Invoice Text Generator

(PO Text File and Invoice Text File Maker)

INSTALLATION GUIDE AND USER'S MANUAL

TABLE OF CONTENTS
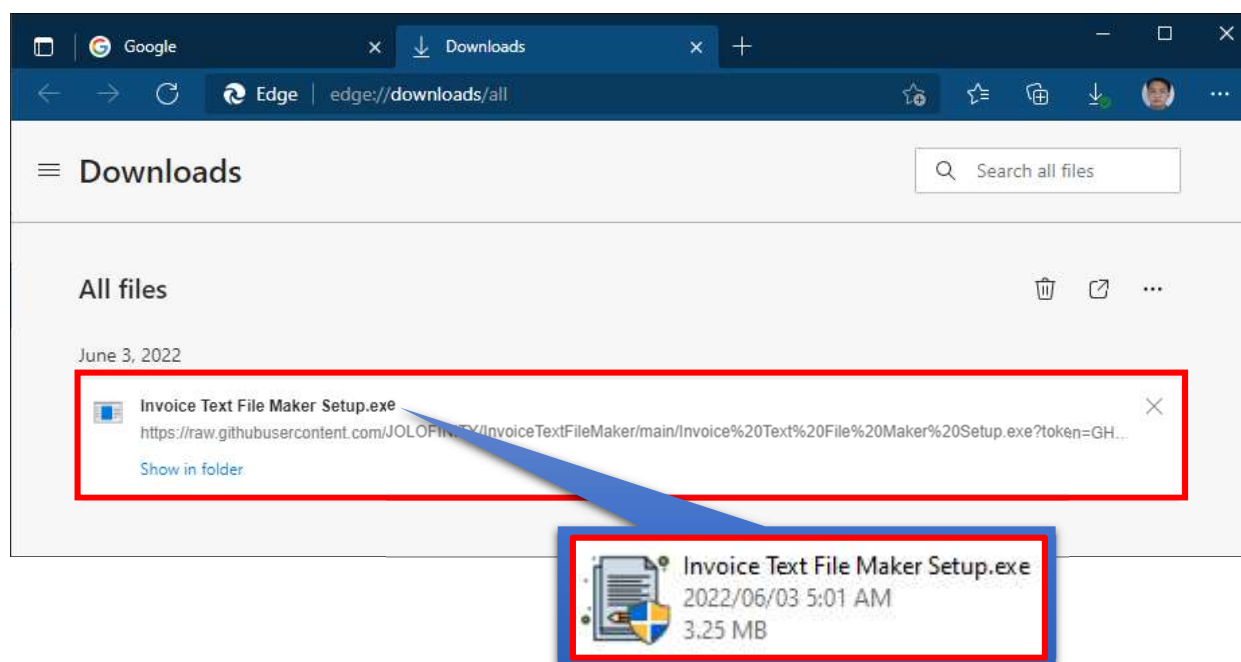
I. PROGRAM INSTALLATION

1. Open Internet Brower

2. Copy and Paste the link below to the address bar
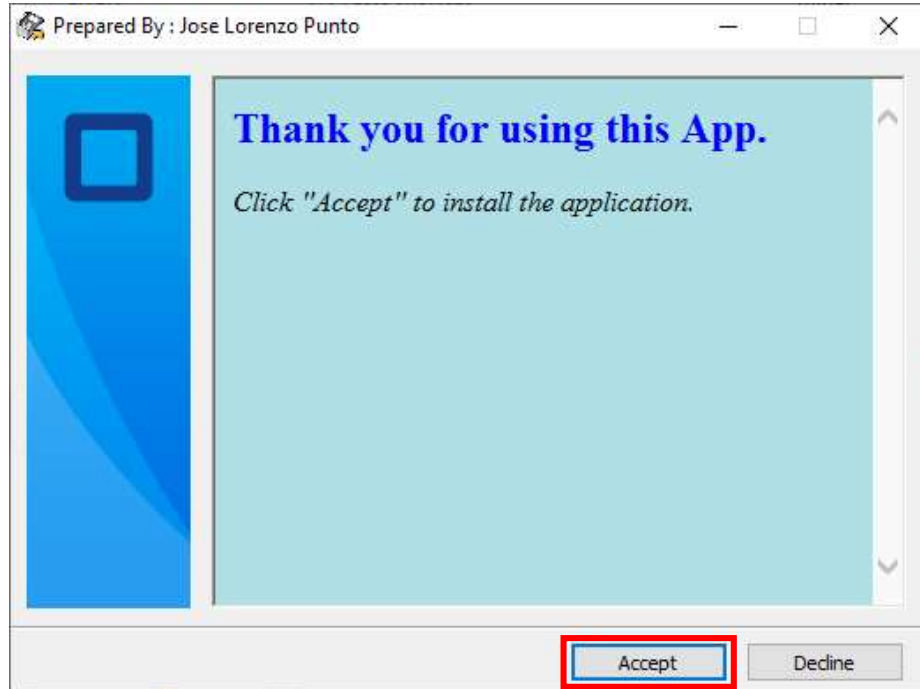   a. https://github.com/JOLOFINITY/InvoiceTextFileMaker/raw/main/Invoice%20Text%20File%20Maker%20Setup.exe

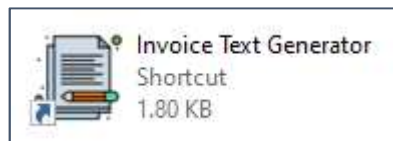3. After Downloading navigate the Setup file onto your Download folder and Execute.

I. PROGRAM INSTALLATION

4. Open the setup file "Invoice Text File Maker Setup.exe" and click "Accept" button to install the program.

5. Once installed a shortcut to your "Desktop" will be created.

6. Program will automatically start after installed. (below image program loading)

II. CONFIGURATION

7. Program will ask for the following information.
   a. **COMPANY CODE** – Consist of 4 or more character with no space(s).
   b. **COMPANY NAME** – Name or description
   c. **TEXT HEADER** – Global System text file header (Ask your IT/MIND/SIS for the correct Text Header if not know)
8. Fill-up the information (1,2,3)
9. Checked "Allow…" (4)
10. And click button "REGISTER…" (5)

III. PROGRAM MENU

1. After Configuration 2 Folder will be created onto your Desktop, Namely as follows.
   a. **PO Text Files** – This folder contains only PO text from Customer, All received PO from Customer should/must be put here to avoid future problem.
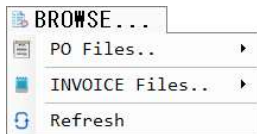   b. **Invoice Text Files** – Contains all Generated Invoice Text file from this App.

   Invoice Text Files
   Shortcut
   2.10 KB

   PO Text Files
   Shortcut
   2.06 KB

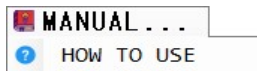2. Program **MENU** and Description(s).
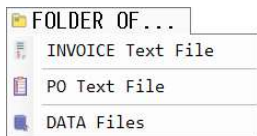
FOLDER OF...
- INVOICE Text File – Open Invoice Folder
- PO Text File – Open PO Text file Folder
- DATA Files – Open Data File (Program Reference)

BROWSE...
- PO Files – Display latest PO text file from Customer.
- INVOICE Files – Display latest generated Invoice text file.
- Refresh – Get latest text file from PO and Invoice folder.

MANUAL
- HOW TO USE – Open this DOCUMENT.

IV. USER GUIDE P.O. LOADING

1. PO text files are being sent to the suppliers that contain all the items needed for creating Invoice text files. Then the suppliers' duty is to check/edit its contents using the "Invoice Text File Maker" in terms of the quantity and the price with reference to the Invoice sent by "Customer" to the suppliers via Fax or Email.

    a. After receiving "PO Text file" from "Customer", save it on created shortcut "PO Text Files" that located on your desktop.

    b. There are two way(s) to load/open PO text file.
        1. The easiest way is using the MENU (see **PAGE 4** for Description or see below image)
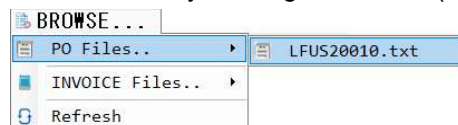
        2. Click the "STEP 1…" a browser will open and select the PO text file you want to load.
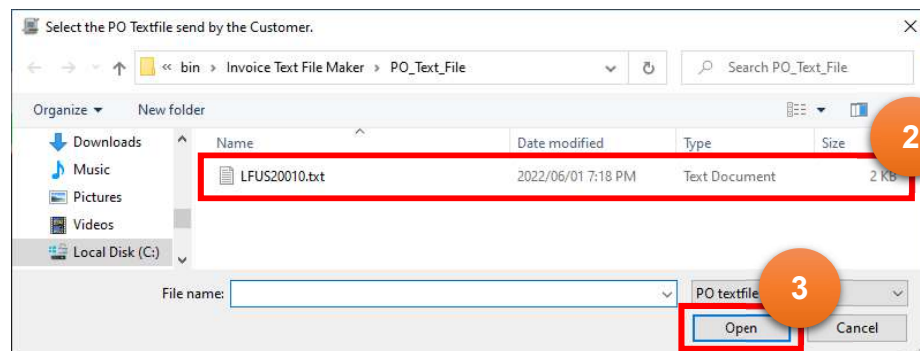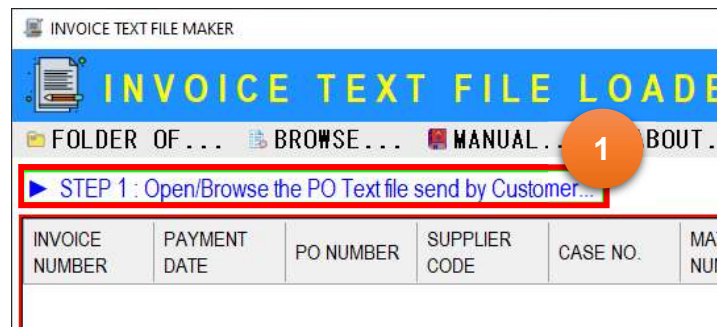
V. UPDATING P.O. TEXT FILE

1. Alter loading "PO Text File", select from the list and update information.
    a. Note: The very requirement for each Invoice is the Invoice Number that should be filled up in the first Text Box. Then the rest is depending on what the details are asking. For this example displayed in the picture, the important things, next to the Invoice Number, that we need to input is the Order Price for the item selected. Case number and Description are optional, but in some cases all the fields should be filled up.

1 Select ITEM

    b. Note: You have the option to Edit or Delete the Order Item., After Inputing the required data click the button "**Update Order**" to update item, A message will be displayed if you want to update all remaining item (as showed below).

    b. Select "**YES**" to update and "**No**" to select another item you want to update.
    c. For the remaining item, repeat same procedure.

VI. GENERATING INVOICE TEXT FILE

1. After all the entries you needed are finished, click on the "**STEP 4**" button. Then type in the total amount of the Invoice in the prompting window.

2. Note: If the total amount you entered is equal to the processed entries in the invoice, then the system will proceed creating the Invoice Text File. Otherwise, it won't.

3. Note: If the total amount you entered is equal to the processed entries in the invoice, then the system will proceed creating the Invoice Text File. Otherwise, it won't.

1. Send the generated Invoice Text file to the Customer.