

Royalerom Invoicing — How to Use

This is a single file: `royalerom-invoicing.html`. There is nothing to install.

Opening it

Double-click `royalerom-invoicing.html`. It opens in your web browser (Chrome or Edge) and works completely offline — you can even switch off your Wi-Fi and it will still work, because everything lives on your own computer. Nothing you type is ever sent anywhere.

First time setup

1. Click **Settings & Backup** in the left menu.
2. Fill in your company details — name, both addresses, phone numbers, emails, website, and TIN number. These appear on every invoice you create.
3. Upload your logo (click the "Click to upload a logo" box).
4. Check the **Reference Numbering** box — this controls the invoice number (e.g. `INV0000982`) and automatically goes up by one every time you generate an invoice. If you're continuing an existing numbering series, set "Next Number" to whatever comes after your last invoice.
5. Click **Save** on each section.

A sample client and template ("Ibafo Warehouse Cleaning" for Africa Global Logistics and Transport) is already loaded so you can see how everything works before entering your own clients.

Creating a client

Go to **Clients**, type the name and address, click **Add Client**.

Setting up a recurring template (do this once per client)

Go to **Recurring Templates** → **+ New Template**.

- Pick the client, give the template a name (for your own reference — the client never sees it).
- **Description:** write what appears on the invoice, using `{{MONTH_YEAR}}` where the month should go — for example: `CLEANING SERVICE CHARGE FOR IBAFO WAREHOUSE FOR {{MONTH_YEAR}}` When you generate an invoice, this automatically becomes something like `CLEANING SERVICE CHARGE FOR IBAFO WAREHOUSE FOR SEPTEMBER 2026`.
- Add the line items — quantity, description, rate, and amount. If a line doesn't really have a quantity or rate (like "Cleaning Tools and Consumables"), just type a dash (—).
- Admin Fee % and VAT % are already filled with your defaults — change them here if this particular client is different.
- Click **Save Template**.

The one button you'll use every month

On the template, click **Generate for Next Month**. This:

- Copies the template into a brand-new invoice
- Replaces `{{MONTH_YEAR}}` with next month's name and year
- Stamps today's date
- Assigns the next invoice number automatically
- Calculates the subtotal, 10% admin fee, VAT (on the admin fee, not the subtotal), and total — all worked out to the exact kobo

It opens straight into the invoice editor so you can review it, fix anything that changed this month (an extra charge, a different quantity), and it's ready to send. **Changing a generated invoice never changes the template** — next month's "Generate" still starts from the clean original.

Printing / saving as PDF

Open any invoice (from the **Invoices** list) and click  **Print / Save as PDF**. Your browser's print dialog opens — choose "Save as PDF" as the destination (or print it if you have a printer). It comes out as one clean page.

Back up your data — please do this regularly

Everything is stored inside your browser only. This is convenient, but it also means:

- If you clear your browser's history/data, **everything is gone**.
- If you open the file in a different browser or a different computer, you'll see a blank slate — your invoices won't be there.

The fix: click "↓ Export Backup (JSON)" in Settings & Backup often — after every invoicing session is a good habit. It downloads one file with everything: your company details, clients, templates, and every invoice you've ever generated. Save that file somewhere safe — email it to yourself, save it to OneDrive, copy it to a USB drive. Anywhere outside the browser is safer than only inside the browser.

If something ever does go wrong, click **↑ Import Backup** and choose your most recent export — you'll be back to exactly where you left off.

This exported file is also how your data would move into a proper online system in future, if that's ever set up for you — no retyping anything.