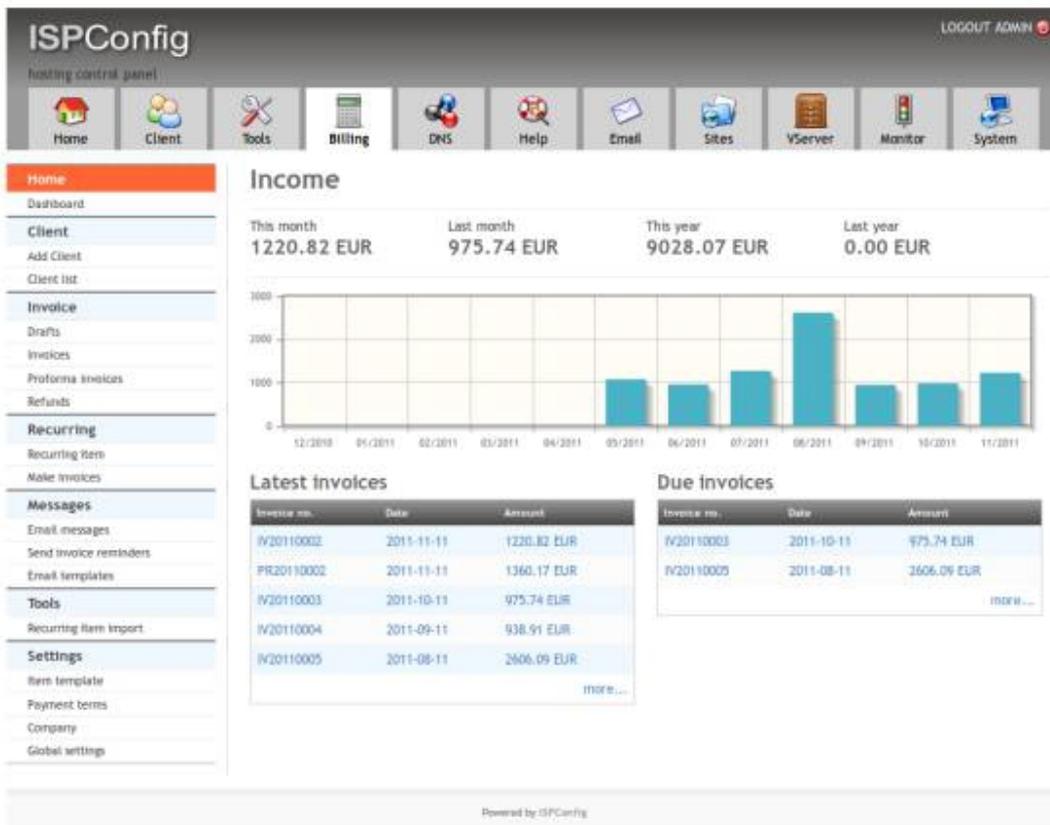




Manual for the ISPConfig 3 Billing Module

Version 1.1 for ISPConfig 3.0.4
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Last edited on 11/15/2011

The ISPConfig 3 Billing Module is an extension for ISPConfig 3 and is not subject to the BSD license.



Features of the ISPConfig 3 Billing Module

- Create invoices by invoice editor.
- Automatically create invoices based on recurring items / subscriptions (eg domains, websites, support contracts, etc.).
- Save invoices as PDF file.
- Creation of credit.
- Sending invoices via email.
- Sending payment reminders via email.
- Item templates
- Email templates
- Support for multiple clients / companies with separate account number ranges.

- Providing client invoices in the ISPConfig login.
- Expansion of client attitudes from ISPConfig to specific details such as bill payment, e-mail of the billing and payment gateway.
- Automatic assignment of account numbers.
- Creating recurring items based on the ISPConfig client templates.
- The Billing Module is integrated in ISPConfig and ISPConfig can be accessed via the administrator login.
- The Billing Module is delivered in source code, so that individual adjustments are possible.
- Support for PayPal payments.
- Dashboard plugin to display invoices in the client login.
- External payment link landing page for automated payments from customers.
- Creation of proforma invoices
- Setting of default PDF template for companies

License And Terms

The ISPConfig 3 Billing Module is subject to the following license :

The licensee has the right to use the Software on a single ISPConfig 3 control panel server. In a multiserver ISPConfig 3 installation, a license for the "master" server is needed, the slave servers do not require their own licenses. The ISPConfig 3 Billing Module is delivered in source code. Modifications of the source code for your own use are permitted. The source code of the Billing Module must not be disclosed to third parties or published. The useful life is not limited in time. The licensee is entitled to install the Billing Module on a second server for testing purposes, as long as this server is not used actively for billing purposes.

For questions about the license, you should contact info@ispconfig.org

System Requirements

- ISPConfig > 3.0.4
- PHP > 5.3
- The PHP cURL extension must be installed.

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1 Formatting And Conventions Used In The Manual

In the manual, the following graphic highlights are used.

1.1 Commands

Commands to be run on the command line are formatted as follows:

```
php -q install.php
```

1.2 File Contents

File contents are formatted as follows:

```
127.0.0.1 localhost.localdomain localhost  
# Auto-generated hostname. Please do not remove this comment.  
78.46.230.214 server1.example.com server1
```

1.3 File Names, Protocol Names, Etc.

File and protocol names are formatted as follows:

```
http://<hostname>:8080/  
/var/vmail  
/etc/fstab  
admin  
Email > Spamfilter > Blacklist
```

1.4 Accentuations

Important information is formatted as follows:

Please note that this automatic networkconfiguration works only on Debian/Ubuntu and only if you have one network card which must be eth0.

2 Installation And Update

2.1 Installation Of The ISPConfig 3 Billing Module

Prerequisite for the Billing Module is a working ISPConfig 3 installation. If ISPConfig 3 is not already installed, please install ISPConfig 3 by following one of the "Perfect Setup" instructions:

<http://www.ispconfig.org/ispconfig-3/documentation/>

Then upload the .zip file with the ISPConfig 3 Billing Module to the server (e.g. with WinSCP). For the following steps you need to be logged in as root user on the shell.

Unzip the file with this command:

```
unzip ispconfig3_billing_addon.zip
```

Change to the *billing* directory...

```
cd billing
```

... and run the *install.php* script:

```
php install.php
```

The next few steps have to be performed in the ISPConfig control panel interface:

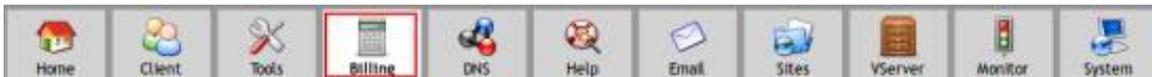
Log in as *admin* user in ISPConfig, and click on *System > CP Users > Edit user*:

The screenshot shows the ISPConfig 3 web interface. At the top, there's a navigation bar with icons for Home, Client, Tools, Billing, DNS, Help, Email, Sites, VServer, Monitor, and System. The left sidebar contains a menu with categories like CP Users, System, Firewall, Apps & Addons, Language Editor, Remote Users, and Remote Actions. The 'Edit user' option under CP Users is highlighted with a red box. The main content area is titled 'Users' and features a 'Tools' section with an 'Add new user' button and a warning message: 'WARNING: Do not edit or modify any user settings here. Use the Client- and Reseller settings in the Client module instead. Modifying or changing Users or groups here may cause data loss!'. Below this is a table of users with columns for Username, Forename, Name, and City. The table lists four users: 'admin', 'guy', 'John_Doe', and 'username2'. Each user entry has a set of control icons on the right. At the bottom of the table, it says 'Page 1 of 1'. The footer of the interface reads 'Powered by ISPConfig'.

And there on the *admin* user. Select the option *billing* in the list of modules of the user and click *Save*.

The screenshot shows the ISPConfig 3 web interface. At the top, there is a navigation bar with icons for Home, Client, Tools, Billing, DNS, Help, Email, Sites, VServer, Monitor, and System. The 'Billing' icon is highlighted with a red box. Below the navigation bar, there is a sidebar with various configuration options. The main content area is titled 'Users' and contains a form to edit system users. The form has tabs for 'Users' and 'Groups'. The 'Users' tab is active, showing a form with fields for Username (admin), Password, Password strength, and Module. The 'Module' field is a list box with options: domain, client, tools, billing (highlighted with a red box), dos, help, dashboard, mail, sites, vm, monitor, and admin. At the bottom of the form, there is a 'Startmodule' dropdown menu set to 'dashboard'.

Now click on *Logout admin* in the upper right corner of ISPConfig and log back in as the *admin* user. You will find the Billing Module under *Billing* in the top menu.



2.2 Update Of The ISPConfig 3 Billing Module

Upload the .zip file with the ISPConfig 3 Billing Module to the server (e.g. with WinSCP). The following steps must be executed as root user on the shell.

Unzip the file:

```
unzip ispcfg3_billing_addon.zip
```

Change to the *billing* directory ...

```
cd billing
```

... and run the `update.php` script:

```
php update.php
```

Functional Overview Of The ISPConfig 3 Billing Module

3 Client

In this submenu, the client data is managed.

3.1 Add Client

Clicking on this menu item creates a new client record. On the first tab, the client master data such as address, telephone, etc. are created. On the tab *Limits* the limitations of the client accounts will be established. These settings are identical to the forms that can be reached via the ISPConfig *Clients* module. Details specific to billing can be reached via the client list and the *Settings* button.

3.2 Client List

Using this menu item, the list of clients and resellers will be displayed. Clicking on the name of the client opens the known client details and limits. A click on the *Settings* button at the end of the line opens the billing preferences of the client.

The screenshot displays the ISPConfig 3 web interface. At the top, the header includes the logo 'ISPConfig', the text 'hosting control panel', and a 'LOGOUT ADMIN' link. Below the header is a navigation bar with icons for Home, Client, Tools, Billing, DNS, Help, Email, Sites, VServer, Monitor, and System. A left sidebar contains a menu with categories: Home (Dashboard), Client (Add Client, Client list), Invoice (Drafts, Invoices, Proforma invoices, Refunds), Recurring (Recurring item, Make invoices), Messages (Email messages, Send invoice reminders, Email templates), Tools (Recurring item import), and Settings (Bank template, Payment terms, Company, Global settings). The main content area is titled 'Clients & Resellers' and features a 'Tools' section with an 'Add new client' button. Below this is a table of clients with columns for ID, Company name, Contact name, City, and Country. The table contains two entries: ID 15 with contact name 'contactname' and country 'AF', and ID 16 with contact name 'John Doe', city 'London', and country 'GB'. Each row has a 'Settings' button. The table is on 'Page 1 of 1'. At the bottom of the page, it says 'Powered by ISPConfig'.

ID	Company name	Contact name	City	Country	
15		contactname		AF	Settings
16		John Doe	London	GB	Settings

3.3 Billing Preferences Of The Client

The *Settings* button in the list of clients leads you to the billing preferences of the client.

These are the default settings for automatically generated invoices. For manually created invoices, the values can be changed when creating the invoice.

Company: Company, which is used as the sender of the invoice.

Invoice email: Email address to send the invoice to. This information is optional. If no email address is specified, the email address is used from the client master data.

Payment terms: Payment terms of the client. New payment terms can be defined in *Settings* > *Payment*.

Payment gateway: Activation of the automatic payment gateway for the client. Also refer to 9.1

Do not send invoices: This option disables sending invoices to the client.

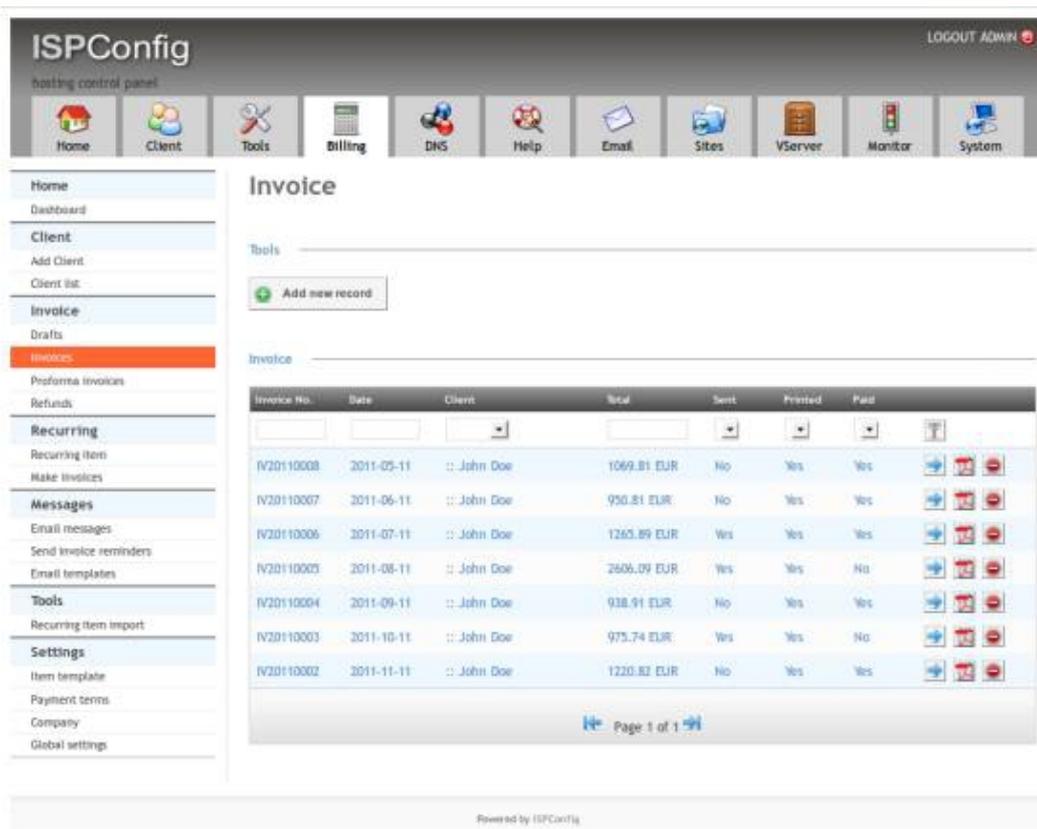
4 Invoice

4.1 Drafts

This is where invoice drafts are saved. To create drafts, create an invoice as shown in chapter 4.2 and use the *Save Draft* Button to save an invoice as draft.

4.2 Invoices

Via the menu item *Invoices*, the list of created invoices appears.



The screenshot shows the ISPConfig 3 Billing Module interface. The top navigation bar includes icons for Home, Client, Tools, Billing, DNS, Help, Email, Sites, VServer, Monitor, and System. The left sidebar menu has 'Invoices' highlighted. The main content area is titled 'Invoice' and contains a table of invoices. Below the table is a pagination control showing 'Page 1 of 1'.

Invoice No.	Date	Client	Total	Sent	Printed	Paid
IV20110008	2011-05-11	:: John Doe	1069.81 EUR	No	Yes	Yes
IV20110007	2011-06-11	:: John Doe	950.81 EUR	No	Yes	Yes
IV20110006	2011-07-11	:: John Doe	1265.89 EUR	Yes	Yes	Yes
IV20110005	2011-08-11	:: John Doe	2606.09 EUR	Yes	Yes	No
IV20110004	2011-09-11	:: John Doe	938.91 EUR	No	Yes	Yes
IV20110003	2011-10-11	:: John Doe	975.74 EUR	Yes	Yes	No
IV20110002	2011-11-11	:: John Doe	1220.82 EUR	No	Yes	Yes

4.2.1 Create Invoice (Manually)

By using the menu item *Add Invoice* or the button *Add new record* in the invoice list, a new manual invoice is created. For manual invoices, the invoice items, like in a traditional invoice program, are added by using an invoice editor. Additionally, the ISPConfig 3 Billing Module also supports the automatic generation of invoices, see chapter 5.2.

Invoice

Address Items	
Type	Invoice
Company (sender)	test corp
Client	:: John Doe
Invoice no.	
Invoice Date	2011-11-11
Company name	Test corp.
Contact name	John Doe
Street	Back Alley 1
ZIP	W11 2BQ
City	London
State	Greater London
Country	GB
Email	john_doe@example.com
VAT-ID	
Payment terms	30 Tage netto
Payment gateway	Auto
Printed	<input checked="" type="checkbox"/>
Sent	<input type="checkbox"/>
Paid	<input type="checkbox"/>
Payment Date	
Invoice Amount	0.00 EUR
Notes	

Description Of The Input Fields:

Type: The type determines whether it is an invoice or credit note.

Company (sender): This field specifies the sender (issuer) of the bill. To add a new company, see chapter 8.3.

Client: Recipient of the invoice. When selecting an invoice recipient, these address form fields are filled in automatically. To add new clients see chapter 3.2.

Invoice No.: The invoice number is generated automatically when the invoice is completed. If an invoice is saved as a draft, it will get an invoice number only after pressing the *Complete Invoice* button.

Invoice Date: Date that should appear on the invoice. This field is pre-filled with the current date, but you can change it manually.

Company name, Contact name, Street, ZIP, City, State, Country, Email, VAT ID: Details of the invoice recipient. These appear on the PDF invoice.

Payment terms: The payment terms will appear on the invoice and be used in the dunning

process.

Payment gateway:

- **None:** The automatic payment page is disabled.
- **Auto:** The automatic payment page is enabled. See also chapter 9.1.

Printed: Status field to mark the bill as printed.

Sent: Status field to mark the invoice as shipped. This field is set automatically by the emailing function, but can also be activated manually when the invoice was sent by post.

Paid: Status field to mark the invoice as paid. This field is set by the PayPal IPN function when the automatic payment page is used, but can also be set manually.

Payment Date: Date of payment. This field is set by the PayPal IPN function when the automatic payment page is used, but can also be set manually.

Invoice Amount: Amount of the invoice. Is calculated automatically.

Notes: Notes to the invoice.

Description Of The Buttons Below The Invoice Form:

Save Draft: Saves the invoice as a draft. There is no invoice number assigned. The invoice can be deleted and you can add more items to the invoice.

Save & Finalize: The invoice is saved, closed and the PDF of the invoice is created. The invoice is assigned a sequential invoice number. The invoice cannot be deleted anymore.

Add Items: By pressing the button you move to the *Items* tab. There you can add items to the invoice.

Back: Creating or editing the invoice is canceled. No changes will be saved.

Tab "Items" Of The Invoice Form

Invoice

Address **Items**

-- Item -- Number: 1 Price: 0.00 VAT: 19.00 %

Quantity	Description	Price	VAT	Sum	
1	Registration fee for the domain testdomain.tld from date 2011-04-28 to the 2012-04-27.	12.00	19.00%	12.00	<input type="button" value="Edit"/> <input type="button" value="Del"/>

Add Items To An Invoice

Select an item template in the box *--Item--*. The fields marked *Price*, *VAT* and the *Description* will be automatically populated with the data from the item template. Alternatively, you can also fill in the contents of the fields *Number*, *Price*, *VAT* and the field for the complete *Description* directly. Finally, click on *Add / Save* to add the item to the invoice.

To edit an existing item, click the *Edit* button in the item line. The product details are then displayed in the edit boxes. Click on **Add / Save** to save the changes.

To delete an item, simply click the *Del* button in the item line.

When all items have been added to the invoice, click on *Complete Invoice* at the bottom of the invoice form.

4.2.2 Email An Invoice

Emailing of invoices is done via the Action menu in the invoice list.



A click on the button with the blue arrow icon displays the invoice action menu.

Select a Invoice action

Send invoice by email	<input checked="" type="radio"/>	- No email template - ▾
Send invoice reminder	<input type="radio"/>	- No email template - ▾
Duplicate invoice	<input type="radio"/>	
Refund invoice	<input type="radio"/>	

Select an email template (optional) and click on *Next* to get to the email editor.

Email message

Message

Sender	test corp ▾
Recipient	:: John Doe (john_doe@example.com) ▾
Template	Standard invoice email ▾
Subject	Your invoice
Message	<p>Please find attached your invoice.</p> <p>Best Regards</p> <p>your hosting company</p>
Type	Invoice
Date	11.11.2011
Attachment	Invoice No. IV20110009
Status	draft

If an email template is selected, then the *Subject* and *Message* fields are already filled with the text of the template. You can customize the message text and then send it by clicking on *Send Email*. The invoice will automatically be attached as a PDF file.

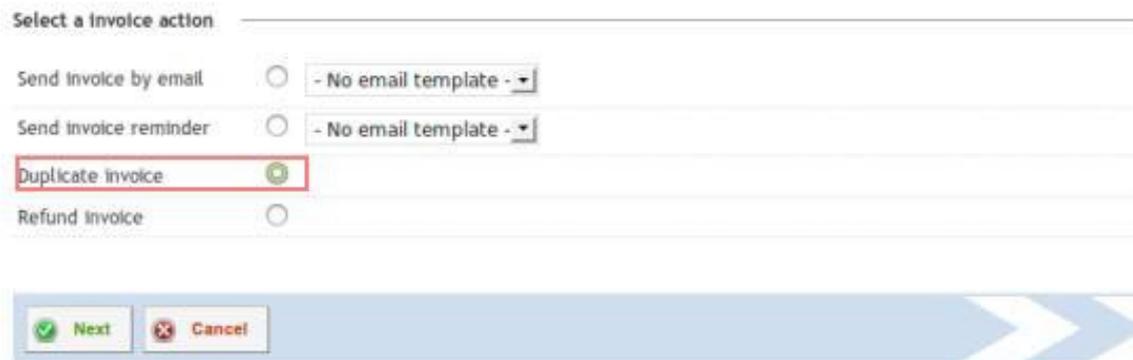
If you save the message as a draft, you can call it again at a later date using the menu item *Messages > Email messages* and send it.

4.2.3 Duplicate Invoice

The duplication of invoices is done via the Action menu in the invoice list.



A click on the button with the blue arrow icon displays the invoice action menu.



Select *Duplicate Invoice* there and click on *Next*. This will automatically create a new invoice draft, which contains all items from the original invoice.

4.2.4 Canceling Invoices / Refunding Invoices / Creating Credits

Invoices will be canceled on the Action menu in the invoice list.



A click on the button with the blue arrow icon displays the invoice action menu.

Select a invoice action

Send invoice by email - No email template - ▾

Send invoice reminder - No email template - ▾

Duplicate invoice

Refund Invoice

Next Cancel

Select *Refund Invoice* there and click on *Next*. This will automatically create a new credit based on the invoice. The credit can be edited before saving.

4.2.5 Invoice Reminders / Send Payment Reminders

Reminders are created on the Action menu in the invoice list.

RE20110029	2011-05-09	Test corp. :: John Doe	14.28 USD	No	Yes	Yes			
------------	------------	------------------------	-----------	----	-----	-----	---	---	---

A click on the button with the blue arrow icon displays the invoice action menu.

Select a invoice action

Send invoice by email - No email template - ▾

Send invoice reminder - No email template - ▾

Duplicate invoice

Refund invoice

Next Cancel

Select an email template (optional) and click on *Next* to go to the email editor.

Email message

Message

Sender	test corp
Recipient	:: John Doe (john_doe@example.com)
Template	Standard invoice email reminder
Subject	Unpaid invoice reminder
Message	<p>Please check if you paid the invoice.</p> <p>Best Regards</p> <p>your hosting company</p>
Type	reminder
Date	2011-11-20
Attachment	Invoice No. IV20110009
Status	draft



If an email template is selected, then the *Subject* and *Message* fields are already filled with the text of the template. You can customize the message text and then send it by clicking on *Send Email*. The invoice will automatically be attached as a PDF file.

If you save the message as a draft, you can call it again at a later date on the menu item *Messages > Email message* and send it.

4.3 Proforma Invoices

Proforma invoices are similar to invoices, but they do not have an invoice ID assigned. They are used in many European countries as demand bill. Proforma invoices can be created either in this section or while creating a recurring invoice. More to that in chapter 5.2.

A proforma invoice can be converted to a regular invoice by clicking on the action menu in the proforma invoice list:



Select "Make new invoice based on proforma invoice" and click on *Next* to go to the newly created invoice.

Select a invoice action

Send invoice by email - No email template - ▾

Send invoice reminder - No email template - ▾

Duplicate invoice

Make new invoice based on proforma invoice

4.4 Refunds / Credits

Clicking the menu item *ReFunds* opens the list of created refunds/credits.

ISPConfig
hosting control panel

LOGOUT ADMIN

Home Client Tools Billing DNS Help Email Sites VServer Monitor System

Home
Dashboard

Client
Add Client
Client Int

Invoice
Drafts
Invoices
Proforma Invoices
Refunds

Recurring
Recurring Item
Make Invoices

Messages
Email messages
Send invoice reminders
Email templates

Tools
Recurring Item Import

Settings
Item template
Payment terms
Company
Global settings

Refunds

Tools

Refunds

Refund No.	Date	Client	Total	Sent	Printed	Paid	
RF20110002	2011-11-20	John Doe	14.28 EUR	Yes	Yes	No	

Page 1 of 1

Powered by ISPConfig

Through the button *Add new record* a new refund/credit is created. Editing the refund/credit is done in the invoice editor as described in Chapter 4.2.1. The type of invoice is *Refund*.

To create a refund/credit based on an existing invoice, see chapter 4.2.4.

5 Subscriptions

Under the menu item *Recurring*, functions for recurring invoices are grouped. A subscription or recurring item may be a web space billed on a monthly basis, a yearly domain fee or a service such as a support contract. The ISPConfig 3 Billing Module is designed specifically for billing of recurring payments so that all items that are due for payment are automatically grouped in one invoice (see also 5.2).

5.1 Recurring Item

Here you will find a list of existing recurring items for clients. Through the *Add new record* button, new recurring items such as support contracts can be created. There is also the possibility of having new items created automatically through the link to the ISPConfig client templates when a client is assigned a new template in ISPConfig.

ISPConfig
hosting control panel

Logout ADMIN

Home Client Tools Billing DNS Help Email Sites VServer Monitor System

Home
Dashboard

Client
Add Client
Client list

Invoice
Drafts
Invoices
Proforma Invoices
Refunds

Recurring
Recurring item
Make Invoices

Messages
Email messages
Send Invoice reminders
Email templates

Tools
Recurring item import

Settings
Item template
Payment terms
Company
Global settings

Recurring invoice items

Tools

[Add new record](#)

Recurring Invoice Items

Active	Type	Name	Client	Price	Next payment
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	Domain	testdomain.tld	:: John Doe	12.00 EUR	2011-11-27

Page 1 of 1

Powered by ISPConfig

To create a new item click on *Add a new record*.

Recurring invoice item

Item	
Company	test corp
Client	:: John Doe
Item template	- no template -
Item (name)	testdomain.tld
Description	Registration fee for the domain {ITEMNAME} from date {FROMDATE} to {TODATE}. Variables: {ITEMNAME} {FROMDATE} {TODATE}
Quantity	1
Price	12.00 EUR
VAT	19.00 %
Recurs every	1 months
Pay in advance	<input checked="" type="checkbox"/>
Type	Domain
Next payment	2011-11-27 d.m.Y
Start date	2011-04-28 d.m.Y
End date	2011-04-27 d.m.Y
Active	<input checked="" type="checkbox"/>

Save
 Cancel

Company: Company, through which the item is billed.

Client: Client, which the item is assigned to.

Item template: By selecting an itemtemplate the remaining fields are filled in. This facilitates the creation of recurring items. The field contents remain editable.

Item (name): Title of the item, e.g. the name of the domain.

Description: Description of the item as used in the invoice. The following placeholders can be used: `{ITEMNAME}` will be replaced by the name of the item, `{FROMDATE}` will be replaced by the start date of the billing period and `{TODATE}` by the end date of the billing period.

Quantity: Quantity of billed items.

Price: Item Price (net).

VAT: VAT, which should be applied to the item.

Recurs every ... months: The billing of the item will be every X months.

Pay in advance: The item is charged at the beginning of the billing period.

Type: Type of item. This setting is only used to categorize items and has no impact on their billing.

Next payment: Due date of the next payment.

Start date: Creation date of the recurring item.

End date: The item is no longer billed after the date used in this field. This field can remain empty.

Active: Allows you to disable the item. A disabled item will not be charged.

5.2 Make Invoices

Via the menu item *Make invoices* the creation and shipment of PDF invoices for recurring items takes place.

Create recurring invoices

Until date: 30.12|2011 (dd.mm.yyyy)

Send invoices by email: -- Select template --

Finalize invoices:

Create proforma invoices:

Dry run:

Start Cancel

Until date : All recurring items due on or up to the specified date will be charged.

Send invoices by email: If this box is set and an email template is selected, then all created invoices will be sent as email. The prerequisite is that the option *Complete Invoice* is also selected.

Finalize invoices: The created invoices will be finalized and created as a PDF file. If this option is not selected, the calculations are stored only in draft form and can not be sent automatically by email.

Create proforma invoices: Checking this box will create a proforma invoice additionally to the

common invoice which goes without VAT code.

Dry run: If *Dry run* is enabled the creation of invoices will be simulated only when you click on the *Start* button. No invoices will be saved or shipped.

By clicking the *Start* button the billing cycle starts.

Create recurring invoices

Until date

Send invoices by email Standard invoice em ▾

Finalize invoices

Create proforma invoices

Dry run

Started new invoice for :: John Doe.
 Added item testdomain.tld of type domain to the invoice draft #11.
 Finalized the invoice draft #11.
 Invoice send by email #11.
 Finished.

Start
 Cancel

6 Messages

In this menu you will find the functions for sending email notifications.

6.1 Email Messages

Via the menu item *Email messages* you get to the list of notifications created through the ISPCongig Billing Module.

The screenshot displays the ISPConfig 3 web interface. At the top, the header includes the 'ISPConfig' logo, the text 'hosting control panel', and a 'LOGOUT ADMIN' link. Below the header is a navigation bar with icons for Home, Client, Tools, Billing, DNS, Help, Email, Sites, VServer, Monitor, and System. A left sidebar contains a menu with categories: Home (Dashboard), Client (Add Client, Client list), Invoice (Drafts, Invoices, Proforma Invoices, Refunds), Recurring (Recurring item, Make Invoices), Messages (Email messages, Send Invoice reminders, Email templates), Tools (Recurring item import), and Settings (Item template, Payment terms, Company, Global settings). The main content area is titled 'Message' and features a 'Tools' section with an 'Add new record' button. Below this is a 'Message' section containing a table with columns for Date, Client, and Subject. The table has one entry: '2011-11-11', 'John Doe', and 'Your Invoice'. A pagination bar at the bottom of the table shows 'Page 1 of 1'. The footer of the interface reads 'Powered by ISPConfig'.

Clicking the *Add new record* button will open the editor to create messages.

Email message

Message

Sender	test corp
Recipient	:: contactname ()
Template	- No template -
Subject	
Message	
Type	other
Date	11.11.2011
Status	draft



Sender: Sender of the message.

Recipient: Recipient of the message. In parentheses, the recipient email address is displayed.

Template: selection of an email template (optional). By selecting a template, the fields *Subject* and *Message* will be filled in automatically.

Subject: Subject of the email.

Message: Text of the email.

Type: The type is selected using the email template. It is used to categorize the messages. If no template is used, the type is *Other*.

Date: Creation date of the email.

Status: Delivery status of the message.

6.2 Sending Admonitions

Via the menu item *Send invoice reminders* you reach the automatic dunning process of the ISPConfig 3 Billing Module.

The screenshot shows the ISPConfig 3 Billing Module interface. At the top, there is a navigation bar with icons for Home, Client, Tools, Billing, DNS, Help, Email, Sites, VServer, Monitor, and System. Below this is a sidebar menu with categories: Home, Client, Invoice, Recurring, Messages, Tools, and Settings. The main content area is titled 'Send Invoice reminders' and contains a table of unpaid invoices. Below the table is an 'Email template' dropdown menu and a large blue button labeled 'Send reminders for selected invoices' with a 'Cancel' button next to it.

Invoice number	Invoice date	Due date	Client
IV20110003	2011-10-11	2011-11-10	John Doe ::
IV20110005	2011-08-11	2011-09-10	John Doe ::

Here are listed all the invoices that are marked as unpaid and whose payment period is exceeded at the same time. To send the admonitions you select an email template and click the *Send reminders for selected invoices* button. If you do not want to send admonitions for certain invoices, you can deselect these invoices in the list.

6.3 Email Templates

Here you will find the list of email templates.

The screenshot shows the ISPConfig 3 interface. The top navigation bar includes icons for Home, Client, Tools, Billing, DNS, Help, Email, Sites, VServer, Monitor, and System. The left sidebar lists various management tasks. The main content area is titled "Email templates" and features an "Add new record" button. Below this is a table with the following data:

Message type	Template name
Invoice	Standard invoice email
Reminder	Standard invoice email reminder

The table also includes a "Page 1 of 1" indicator at the bottom.

By clicking on the *Add new record* button a new email template will be created.

Email template

Settings

Email type:

Template name:

Subject:

Message:

{INVOICE_NUMBER}, {CONTACT_NAME}, {COMPANY_NAME}, {INVOICE_PAY_LINK}

Email type: Type of the email for which this template can be used. The options are:

- *Invoice*: Template for sending invoices.

- *Refund*: Template for invoice-related credit notes.
- *Reminder*: Template for payment reminders.
- *Other*: Template for other emails.

Template name: Name of the template.

Subject: Subject of the email.

Message: message text. In the message text, the following placeholders can be used:

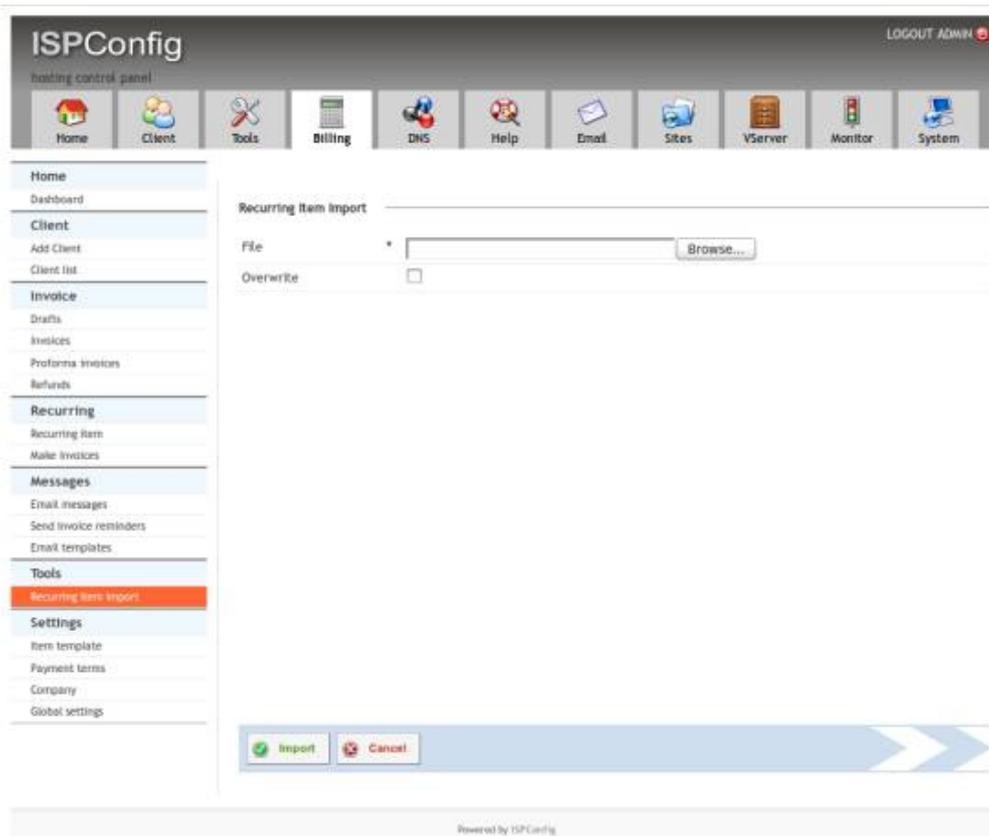
- Invoice number: `{ INVOICE_NUMBER }`
- Name of the client: `{ CONTACT_NAME }`
- Company name of the client: `{ COMPANY_NAME }`
- Link to the payment page (see also chapter 9.1): `{ INVOICE_PAY_LINK }`

7 Tools

Tools and enhancements for the Billing Module.

7.1 Import

Import function for recurring items. The file to be imported must be in CSV format.



The format of the import file is as follows:

```
Item name; Start date; Next payment
domain.tld; 01.01.2010; 01.01.2011
domain2.tld; 01.01.2010; 01.01.2011
```

The first line will not be imported.

8 Settings

8.1 Item Template

Via the menu item *Settings > Item template*, you get to the list of item templates. Item templates are used to simplify the creation of items in invoices and the creation of recurring items.

To create a new item template, click on *Add new record*.

Invoice item template

Item

Type:

Name:

Description: Variables: {ITEMNAME} {FROMDATE} {TODATE}

Price:

VAT: %

Unit:

Recurring Months:

Connected with client template: (applies only to recurring templates)

Description Of The Input Fields:

Type: The type describes the type of the template.

- *Subscription*: Template for recurring item subscriptions.
- *Item*: Template for items in invoices.
- *Service*: template for services; can also be used in invoices.

Name: Name of the item template.

Description: Description of the item as it appears on the invoice. It is possible to use placeholders: *{ITEMNAME}* will be replaced by the item name, *{FROMDATE}* will be replaced by the start date of the billing period and *{TODATE}* by the end date of the billing period.

Price: Item price (net).

VAT: VAT to be applied to the item.

Unit: Used to distinguish between items (piece) and time periods (hour / half hour).

Recurring Months: The items will be billed every X months.

Connected with client template: This selection allows you to connect an item template with an ISPCongig client template. This allows automatic billing of ISPCongig client templates using the Billing Module (optional, only for recurring items). If a client is assigned a new template in the ISPCongig client module, then a recurring item is created automatically in the Billing Module based on the template associated to the field *Connected with client template*.

8.2 Terms of Payment

Under the menu item *Settings > Payment terms* you will find the list of all payment terms.

ISPConfig
hosting control panel

LOGOUT ADMIN

Home Client Tools Billing DNS Help Email Sites VServer Monitor System

Home
Dashboard
Client
Add Client
Client list
Invoice
Drafts
Invoices
Proforma invoices
Refunds
Recurring
Recurring item
Make invoices
Messages
Email messages
Send invoice reminders
Email templates
Tools
Recurring item import
Settings
Item template
Payment terms
Company
Global settings

Payment terms

Tools

[Add new record](#)

Payment terms

Name	Due (days)	Description	
30 Tage netto	30	Netto 30 Tg	
15 tg	15	15 tg	
60 tg	60	60 tg	

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Powered by ISPConfig

Using the *Add new record* button, you can create a new payment term.

Payment terms

Payment Term

Name	30 Tage netto
Description	Netto 30 Tg
Due (days)	30



Description Of The Input Fields:

Name: Name of payment term, as it appears in the lists.

Description: Text of the payment term, as it appears on the invoice.

Due (days): Maturity of the invoice in days. This value is used for the calculation of due dates in the dunning process, it will not appear on the invoice. For example, you can specify a maturity of 32 to take into account the processing time at the bank, while the text on the bill is *Net 30 Days*.

8.3 Company

Via the menu item *Settings > Company* you reach the company preferences. Company means the invoice sender here. Each company has its own invoice number range.

ISPConfig
hosting control panel

LOGOUT ADMIN

Home Client Tools Billing DNS Help Email Sites VServer Monitor System

Home
Dashboard

Client
Add Client
Client list

Invoice
Drafts
Invoices
Perform Invoices
Refunds

Recurring
Recurring item
Make Invoices

Messages
Email messages
Send Invoice reminders
Email templates

Tools
Recurring item import

Settings
Item template
Payment terms
Company
Global settings

Company

Tools

[Add new record](#)

Company

Company	Contact
test corp.	John Doe

Page 1 of 1

Powered by ISPConfig

By using the *Add new record* button, you can create a new company.

Company

Address

Company name	test corp
Company name (short)	
Contact name	John Doe
Street	Mainstreet 12
Zip	12345
City	The City
State	MyState
Country	Germany
Email	info@test.tld
Internet	www.test.tld
Telephone	1234-5678
Fax	1234-5678
Logo	
CEO name	John Doe
VAT ID	DE00000000
TAX no.	
Company register no.	HRB0000
Bank account no.	12345
Bank code	1234567
Bank name	Bank
IBAN	12345
BIC / Swift	12345
Last invoice number	10
Invoice number prefix	IV2011
Last refund number	2
Refund number prefix	RF2011
Last proforma number	2
Proforma number prefix	PR2011
PDF invoice template	default

Save Back

Description Of The Input Fields:

Company name: Name of the company as it appears on the invoice.

Company name (short): Here you can fill in a shortname for the company (optional). If you put a short name here, this short name is printed on the invoice in the address field in the upper right corner instead of the full company name. Please note that the full company name is still printed in the footer of the invoice.

Contact name: Name of contact person or owner.

Street, Zip, City, State, Country, Email, Internet, Telephone, Fax: General address data, this information will be used on the invoice.

Logo: Company logo as a file, you only specify the file name here. The file must be located in the directory `/usr/local/ispconfig/interface/web/billing/lib/logo/`. Only .jpg and .png files are supported. The max. file size is 420 pixels in width and 110 pixels in height.

CEO name: name of the CEO (optional).

VAT ID: VAT identification number (optional).

Tax no.: Tax number at the tax office (optional).

Company Register no.: Number in the Commercial Register (optional).

Bank account no., Bank code, Bank name, IBAN and BIC / Swift: Bank account details as they should appear on the footer of the invoice.

Last invoice number: Number of last invoice. This number is incremented automatically, you should put this number only when creating a new company or at the beginning of the business year if you use a date in the prefix.

Invoice number prefix: Prefix for the invoice number, for example: *RE* or *RE2011*. The invoice number that is visible to the client is combined from the invoice number prefix and the invoice number. Example: Prefix *RE2011* and invoice number *21* results in: *RE20110021*. The invoice number is padded with zeros to 4 digits.

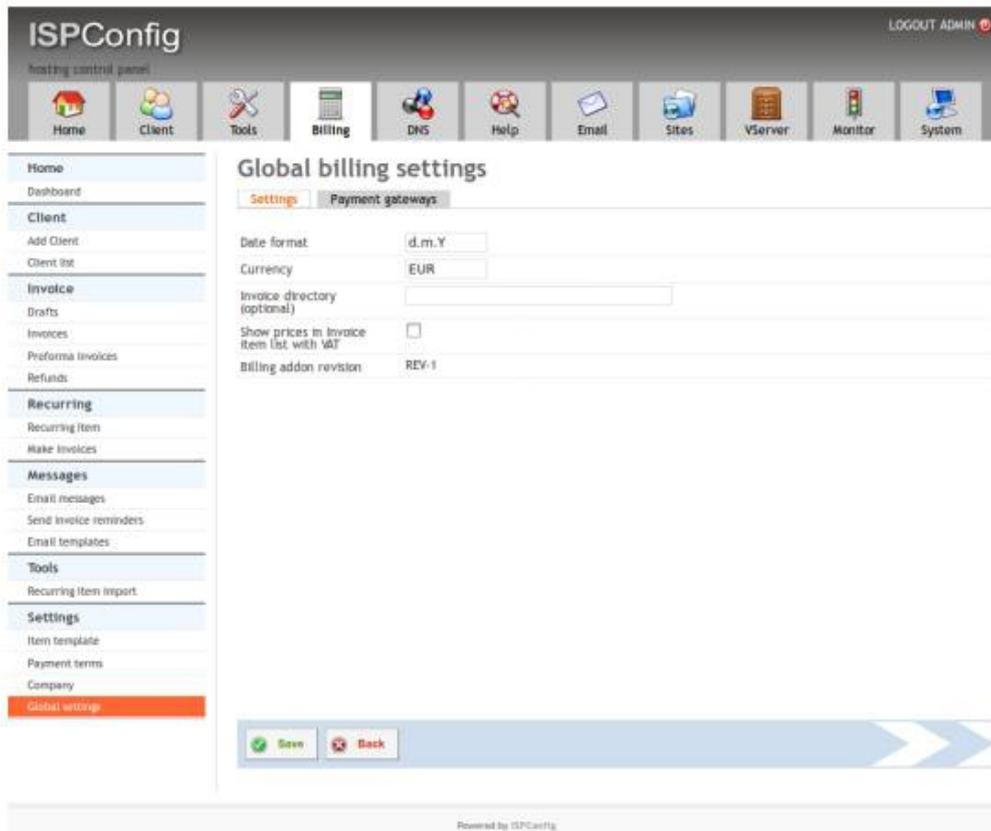
Last refund number, Refund number prefix: Number of the last refund/credit or the prefix for refunds/credits. The functionality is analogous to the *Last invoice number* and *Invoice number prefix* fields.

Last proforma number, Proforma number prefix: Number of the last proforma invoice or the prefix for proforma invoices. The functionality is analogous to the *Last invoice number* and *Invoice number prefix* fields.

PDF invoice template: Determines the design of the PDF file the invoices will be printed on.

8.4 Global Settings

Under the menu item *Global settings* you will find the system-wide configuration of the Billing Module.



Date format: Date format, as used in the invoice. The usual format in Germany is *d.m.Y*, e.g. *03.01.2011*. A detailed list of date formats can be found here: <http://php.net/manual/de/function.date.php>

Currency: Name of the currency, you should use the 3- digit currency format, i.e. *USD*, *EUR*, *NOK*, etc.

Invoice directory (optional): path to a serverdirectory where the PDF invoices will be stored. Due to security reasons, this directory should not directly be accessible through a webserver. If no directory is specified, the Billing Module uses the directory `/usr/local/ispconfig/interface/invoices/`

Show prices in invoice item list with VAT: Sums the price and the amount added by the VAT in the *Sum* column of the invoice item list. The summed price is shown in the eventual invoice no matter if you check this option or not.

Billing addon revision: This is the version number of the Billing Module. Please include it in support requests, so that we know which version of the software you have installed.

Global billing settings

Settings	Payment gateways
Link to payment page (optional)	<input type="text"/>
Paypal email	<input type="text" value="ispconfig@test.tld"/>
Paypal URL	<input type="text" value="https://www.paypal.com/cgi-bin/webscr"/>
Paypal notify URL (IPN)	<input type="text"/>
Paypal active	<input checked="" type="checkbox"/>



On the tab *Payment gateways*, you will find the settings for the automatic payment page for clients as well as your PayPal settings.

Link to the Payment Page: The ISPConfig BillingModule provides a payment page that clients can use to select a paymentprovider and make the payment. The URL for this payment page is automatically inserted into invoice emails through the placeholder `{INVOICE_PAY_LINK}`. If you do not want to use the payment page provided by the BillingModule, you can specify the URL of your payment page here. This URL will then be used for the placeholder `{INVOICE_PAY_LINK}` as well as in the billing plugin in your ISPConfig dashboard.

PayPal Email: Email address of the PayPal account that is used for billing purposes.

PayPal URL: This is the URL of the PayPal payment gateway. For real payments the following URL is used:

`https://www.paypal.com/cgi-bin/webscr`

If you want to test the system using the PayPal Sandbox, please use this URL:

`https://www.sandbox.paypal.com/cgi-bin/webscr`

PayPal notify URL (IPN): URL to the PayPal IPN script (see 9.1 for a detailed explanation).

PayPal Active: Enables the PayPal payment option.

9 Advanced Options

9.1 PayPal Connection

PayPal provides a system for automatic notifications of incoming payments (IPN). The ISPConfig Billing Module provides an interface for these IPN notifications, so that open invoices will automatically be marked as *Paid* on receipt of a payment. The URL for this file is `http://yourserver.tld:8080/billing/payments/paypal/ipn.php`. However, there is one restriction, PayPal sends IPNs only to end points that use port `80` or `443`, but not port `8080`, which is used by ISPConfig.

There are two solutions for this:

a) If you run the ISPConfig control panel interface on a dedicated server on port `80` or `443`, then you can specify the URL of the `ipn.php` page directly under Global Settings in the field *PayPal notify URL (IPN)*. For port `80` this is:

```
http://www.yourdomain.com/billing/payments/paypal/ipn.php
```

or for port `443`:

```
https://www.yourdomain.com/billing/payments/paypal/ipn.php
```

The domain `www.yourdomain.com` must be replaced by the domain that you use to access ISPConfig. This configuration option will come into consideration mainly for large multi-server installations.

b) In the second variant a so-called proxy script is used to redirect incoming IPN requests from a normal website to your ISPConfig installation.

Example:

You operate a website under the URL `http://www.yourdomain.com`. The ISPConfig control panel is only accessible via `www.yourdomain.com:8080/`. Now put the following proxy script in the root directory of your website so that it can be accessed via the URL

```
http://www.yourdomain.com/ipnproxy.php:
```

```
<?php
    $url = 'http://www.yourdomain.com:8080/billing/payments/paypal/ipn.php';

    $fields = $_POST;
    if (count ( $fields ) > 0) {

//url-ify the data for the POST
foreach ( $fields as $key => $value ) {
```

```
$fields_string .= $key . '=' . $value . '&';
}
rtrim ( $fields_string, '&' );

//open connection
$ch = curl_init ();

//set the url, number of POST vars, POST data
curl_setopt ( $ch, CURLOPT_URL, $url );
curl_setopt ( $ch, CURLOPT_POST, count ( $fields ) );
curl_setopt ( $ch, CURLOPT_POSTFIELDS, $fields_string );

//execute post
$result = curl_exec ( $ch );

//close connection
curl_close ( $ch );
}
?>
```

Please change the domain *www.yourdomain.com* in the script so that it matches your domain. On the server where this script is installed, the PHP cURL extension must be installed. On Debian and Ubuntu it can be installed with the command:

```
apt-get install php5-curl
```

Then log into ISPConfig and fill in the URL of this script in the field *PayPal Notify URL (IPN)* under *Settings > Global Settings*, e.g. <http://www.yourdomain.com/ipnproxy.php>.

And this is how it works:

If a payment is made through PayPal, the ISPConfig Billing Module passes the URL <http://www.yourdomain.com/ipnproxy.php> on to PayPal as the IPN end point. For all events that relate to this payment, PayPal will then contact the script <http://www.yourdomain.com/ipnproxy.php> which forwards the request directly to the ISPConfig IPN script at the URL <http://www.yourdomain.com:8080/billing/payments/paypal/ipn.php>.

9.2 Dashboard Plugin

The ISPConfig Billing Module integrates the invoices of a client in the ISPConfig Dashboard:

Welcome John_Doe

Available Modules



Account limits

Number of email domains	1 of Unlimited
Number of mailing lists	0 of Unlimited
Number of mailboxes	1 of Unlimited
Number of email aliases	0 of Unlimited
Number of domain aliases	0 of Unlimited
Number of email forwarders	0 of Unlimited
Number of email catchall accounts	0 of Unlimited
Number of email filters	0 of Unlimited
Number of fetchmail accounts	0 of Unlimited
Number of web domains	1 of Unlimited
Number of web subdomains	0 of Unlimited
Number of web aliasdomains	0 of Unlimited
Number of FTP users	1 of Unlimited
Number of DNS zones	1 of Unlimited
Number of DNS slave zones	0 of Unlimited
Number DNS records	6 of Unlimited
Number of Databases	1 of Unlimited

Invoices

Invoice No.	Date	Amount	Status	
RF20110002	2011-11-20	14.28 EUR	Unpaid	
PR20110002	2011-11-11	1360.17 EUR	Unpaid	
IV20110010	2011-11-11	14.28 EUR	Unpaid [pay now]	
IV20110009	2011-11-11	14.28 EUR	Unpaid [pay now]	
IV20110002	2011-11-11	1220.82 EUR	Paid	
IV20110003	2011-10-11	975.74 EUR	Unpaid [pay now]	
IV20110004	2011-09-11	938.91 EUR	Paid	
IV20110005	2011-08-11	2606.09 EUR	Unpaid [pay now]	
IV20110006	2011-07-11	1265.89 EUR	Paid	
IV20110007	2011-06-11	950.81 EUR	Paid	
IV20110008	2011-05-11	1069.81 EUR	Paid	

Through the dashboard plugin the invoices can be downloaded as aPDF. When using the automatic payment feature, the payment page can be accessed directly from the dashboard.