Trade Creditors History

Requirements

- Data submitted should meet this data specification i.e. include all field names
- Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.
- Trade creditor's payments history data should cover the period 1 October 2015 to 30 September 2018. Where there has been a change in creditors system then, as a minimum, payments history data for 1 April 2018 to 30 September 2018 can be accepted.

Field	Data format	Comments
Creditor reference	Character	This is the same reference as shown in the standing data specification. See note below[1] regarding inclusion of a Site ID.
Site ID	Character	If trade creditors can have more than one address these should be separately identifiable via the Site ID[1].
Suppliers invoice number	Character	This should be the reference shown on the supplier's invoice – usually a number but may have alpha prefixes or suffixes.
Internal/system invoice number	Character	Most systems generate a unique, sequential transaction number so all invoices, credit notes, payments, etc. can be separately identifiable.
Invoice date	Date	This should be the date on the invoice, but could be the date of input if the invoice date is not available.
Payment date	Date	If the invoice has not been paid then leave blank. In those cases, if your system displays a default date in this field and therefore you can't leave it blank, please tell us what the default date is.
Total invoice amount	Numeric	The 'total invoice amount' is inclusive of VAT, less any discount. However, some systems hold VAT exclusive amounts, with the VAT figure held separately. In this case these figures should be added together to produce the 'total invoice amount'.
VAT amount	Numeric	This should be separately identifiable for each invoice

		but could be nil if invoice is zero rated, exempt or outside the scope of VAT.
Method of payment	Character	e.g. BACS, cheque, cash, payable order etc. If codes are used, a 'key' to the codes should be sent with the data submission.
Payment reference number	Character	This field should contain the cheque, payable order (PO) or BACS reference number by which the invoice was paid. This means that invoices that have been paid together would have the same cheque/PO/BACS number.
Remarks	Character	This field can be used as a free text field to include information that may assist you when investigating matches.