**Debit / Expense Transaction Upload Instruction**

To use Debit/Expense Transaction Upload function, the file must be in **CSV** file format and needs to follow the file format below:

|  |  |
| --- | --- |
| **Field** | **Validate Description** |
| Date | Date format (mm/dd/yyyy) |
| Amount | Decimal Number greater or less than 0 |
| Prop | The property number must be between 0001 to 9999 |
| Unit (optional) | The Unit number must be between 0001 to 9999 |
| GL Account | Provide GL Account number. |
| Remark | Value must be the GL Account title.  Note: Remark MUST NOT contain any comma |
| Vendor Code | Provide Vendor Code. |
| Check # | The property number must be between 0001 to 9999 |
| Bank # | The Bank # must by between 1 – 99 |
| Batch # (optional) | Batch number must be set to 0 if there’s no batch #. |
| Invoice # | The Invoice # must be provided. |

Example:

