

# Upload Pending Check Format

Allowed File Types / Extensions : .csv

The first row or **Header** of the .csv file must contain all the *fields* or the column names of each pending check entry you plan to add into the system.

These column cells must be in the **first** row of the .csv file and in **this order, with the exact spelling below**:

1. vendid
2. invoice
3. invoice\_date
4. due\_date
5. prop
6. unit
7. tenant
8. gl\_acct
9. remark
10. is\_need\_approved
11. recurring
12. prop\_to\_remark

In addition, each cell has certain input / validation rules that you must follow. Each validation rule and description is listed below:

Field	Description
vendid	<b>Required.</b> This is the vendor code, not the vendor ID. The maximum input length of this value is 15 characters long
invoice	<b>Required.</b> Input value must be at most 18 characters long
invoice_date	<b>Required.</b> Must be a date value with the format of YYYY-MM-DD
due_date	<b>Required.</b> Must be an integer between 0 and 31
amount	<b>Required.</b> Must be a number between 0 and 10000000

