

# InvoiceNinja Update

## 1. Overview and Context

This procedure updates the InvoiceNinja table in the [SQL Database](#).

## 2. Triggers

The execution of this procedure is usually triggered by

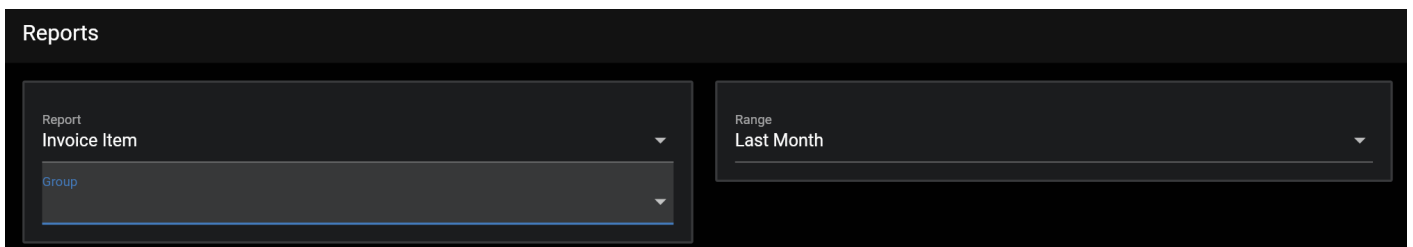
- [Metrics](#)

## 3. Steps to Be Performed

### 3.1 Download

Sales data per product can be conveniently generated under "Reports," organized by Invoice Item.

Product numbers in InvoiceNinja correspond to [PBNs](#).



InvoiceNinja delivers CSV files. They suck.

### 3.2 Clean

- Open in LibreOffice
- Sort by invoice number
- delete rows with non-book data
- convert Product column to text, append 0 to PBNs
- fix InvoiceDate to 20XX-XX-01
- fix price by removing \$ sign
- delete table header
- save as text CSV, comma-delimited

### 3.3 Upload

- Navigate to phpMyAdmin table "InvoiceNinja"
- select Import tab;
- select file
- click "Go."
- archive file under Punctum Admin > Metrics > InvoiceNinja

## 4. Additional Information

## 5. Document Control

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