A Customer's Guide to Providing Trade Files to D&B

Types of Accounts Receivable Files and the Necessary Fields
Choose one of these types to send

Aged Trial Balance	***Historical File***
• Customer Account Number • Customer Name • Street Address • City - State – Zip • Phone number • Aging Categories or Buckets Terms - *If your company has multiple selling terms, and have not aged your dollars according to terms, we need a terms code on the file with a list of what each code represents.*	• Customer Account Number • Customer Name • Street Address • City - State – Zip • Phone number • High Credit • Amount Owing • Amount Past Due • Payment Experience or Dollar Weighted Days or Average Days to Pay • Last Sale Date
Open Invoice File	***Open and Paid Invoice Files***
• Customer Account Number • Customer Name • Street Address • City - State – Zip • Phone number • Invoice (transaction) Date • Invoice (transaction) Amount Terms - *If your company has multiple selling terms, we need a terms code on the file with a list of what each code represents,* ***or a due date.***	• Customer Account Number • Customer Name • Street Address • City - State – Zip • Phone number • Invoice Number • Invoice (transaction) Date • Invoice (transaction) Amount • Paid Date • Paid Amount • Transaction Type Terms - *If your company has multiple selling terms, we need a terms code on the file with a list of what each code represents,* ***or a due date.***