

Invoice Text Generator

(PO Text File and Invoice Text File Maker)

INSTALLATION GUIDE AND USER'S MANUAL

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I. PROGRAM INSTALLATION

1. Open Internet Brower

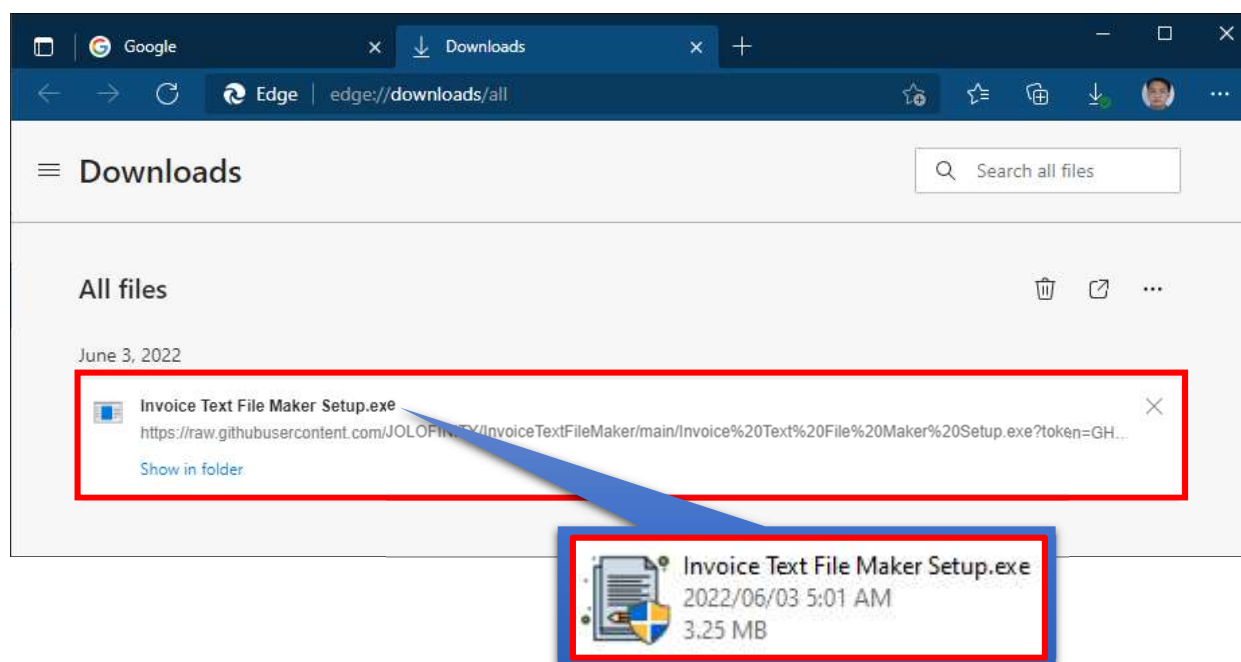


2. Copy and Paste the link below to the address bar

- a. <https://github.com/JOLOFINITY/InvoiceTextFileMaker/raw/main/Invoice%20Text%20File%20Maker%20Setup.exe>

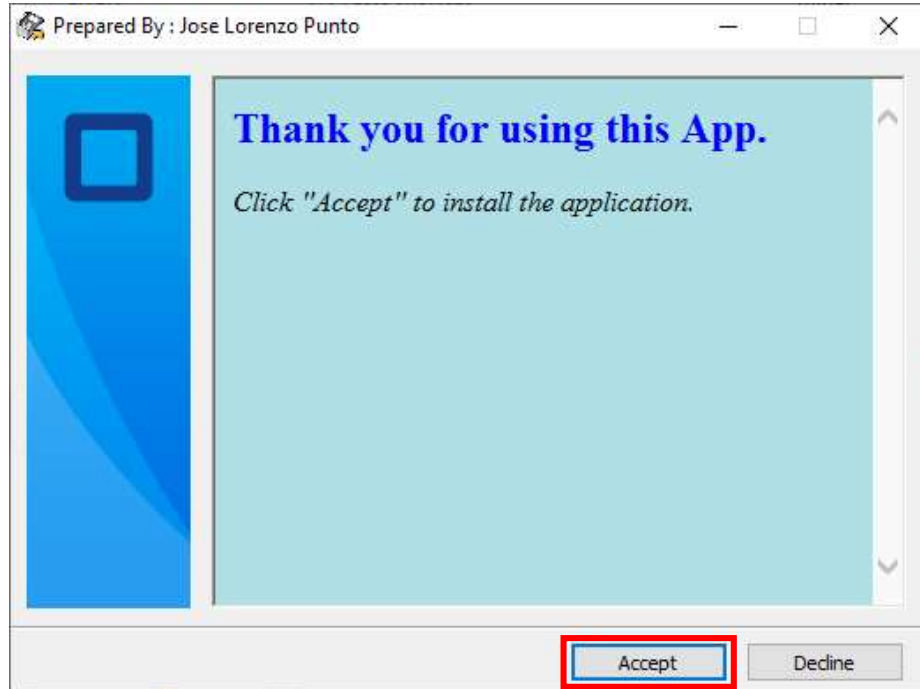


3. After Downloading navigate the Setup file onto your Download folder and Execute.

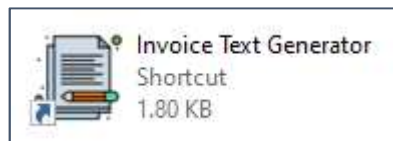


I. PROGRAM INSTALLATION

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)

INVOICE TEXT FILE MAKER

PROGRAM SETUP

1

COMPANY CODE

PKI

3 / 12

2

NAME OF COMPANY

PILIPINAS KYOHRITSU INC.

24 / 512

3

G-MCS / iGHS-MCS Text Header Code

IFH911

6 / 6

NOTE : Some FOLDER will be created automatically to hold some important Data of each supplier.

4

☒ Allow this Program Access this Unit.

5

REGISTER AND SETUP

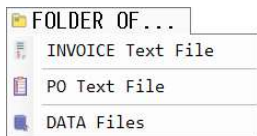
Enter company name or decription

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.

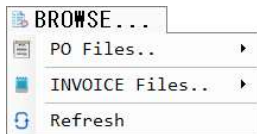


2. Program **MENU** and Description(s).



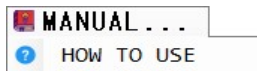
FOLDER OF...

- 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

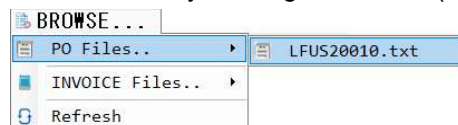
- HOW TO USE – Open this DOCUMENT.

IV. USER GUIDE P. O. LOADING

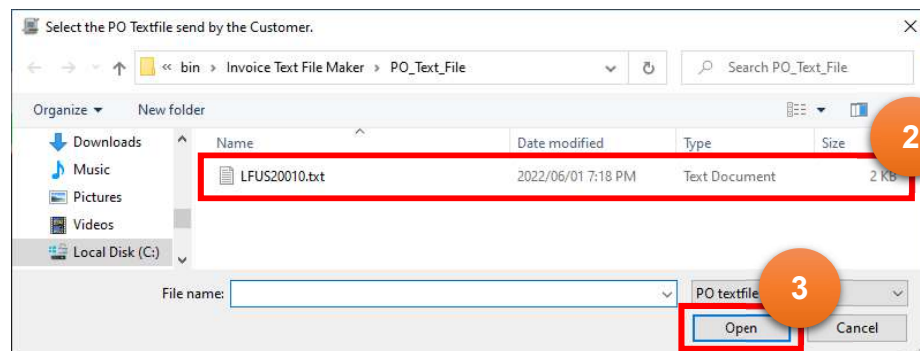
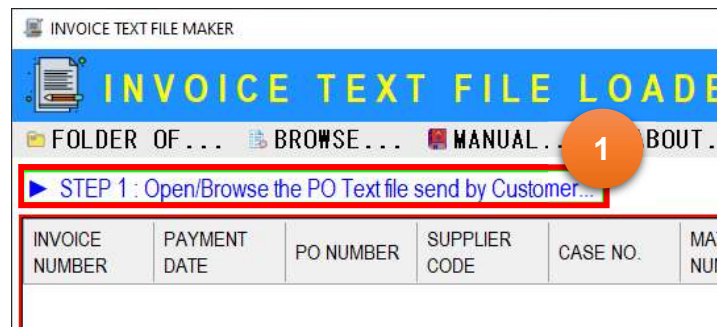
1. PO text files are being sent to the suppliers that contain all the items needed for creating Invoice text files. Then the suppliers' duty is to check/edit its contents using the "Invoice Text File Maker" in terms of the quantity and the price with reference to the Invoice sent by "Customer" to the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

INVOICE NUMBER	PAYMENT DATE	PO NUMBER	SUPPLIER CODE	CASE NO.	MATERIAL NUMBER	DESCRIPTION(S)	LOCATION CODE
		LFUS20010	LFUS		54890703	M-CASE+F-SL-15	EA20
		LFUS20010	LFUS		54890707	M-CASE+F-SL-40	EB30
		LFUS20010	LFUS		54890708	M-CASE+F-SL-50	EA30
		LFUS20010	LFUS		54890853	MICRO2 FUSE 10A	0412
		LFUS20010	LFUS		54890854	MICRO2 FUSE 20A	EB24
		LFUS20010	LFUS		54890884	MICRO2 FUSE 5A	EB20
		LFUS20010	LFUS		54890885	MICRO2 FUSE 15A	EH12
		LFUS20010	LFUS		54890886	MICRO2 FUSE 30A	EH22

STEP 3 : Update Item Order Information in PO.
Invoice Number : INV0052988
Payment Date : 2022/06/03
Case Number : 029
Net Weight : 0.000
Weight : 0000
Back Delete Update Order
PO Number : LFUS20010
Supplier Code : LFUS
Material Number : 54890703
Description : M-CASE+F-SL-15
Location Code : EA20
Plan Order Quantity : 16000
Planned Order Price : 0.09750
Amount : 1560.00
PO Unit : pcs
STEP 4 : Generate Invoice Text File for Customer

- b. Note: You have the option to Edit or Delete the Order Item., After Inputting 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).

SYSTEM INFORMATION : PLEASE READ MESSAGE.

Order No. 1 successfully updated.
CAUTION : Do you want to update other Order Item(s)?..
INFORMATION : "Invoice No", "Payment Date" and "Case No". of last input will be copied to all Order Item(s) that not yet updated by the user.

YES NO

!!! Always read the System Message to avoid mistake and error !!!

- 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.

INVOICE TEXT FILE LOADER AND GENERATION

STEP 1: Open/Browse the PO Text file send by Customer...

SUPPLIER: LFUS TOTAL ITEM IN PO: 8

INVOICE NUMBER	PAYMENT DATE	PO NUMBER	SUPPLIER CODE	CASE NO.	MATERIAL NUMBER	DESCRIPTION(S)	LOCATION CODE
INV0052988	06032022	LFUS20010	LFUS	029	54890703	M-CASE+F-SL-15	EA20
INV0052988	06032022	LFUS20010	LFUS	029	54890707	M-CASE+F-SL-40	EB30
INV0052988	06032022	LFUS20010	LFUS	029	54890708	M-CASE+F-SL-50	EA30
INV0052988	06032022	LFUS20010	LFUS	029	54890853	MICRO2 FUSE 10A	0412
INV0052988	06032022	LFUS20010	LFUS	029	54890854	MICRO2 FUSE 20A	EB24
INV0052988	06032022	LFUS20010	LFUS	029	54890884	MICRO2 FUSE 5A	EB20
INV0052988	06032022	LFUS20010	LFUS	029	54890885	MICRO2 FUSE 15A	EH12
INV0052988	06032022	LFUS20010	LFUS	029	54890886	MICRO2 FUSE 30A	EH22

STEP 3: Update Item Order Information in PO.

Invoice Number :
 Payment Date : 2022/06/03
 Case Number :
 Net Weight :
 Weight :

Back Delete Update Order

PO Number :
 Supplier Code :
 Material Number :
 Description :
 Location Code :
 Plan Order Quantity :
 Planned Order Price :
 Amount :
 PO Unit :

STEP 4 : Generate Invoice Text File for Customer

STEP 2: Select ITEM from the list above and proceed to STEP 3 for Updating of Order Information.

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.

INVOICE TEXT FILE MAKER

AMOUNT CONFIRMATION

Current Total Amount of PO :

5223.60

5223.60 CONFIRM

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.

SYSTEM INFORMATION : PLEASE READ MESSAGE.

Invoice Successfully Created!
 Do you want to View Invoice Textfile Folder?...

YES NO

!!! Always read the System Message to avoid mistake and error !!!

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