Invoices

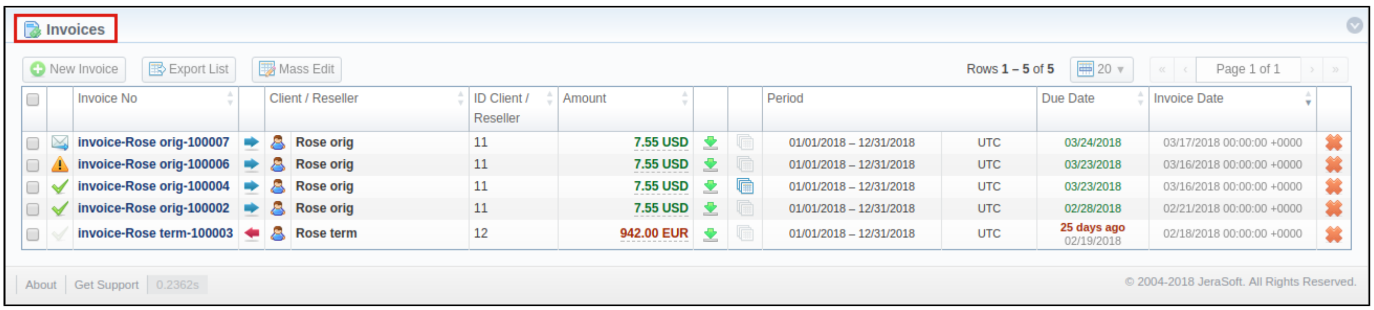
In this article

Invoices List

Since an invoice is an ultimate tool for controlling the volumes of provided services and their prices, the **Invoices** section of JeraSoft Billing is a staple instrument for the management of your business. It allows you to create and administer all outgoing and incoming invoices. By clicking on the **Download** icon, you can export and view the respective invoice. By using the **Export List** option, you can download a currently stored list of invoices in a **.csv** format.

The section is presented in the form of a table of all invoices with the following columns:

Screenshot: Invoices section main window



Column Name	Description
Invoice No	Number of an invoice
Client /Reseller	Name of a respective Client or Reseller. **Tip** You can create an invoice for a root Reseller
ID Client/Reseller	Client or Reseller identification number
Amount	The total sum of the invoice
Period	Invoice period
Due Date	Determined due date of invoice
Invoice Date	Date of invoice creation **Tip** When you leave the ***Invoice Date*** field empty, it will be identical to the time of invoice creation. In case you determine it, the system sets the midnight of a specified day

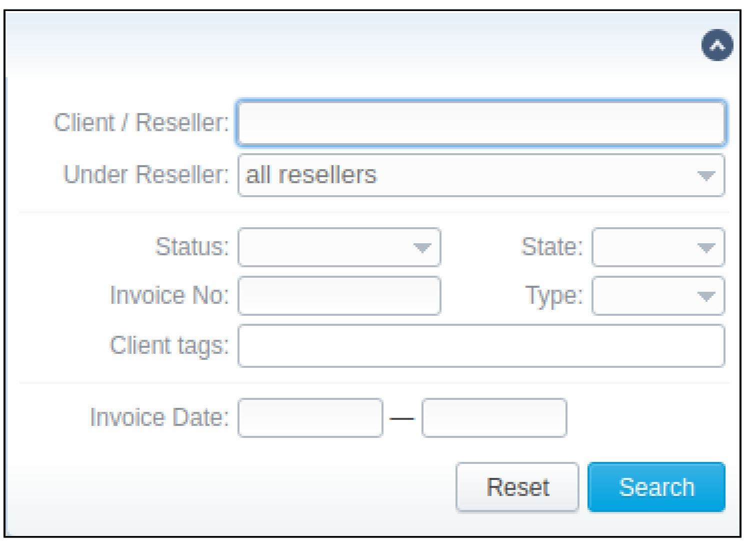
Functional buttons and icons, presented in the section are as follows:

Buttons/Icon	Description
New Invoice	Allows creating a new invoice in the system
Export List	Allows exporting a list of invoices in a .csv file
Mass Edit	Allows managing the state for the selected invoices in the list
	Indicates ***normal*** state meaning that a respective invoice was paid in full. If the invoice is not fully paid, the icon will be grey
	Defines ***to verify*** state meaning that this invoice is waiting to be checked before it is sent to a client
	Defines ***to send*** state meaning that invoice is in sending queue
	Indicates outgoing invoice
	Indicates incoming invoice
	Allows downloading a respective invoice file in a .csv format
	Allows downloading an xDR file, if one is attached to invoice. If there are no attached xDR files, the icon will be grey
	Allows deleting a respective invoice from the list

Advanced Search

To filter data in the section, use the Advanced Search drop-down menu, which can be accessed by clicking a blue downward arrow icon in the top right corner of the screen.

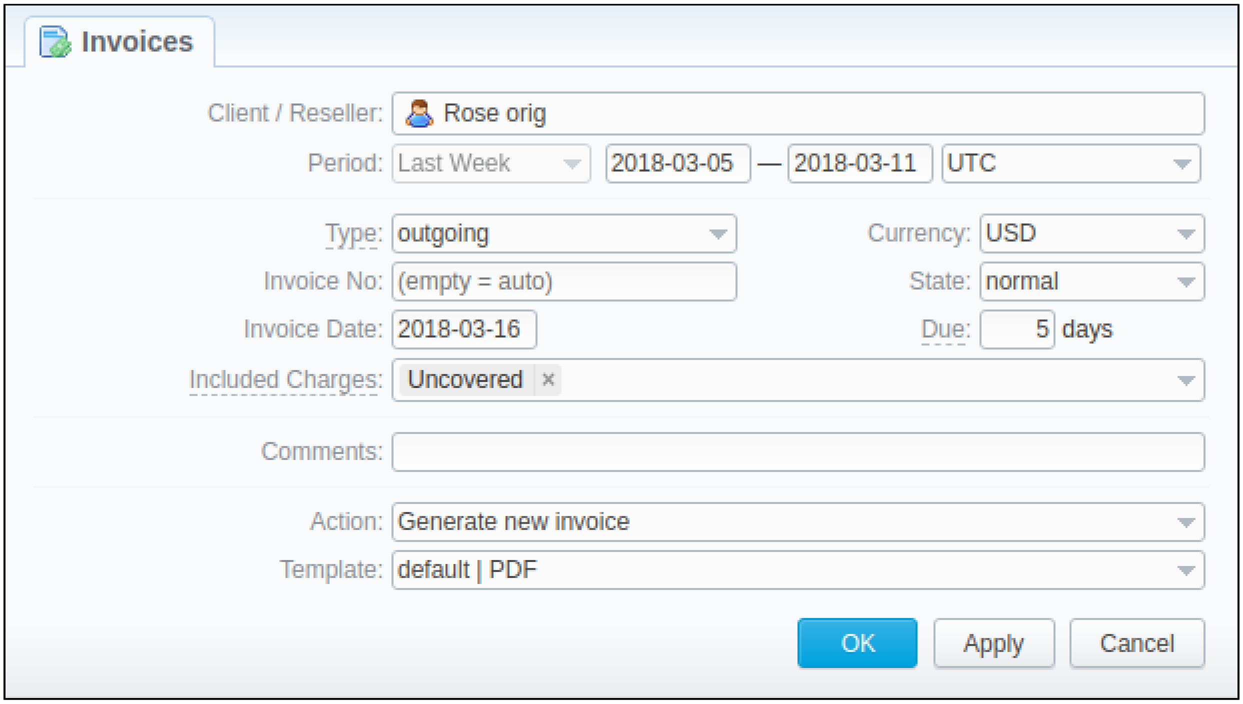
Screenshot: Advanced Search drop-down menu



Creating a New Invoice

Invoices are created through the **New Invoice** button. When you click on it, a pop-up window shows up:

Screenshot: Create Invoice window



Field	Description
Client /Reseller	Name of the ***client*** or ***reseller***
Period	Define a period of statistics that will be included in an invoice
Type	Specify the type of invoice: ***outgoing*** or ***incoming***
Currency	Select invoice currency from a drop-down menu
Invoice	A number of an invoice. The number length can't exceed 200 symbols
State	Select the state for a new invoice: • ***normal*** - use this state to indicate that an invoice is paid • ***to send*** - use this state to indicate that an invoice is paid, but not verified yet • ***to verify*** - use this state to indicate that an invoice is created, but has not been sent to a client yet
Invoice Date	Specify the actual invoicing date
Due (days)	Define a number of days when an invoice is expected to be paid
Included Charges	Select the type of charges for invoices: • ***uncovered*** - all charges that are not included in any previous invoice; • ***covered*** - all charges already included in the previous invoice; • ***pending*** - all pending charges. Please note, these charges don't include calls. Therefore, *call* charges will be added to any invoice regardless of the ***Included Charges*** settings. **Tip** It's not possible to include a charge twice with standard settings. To **re-include an already used charge** in the invoice, you need to **combine *uncovered + covered* parameters** in the ***Included Charges*** field.
Comments	Specify additional information if necessary
Action	Select one of two available actions:

	Generate new invoice	A new invoice will be generated, based on predefined templates in the **Invoices Templates section**. To select a target template, select it from the drop-down menu in the ***Template*** field.
	Attach existing invoice	If this option is selected, the following additional fields are displayed: • ***Attach Invoice*** - allows the user to attach additional invoice; • ***Attach xDR*** - allows attaching additional xDR file in a .csv format; • ***Events Amount*** - indicate a total amount, charged for services (***calls, SMS, data, etc.***) traffic; • ***Other Amount*** - indicate a total amount, charged for any other events (***e.g., package fees***).

Tip

All automatically created invoices will have ***to verify*** **state**. To send an invoice to a client, you will need to change the state to ***to send*** **manually**!

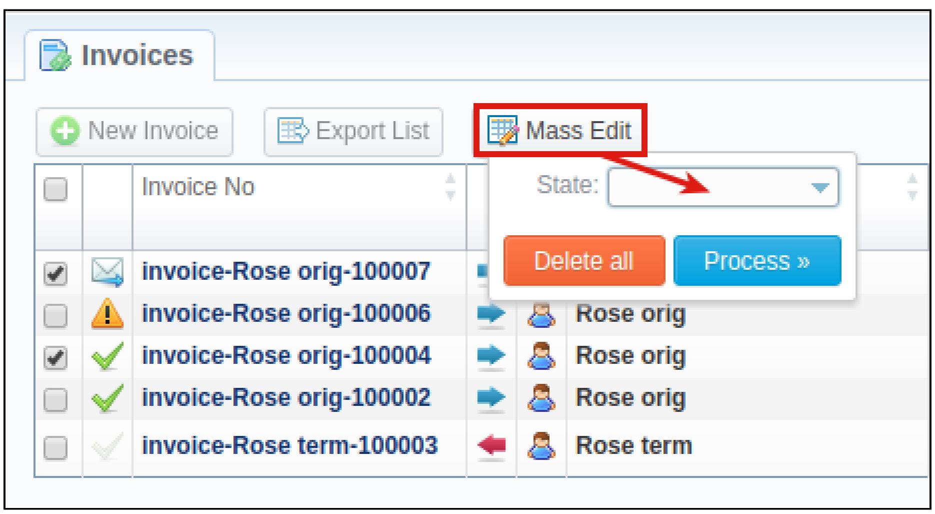
Warning

When generating invoices under ***one reseller*** for ***different clients***, it is recommended to wait till the invoice for one client will be generated and only after that start generating the other one (avoid generating them simultaneously). That is important to avoid the situation of having ***invoices with an identical number*** in the system.

Mass Editing

To change invoices **state** easily, use the **Mass Edit** button. First of all, you need to select invoices, for which a state should be changed, then specify it from a drop-down list of all states, and click the **Process** button for applying the change. Also, using the following window, you may delete all marked invoices by clicking **Delete all**.

Screenshot: Mass Edit button



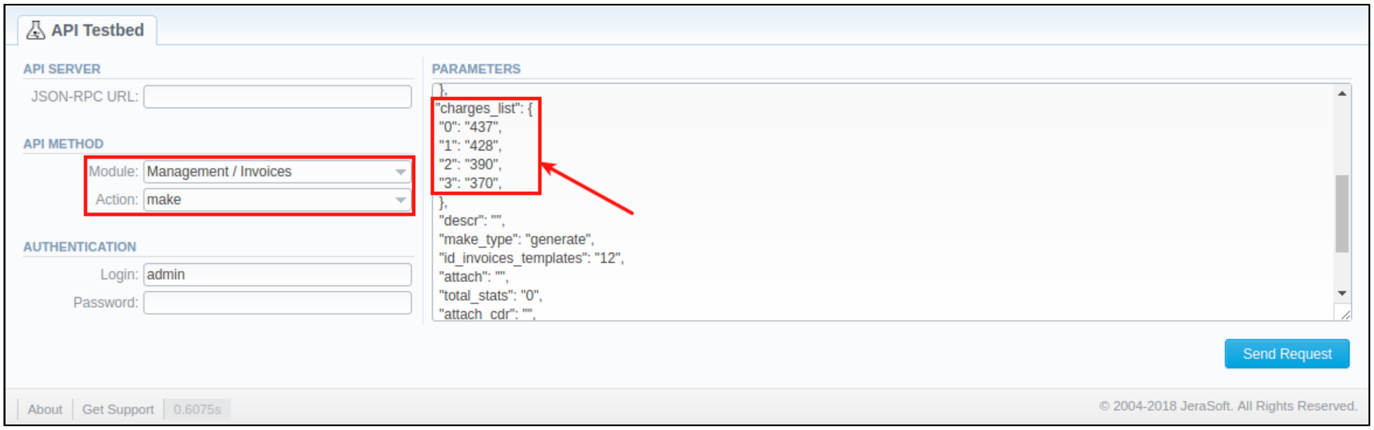
Attention

Please note:

1. While generating invoices, the system sorts packages in invoices by numbers. The names of packages could include numerical symbols. Please use numerical symbols like ***001 name, 002 name, etc.*** in the names of packages, and avoid names with special symbols like ***%001 name, -001 name***.
2. The currency rate of extra charges will be taken on the **date of the charge**, **not on the date of the invoice.**

You can **include specific charges by ID** in the invoices (only for API). You can check the ID for extra charges and packages in the *Transactions* section*.* T hen, you need to add the ***charges_list*** variable with respective values in the ***Parameters*** field of the **API Testbed** section:

Screenshot: API Testbed settings



Differences in totals

You may have noticed that while creating different reports, such as a **Summary report**, **xDRs list**, etc., and then generating an invoice, you can get different totals. Here is a little background on what makes those differences.

Due to the ***Included Calls*** (***Attach xDRs list to the invoice*** settings) option in the ***Invoice Templates,*** you can create an invoice based on different types of calls:

- ***All payable*** - includes calls with any duration that have non-zero costs and use packages;
- ***Non-zero payable*** - includes calls with a non-zero duration that have any cost and use packages.

Therefore, invoice totals depend on the selected parameters and settings. For example, whether to include calls with any cost/duration/package or not. However, when you generate a report, the statistics are usually based on all calls. As a result, a difference between invoice and report totals appears; even though an invoice may have completely another totals vs report data.

Attention

The invoice and report totals could differ if you made a rerating for a previous invoice period or the statistics were updated.

You may also need to know how **totals are rounded and calculated** in invoices. To get more information, follow this link or read about the general principals of rounding in JeraSoft Billing in this article.

Besides, take note of **currency settings**: there you may specify the number of symbols that will be displayed in all reports with cost and rate values in the statistics. Also, it will be shown in the invoices, except total values (totals **always have 2 decimal places** in invoices).

- **Rates precision** - the number of decimal places for rates formatting.
- **Details precision** - the number of decimal places for detailed monetary values formatting. This precision is used for all reports, except an xDR report.
- **Totals precision** - the number of decimal places for total monetary values formatting.

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parameters should not be empty