Trial Balance Report Automation

Simple User Guide

3 Easy Steps

STEP 1: Create Folders & Upload Files ■

Go to: `trial-balance /data/raw/`

Create this structure:

```
raw/
■■■ Trial Balance/
    ■■■ {year}/
        ■■■ {month}/
            ■■■ Chart of Accounts
            ■■■ Trial Balance
```

Important:

• Use exact folder names shown above

• Month folders: Use full names (January, February, not Jan, Feb)

• **Don't rename any files** - keep them as they were extracted

STEP 2: Add Reference Files ■

Go to: `pemi-distributors-commission/data/references/`

Create this Folders and Put the Files needed:

• Portfolio Mapping

• Coa Mapping

STEP 3: Run the System ■■

First time only:

• Open Command Prompt

• Go to: `trial-balance/notebooks/`

• Type: `setup_env_trial_balance.bat` and press Enter

• Wait for it to finish

Every time you process reports:

• Open Command Prompt

• Go to: `trial-balance/notebooks/`

• Type: `run_trial_balance_report.bat` and press Enter

• Wait for processing to complete

Get Your Reports ■

Your reports are here: `trial-balance/data/processed/{year}/{month}/` & `trial-balance/data/processed/{year}/Monthly/`

You will find the processed report on the folders:

Quick Checklist ✓

Before running, make sure:

• [ ] Created folders with correct names (January, not Jan)

• [ ] Uploaded all Trial Balance Files (Should be be named based on that day of transaction MM-DD-YYYY)

• [ ] Uploaded Chart of Accounts file (only 1 file)

• [ ] Reference files are in the references folder

Common Issues

"Folder not found" error? → Check folder names match exactly (January vs Jan)

"File not found" error? → Make sure files are uploaded

Processing stopped? → Don't close the window, let it finish

Need Help?

Contact IT Department with:

• Screenshot of the error

• List of files you uploaded

Remember: Don't rename files, just put them in the right folders!