User Manual for Invoice Merge

## by GloboWeb

A Comprehensive Guide to the Invoice Merge and Email Features

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🧭 Overview

Invoice Merge is a CLI-based tool designed to merge PDF invoices from multiple systems into unified, account-specific documents. It uses Comet invoices as the source of truth and supports automated merging and optional email delivery.

When you launch the application, you will see this…

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# Quick Start: Invoice Merge

The Merge Invoices feature allows you to combine multiple invoice PDFs into a single file for each account — perfect for customers who receive multiple invoices in one billing cycle.

🧰 What You’ll Need

The following folders in the same directory as your InvoiceAndMerge.exe file

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Each folder contains specific types of PDF invoices as described later in this manual

🧭 How to Use It

1. **Launch the program**
2. **Select Option 2: Merge Invoices**

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1. **Let it Process**

* The program will review all PDF files in all folders and extract them all into single files by account number

1. **Review Output \*\*\* One PDF File Per Customer \*\*\***

* The program will then create a new folder named, **MMDD\_Details** (where MMDD is the current date) and place the final “merged” invoice for each account.

# Quick Start: Email Invoices

✅ Step-by-Step:

1. **Prepare your files**
   * Ensure***email\_map.xlsx*** is in the same folder as the ***.exe***
   * Make sure there is a matching XML template for each Excel tab you intend to run
2. **Launch the program**
   * **If not already started, launch the program**
3. **Select Option 1: Email Invoices**

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1. **Specify the name of the Tab you want to use**

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1. **Let it run**
2. **Review the results**

📊 Reviewing Result of an Emal Invoices run

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Note: If you can correct the errors, do so, and then clear the cell for the error(s) ONLY before re-running the action for the tab. Only rows with blank Status fields will be sent.

📘 Deep Dive: Invoice Merge

🧭 Overview

InvoiceMergeAndMail is a CLI-based tool designed to merge PDF invoices from multiple systems into unified, account-specific documents. It uses Comet invoices as the source of truth and supports automated merging and optional email delivery.

📁 Required Folder Structure

Before running the application, ensure the following folders exist **in the same directory as the .exe file**

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🔍 Folder Purpose

Each folder contains PDF invoices from a specific system

|  |  |
| --- | --- |
| Folder | Source System |
| Detail | Comet – Detailed Listing Reports |
| Invoice | Comet Invoices (source of truth) |
| Misc | Miscellaneous sources |
| Rapid | Rapid Invoices |
| Unison | Unison Invoices |
| Waybill | Waybill Digital Invoices |
| Weights | Unison Weight Charge Reports |

📌 Comet Invoice Requirements

Comet invoices (in the Invoice/ folder) must follow this naming convention:

***X1234567.pdf***

* X = Single-letter company code (e.g. T, C)
* 1234567 = Numeric Comet invoice number

These invoices are treated as the authoritative source for merging.

🔗 Merge Order

Invoices from other folders are merged with the Comet invoice in the following order:

1. Detail
2. Weights
3. Rapid
4. Unison
5. Misc
6. Waybill

🚀 Running the Merge

To initiate the merge process:

1. Launch the application from the command prompt.
2. Select the **Invoice Merge** option from the CLI main menu.

📂 Output Folder

After merging, a new folder will be created in the same directory:

***MMDD\_Details/*** where MM = two-digit month, DD = two-digit day

📄 Contents

Each merged invoice will follow this naming convention:

***AAAAAA INV 123456 mmddyy.pdf***

* **AAAAA** = Alphanumeric account number
* **INV** = Literal string
* **123456** = Comet invoice number
* **mmddyy** = Invoice date

🧠 Notes

* Only invoices with matching account numbers across folders will be merged.
* If an invoice exists in a folder but has no corresponding Comet invoice, it will be ignored.

✉️ Email Invoice Feature: Deep Dive

🧭 Overview

The **Email Invoices** feature allows users to automatically send merged invoices to customers using a structured Excel file and XML-based email templates

📄 Required File: ***email\_map.xlsx***

This file must be located in the same directory as the .exe. It can contain multiple tabs, each representing a different mailing group (e.g. TPC, WEEKLY, etc.).

🧩 Tab Format

Each tab must follow this structure:

|  |  |
| --- | --- |
| Cell | Content |
| A1 | Single email address uses as the **From** address |
| Row 1 | Header row with the following columns: ACCOUNT, TO, CC, BCC, STATUS |

📌 Column Details

* **ACCOUNT**: Alphanumeric account number
* **TO**: One or more email addresses separated by semicolons
* **CC**: Optional email(s) to copy
* **BCC**: Optional email(s) to blind copy
* **STATUS**:
* **Blank** → ready to send (Only rows with a blank STATUS will be processed)
* "**Sent on mm/dd/yyyy**" → already sent
* Error message (in red) → failed to send

🧾 Required Template: XML Email Format

Each tab must have a matching ***.xml*** file in the same directory as the ***.exe.*** For example, if the tab is named TPC, the program expects:

***TPC.xml***

🧪 Example Template

<?xml version="1.0" encoding="UTF-8"?>

<EmailTemplate>

<Subject>

Invoice for Account #[ACCOUNT]

</Subject>

<Body>

Dear Customer,

Please find attached your invoice for account #[ACCOUNT]. If you have any questions or concerns, feel free to reply to this message.

Thank you for your continued partnership.

</Body>

<Signature>

Best regards,

TPC Billing Department

Phone: (951) 781-1000

Email: ar@topprioritycouriers.com

</Signature>

</EmailTemplate>

* Currently supported dynamic variable: [ACCOUNT]
* Future support may include [CONTACT], [DATE], etc.

🚀 Running the Email Action

To send invoices:

1. Launch the application if it is not already started
2. Select **Email Invoices** from the CLI main menu.

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1. If a folder named MMDD\_Details (matching today’s date) exists, it will be used automatically.
2. If no folder matches today’s date, you’ll be prompted to specify the folder manually.

📊 Reviewing Results

After the action completes:

* Open email\_map.xlsx
* Review the STATUS column in each tab:
* ✅ "Sent on mm/dd/yyyy" → success
* ❌ Error message → failure (correct and retry)

**Only rows with a blank STATUS will be sent on subsequent runs.**

📧 Setting Up the Email Environment

Before you can send emails using the Invoice Merge application, you need to configure a few SMTP settings on your machine. This setup ensures your email credentials and server details are available to the program securely and consistently.

🔧 Step-by-Step Setup Instructions

**1. Run the Setup Script**

Locate and double-click the file named…

***setup\_smtp\_env.bat***

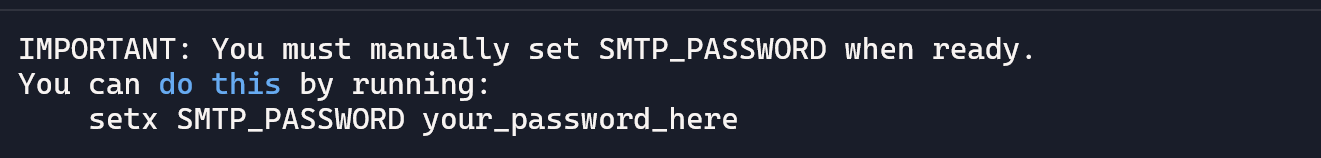
This script will:

• Create the necessary environment variables for email functionality.

• Pre-fill values like SMTP server, port, username, and sender address.

• Leave the password field blank for security.

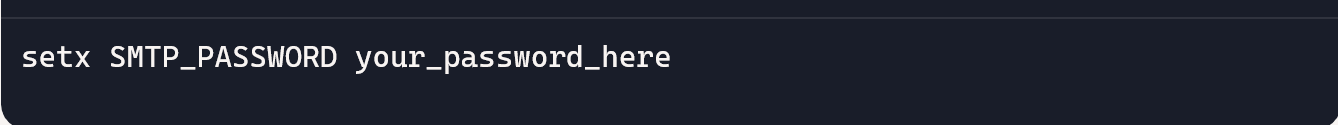
You’ll see a message like:



2. **Set Your SMTP Password**

For security reasons, the password is not stored by default. To set it:

1. Open **Command Prompt**.
2. Type the following command, replacing your\_password\_here with your actual SMTP password:



1. Press **ENTER**

💡 You only need to do this once. The password will be saved as a user-level environment variable.

📧 Verifying Your Email Environment

To confirm everything is configured correctly, run the companion script: ***verify\_smtp\_env.bat.***

This script will:

* Display the current values of your SMTP environment variables.
* Warn you if any are missing or if the password is still blank.

Example output:

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After setting the variables, close and reopen your Command Prompt to ensure the changes take effect.

✅ You're Ready!

Once all variables are set, you can run the Invoice Merge application and start sending emails.

If you ever need to update your SMTP settings, simply re-run setup\_smtp\_env.bat and update the password again if needed.