Digital Receivables Finance

Data Dictionary

HSBC

Sharing your data

This guide provides details of the data we need you to share with us in your CSV files.

What data do we need?

We'll need a minimum of 7 months' history (210 days) of your accounts receivables data including any older outstanding or unallocated items too: 1. Buyers (Debtors), 2. Invoices, 3. Credit notes, 4. Discounts, 5. Payments and 6. Adjustments.

If your business is seasonal in nature, then a minimum of 13 months' (390 days) history is required.

We require 7 or 13 months of data for assessment to allow for periods where no items may have been created at the beginning or end of the period.

What file format is required?

◆ Data should be saved in CSV (Comma Separated Values) file format. A CSV file is a structured text file where data is presented in table form with commas (columns) separating data items and can be easily extracted from most accounting packages.

◆ Each different data type must be uploaded in a separate file, but several files can be uploaded for each. For example, 12 Invoice files, 3 Payments files and 1 Adjustment file.

◆ Each individual receivables item should be presented on a single row within the file.

◆ Each data item should be separated by a comma (column) and commas must be present to separate data items even if not present. For example in a Buyers file if Address line 2 is to be left blank then this should be displayed as follows: Buyer example ABC Ltd, SG, Marina Boulevard,1 High Street,,018290.

◆ The data items in your CSV files can be presented in any order. **Please note**: Additional data items present in the file will not be used in the assessment but your original file containing the additional data items will be stored in the HSBC portal.

◆ We recommend using headers in your CSV files.

◆ We do not recommend using footers in your CSV files as the mapping tool will attempt to process them which could result in errors.

◆ We check the accounts history by using the earliest dated item and the latest data item. We need 7 months (30 day months = 210 days) of data to allow for periods where no items may have been created at the beginning or end of the period. For seasonal businesses we need 13 months (390 days).

Open and/or Unallocated Items

Any open items older than the assessment period need to be included to calculate the opening balance. The example below shows Invoices for a 6-month assessment taking place in December. All Invoices between June and December are required, plus any outstanding Invoices older than June.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Invoice 1	ISSUED											
Invoice 2	ISSUED	PAID										

Invoice 3						ISSUED	PAID				
Invoice 4						ISSUED					

Amounts

All amounts should be provided as positive values. **Please note**: Negative values will not be recognised by the mapping tool.

Date formats

For any data items representing a date, the following formats can be accepted in the portal. Please keep the date format consistent in each file.

- DD/MM/YYYY
- DD/MM/YY
- MM/DD/YY
- MM/DD/YYYY
- YY/DD/MM
- YYYY/DD/MM
- YYYY/MM/DD
- YY/MM/DD

Unique Identifiers

Duplicate values for fields such as Invoice or Discount number within the same file cannot be processed by the mapping tool. Please ensure each value is unique.

Supported Reference Data Values E.g. Statues, Types & Codes

If your accounting system uses different statuses, types and codes from those listed, then these do not need to be changed. Your values can easily be mapped to our values during the CSV file upload process.

Field Lengths

Field lengths are unlimited unless stated otherwise below.

1. Buyers (Debtors)

Data Item	Mandatory / Optional	Format	Description
Buyer (Debtor) name	Mandatory	Alpha-numeric	The legally registered company name of the Buyer (Debtor) invoiced for the goods/services supplied. This must be unique. All account items e.g. Invoices and Credit Notes must use the same name in order for Buyer calculations to be accurate.
Country	Mandatory	2 Alpha	The country of the invoiced address (not necessarily the registered address of the Buyer (Debtor) or the shipping address). 2 digit ISO country code of legally registered country of the buyer or debtor e.g. GB, US, DE, FR. Different codes/names used by an Accounting system can easily be mapped to our values during the CSV file upload process.
City	Mandatory	Alpha-numeric	The city of the invoiced address (not necessarily the registered address of the Buyer (Debtor) or shipping address).
Address line 1	Mandatory	Alpha-numeric	The address of the invoiced address (not necessarily the registered address of the Buyer (Debtor) or shipping address).
Address line 2	Optional	Alpha-numeric	The address of the invoiced address (not necessarily the registered address of the Buyer (Debtor) or shipping address).
Postal code	Mandatory	Alpha-numeric	The address of the invoiced address (not necessarily the registered address of the Buyer (Debtor) or shipping address).

2. Invoices

Data Item	Mandatory / Optional	Format	Description
Buyer (Debtor) name	Mandatory	Alpha-numeric	The legally registered company name of the Buyer (Debtor) invoiced for the goods/services supplied Unique name referenced in the buyer list supplied.
Invoice number	Mandatory	Alpha-numeric	Unique identifier of the Invoice in the accounting system.
Invoice date	Mandatory	Date as listed above	The date the Invoice was issued to the Buyer.

Due date	Mandatory	Date as listed above	The date the Invoice is due to be paid.
Invoice status	Mandatory	Alpha	The current status of the Invoice. Statuses supported: • Open – Unpaid or partially paid invoice • Paid – Fully paid invoice • Draft – Ignore, draft invoices not required Different statuses used by an Accounting system can easily be mapped to our values during the CSV file upload process.
Invoice amount	Mandatory	Numeric 2 decimal places Positive values only	The original amount of the Invoice.
Currency	Mandatory	3 Alpha	3 digit ISO currency code of the Invoice amount. e.g. GBP, EUR, USD, HKD, SGD Different codes used by an Accounting system can easily be mapped to our values during the CSV file upload process.
Outstanding amount	Mandatory	Numeric 2 decimal places Positive values only	The current outstanding amount. If the Invoice is fully paid then 0.00.

3. Credit Notes

Data Item	Mandatory / Optional	Format	Description
Buyer (Debtor) name	Mandatory	Alpha-numeric	The legally registered company name of the Buyer (Debtor) invoiced for the goods/services supplied. Unique name referenced in the buyer list supplied.
Credit note number	Mandatory	Alpha-numeric	Unique identifier of the Credit Note used in the accounting system.
Credit note date	Mandatory	Date as listed above	The date the Credit Note was issued to the Buyer.
Credit note amount	Mandatory	Numeric 2 decimal places Positive values only	The amount of the Credit Note.
Currency	Mandatory	3 Alpha	3 digit ISO currency code of the Credit Note amount. e.g. GBP, EUR, USD, HKD, SGD Different codes used by an Accounting system can easily be mapped to our values during the CSV file upload process.

Data Item	Mandatory / Optional	Format	Description
Unallocated amount	Mandatory	Numeric 2 decimal places Positive values only	The current unallocated amount of the Credit Note. If the Credit Note value is fully allocated to an invoice(s), then 0.00.

4. Discounts

Data Item	Mandatory / Optional	Format	Description
Buyer (Debtor) name	Mandatory	Alpha-numeric	The legally registered company name of the Buyer (Debtor) invoiced for the goods/services supplied. Unique name referenced in the buyer list supplied.
Discount number	Mandatory	Alpha-numeric	Unique identifier of the Discount used in the accounting system.
Discount date	Mandatory	Date as listed above	The date the Discount was issued.
Discount amount	Mandatory	Numeric 2 decimal places Positive values only	The amount of the Discount.
Currency	Mandatory	3 Alpha	3 digit ISO currency code of the Discount amount. e.g. GBP, EUR, USD, HKD, SGD Different codes used by an Accounting system can easily be mapped to our values during the CSV file upload process.
Unallocated amount	Mandatory	Numeric 2 decimal places Positive values only	The current unallocated amount of the Discount. If the Discount is fully allocated to an Invoice(s), then 0.00.

5. Payments

Data Item	Mandatory / Optional	Format	Description
Buyer (Debtor) name	Mandatory	Alpha-numeric	The legally registered company name of the Buyer (Debtor) invoiced for the goods/services supplied. Unique name referenced in the buyer list supplied.
Payment number	Mandatory	Alpha-numeric	Unique identifier of the Adjustments used in the accounting system.
Payment date	Mandatory	Date as listed above	The date the Payment was received.
Payment amount	Mandatory	Numeric 2 decimal places Positive values only	The amount of the Payment.
Currency	Mandatory	3 Alpha	3 digit ISO currency code of the Payment amount. e.g. GBP, EUR, USD, HKD, SGD Different codes used by an Accounting system can easily be mapped to our values during the CSV file upload process.
Unallocated amount	Mandatory	Numeric 2 decimal places Positive values only	The current unallocated amount of the Payment. If the Payment is fully allocated to an Invoice(s), then 0.00.
Payment type	Optional	Alpha	Whether the Payment type is POST or PRE. • POST – Post Payment - Where a Payment is received after the Invoice has been issued. • PRE – Pre Payment - Where a Payment is received before the Invoice is issued. If no Payment type is present, all will be regarded as POST Payments. Different types used by an Accounting system can easily be mapped to our values during the CSV file upload process. The system will accept other types such as Unlinked, Credit note and Refund. These are not relevant and all payments should be specified as POST or PRE (or left blank = POST).

6. Adjustments

Data Item	Mandatory / Optional	Format	Description
Buyer (Debtor) name	Mandatory	Alpha-numeric	The legally registered company name of the Buyer (Debtor) invoiced for the goods/services supplied. Unique name referenced in the buyer list supplied.
Adjustment number	Mandatory	Alpha-numeric	Unique identifier of the Adjustment used in the accounting system.
Adjustment date	Mandatory	Date as listed above	The data the Adjustment was applied.
Adjustment type	Mandatory	Alpha	The type of the Adjustment. Types adjusted: • CREDIT – credit Adjustment • DEBIT – debit Adjustment Different types used by the Accounting system can easily be mapped to our values during the CSV file upload process.
Adjustment amount	Mandatory	Numeric 2 decimal places Positive values only	The amount of the Adjustment.
Currency	Mandatory	3 Alpha	3 digit ISO currency code of the Adjustment amount. e.g. GBP, EUR, USD, HKD, SGD Different codes used by an Accounting system can easily be mapped to our values during the CSV file upload process.
Unallocated amount	Mandatory	Numeric 2 decimal places Positive values only	The current unallocated amount of the Discount. If the Adjustment is fully allocated to an Invoice(s), then 0.00.