ITEM-0008

Items

Filter ▼

Items group

+ Add Item

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<input type="checkbox"/>	ITEM NUMBER	ITEM NAME	UNIT	PRICE	ADDED ON	
<input type="checkbox"/>	ITEM-000160	Support Hours	Hour	\$ 30.00	2024/03/01	...
<input type="checkbox"/>	ITEM-000159	internet service	N/A	\$ 22.22	2024/01/29	...
<input type="checkbox"/>	ITEM-000158	test	N/A	\$ 22.20	2024/01/29	...

The 'ItemNumber' field serves as an identifier for items within our system. While entering this number is optional, it is subject to a verification process when provided. The system checks the existence of the entered 'ItemNumber' against the database to confirm its validity. If the 'ItemNumber' does not match any existing record, the upload process is halted to prevent discrepancies. However, if the 'ItemNumber' field is left blank, the system permits the upload to proceed, as the field is not mandatory. This validation mechanism ensures that only items with recognized identification numbers are processed, maintaining the integrity of the system's data.

Item Designation and PBX Service Validation

Items

Quantity

Price

Total

internet service

Type Item Description (optional)

1

\$ 22.22

\$ 22.22

TAX

Regulatory Fee - 9%

\$ 2.00

IVA - 16%

\$ 3.56

Select a tax

\$ 0.00

Add an Item

The 'Item(Product/Service)' field is a mandatory entry that specifies the name of the item being recorded. It is important to note that the name provided does not need to match the names of

items already listed in the system's database. This allows for flexibility in item naming and ensures that users can input data without constraints related to item nomenclature.

For entries classified under the 'ItemType' as 'PBXService', which pertains to telephony services, there are predefined constant values that must be adhered to:

- PBXSEXTENSION: This value indicates that the item is an extension within the PBX service.
- PBXSDID: Represents a Direct Inward Dialing (DID) service item.
- PBXSACHARGE: Stands for Additional Charges that may apply to the PBX service.
- PBXSARATE: Denotes the Application Rate for the PBX service.

If any PBX service item is entered with a value that does not match these constants, the system will trigger an upload error. This validation process is crucial to ensure that PBX service items are correctly categorized and that the integrity of the service data is maintained. Incorrect or mismatched values can lead to complications in service delivery and billing, hence the necessity for strict adherence to the predefined constants.

Clarifying Item Descriptions for Products and PBX Services

Items	Quantity	Price	Total
<div>internet service</div> <div>Type Item Description (optional)</div>	1	\$ 22.22	\$ 22.22
TAX		Regulatory Fee - 9%	\$ 2.00
		IVA - 16%	\$ 3.56
		Select a tax	\$ 0.00

Add an Item

The 'ItemDescription' field serves a dual purpose depending on the type of article being registered. For articles categorized as "item," this field is optional and provides a space to describe the product or service in detail. This description might include features, benefits, or any other relevant information that helps to elucidate the nature of the item.

In contrast, when an article is classified as a "PBXService," the 'ItemDescription' field becomes mandatory and must include the name of the specific PBX service element. This is crucial for

clarity and proper identification of the service provided. Examples of such descriptions are as follows:

- PBXSEXTENSION: "Ofician contable" - indicating that the service involves an accounting office extension.
- PBXSDID: "Numeros internacionales" - denoting the provision of international numbers (DID).
- PBXSACHARGE: "Cargo por mantenimiento" - referring to additional maintenance charges.
- PBXSARATE: "Aplicacion movil" - specifying that the service includes a mobile application rate.

It is essential to adhere to these guidelines to ensure accurate and consistent documentation of items and services within the system. Failure to provide a proper description for PBX services will result in an error during the upload process, emphasizing the importance of this field for service-related entries.

Item Quantity: Tracking Units on Invoices

Items	Quantity	Price	Total
<div>internet service</div> <div>Type Item Description (optional)</div>	1	\$ 22.22	\$ 22.22
TAX	Regulatory Fee - 9%		\$ 2.00
	IVA - 16%		\$ 3.56
	Select a tax		\$ 0.00

Add an Item

The 'ItemQuantity' field on an invoice is a crucial element that indicates the total number of units of a particular item being billed. This numerical value is essential for both the seller and the buyer, as it directly impacts the calculation of the total invoice amount. Accurate entry of the 'ItemQuantity' ensures that the billing process reflects the correct quantity of goods or services provided. It is a fundamental component of inventory management and financial accounting in business transactions.

Item Rate: Precision in Pricing

Items	Quantity	Price	Total
<div>internet service</div> <div>Type Item Description (optional)</div>	1	\$ 22.22	\$ 22.22
TAX		Regulatory Fee - 9%	\$ 2.00
		IVA - 16%	\$ 3.56
		Select a tax	\$ 0.00

Add an Item

☒ Generate PDF POS

The 'ItemRate' field specifies the individual price of an item, reflecting its cost as a single unit. It is essential that this rate is presented with two decimal places to ensure precision in financial transactions. For instance, an 'ItemRate' should be formatted as '99.99', which denotes ninety-nine dollars and ninety-nine cents. This level of detail in the pricing format is crucial for accurate billing and financial clarity.

Item Discount Types in Invoicing

The 'ItemDiscountType' field is an integral part of the invoicing process, indicating the nature of the discount applied to an item. This field comes into play only when an item on the invoice is subject to a discount. There are two possible values for this field:

- Fixed: This value signifies that a set monetary amount is deducted from the item's price. It is a mandatory value that must always be applied when a fixed discount is offered.
- Percentage: This value indicates that the discount is a certain percentage of the item's price, reducing the total cost by that proportion.

It is essential to specify the 'ItemDiscountType' accurately to ensure correct invoice calculations and to maintain consistency in financial records. The distinction between a fixed amount and a percentage allows for precise adjustments to the item's final price, reflecting the agreed-upon discount terms between the seller and the buyer.

Item Discount Value: Understanding Discount Calculations

The 'ItemDiscountVal' field is an essential component of the invoicing system, representing the value of the discount applied to an item. This field works in conjunction with the 'ItemDiscountType' to calculate the total discount.

When 'ItemDiscountType' is set to 'percentage', the 'ItemDiscountVal' denotes the discount rate as a percentage of the item's total cost. For example, if 'ItemDiscountVal' is 10, it implies a 10% discount on the total price of the item.

Conversely, when 'ItemDiscountType' is 'fixed', the 'ItemDiscountVal' indicates a specific dollar amount to be subtracted from the item's subtotal. For instance, an 'ItemDiscountVal' of 5 means that \$5 will be deducted from the subtotal.

The default value for 'ItemDiscountVal' is zero (0), which indicates that no discount is applied unless specified otherwise. This default setting ensures that the invoicing process remains accurate and consistent when no discounts are intended.

Item Discount: Calculating the Discount Amount

The 'ItemDiscount' field is a critical component of the invoicing process, as it specifies the actual discount amount applied to an item. This value represents the monetary reduction granted on the original price of the item, reflecting the total savings afforded by the discount. It is the result of applying the discount type and value—whether fixed or percentage—to the item's rate, culminating in the final discounted price. Accurate representation of the 'ItemDiscount' is essential for clear financial transactions and for customers to understand the benefits of the discount offered.

Item Amount: Total Cost Representation with Precision

Items	Quantity	Price	Total
<div><div>internet service</div><div>Type Item Description (optional)</div></div>	1	\$ 22.22	\$ 22.22
TAX			
		Regulatory Fee - 9%	\$ 2.00
		IVA - 16%	\$ 3.56
		Select a tax	\$ 0.00

The 'ItemAmount' field on an invoice represents the total cost of an item after all calculations have been applied, including the base price, quantity, taxes, and discounts. It is essential that this amount is presented with two decimal places, such as '99.99', to ensure accuracy in financial documentation. This precision allows for clear and consistent financial records, facilitating straightforward transactions and accounting practices.

Tax Name Verification for Accurate Invoice Processing

TAX	<div>Regulatory Fee - 9%</div>	\$ 2.00	
	<div>IVA - 16%</div>	\$ 3.56	
	<div>Select a tax</div>	\$ 0.00	

The 'TaxName' field is a critical identifier within the invoicing system, denoting the specific tax applicable to an item. It is imperative that the tax name entered matches an existing tax category in the system's database. This match must be exact, including the case sensitivity of letters, meaning that uppercase and lowercase letters are distinguished. If the 'TaxName' provided does not correspond to any recognized tax category, the system will abort the file upload process to prevent errors in tax calculation and ensure compliance with tax regulations. This validation step is essential for maintaining the integrity of financial records and ensuring accurate tax reporting

Tax Percentage: Defining the Tax Rate Range

TAX	Regulatory Fee - 9%	\$ 2.00	🗑
	IVA - 16%	\$ 3.56	🗑
	Select a tax	\$ 0.00	

The 'TaxPercentage' field specifies the tax rate applied to an item or service within an invoice. It is expressed as a percentage and must fall within the range of 1 to 100. This parameter ensures that the tax rate is neither zero, which would imply no tax, nor over 100, which would be illogical as it would exceed the total value of the item. The 'TaxPercentage' is a crucial factor in calculating the total tax amount due on the invoice, and accurate input within the specified range is essential for proper financial documentation and compliance with tax regulations.

Tax Amount: Accurate Calculation with Two Decimal Precision

TAX	Regulatory Fee - 9%	\$ 2.00	🗑
	IVA - 16%	\$ 3.56	🗑
	Select a tax	\$ 0.00	

The 'TaxAmount' field on an invoice represents the actual monetary value of the tax applied to an item or service. It is crucial that this amount is calculated with precision and presented with two decimal places, such as '99.99'. This ensures that the tax is accurately reflected in financial records and complies with standard accounting practices, providing clarity and consistency in financial transactions.

Tax Item Association: Ensuring Correct Tax Application

	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
er	Item(Product/Se	ItemDescription	ItemQuantity	ItemRate	ItemDiscountTyp	ItemDiscountVal	ItemDiscount	ItemAmount	TaxName	TaxPercentage	TaxAmount	TaxItem
11	Wood	Store Item	18	4.87	fixed		2	85.66	CDR TX	33	28.27	
10	Table	Store Item	4	16.93	fixed		8	59.72	CDR TX	33	19.71	
3	Couch	Store Item	2	20.1	fixed		4	36.2	CDR TX	33	11.95	
3	Chair	Store Item	6	10.4	fixed		3	59.4	CDR TX	33	19.6	
11	Wood	Store Item	30	5.24	fixed		2	155.2	CDR TX	33	51.22	Wood
10	Table	Store Item	13	14.1	fixed		8	175.3	CDR TX	33	57.85	Table
3	Couch	Store Item	5	15.89	fixed		4	75.45	CDR TX	33	24.9	Couch
3	Chair	Store Item	17	12.76	fixed		3	213.92	CDR TX	33	70.59	Chair
11	Wood	Store Item	14	4.5	fixed		2	61	CDR TX	33	20.13	Wood
10	Table	Store Item	18	12.8	fixed		8	222.4	CDR TX	33	73.39	Table
3	Couch	Store Item	22	23.54	fixed		4	513.88	CDR TX	33	169.58	Couch
3	Chair	Store Item	46	12.24	fixed		3	560.04	CDR TX	33	184.81	Chair
11	Wood	Store Item	18	3.56	fixed		2	62.08	CDR TX	33	20.49	
10	Table	Store Item	28	19.03	fixed		8	524.84	CDR TX	33	173.2	
3	Couch	Store Item	30	23.98	fixed		4	715.4	CDR TX	33	236.08	

The 'TaxItem' field on an invoice is designated to link the tax applied to the specific item it pertains to. This field is crucial for distinguishing between general taxes and item-specific taxes within the invoicing process.

- For invoices that apply general taxes, the 'TaxItem' column should be left empty, indicating that the tax is not associated with a particular item but rather the invoice as a whole.
- In contrast, for invoices that levy taxes on individual items, the 'TaxItem' field must contain the name of the item to which the tax applies. This ensures that each tax amount is correctly attributed to its respective item.

This field is applicable only when the invoice format is set to itemized taxation. If the name entered in the 'TaxItem' field does not match any item listed on the invoice, the upload process will be terminated to prevent mismatches and ensure accurate tax reporting. It is essential to validate this field to maintain the integrity of financial records and comply with tax regulations.

Invoice Validation Rules and Payment Status Guidelines

In the realm of financial transactions, particularly invoicing, adherence to specific validation rules and formats is paramount. These rules ensure the accuracy and consistency of financial records.

Validation Rules and Formats:

\$ 22.22

- **Amount Fields:** These fields must be formatted with two decimal places, for example, '99.99'. This precision is crucial for financial calculations and reporting.

Quantity

1

- **Quantity Fields:** Quantities are to be recorded in whole numbers, such as '1', '10', or '20', reflecting the exact count of items.

Invoice Date *2024/03/22

Due Date *2024/04/01

- **Date Fields:** Only date formats recognized by PHP and the platform are accepted. The import menu provides a list of permitted date formats to guide users.

Payment Status and Conditions:

	DATE	INVOICE NUMBER	CUSTOMER	STATUS	PAID STATUS	TOTAL	AMOUNT DUE
<input type="checkbox"/>	2024/03/13	INV000888	Care One Communications - Test POP-000022	SENT	PAID	\$ 176.27	\$ 0.00
<input type="checkbox"/>	2024/03/13	INV0008	Care One Communications - Test POP-000022	SENT	PAID	\$ 176.00	\$ 0.00
<input type="checkbox"/>	2024/03/13	INV000777	Care One Communications - Test POP-000022	OVERDUE	PARTIALLY PAID	\$ 330.64	\$ 58.66
<input type="checkbox"/>	2024/03/13	INV0007	Care One Communications - Test POP-000022	OVERDUE	PARTIALLY PAID	\$ 330.00	\$ 0.00
<input type="checkbox"/>	2024/03/13	INV000666	Care One Communications - Test POP-000022	VIEWED	PAID	\$ 410.10	\$ 0.00

The management of invoice statuses, payment statuses, and due amounts is a critical aspect of financial operations. The following rules are proposed to address issues with expired invoices displaying a due amount of '0', rendering them unpayable:

1. If the status is 'DRAFT' or 'SAVE_DRAFT', the payment status must be 'UNPAID', and the due amount should equal the total invoice amount.
2. If the status is neither 'DRAFT', 'SAVE_DRAFT', nor 'COMPLETED', and the payment status is 'UNPAID', the due amount should again equal the total invoice amount.
3. If the status is neither 'DRAFT', 'SAVE_DRAFT', nor 'COMPLETED', and the payment status is 'PARTIALLY_PAID', the due amount must be less than the total but more than zero.
4. If the status is 'COMPLETED', the payment status must be 'PAID', and the due amount should be zero.
5. The 'Total' field must be greater than '0'.

These guidelines are designed to streamline the invoicing process, ensuring clarity in the payment obligations and statuses of invoices. Compliance with these rules is essential for maintaining the integrity of financial systems and facilitating smooth transactional processes.