

# 1 Documentation for Invoices sheet

## Template consists of 2 sheets:

- Main sheet – Invoices
- Optional sheet – Items

Do not change name of sheets and column heads.

## Some rules and explanations you should know:

Required fields for import are described in tables below (if you are not importing items - no need to remove Items sheet or fill anything in that sheet)

**Price** field in Invoice sheet is optional – price is counted from either items added in Items sheet for the invoice or from tax sums for the invoice in last column in Invoice sheet.

Filling **tax rate, sum excluding tax, tax, sum** field in Invoice sheet:

- write in order as column header says and divide it by coma and one space
- for multiple tax sums separate with `Enter` (in case `Enter` points you to next row, use `Ctrl` + `Enter`)
- example in 1st row:

tax rate: 10  
sum excluding tax: 100  
tax: 10  
sum: 110

- example in 3rd row:

tax rate: 10  
sum excluding tax: 100  
tax: 10  
sum: 110  
tax rate: 20  
sum excluding tax: 100  
tax: 20  
sum: 120

| A2  |                                       |  |  |  |
|-----|---------------------------------------|--|--|--|
| ler | tax rate, sum excluding tax, tax, sum |  |  |  |
|     | 10, 100, 10, 110                      |  |  |  |
|     | 10, 100, 10, 110                      |  |  |  |
|     | 20, 100, 20, 120                      |  |  |  |

Importing items – filling Items sheet:

- you don't need to import items for all invoices
- items are paired to invoices via first 4 columns which are info about invoice that item will be paired to
- you can import more items by filling them row by row and pairing (see node above) them to same invoice
- if due to some error invoice, which will be item paired to, will not be imported – item will not be imported either

You need to either fill **tax rate, sum excluding tax, tax, sum** or add items to invoice via Items sheet.

## Types

### Char50

- Char - fill in text
- 50 – maximum amount of characters

### Decimal 18.2

- fill in number
- 18 – max digits before decimal point
- 2 – max digits after decimal point

### Boolean

- fill in 0 (false) or true (1)

### Int

- fill in number

Accounting journal can have set restriction to check for journal id number (either field **supplier\_registration\_id** – for issued invoices where field **is\_issued** is 1- or field **customer\_registration\_id** – for recieved invoices where field **is\_issued** is 0)

**Note that** if you have recieved invoice (**is\_issued** field is 0) and even though **customer\_registration\_id** is not required, you will need to fill it with your id if this check for journal id number is enabled.

You can import any types of invoices from one xlsx as long as it is all for one same journal.

| Index | Column title       | Type             | Rule     | Note                       |
|-------|--------------------|------------------|----------|----------------------------|
| 1.1   | number             | Char50           | Required |                            |
| 1.2   | invoice_type       | Int              | Required | Choices                    |
| 1.3   | status             | Int              | Required | Choices                    |
| 1.4   | is_issued          | Boolean          | Required | Issued - 1<br>Recieved - 0 |
| 1.5   | date_issue         | Date             | Required | YYYY-MM-DD                 |
| 1.6   | date_supply        | Date             | Required | YYYY-MM-DD                 |
| 1.7   | date_due           | Date             | Required | YYYY-MM-DD                 |
| 1.8   | date_paid          | Date             |          | YYYY-MM-DD                 |
| 1.9   | tax_mode           | Int              | Required | Choice                     |
| 1.10  | price              | Decimal max 18.2 |          |                            |
| 1.11  | currency           | Char             | Required | Choices                    |
| 1.12  | advance            | Decimal max 18.2 |          |                            |
| 1.13  | order_number       | Char50           |          |                            |
| 1.14  | ref_invoice_number | Char50           |          |                            |
| 1.15  | note               | Char255          |          |                            |
| 1.16  | delivery_method    | Char50           |          |                            |

| Index | Column title                          | Type    | Rule     | Note                   |
|-------|---------------------------------------|---------|----------|------------------------|
| 1.17  | payment_method                        | Int     |          | Choices                |
| 1.18  | constant_symbol                       | Char4   |          |                        |
| 1.19  | variable_symbol                       | Char10  | Required |                        |
| 1.20  | specific_symbol                       | Char10  |          |                        |
| 1.21  | bank_iban                             | Char34  | Required |                        |
| 1.22  | bank_number                           | Char20  |          |                        |
| 1.23  | bank_code                             | Char4   |          |                        |
| 1.24  | bank_swift_bic                        | Char11  |          |                        |
| 1.25  | bank_name                             | Char150 |          |                        |
| 1.26  | bank_street                           | Char55  |          |                        |
| 1.27  | bank_zip                              | Char12  |          |                        |
| 1.28  | bank_city                             | Char150 |          |                        |
| 1.29  | bank_country                          | Char    |          | Choices                |
| 1.30  | supplier_name                         | Char150 | Required |                        |
| 1.31  | supplier_street                       | Char55  | Required | Street with number     |
| 1.32  | supplier_zip                          | Char12  | Required |                        |
| 1.33  | supplier_city                         | Char150 | Required |                        |
| 1.34  | supplier_country                      | Char    |          | Choices                |
| 1.35  | supplier_registration_id              | Char20  | Required |                        |
| 1.36  | supplier_tax_id                       | Char20  |          |                        |
| 1.37  | supplier_vat_id                       | Char50  |          |                        |
| 1.38  | supplier_email                        | Char    |          |                        |
| 1.39  | supplier_phone                        | Char15  |          |                        |
| 1.40  | supplier_business_register_folder     | Char128 |          |                        |
| 1.41  | customer_name                         | Char150 | Required |                        |
| 1.42  | customer_street                       | Char55  | Required | Street with number     |
| 1.43  | customer_zip                          | Char12  | Required |                        |
| 1.44  | customer_city                         | Char150 | Required |                        |
| 1.45  | customer_country                      | Char    |          | Choices                |
| 1.46  | customer_registration_id              | Char20  |          |                        |
| 1.47  | customer_tax_id                       | Char20  |          |                        |
| 1.48  | customer_vat_id                       | Char50  |          |                        |
| 1.49  | customer_email                        | Char    |          |                        |
| 1.50  | customer_phone                        | Char15  |          |                        |
| 1.51  | customer_business_register_folder     | Char128 |          |                        |
| 1.52  | tax rate, sum excluding tax, tax, sum |         |          | This or price or items |

## 1.1 Choice list

### invoice\_type

| Key | Value                |
|-----|----------------------|
| 1   | Invoice              |
| 2   | Pro forma invoice    |
| 3   | Advance invoice      |
| 4   | Credit note          |
| 5   | Debit note           |
| 6   | Invoice - Correction |

### status

| Key | Value    |
|-----|----------|
| 1   | Pending  |
| 2   | Canceled |
| 3   | Paid     |
| 4   | Draft    |

### tax\_mode

| Key | Value                     |
|-----|---------------------------|
| 1   | VAT payer                 |
| 2   | Not VAT payer             |
| 3   | Transfer of tax liability |

### currency

| Code | Currency |
|------|----------|
| AED  | Dirham   |
| AFN  | Afghani  |
| ALL  | Lek      |
| AMD  | Dram     |
| ANG  | Guilder  |
| AOA  | Kwanza   |
| ARS  | Peso     |
| AUD  | Dollar   |
| AWG  | Guilder  |
| AZN  | Manat    |
| BAM  | Marka    |
| BBD  | Dollar   |
| BDT  | Taka     |
| BGN  | Lev      |
| BHD  | Dinar    |
| BIF  | Franc    |

| <b>Code</b> | <b>Currency</b> |
|-------------|-----------------|
| BMD         | Dollar          |
| BND         | Dollar          |
| BOB         | Boliviano       |
| BRL         | Real            |
| BSD         | Dollar          |
| BTN         | Ngultrum        |
| BWP         | Pula            |
| BYR         | Ruble           |
| BZD         | Dollar          |
| CAD         | Dollar          |
| CDF         | Franc           |
| CHF         | Franc           |
| CLP         | Peso            |
| CNY         | Yuan Renminbi   |
| COP         | Peso            |
| CRC         | Colon           |
| CUP         | Peso            |
| CVE         | Escudo          |
| CZK         | Koruna          |
| DJF         | Franc           |
| DKK         | Krone           |
| DOP         | Peso            |
| DZD         | Dinar           |
| EGP         | Pound           |
| ERN         | Nakfa           |
| ETB         | Birr            |
| EUR         | Euro            |
| FJD         | Dollar          |
| FKP         | Pound           |
| GBP         | Pound           |
| GEL         | Lari            |
| GHS         | Cedi            |
| GIP         | Pound           |
| GMD         | Dalasi          |
| GNF         | Franc           |
| GTQ         | Quetzal         |
| GYD         | Dollar          |
| HKD         | Dollar          |
| HNL         | Lempira         |
| HRK         | Kuna            |
| HTG         | Gourde          |
| HUF         | Forint          |
| IDR         | Rupiah          |
| ILS         | Shekel          |
| INR         | Rupee           |
| IQD         | Dinar           |
| IRR         | Rial            |
| ISK         | Krona           |
| JMD         | Dollar          |
| JOD         | Dinar           |
| JPY         | Yen             |

| <b>Code</b> | <b>Currency</b> |
|-------------|-----------------|
| KES         | Shilling        |
| KGS         | Som             |
| KHR         | Riels           |
| KMF         | Franc           |
| KPW         | Won             |
| KRW         | Won             |
| KWD         | Dinar           |
| KYD         | Dollar          |
| KZT         | Tenge           |
| LAK         | Kip             |
| LBP         | Pound           |
| LKR         | Rupee           |
| LRD         | Dollar          |
| LSL         | Loti            |
| LTL         | Litas           |
| LVL         | Lat             |
| LYD         | Dinar           |
| MAD         | Dirham          |
| MDL         | Leu             |
| MGA         | Ariary          |
| MKD         | Denar           |
| MMK         | Kyat            |
| MNT         | Tugrik          |
| MOP         | Pataca          |
| MRO         | Ouguiya         |
| MUR         | Rupee           |
| MVR         | Rufiyaa         |
| MWK         | Kwacha          |
| MXN         | Peso            |
| MYR         | Ringgit         |
| MZN         | Metical         |
| NAD         | Dollar          |
| NGN         | Naira           |
| NIO         | Cordoba         |
| NOK         | Krone           |
| NPR         | Rupee           |
| NZD         | Dollar          |
| OMR         | Rial            |
| PAB         | Balboa          |
| PEN         | Sol             |
| PGK         | Kina            |
| PHP         | Peso            |
| PKR         | Rupee           |
| PLN         | Zloty           |
| PYG         | Guarani         |
| QAR         | Rial            |
| RON         | Leu             |
| RSD         | Dinar           |
| RUB         | Ruble           |
| RWF         | Franc           |
| SAR         | Rial            |

| <b>Code</b> | <b>Currency</b> |
|-------------|-----------------|
| SBD         | Dollar          |
| SCR         | Rupee           |
| SDG         | Pound           |
| SEK         | Krona           |
| SGD         | Dollar          |
| SHP         | Pound           |
| SLL         | Leone           |
| SOS         | Shilling        |
| SRD         | Dollar          |
| SSP         | Pound           |
| STD         | Dobra           |
| SYP         | Pound           |
| SZL         | Lilangeni       |
| THB         | Baht            |
| TJS         | Somoni          |
| TMT         | Manat           |
| TND         | Dinar           |
| TOP         | Paanga          |
| TRY         | Lira            |
| TTD         | Dollar          |
| TWD         | Dollar          |
| TZS         | Shilling        |
| UAH         | Hryvnia         |
| UGX         | Shilling        |
| USD         | Dollar          |
| UYU         | Peso            |
| UZS         | Som             |
| VEF         | Bolivar         |
| VND         | Dong            |
| VUV         | Vatu            |
| WST         | Tala            |
| XAF         | Franc           |
| XCD         | Dollar          |
| XOF         | Franc           |
| XPF         | Franc           |
| YER         | Rial            |
| ZAR         | Rand            |
| ZMK         | Kwacha          |
| ZWL         | Dollar          |

### Countries (bank\_country, supplier\_country, customer\_country)

| <b>Country code</b> | <b>Country name</b> |
|---------------------|---------------------|
| AF                  | Afghanistan         |
| AX                  | Åland Islands       |
| AL                  | Albania             |
| DZ                  | Algeria             |
| AS                  | American Samoa      |
| AD                  | Andorra             |

| Country code | Country name                     |
|--------------|----------------------------------|
| AO           | Angola                           |
| AI           | Anguilla                         |
| AQ           | Antarctica                       |
| AG           | Antigua and Barbuda              |
| AR           | Argentina                        |
| AM           | Armenia                          |
| AW           | Aruba                            |
| AU           | Australia                        |
| AT           | Austria                          |
| AZ           | Azerbaijan                       |
| BS           | Bahamas                          |
| BH           | Bahrain                          |
| BD           | Bangladesh                       |
| BB           | Barbados                         |
| BY           | Belarus                          |
| BE           | Belgium                          |
| BZ           | Belize                           |
| BJ           | Benin                            |
| BM           | Bermuda                          |
| BT           | Bhutan                           |
| BO           | Bolivia (Plurinational State of) |
| BQ           | Bonaire, Sint Eustatius and Saba |
| BA           | Bosnia and Herzegovina           |
| BW           | Botswana                         |
| BV           | Bouvet Island                    |
| BR           | Brazil                           |
| IO           | British Indian Ocean Territory   |
| BN           | Brunei Darussalam                |
| BG           | Bulgaria                         |
| BF           | Burkina Faso                     |
| BI           | Burundi                          |
| CV           | Cabo Verde                       |
| KH           | Cambodia                         |
| CM           | Cameroon                         |
| CA           | Canada                           |
| KY           | Cayman Islands                   |
| CF           | Central African Republic         |
| TD           | Chad                             |
| CL           | Chile                            |
| CN           | China                            |
| CX           | Christmas Island                 |
| CC           | Cocos (Keeling) Islands          |

| Country code | Country name                           |
|--------------|----------------------------------------|
| CO           | Colombia                               |
| KM           | Comoros                                |
| CG           | Congo                                  |
| CD           | Congo (the Democratic Republic of the) |
| CK           | Cook Islands                           |
| CR           | Costa Rica                             |
| CI           | Côte d'Ivoire                          |
| HR           | Croatia                                |
| CU           | Cuba                                   |
| CW           | Curaçao                                |
| CY           | Cyprus                                 |
| CZ           | Czechia                                |
| DK           | Denmark                                |
| DJ           | Djibouti                               |
| DM           | Dominica                               |
| DO           | Dominican Republic                     |
| EC           | Ecuador                                |
| EG           | Egypt                                  |
| SV           | El Salvador                            |
| GQ           | Equatorial Guinea                      |
| ER           | Eritrea                                |
| EE           | Estonia                                |
| SZ           | Eswatini                               |
| ET           | Ethiopia                               |
| FK           | Falkland Islands (Malvinas)            |
| FO           | Faroe Islands                          |
| FJ           | Fiji                                   |
| FI           | Finland                                |
| FR           | France                                 |
| GF           | French Guiana                          |
| PF           | French Polynesia                       |
| TF           | French Southern Territories            |
| GA           | Gabon                                  |
| GM           | Gambia                                 |
| GE           | Georgia                                |
| DE           | Germany                                |
| GH           | Ghana                                  |
| GI           | Gibraltar                              |
| GR           | Greece                                 |
| GL           | Greenland                              |
| GD           | Grenada                                |
| GP           | Guadeloupe                             |

| Country code | Country name                                |
|--------------|---------------------------------------------|
| GU           | Guam                                        |
| GT           | Guatemala                                   |
| GG           | Guernsey                                    |
| GN           | Guinea                                      |
| GW           | Guinea-Bissau                               |
| GY           | Guyana                                      |
| HT           | Haiti                                       |
| HM           | Heard Island and McDonald Islands           |
| VA           | Holy See                                    |
| HN           | Honduras                                    |
| HK           | Hong Kong                                   |
| HU           | Hungary                                     |
| IS           | Iceland                                     |
| IN           | India                                       |
| ID           | Indonesia                                   |
| IR           | Iran (Islamic Republic of)                  |
| IQ           | Iraq                                        |
| IE           | Ireland                                     |
| IM           | Isle of Man                                 |
| IL           | Israel                                      |
| IT           | Italy                                       |
| JM           | Jamaica                                     |
| JP           | Japan                                       |
| JE           | Jersey                                      |
| JO           | Jordan                                      |
| KZ           | Kazakhstan                                  |
| KE           | Kenya                                       |
| KI           | Kiribati                                    |
| KP           | Korea (the Democratic People's Republic of) |
| KR           | Korea (the Republic of)                     |
| KW           | Kuwait                                      |
| KG           | Kyrgyzstan                                  |
| LA           | Lao People's Democratic Republic            |
| LV           | Latvia                                      |
| LB           | Lebanon                                     |
| LS           | Lesotho                                     |
| LR           | Liberia                                     |
| LY           | Libya                                       |
| LI           | Liechtenstein                               |
| LT           | Lithuania                                   |
| LU           | Luxembourg                                  |
| MO           | Macao                                       |

| Country code | Country name                     |
|--------------|----------------------------------|
| MG           | Madagascar                       |
| MW           | Malawi                           |
| MY           | Malaysia                         |
| MV           | Maldives                         |
| ML           | Mali                             |
| MT           | Malta                            |
| MH           | Marshall Islands                 |
| MQ           | Martinique                       |
| MR           | Mauritania                       |
| MU           | Mauritius                        |
| YT           | Mayotte                          |
| MX           | Mexico                           |
| FM           | Micronesia (Federated States of) |
| MD           | Moldova (the Republic of)        |
| MC           | Monaco                           |
| MN           | Mongolia                         |
| ME           | Montenegro                       |
| MS           | Montserrat                       |
| MA           | Morocco                          |
| MZ           | Mozambique                       |
| MM           | Myanmar                          |
| NA           | Namibia                          |
| NR           | Nauru                            |
| NP           | Nepal                            |
| NL           | Netherlands                      |
| NC           | New Caledonia                    |
| NZ           | New Zealand                      |
| NI           | Nicaragua                        |
| NE           | Niger                            |
| NG           | Nigeria                          |
| NU           | Niue                             |
| NF           | Norfolk Island                   |
| MK           | North Macedonia                  |
| MP           | Northern Mariana Islands         |
| NO           | Norway                           |
| OM           | Oman                             |
| PK           | Pakistan                         |
| PW           | Palau                            |
| PS           | Palestine, State of              |
| PA           | Panama                           |
| PG           | Papua New Guinea                 |
| PY           | Paraguay                         |

| Country code | Country name                                 |
|--------------|----------------------------------------------|
| PE           | Peru                                         |
| PH           | Philippines                                  |
| PN           | Pitcairn                                     |
| PL           | Poland                                       |
| PT           | Portugal                                     |
| PR           | Puerto Rico                                  |
| QA           | Qatar                                        |
| RE           | Réunion                                      |
| RO           | Romania                                      |
| RU           | Russian Federation                           |
| RW           | Rwanda                                       |
| BL           | Saint Barthélemy                             |
| SH           | Saint Helena, Ascension and Tristan da Cunha |
| KN           | Saint Kitts and Nevis                        |
| LC           | Saint Lucia                                  |
| MF           | Saint Martin (French part)                   |
| PM           | Saint Pierre and Miquelon                    |
| VC           | Saint Vincent and the Grenadines             |
| WS           | Samoa                                        |
| SM           | San Marino                                   |
| ST           | Sao Tome and Principe                        |
| SA           | Saudi Arabia                                 |
| SN           | Senegal                                      |
| RS           | Serbia                                       |
| SC           | Seychelles                                   |
| SL           | Sierra Leone                                 |
| SG           | Singapore                                    |
| SX           | Sint Maarten (Dutch part)                    |
| SK           | Slovakia                                     |
| SI           | Slovenia                                     |
| SB           | Solomon Islands                              |
| SO           | Somalia                                      |
| ZA           | South Africa                                 |
| GS           | South Georgia and the South Sandwich Islands |
| SS           | South Sudan                                  |
| ES           | Spain                                        |
| LK           | Sri Lanka                                    |
| SD           | Sudan                                        |
| SR           | Suriname                                     |
| SJ           | Svalbard and Jan Mayen                       |
| SE           | Sweden                                       |
| CH           | Switzerland                                  |

| Country code | Country name                                         |
|--------------|------------------------------------------------------|
| SY           | Syrian Arab Republic                                 |
| TW           | Taiwan (Province of China)                           |
| TJ           | Tajikistan                                           |
| TZ           | Tanzania, the United Republic of                     |
| TH           | Thailand                                             |
| TL           | Timor-Leste                                          |
| TG           | Togo                                                 |
| TK           | Tokelau                                              |
| TO           | Tonga                                                |
| TT           | Trinidad and Tobago                                  |
| TN           | Tunisia                                              |
| TR           | Turkey                                               |
| TM           | Turkmenistan                                         |
| TC           | Turks and Caicos Islands                             |
| TV           | Tuvalu                                               |
| UG           | Uganda                                               |
| UA           | Ukraine                                              |
| AE           | United Arab Emirates                                 |
| GB           | United Kingdom of Great Britain and Northern Ireland |
| UM           | United States Minor Outlying Islands                 |
| US           | United States of America                             |
| UY           | Uruguay                                              |
| UZ           | Uzbekistan                                           |
| VU           | Vanuatu                                              |
| VE           | Venezuela (Bolivarian Republic of)                   |
| VN           | Viet Nam                                             |
| VG           | Virgin Islands (British)                             |
| VI           | Virgin Islands (U.S.)                                |
| WF           | Wallis and Futuna                                    |
| EH           | Western Sahara                                       |
| YE           | Yemen                                                |
| ZM           | Zambia                                               |
| ZW           | Zimbabwe                                             |

## 2 Items sheet (optional)

| Index | Column title             | Type             | Rule     | Note         |
|-------|--------------------------|------------------|----------|--------------|
| 2.1   | invoice_number           | Char50           | Required |              |
| 2.2   | invoice_type             | Int              | Required | Choices      |
| 2.3   | is_issued                | Boolean          | Required | Choices      |
| 2.4   | supplier_registration_id | Char20           | Required |              |
| 2.5   | service_type             | Integer          | Required | Choices      |
| 2.6   | code                     | Char50           |          |              |
| 2.7   | name                     | Char255          | Required |              |
| 2.8   | amount                   | Decimal max 18.2 | Required |              |
| 2.9   | unit                     | Char20           |          |              |
| 2.10  | unit_price               | Decimal max 18.2 | Required |              |
| 2.11  | tax_rate                 | Decimal max 6.2  |          | Default = 20 |
| 2.12  | discount                 | Decimal max 5.2  |          |              |
| 2.13  | note                     | Text             |          |              |

### 2.1 Choices

#### invoice\_type

See chapter 1.1.1

#### status

See chapter 1.1.2

#### service\_type

| Key | Value   |
|-----|---------|
| 1   | Product |
| 2   | Service |