



ELECTRONIC INVOICE PROGRAM (EIPARSE2K3)

Customer User Guide
Version 5

Table of Contents

OVERVIEW	3
ELECTRONIC INVOICE PROGRAM.....	3
USER GUIDE FOR THE ELECTRONIC INVOICE PROGRAM.....	3
INSTALLATION OF THE ELECTRONIC INVOICE PROGRAM.....	4
USING THE ELECTRONIC INVOICE PROGRAM.....	9
EXECUTION OF THE ELECTRONIC INVOICE PROGRAM	9
THE EIPARSE2K3 MAIN SCREEN.....	13
<i>Input Filename Field</i>	13
<i>Output Directory Field</i>	14
<i>Selected Record Types</i>	14
<i>Output Formats</i>	15
<i>Column Header in Files</i>	15
<i>Parse Command</i>	15
<i>Lost Passwords</i>	16
MOVING YOUR COMMA DELIMITED FILES TO A SPREADSHEET	16
OPENING YOUR MICROSOFT EXCEL OR MICROSOFT ACCESS FILE.....	18

Overview

Electronic Invoice Program

The **Electronic Invoice Program** is designed for customers that wish to receive their billing data electronically. The **EIPARSE2K3 command** that is incorporated into the program provides a means to convert the raw data in a customer invoice file into new functional output files in several formats. These new files are based on the following record types:

- Header,
- Current Charge Detail
- Current Sub-Detail Drill Down Charge
- Prior Period Detail
- Payment Detail
- Usage Detail

These new files will be created in a directory or folder of your choice, however it is recommended that you expand them in a folder named **Invoice** that you will be instructed to create. These files may be imported into any PC based spreadsheet or database as a comma delimited file (*.csv). You may also create these files in a Microsoft Access or Excel file format.

An IBM PC running Windows 95 operating system or higher is required to run the program. If you plan to use Microsoft applications to manipulate your data, the 97 Version or higher of Microsoft Excel or Microsoft Access is required.

User Guide for the Electronic Invoice Program

This User Guide has been created to walk you through the step-by-step process of installing and running the Electronic Invoice program to separate your invoice into the six files described above.

- If this is your first time to use this application, first move to the [Installation](#) section of this guide and begin following the instructions there to complete the installation and execution of the program.
- If you have used this application previously, move directly to the [Using the Electronic Invoice Program](#) section of the guide.

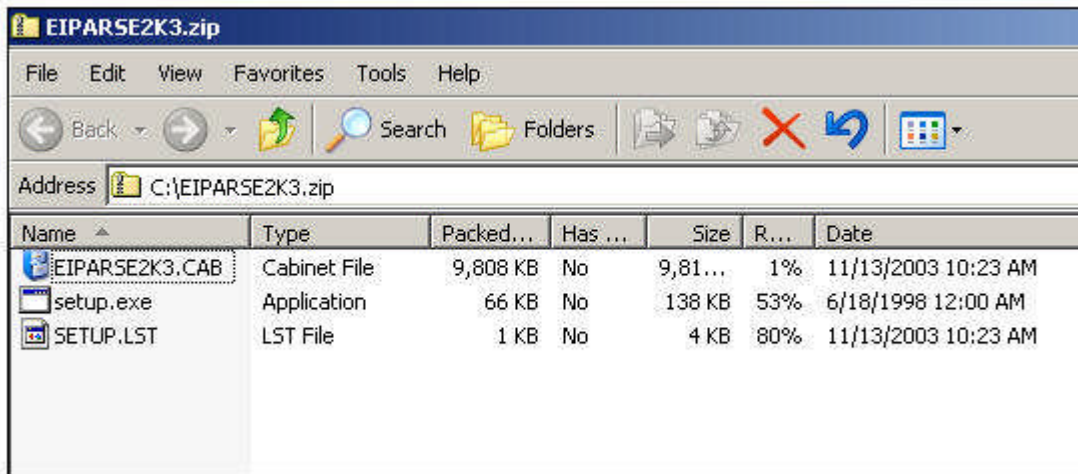
Installation of the Electronic Invoice Program

If this is the first time that you have used the Electronic Invoice program, you must install the program on your PC. To install the Electronic Invoice program on your PC, locate the **Electronic Invoice Program** link on

http://www.usamobility.com/customer_support/billing_options/electronic_invoicing.html .

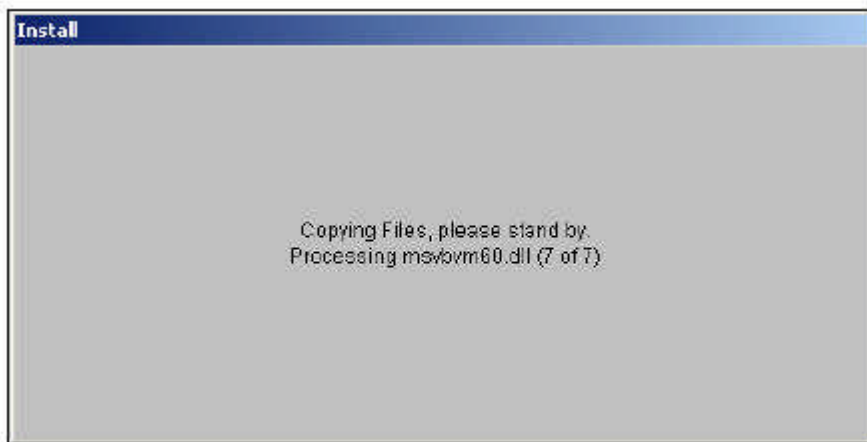
- Click on the **Electronic Invoice Program** link to start the installation.

The following **EIPARSE2K3.zip** screen will appear.

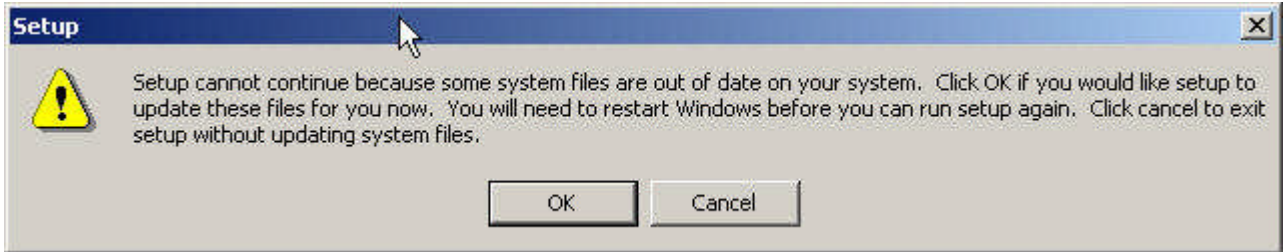


- Double click on the **setup.exe** file.

The following screen will appear notifying you to wait while files **are being copied**.



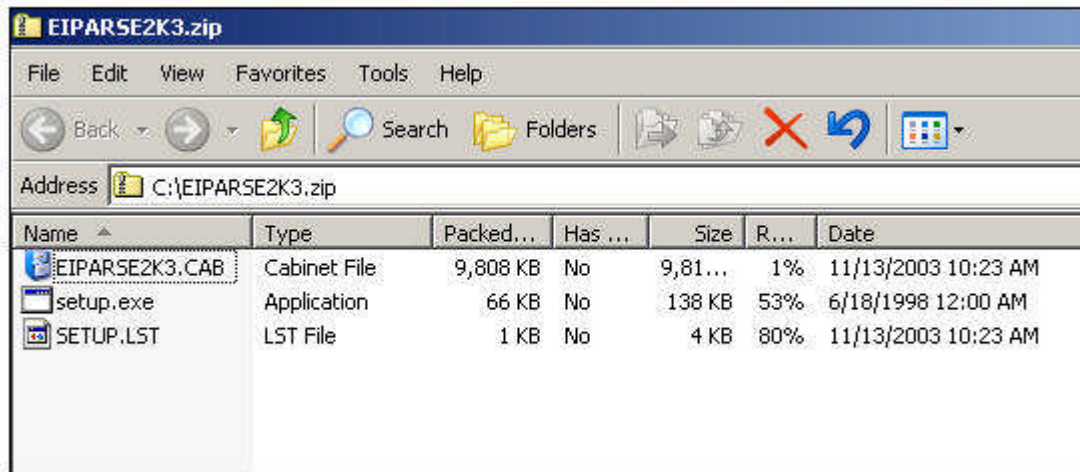
Note: If you receive the following message regarding setup, there are two steps that you should take.



- First, click on the **Cancel** button to stop the installation and contact your network administrator to make certain that you have the proper rights to do installations on your PC
- Second, after confirming that you do have these administrator rights, you should click on this [Windows Update Link](#) and follow the instructions on this Microsoft Web page to scan for and install all critical Windows updates, as well as other suggested updates, for your specific Windows operating system.
- After the updates are chosen and installed, you will be directed to **Restart** your PC to complete the process.

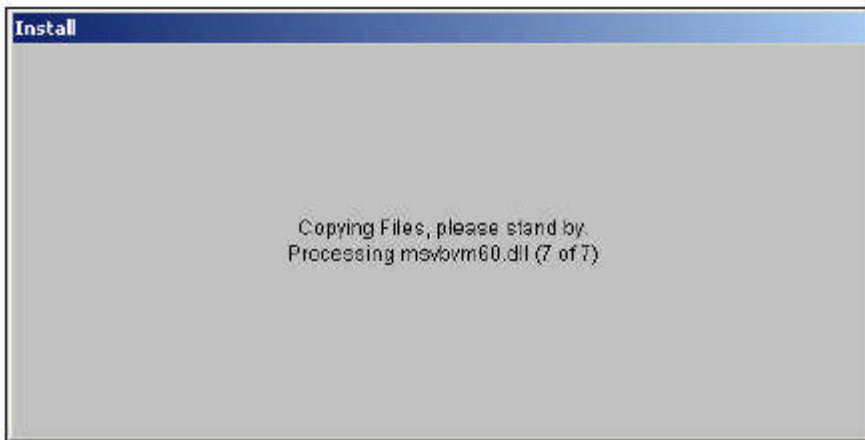
At this point, you must go through the installation process again to install the program on your PC. Again, locate the **EIPARSE2K3** icon on this [web page](#) and double click on the **EIPARSE2K3 icon** to start the installation.

The following **EIPARSE2K3.zip** screen will appear.

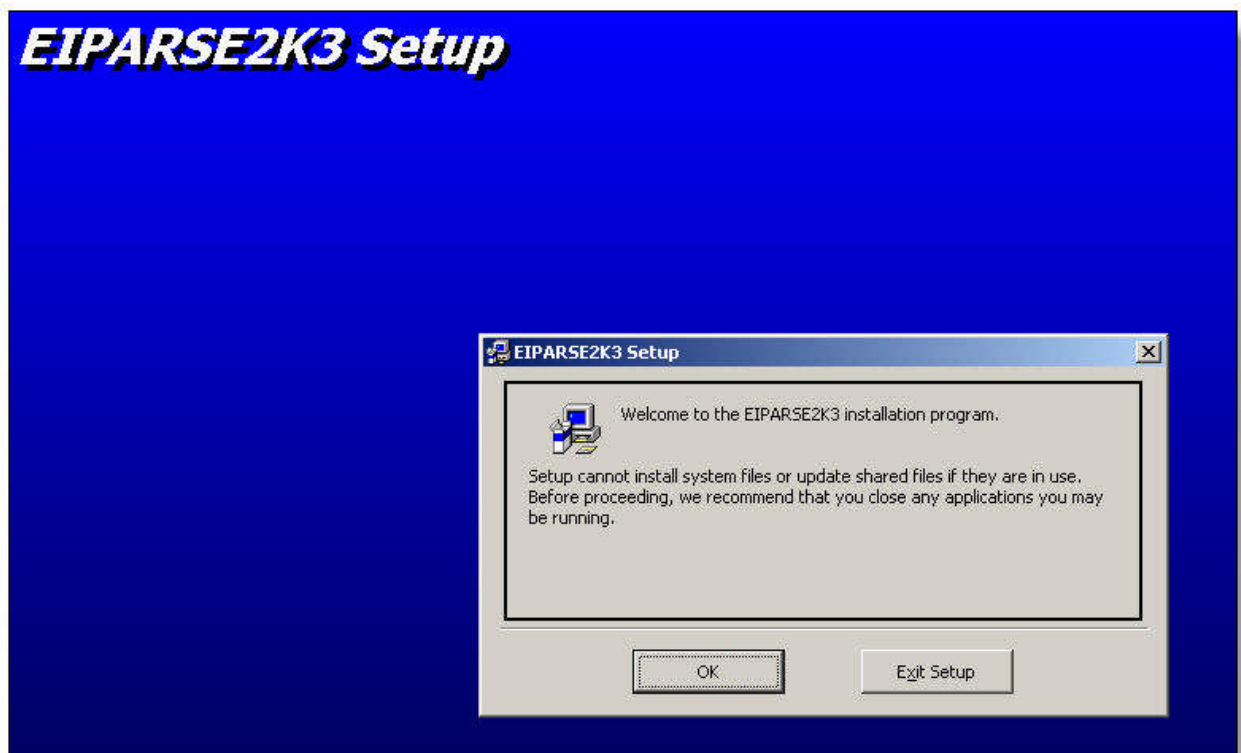


- Double click on the **setup.exe** file.

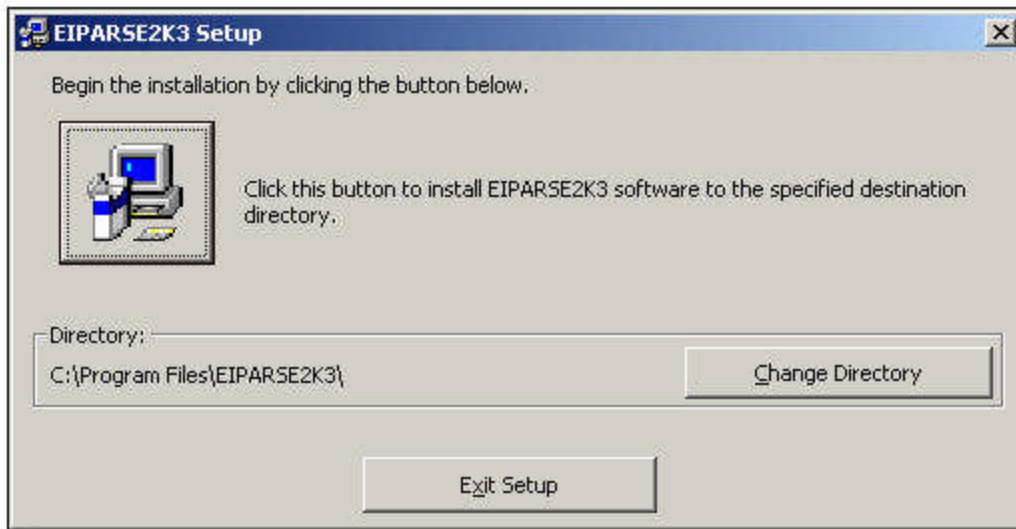
The following screen will appear notifying you to wait while files **are being copied**.



After this processing step is complete, the **EIPARSE Setup** screen will appear with the **welcome** dialogue box. You will be prompted to close any open applications on your PC so that **Setup** can install or update system files if necessary.



- Click on the **OK** button to proceed, and the next **EIPARSE2K3 Setup** screen will appear.



Here you may choose to change the location where the program will be installed by clicking on the **Change Directory** button. If you do not change the installation directory, the program will be installed in the location listed under **Directory**. In the example, it would be installed in the default location C:\Program Files\EIPARSE2K3. Keeping the default setting is the recommended procedure for this step.

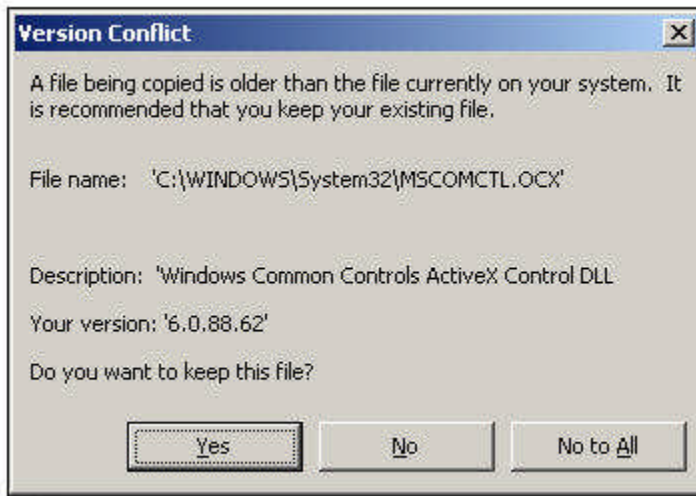
- Click on the button at the top of the screen to **begin the EIPARSE2K3 installation** in the specified directory.

The following screen will appear indicating the Program Group where the new files will be placed in the installation. Although you may change this by entering a new group or selecting a different one, leaving the existing choices is recommended.

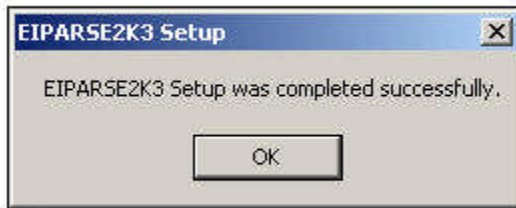
- Click the **Continue** button to carry on with the installation.



A message will appear that **Data Access components** are installing. A **Version Conflict** message may appear if some of the files that the application is installing are older than the existing files on your PC. If this message appears, click on the **Yes** button.



One or more of these messages may come up after clicking **Yes**. If so, continue to click on the **Yes** button for each of them until you receive a message that the **EIPARSE2K3 Setup** is complete.



The installation process is now finished. To use the Electronic Invoice program to produce the new format from your invoice file, proceed to the **Using the Electronic Invoice Program** section, of this document.

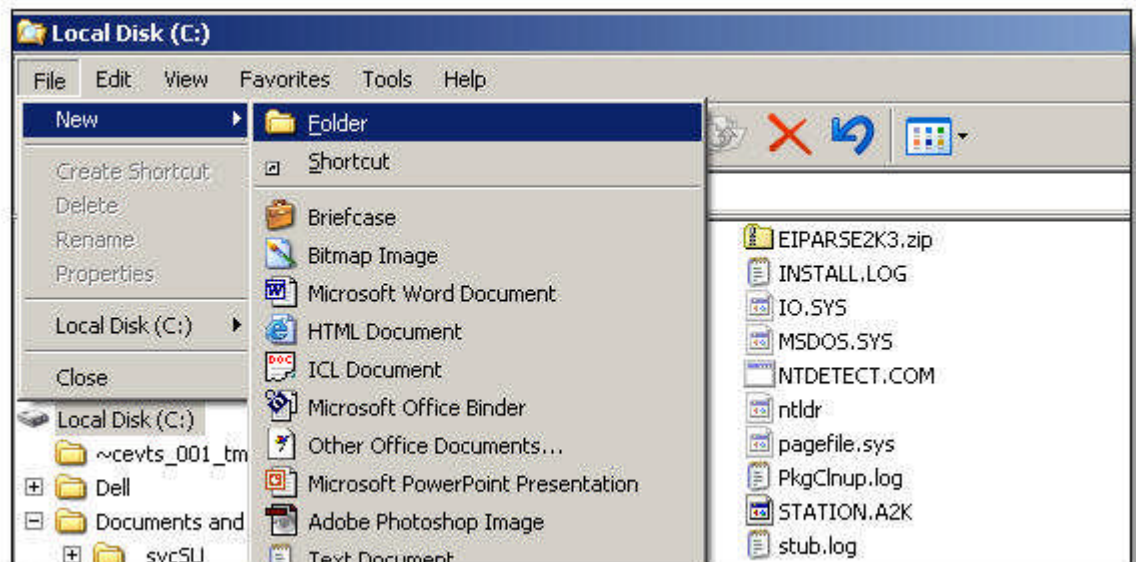
Using the Electronic Invoice Program

Execution of the Electronic Invoice Program

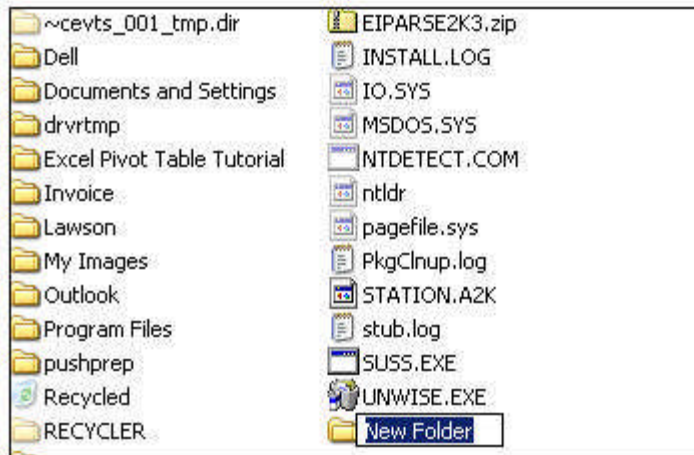
You are now ready to utilize the **Electronic Invoice Program** to retrieve your invoice file and change it to a usable format. If you are using this program for the first time, you will need to create a folder named **Invoice** on the hard drive of your PC (usually C:).

To set up this folder,

- Right click on the **Start** button on the **Windows Desktop**, and then click on **Explore** to open **Windows Explorer**.
- Click to select **Local Disk (C:)** in the left pane of the Windows Explorer. The contents of C: will appear in the right pane of the window.
- Click on **File, New**, and choose **Folder**.



- A new folder will appear in the right pane of the Windows Explorer window. The cursor is in the correct place for you to key in a different name for the folder.



- Key in **Invoice** to rename the folder.

You now have a new folder named **Invoice** located on the hard drive (C:) of your PC. Each time you receive a new Invoice CD or diskette, or you download the invoice data from My Account, you will copy either the downloaded file, or the files on the CD or diskette to this folder on your PC.

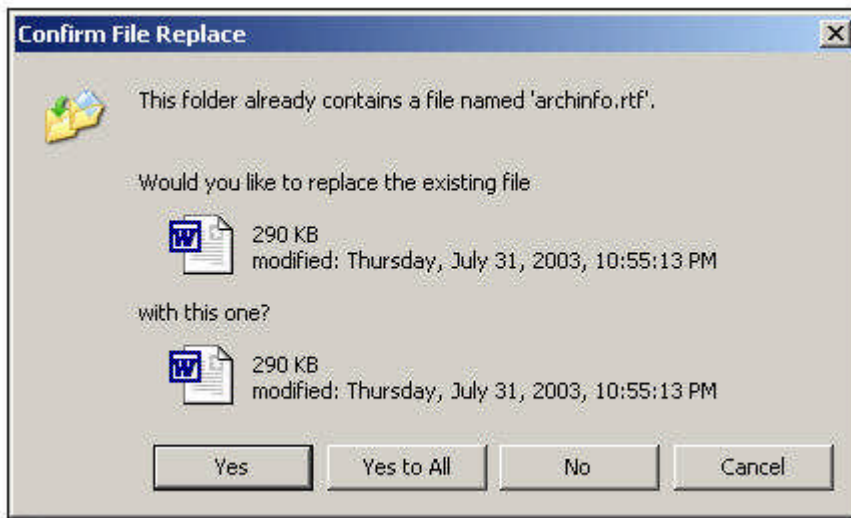
To copy the file downloaded from My Account, choose the Save option from the My Account download screen and save the file to the Invoice folder on your hard drive (C:)

To copy the files on your CD or diskette to the Invoice folder,

- Put your diskette or CD in the appropriate mechanism on your PC.
- Right click on the **Start** button on the **Windows Desktop**, and then click on **Explore** to open **Windows Explorer**.
- If you receive your invoice on a diskette, (normally the a:\ drive on your PC), select **Floppy (A:)** in the left pane of Window Explorer. The files on the diskette will appear in the right pane of the window.
- If you receive your file on a CD, (normally the d:\ drive on your PC), select **CD Drive (D:)** in the left pane of Window Explorer. The files on the CD will appear in the right pane of the window.
- After selecting the floppy or CD drive, click on **Edit** in the **Menu Bar**. Then click on **Select All**. Check to see that all files in the right pane are selected.
- Click on **Edit** again, and then click on **Copy**.
- Please note that it is **NOT** recommended that you copy these files directly to the **root directory C:** since special permissions may be required on some operating systems to write to the register.
- However, it is recommended that you navigate to the **Invoice** folder that you created previously located on the **Local Drive (C:)** in the left pane of the window.

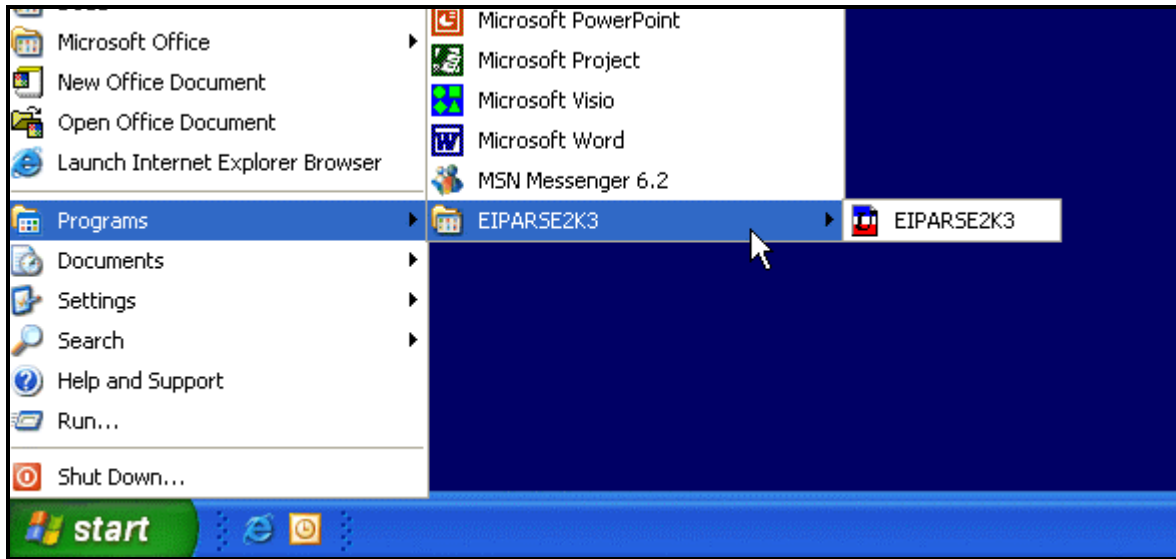
- a. The right pane will be empty indicating that the Invoice folder is empty, if this is the first time you have used the program.
 - b. If you have used this program previously, there will be existing files there that may be overwritten when you copy from the diskette or CD (files downloaded from My Account will have a unique name for each invoice and will not need to be overwritten).
- Click on **Edit** in the **Menu Bar**, and then click on **Paste**.

Your invoice files that were sent to you via diskette, CD, or downloaded from My Account will now be in the **Invoice** folder located on your PC hard drive. If you are overwriting files that were already in the folder, you will receive the following message after you execute the **Paste** command.





- Click on the **Yes to All** button and all the files will be copied to the folder in one step.
- If you have used the program previously and **do not want to overwrite your invoice file from the previous month**, rename the file with another name or save it in a different folder prior to copying and pasting the new files to the Invoice folder.

During the installation process, the **EIPARSE2K3** program was placed on the Program list on your Windows PC.

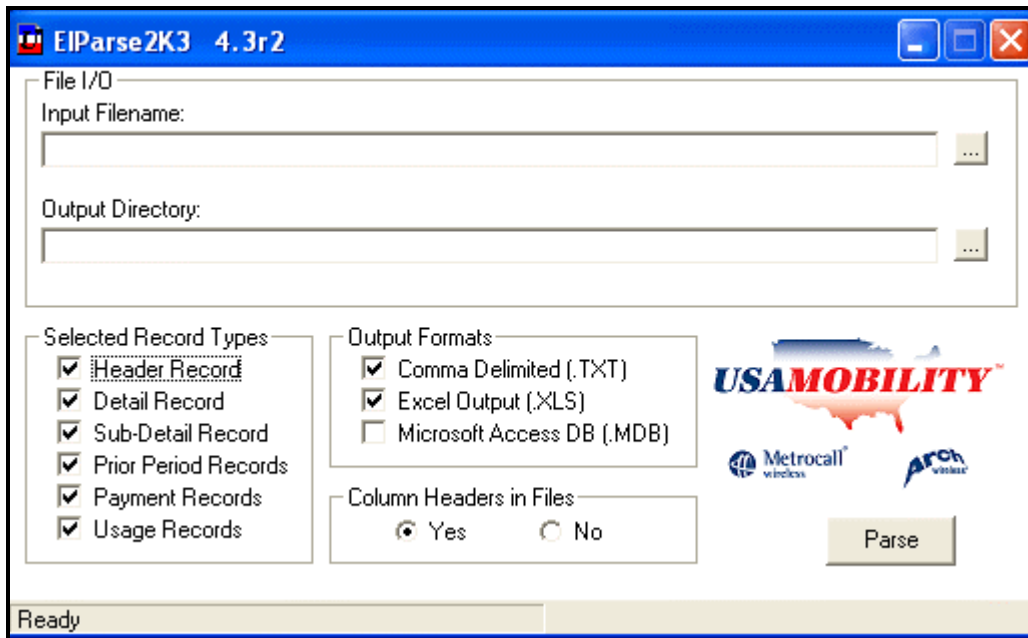


To access the program,

- Click on the **Start** button.
- Click on **Programs**.
- Click on ,
- Then click on the  button.

The EIPARSE2K3 Main Screen

The main **EIPARSE2K3** program screen will open. You will use this screen to convert the raw data in your invoice file into the new functional output files. You will use the fields on this screen to make choices about the format and content of these files. These fields include the Input Filename, Output Directory, Selected Record Types, Output Formats, and Column Headers in Files. The Parse button activates the process after the other fields are complete.

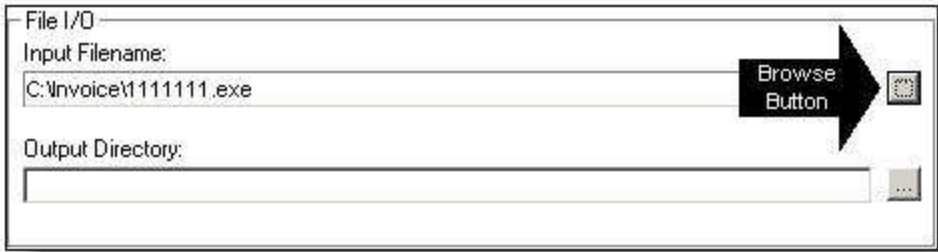


Input Filename Field

The **Input Filename** should be one of the files that you copied to the **Invoice** folder named **YourAccountNo.exe** (Example: 1111111.exe).

- You can click on the box to the left of the field to browse for the file, select it, and then click on the **Open** button.
- As shown in the following screen, the filename will now appear in the **Input Filename** box with the proper path indicating the location of the file.

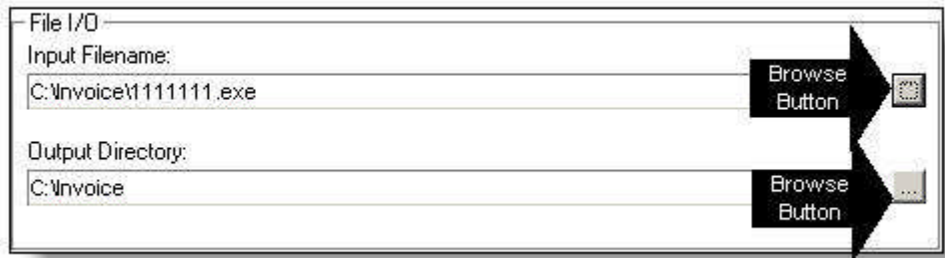
Note: Invoice files received via CD or diskette will have a file extension of .exe, while invoice files downloaded from My Account will have a file extension of .dat.



Output Directory Field

The **Output Directory** should be the **Invoice folder** that you created where you copied the files from the diskette or CD.

- You can also click on the box to the left of the field to browse for the folder, select it, and then click on the **Open** button.
- As shown in the following screen, the **Invoice folder or directory** will now appear in the **Output Directory** box along with the path indicating the location.



Selected Record Types

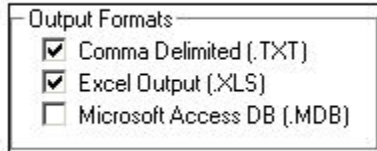
The Selected Record Types section gives you the opportunity to choose the type of data that you would like incorporated into your new file (s). You may leave all of the record types selected which is the default setting for the program.

If you do not want all of the record types selected, click on the check mark in the box next to the types you do not want. The checkmark will disappear indicating that the record type has been deselected.



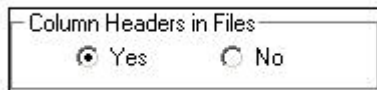
Output Formats

The three possible **output formats** are shown on the following screen segment. You may choose one, two, or all three formats for your output file. The information in parentheses following the name of each format indicates the file extension for each format type.



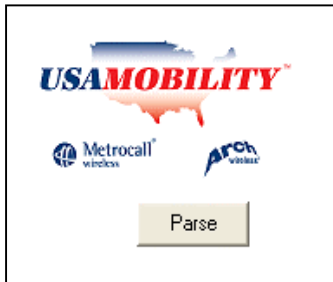
The Microsoft Access and Excel formats will result in one file for output. The Comma Delimited format will produce six new files.

Column Header in Files



In the Column Headers in Files segment, simply check **Yes** or **No** by clicking in the box next to the desired selection.

Parse Command



When you have made all of your selections in all of the fields, click on the **Parse** button to activate the command that will create the new file(s) from your invoice data.

After pressing the Parse button, the following box will appear asking for your password. Note: If you download the invoice file from My Account, the password validation step will be skipped. For My Account users, the validation process occurs when logging into My Account to retrieve the invoice file.



Enter your password in all uppercase and click on the **OK** button. The unpacking and expansion will begin, and you can see the progress in the Status Bar on the bottom of the EIParse2K3 main screen. When the status reads **Ready** again, your files will be ready and waiting for you in the Invoice folder.

Lost Passwords

If you have problems locating your **Password**, contact your USA Mobility Sales Representative or call the Customer Service number at **(877) 947-2724**. You may also contact this number for help with other issues concerning loading or running this program.

Moving Your Comma Delimited Files to a Spreadsheet

If you chose the Comma Delimited file format, you may want to move the newly created files to a spreadsheet program like Microsoft Excel for better data manipulation. Although the files are generated in comma-delimited format with a .txt extension, they can easily be opened in a spreadsheet layout.

To use **Microsoft Excel** to open the files,

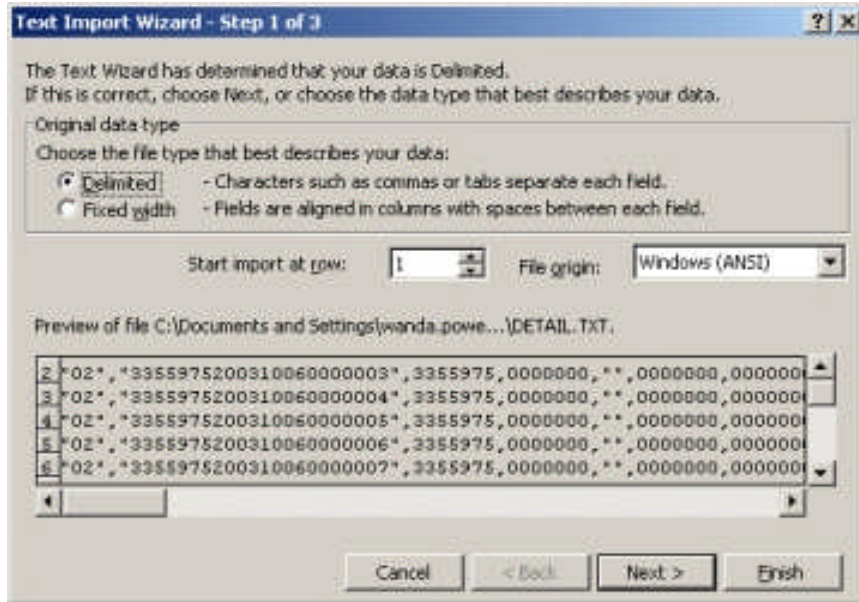
1. Open Microsoft Excel by clicking **Start, Programs**, and then **Microsoft Excel**.
2. Click on **File** in the Menu Bar, and then **Open**. The Open dialogue box will appear.
3. In the **Look In** box near the top of the window, navigate to the **Invoice** folder where you generated the new files with the EIPARSE command.



4. In the **Files of Type** box near the bottom of the window, click on the down arrow to expand the selections and choose **All Files**. If you do not select **All Files** here, you will not be able to see the newly generated files.

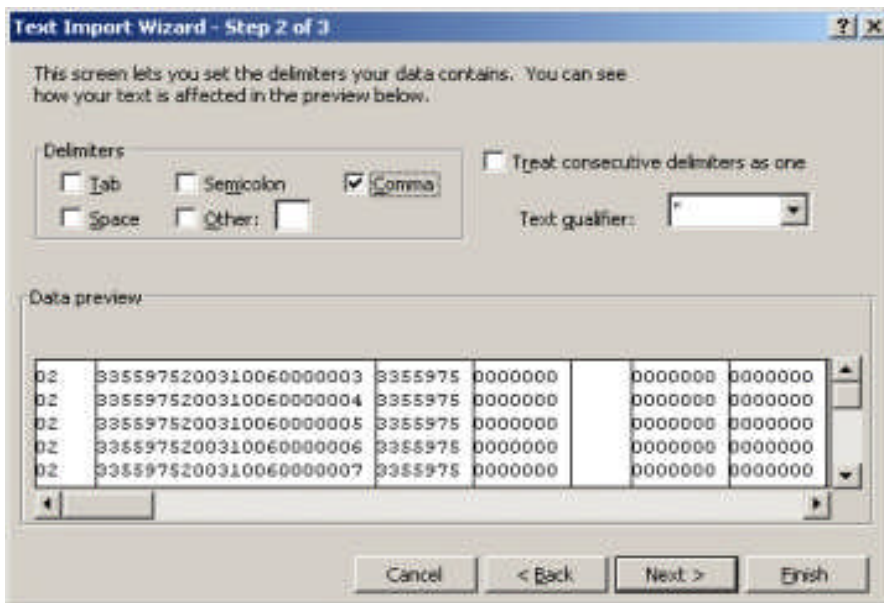


5. Click **Open** to open the selected file as seen in the following illustration.

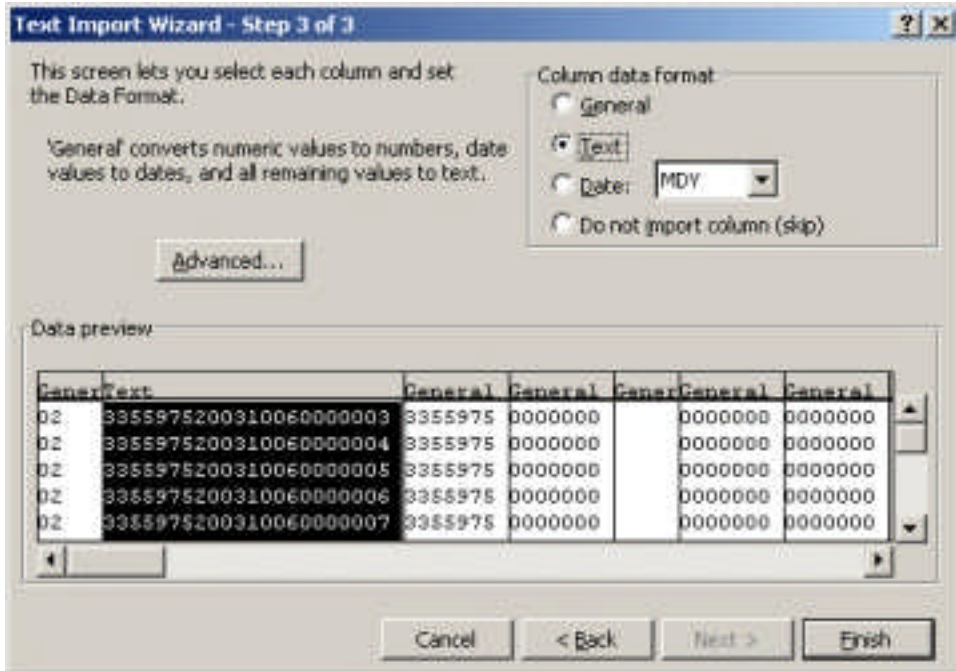


Step 1 of the **Text Import Wizard** appears. Select **Delimited** for the file type in the upper portion of the screen.

- Click on the **Next** button.



- Remove the **check**✓ from the **Tab** delimiter box by clicking to deselect it. Select the **Comma** delimiter by clicking to put a **check**✓ in the box beside it.
- Click on the **Next** button.



- When **Step 3** of the **Text Import Wizard** opens, click on the second column under the **Data Preview window** to select the column, and then click to select **Text** under the **Column Data Format** area.
- Click on the **Finish** button.

Your invoice file is now open in Microsoft Excel.

Opening Your Microsoft Excel or Microsoft Access File

When you select the Excel or Access output format, one file will be generated for each output type. The Excel file will have an .xls file extension. The Access file will have a .mdb file extension. These files will also be located in the Invoice folder that you created previously.

To open the file(s),

- Double click on the file from Windows Explorer

~Or~

- Open the file from within the application (Excel or Access) by clicking on **File, Open** from the Menu Bar. Navigate to the Invoice folder in the Open dialogue box, select the appropriate file, and then click on **Open**.

Your file will be open and be ready for reading or editing in your Excel or Access application.