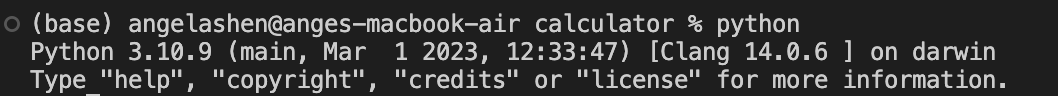
**First time instructions:**

* If you do not have Python installed on your computer, please install Python. You can find instructions on how to do this by searching online. You may be able to bypass the need for admin privileges by following [these steps](https://stackoverflow.com/a/51081628). Otherwise, reach out to IT if the installer prompts you for admin privileges.
* (Optional) To confirm that you have Python installed, open a terminal (Command Prompt, PowerShell, or Windows Terminal) and type ‘python’ and you should see something like the image below. Otherwise try installing Python again.



* If you already have Python installed, proceed to the instructions below.

**What this program can do:**

* This program can take a folder path and sum up the total expenses of the files within that folder. The program only works as intended if the file names are formatted like this: **[any text]\_[number].[file extension]**

***Valid file name examples:***

Sample\_expense\_file\_13.99.xlsx

Name\_78.00.docx

90.00.pdf

***Invalid file name examples:***

19.80\_name.xlsx

Name\_expenses.pdf

**Prior to running the program:**

1. Please ensure that all the files you would like to sum up are in one folder. Files within nested folders will be included in the calculation. You may want to obtain the path of this folder now for later usage. For instructions on how to find the path, read part one of this link [here](https://www.wikihow.com/Use-Windows-Command-Prompt-to-Run-a-Python-File#:~:text=Doing%20so%20will%20open%20Command%20Prompt.&text=Switch%20to%20your%20Python%20file's,enter%20cd%20desktop%2FFiles%20here.).

***Valid folder example:***

A screenshot of a computer

Description automatically generated

1. Please ensure that all the files have the cost separated by an underscore from the rest of the file name, or the cost is the entire file name. See above for formatting examples. The program identifies improperly formatted files and will list them for you to view. The cost is calculated from only valid file names. If you intended to include the excluded files, fix their formatting, then rerun the program for an updated total sum.

**Run the program:**

1. Make sure you have the Python file called “cost\_calculator.py” downloaded and you know what folder it is currently in. It does not matter where the file is as long as you know where it is. Copy the path of the file. For more in depth instructions with pictures, read part 1 of [this link](https://www.wikihow.com/Use-Windows-Command-Prompt-to-Run-a-Python-File#:~:text=Doing%20so%20will%20open%20Command%20Prompt.&text=Switch%20to%20your%20Python%20file's,enter%20cd%20desktop%2FFiles%20here.).
2. Open a terminal (Command Prompt, PowerShell, or Windows Terminal) and cd into *the folder that contains where you put the Python script* in terminal. (Type ‘cd’, then paste the path you copied in the previous step, and press enter). For more in depth instructions with pictures, read part 2 of [this link](https://www.wikihow.com/Use-Windows-Command-Prompt-to-Run-a-Python-File#:~:text=Doing%20so%20will%20open%20Command%20Prompt.&text=Switch%20to%20your%20Python%20file's,enter%20cd%20desktop%2FFiles%20here.). It should look something like this:



1. Run the script by typing 'python cost\_calculator.py' in terminal and hit enter. If you get an error message, try ‘python3’ instead of ‘python’. You should see something like this.

A black screen with white text

Description automatically generated

1. Obtain and paste the *path of the folder that has the files you want to sum up* and hit enter. This is likely different from the file path of the Python file. You will receive your sum and a list of the file names included or excluded in the sum.

***File Path Example***: C:\Users\Username\Documents\January\_Expenses

A screenshot of a computer program

Description automatically generated

1. Please review the list of file names not included in the sum. If you intended for them to be included in the sum, please rename the files according to the proper formatting and run the program again. The relative path will be displayed for ease of finding the file. (e.g. You can observe that ‘february\_expenses/invalid.pdf’ indicates that ‘invalid.pdf’ is in the folder ‘february\_expenses’)

**Future improvements that could be made:**

* A nicer, user-friendly interface
* Options to calculate the sum of costs of files within a certain date range in a folder