**Invoice Upload Instruction**

To use Invoice 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) |
| Prop | The property number must be between 0001 to 9999 |
| Unit | The Unit number must be between 0001 to 9999 |
| Amount | Decimal Number between 0.01 and 10000000.00. |
| Service Code | The number from service code from 600 to 6999999 |
| Tenant # (optional) | The Tenant number must be from 0 to 255  Note: Tenant # is optional, but if you leave it empty, it will apply the invoice to the current tenant. |
| Remark (optional) | You can provide whatever you want. If you leave it empty, it will use the default one.  Note: Remark MUST NOT contain any comma |

Example:

