



Manual For The ISPConfig 3 Billing Module

Version 1.0 for ISPConfig 3.0.3.3
Author: Till Brehm <info@ispconfig.org>
Last edited on 06/30/2011

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

The screenshot shows the ISPConfig 3 Billing Module interface. The top navigation bar includes Home, System, Billing, Client, Email, Sites, and Tools. The left sidebar contains a menu with categories like Client, Invoice, Recurring, Messages, Tools, and Settings. The main content area is titled 'Invoice' and features a table of invoice records with columns for Invoice No., Date, Client, Total, Sent, Printed, and Paid. An 'Add new record' button is visible above the table.

Invoice No.	Date	Client	Total	Sent	Printed	Paid	
RE20110030	2011-05-09	Test corp. :: John Doe	79.73 EUR	No	Yes	No	
RE20110029	2011-05-09	Test corp. :: John Doe	14.28 EUR	No	Yes	No	
RE20110028	2011-05-09	Test corp. :: John Doe	14.28 EUR	No	Yes	No	
RE20110027	2011-05-09	Test corp. :: John Doe	14.28 EUR	No	Yes	No	
RE20110026	2011-05-09	Test corp. :: John Doe	14.28 EUR	No	Yes	No	
RE20110025	2011-04-27	Test corp. :: John Doe	79.73 EUR	No	Yes	No	
RE20100024	2011-04-13	:: Jane Doe	14.28 EUR	No	Yes	Yes	
RE20100023	2011-04-13	:: Jane Doe	14.28 EUR	No	Yes	Yes	

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.

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@projektfarm.de

System Requirements

- ISPConfig > 3.0.3.3
- 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 network configuration 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...

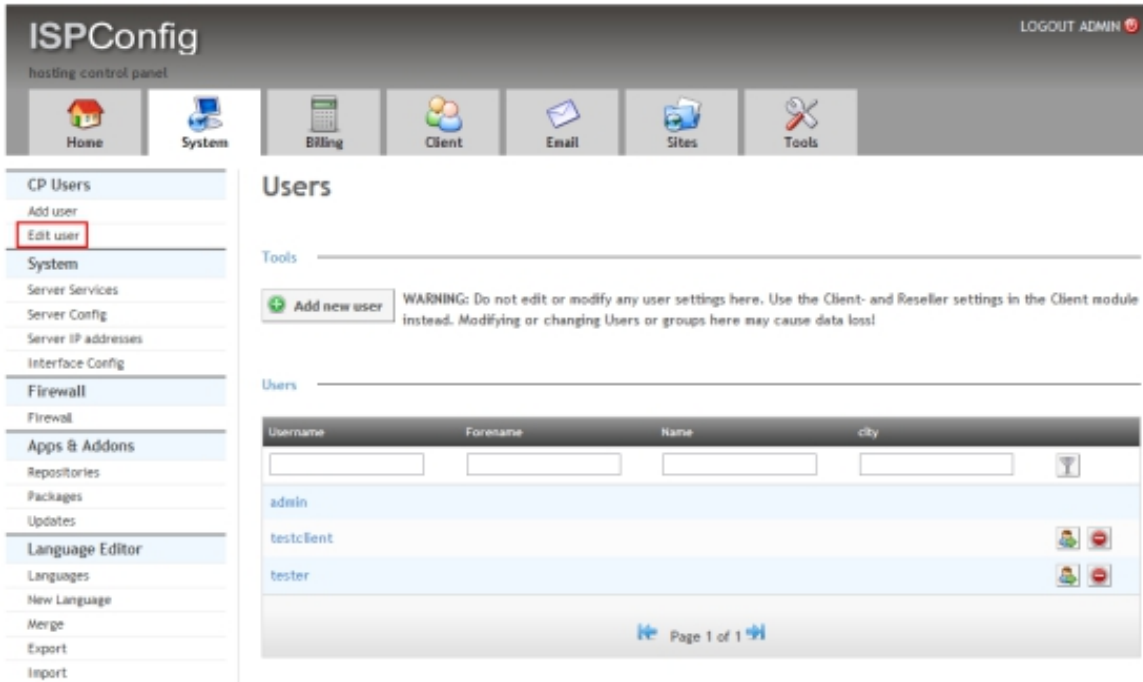
```
cd billing
```

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

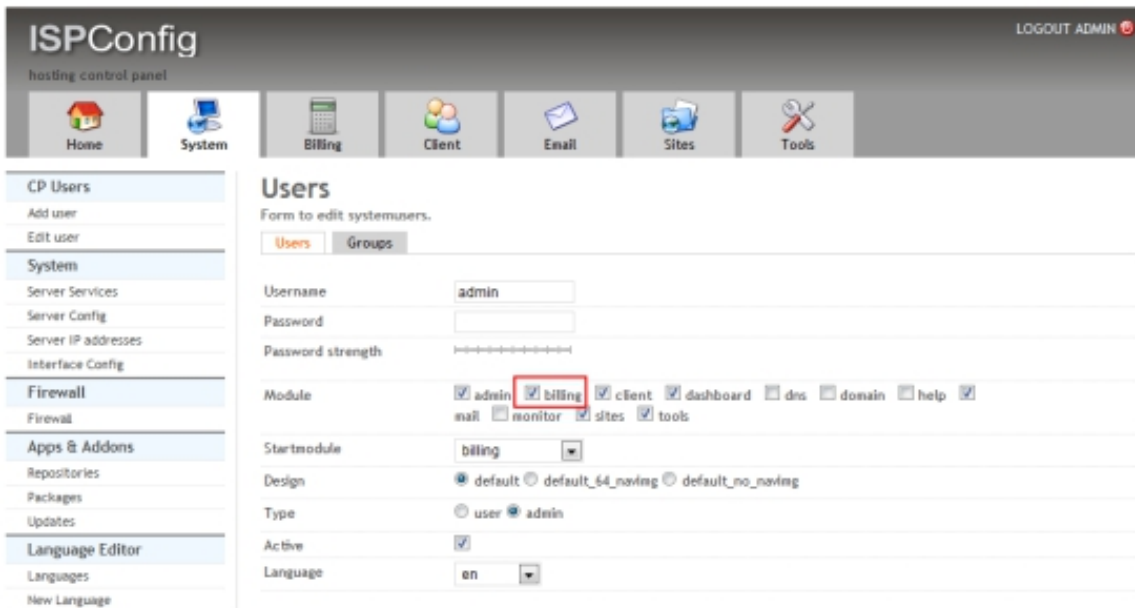
```
php install.php
```

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

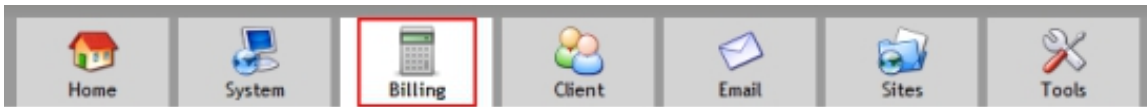
Log in as *admin* user in ISPConfig, and click on *System > CP Users > Edit user*:



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



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 ispconfig3_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 interface. At the top, there's a header with the ISPConfig logo and a 'LOGOUT ADMIN' link. Below the header is a navigation bar with icons for Home, System, Billing, Client, Email, Sites, and Tools. A left-hand sidebar menu lists various functions under categories like Client, Invoice, Recurring, Messages, Tools, and Settings. The main content area is titled 'Clients & Resellers' and includes 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. Two clients are listed: ID 3 with contact Jane Doe and ID 4 with company Test corp. and contact John Doe. Each row has a 'Settings' button. The page footer indicates it is 'Powered by ISPConfig'.

ID	Company name	Contact name	City	Country	
3		Jane Doe		US	Settings
4	Test corp.	John Doe	Teststadt	US	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.

The screenshot shows the ISPConfig 3 web interface. The top navigation bar includes icons for Home, System, Billing, Client, Email, Sites, and Tools. The left sidebar contains a menu with categories: Client (Add Client, Client list), Invoice (Add Invoice, 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 "Invoice client settings (Defaults)" and contains a "Settings" section with the following fields:

Company	Testcorp
Invoice email	test
Payment terms	60 d
Payment gateway	Auto
Do not send invoices	<input type="checkbox"/>

At the bottom of the settings area are "Save" and "Back" buttons.

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 Invoices

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

The screenshot displays the ISPCONFIG 3 Billing Module interface. The top navigation bar includes 'Home', 'System', 'Billing', 'Client', 'Email', 'Sites', and 'Tools'. The left sidebar contains a menu with categories: Client, Invoice, Recurring, Messages, Tools, and Settings. The main content area is titled 'Invoice' and features a 'Tools' section with an 'Add new record' button. Below this is an 'Invoice' table with columns for Invoice No., Date, Client, Total, Sent, Printed, and Paid. The table contains 8 rows of invoice data.

Invoice No.	Date	Client	Total	Sent	Printed	Paid	
RE20110030	2011-05-09	Test corp. :: John Doe	79.73 USD	No	Yes	Yes	
RE20110029	2011-05-09	Test corp. :: John Doe	14.28 USD	No	Yes	Yes	
RE20110028	2011-05-09	Test corp. :: John Doe	14.28 USD	No	Yes	Yes	
RE20110027	2011-05-09	Test corp. :: John Doe	14.28 USD	No	Yes	No	
RE20110026	2011-05-09	Test corp. :: John Doe	14.28 USD	No	Yes	No	
RE20110025	2011-04-27	Test corp. :: John Doe	79.73 USD	No	Yes	No	
RE20100024	2011-04-13	:: Jane Doe	14.28 USD	No	Yes	Yes	
RE20100023	2011-04-13	:: Jane Doe	14.28 USD	No	Yes	Yes	

4.1.1 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	<input type="button" value="▼"/>
Company (sender)	Testcorp	<input type="button" value="▼"/>
Client	Test corp.:: John Doe	<input type="button" value="▼"/>
Invoice no.	RE20110030	
Invoice Date	09.05.2011	
Company name	Test corp.	
Contact name	John Doe	
Street	Teststrasse	
ZIP	12345	
City	Teststadt	
State		
Country	DE	
Email	john@testcorp.tld	
VAT-ID		
Payment terms	30 days net	<input type="button" value="▼"/>
Payment gateway	None	<input type="button" value="▼"/>
Printed	<input checked="" type="checkbox"/>	
Sent	<input type="checkbox"/>	
Paid	<input type="checkbox"/>	
Payment Date		
Invoice Amount	79.73 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 %

Quantity	Description	Price	VAT	Sum		
1	Registration fee for the domain testdomain.tld from date 2011-04-28 to 2012-04-27	12.00	19%	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.

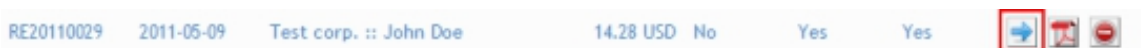
To edit an existing item, click the *Edit* button in the item line. The product details are then displayed in the edit boxes. Click on **Add / Save** to save the changes.

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.

4.1.2 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 - No email template - ▾

Send invoice reminder - No email template - ▾

Duplicate invoice

Refund invoice

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

Email message

Message

Sender: Testcorp ▾

Recipient: :: Jane Doe () ▾

Template: Standard invoice email reminder ▾

Subject: Unpaid invoice reminder

Message: Please check if you paid the invoice.
Best Regards
your hosting company

Type: reminder

Date: 2011-06-30

Attachment: Invoice No. RE20110030

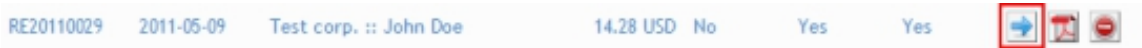
Status: draft

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.

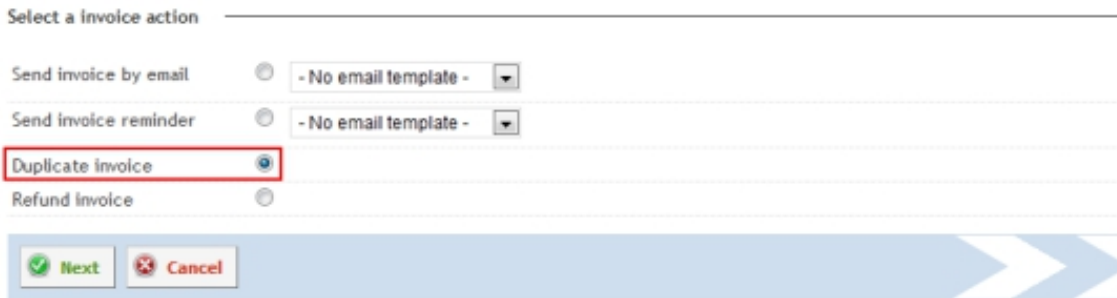
If you save the message as a draft, you can call it again at a later date using the menu item *Messages > Email messages* and send it.

4.1.3 Duplicate Invoice

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



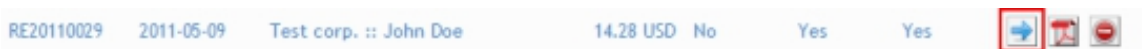
A click on the button with the blue arrow icon displays the invoice action menu.



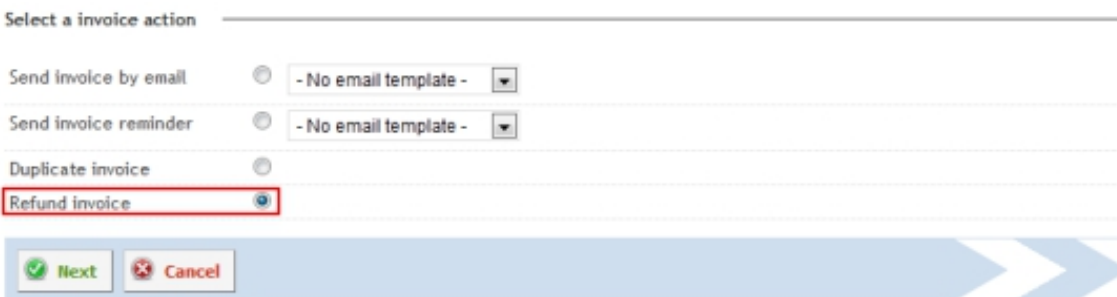
Select *Duplicate Invoice* there and click on *Next*. This will automatically create a new invoice draft, which contains all items from the original invoice.

4.1.4 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.

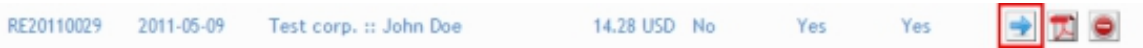


Select *Refund Invoice* there and click on *Next*. This will automatically create a new credit

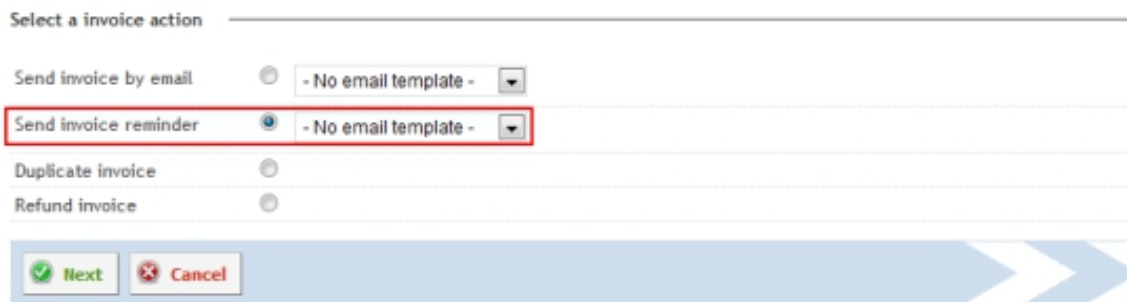
based on the invoice. The credit can be edited before saving.

4.1.5 Invoice Reminders / Send Payment Reminders

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



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




A screenshot of the 'Select a invoice action' menu. The menu is titled 'Select a invoice action' and has a horizontal line below it. There are four options, each with a radio button and a dropdown menu: 'Send invoice by email' with a radio button and a dropdown menu containing '- No email template -'; 'Send invoice reminder' with a radio button and a dropdown menu containing '- No email template -'; 'Duplicate invoice' with a radio button; and 'Refund invoice' with a radio button. The 'Send invoice reminder' option is highlighted with a red rectangular box. At the bottom of the menu are two buttons: 'Next' with a green checkmark icon and 'Cancel' with a red 'X' icon. The entire menu is set against a light blue background with a white arrow pointing right.

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

Email message

Message

Sender	Testcorp
Recipient	:: Jane Doe ()
Template	Standard invoice email reminder
Subject	Unpaid invoice reminder
Message	Please check if you paid the invoice. Best Regards your hosting company
Type	reminder
Date	2011-06-30
Attachment	Invoice No. RE20110030
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.

4.2 Refunds / Credits

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

ISPConfig
hosting control panel

LOGOUT ADMIN

Home System Billing Client Email Sites Tools

Client
Add Client
Client list

Invoice
Add Invoice
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

[Add new record](#)

Refunds

Refund No.	Date	Client	Total	Sent	Printed	Paid
CM0007	2010-11-24	Test corp. :: John Doe	-41.65 EUR	No	Yes	Yes

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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 4.1.1. The type of invoice is *Refund*.

To create a refund/credit based on an existing invoice, see chapter 4.1.4.

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.

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

Recurring invoice item

Item

Company: Testcorp

Client: Test corp. :: John Doe

Item template: Domain.com

Item (name): testdomain.com

Description: Registration fee for the domain {ITEMNAME} from {FROMDATE} to {TODATE} Variables: {ITEMNAME} {FROMDATE} {TODATE}

Quantity: 1

Price: 12.00 USD

VAT: 19 %

Recurs every: 12 months

Pay in advance:

Type: Domain

Next payment: 2009-04-28 Y-m-d

Start date: 2011-04-28 Y-m-d

End date: Y-m-d

Active:

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 (dd.mm.yyyy)

Send invoices by email -- Select template --

Finalize invoices

Dry run

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.

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 (dd.mm.yyyy)

Send invoices by email Standard invoice email :

Finalize invoices

Dry run

Dry run...

Started new invoice for Test corp. :: John Doe.
Added item testdomain.tld of type domain to the invoice draft #0.
Finished.

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 ISPConfig Billing Module.

The screenshot shows the ISPConfig 3 interface. The header includes the logo 'ISPConfig' and 'hosting control panel' on the left, and 'LOGOUT ADMIN' on the right. Below the header is a navigation bar with icons for Home, System, Billing, Client, Email, Sites, and Tools. A left sidebar menu lists various categories: Client, Invoice, Recurring, Messages, Tools, and Settings. The main content area is titled 'Message' and contains a 'Tools' section with an 'Add new record' button. Below this is a 'Message' section with a table listing messages.

Date	Client	Subject
2011-04-07	Test corp. :: John Doe	Your invoice

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

Email message

Message

Sender	Testcorp
Recipient	:: Jane Doe ()
Template	- No template -
Subject	
Message	
Type	other
Date	2011-06-30
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. The top navigation bar includes 'Home', 'System', 'Billing', 'Client', 'Email', 'Sites', and 'Tools'. The left sidebar contains a menu with categories: Client, Invoice, Recurring, Messages, Tools, and Settings. The main content area is titled 'Send invoice reminders' and displays a table of unpaid invoices. Below the table is an 'Email template' dropdown menu and a 'Send reminders for selected invoices' button.

	Invoice number	Invoice date	Due date	Client
<input checked="" type="checkbox"/>	RE20100003	2011-02-09	2011-02-24	Testclient Feb 2011 :: Testclient Feb 2011
<input checked="" type="checkbox"/>	RE20100021	2011-04-07	2011-04-22	John Doe :: Testclient GmbH
<input checked="" type="checkbox"/>	RE20110025	2011-04-27	2011-05-27	John Doe :: Testkunde GmbH
<input checked="" type="checkbox"/>	RE20110026	2011-05-09	2011-06-08	John Doe :: Test corp.
<input checked="" type="checkbox"/>	RE20110027	2011-05-09	2011-06-08	John Doe :: Test corp.

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.

ISPConfig
hosting control panel

Home System Billing Client Email Sites Tools

Client
Add Client
Client list

Invoice
Add Invoice
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

Email templates

Tools

[Add new record](#)

Email templates

Message for	Template name	
Invoice	Default invoice email	
Reminder	Default invoice email reminder	
Invoice	Default invoice email 2	

Page 1 of 1

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}

[Save](#) [Back](#)

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:

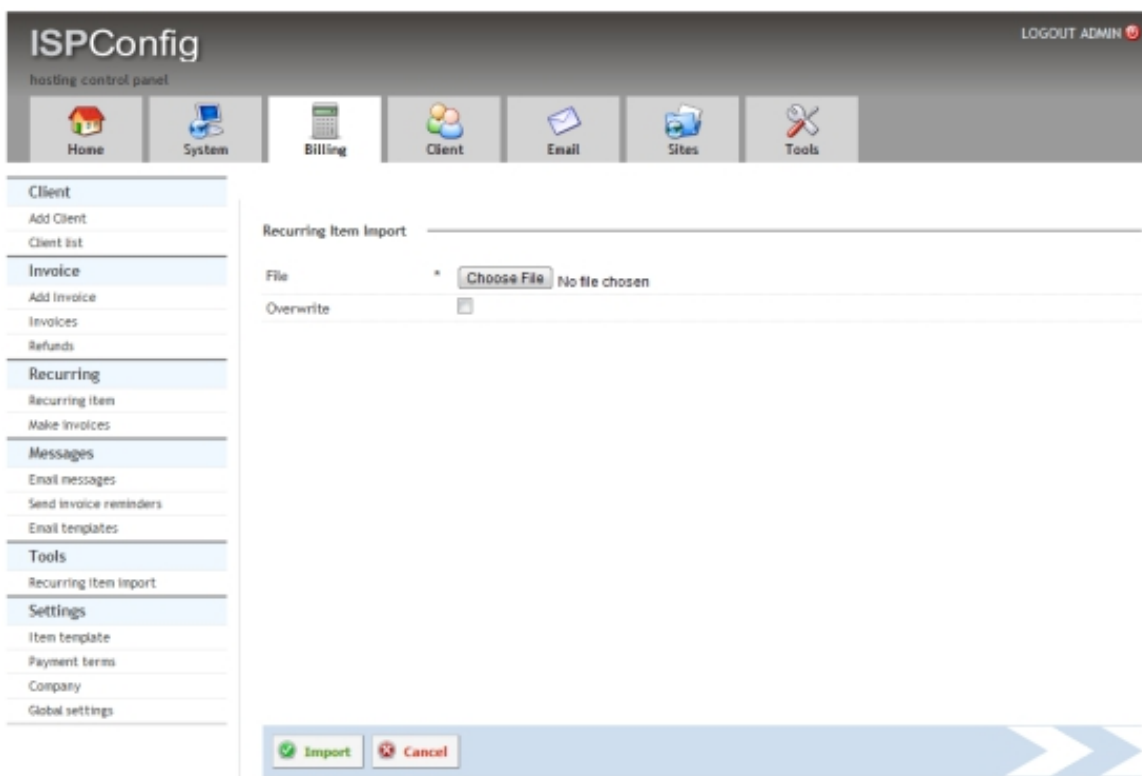
- Invoice number: `{INVOICE_NUMBER}`
- Name of the client: `{CONTACT_NAME}`
- Company name of the client: `{COMPANY_NAME}`
- Link to the payment page (see also chapter 9.1): `{INVOICE_PAY_LINK}`

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 screenshot displays the ISPConfig 3 web interface. At the top, the header includes the logo 'ISPConfig' and the text 'hosting control panel'. A navigation bar contains icons for Home, System, Billing, Client, Email, Sites, and Tools. The main content area is titled 'Recurring Item Import'. It features a 'File' input field with a 'Choose File' button and the text 'No file chosen'. Below this is an 'Overwrite' checkbox. At the bottom of the form, there are 'Import' and 'Cancel' buttons. A left sidebar contains a menu with categories: Client, Invoice, Recurring, Messages, Tools, and Settings. The 'Tools' category is currently selected, and 'Recurring Item Import' is highlighted within it.

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.

The screenshot shows the ISPConfig 3 web interface. The top navigation bar includes 'Home', 'System', 'Billing', 'Client', 'Email', 'Sites', and 'Tools'. The left sidebar menu is expanded to 'Settings', with 'Item template' selected. The main content area is titled 'Invoice item template' and contains a 'Tools' section with an 'Add new record' button. Below this is a table of existing item templates:

Type	Name	Price	VAT	
Recurring	Domain .com	12 USD	19 %	
Service	Linux Support	55 USD	19 %	

At the bottom of the table, there is a pagination indicator: 'Page 1 of 1'.

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

Invoice item template

Item

Type	Recurring ▾	
Name	Domain .com	
Description	Registration fee for domain {ITEMNAME} from {FROMDATE} to {TODATE} Variables: [ITEMNAME] [FROMDATE] [TODATE]	
Price	12.00	USD
VAT	19	%
Unit	Item ▾	
Recurring Months	12	
Connected with client template	-- None -- ▾ (applies only to recurring templates)	

Save Back

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 ISPConfig client template. This allows automatic billing of ISPConfig client templates using the Billing Module (optional, only for recurring items). If a client is assigned a new template in the ISPConfig 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.

The screenshot shows the ISPConfig web interface. The top navigation bar includes 'Home', 'System', 'Billing', 'Client', 'Email', 'Sites', and 'Tools'. The left sidebar menu is expanded to 'Settings', with 'Payment terms' selected. The main content area is titled 'Payment terms' and contains a 'Tools' section with an 'Add new record' button. Below this is a table of payment terms.

Name	Due (days)	Description	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
30 days net	30	Net 30 days	
15 d	15	15 days	
60 d	60	60 days	

Page 1 of 1

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

Payment terms

Payment term

Name	30 days net
Description	Net 30 days
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.

The screenshot displays the ISPConfig 3 Admin Panel. At the top, there's a navigation bar with icons for Home, System, Billing, Client, Email, Sites, and Tools. A sidebar on the left contains a menu with categories like Client, Invoice, Messages, Tools, and Settings. The main area is titled 'Company' and features a table with one row: 'Testcorp' and 'Jason Doe'. Above the table is an 'Add new record' button. The bottom of the table shows 'Page 1 of 1'.

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

Company

Address

Company name	Testcorp
Company name (short)	
Contact name	Jason Doe
Street	Mainstreet
Zip	12345
City	Testcity
State	Hamburg
Country	United States
Email	info@testcorp.tld
Internet	www.testcorp.tld
Telephone	01234-5678-0
Fax	01234-5678-9
Logo	ispconfig_logo.png
CEO name	Jason Doe
VAT ID	DE00000000
TAX no.	
Company register no.	HRB0000
Bank account no.	5793
Bank code	12345667
Bank name	Bankname
IBAN	12345
BIC / Swift	12345
Last invoice number	30
Invoice number prefix	RE2011
Last refund number	7
Refund number prefix	GS2011

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 short name 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.

8.4 Global Settings

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

Global billing settings

Settings	Payment gateways
Date format	<input type="text" value="Y-m-d"/>
Currency	<input type="text" value="USD"/>
Invoice directory (optional)	<input type="text"/>
Billing addon revision	<input type="text" value="REV-1"/>



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 server directory where the PDF invoices will be stored. Due to security reasons, this directory should not directly be accessible through a web server. If no directory is specified, the Billing Module uses the directory

`/usr/local/ispconfig/interface/invoices/`

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 Billing Module provides a payment page that clients can use to select a payment provider 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 Billing Module, 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:

ISPConfig
hosting control panel

Logout TESTCLIENT

Home Email Sites DNS Tools

Welcome testclient

Available Modules

Email Sites DNS Tools

Invoices

Invoice No.	Date	Amount	Status	
RE20110026	2011-05-09	14.28 EUR	Unpaid	
			[pay now]	
RE20110027	2011-05-09	14.28 EUR	Unpaid	
			[pay now]	
RE20110028	2011-05-09	14.28 EUR	Paid	
RE20110029	2011-05-09	14.28 EUR	Paid	
RE20110030	2011-05-09	79.73 EUR	Paid	

Account limits

Number of email domains	0 of Unlimited
Number of mailboxes	0 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	0 of Unlimited
Number of web subdomains	0 of Unlimited
Number of web aliasdomains	0 of Unlimited
Number of FTP users	0 of Unlimited

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