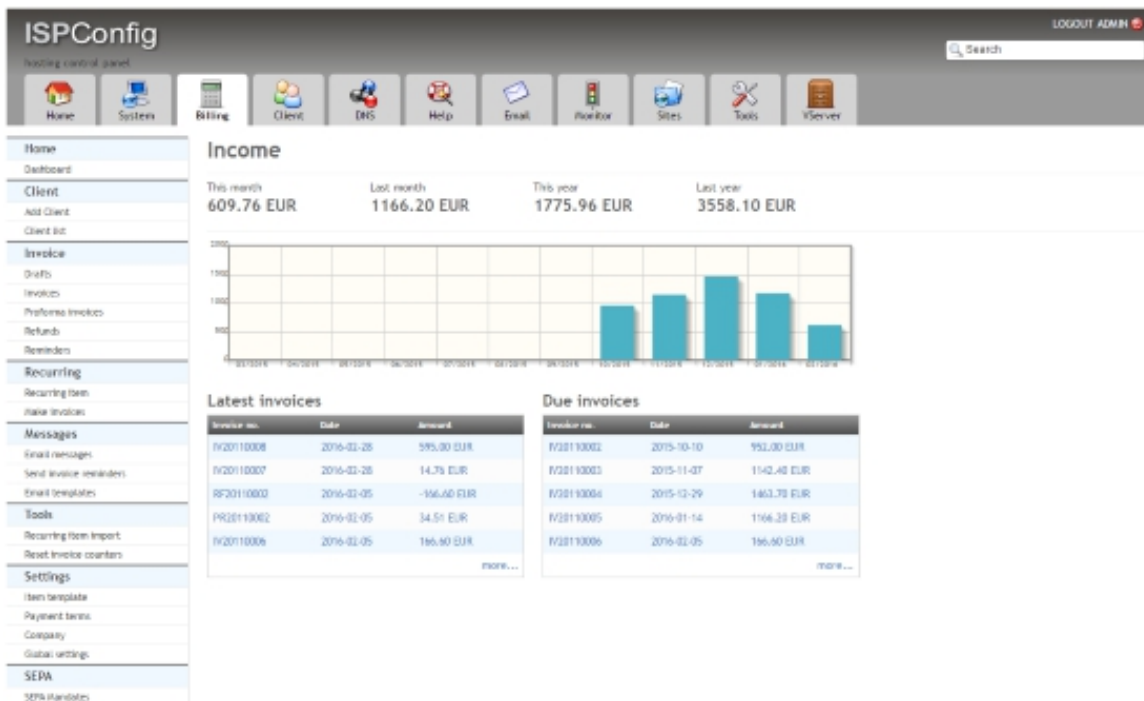**ISP**Config

Manual for the ISPConfig 3 Billing Module

Version 1.4 for ISPConfig 3.0.5.4
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Last edited on 04/05/2016

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.).

• Convert a proforma invoice into a regular invoice.

• Save invoices as PDF file.

• Creation of a credit note.

• Creation of proforma invoices.

• Sending invoices, proforma invoices and credit notes via email.

• Sending of 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 with 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.

- Support for SEPA debit.

- Management of SEPA Mandates.

- Management of Chargebacks.

- SEPA Debit export in XML format. This is the official SEPA XML format that can be imported by your bank or a banking software like star money business.

- Dashboard plugin to display invoices in the client login.

- Dashboard plugin that lets the client manage his address details.

- Dashboard plugin that shows all products and services bought by the client with option doe Up- Downgrade to other products, buy addon's and cancel products and services.

- External payment link landing page for automated payments from customers.

- Setting of default PDF template for companies.

- Email reminders for recurring products.

- Tool to reset invoice numbers.

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 > 3.0.5

• PHP > 5.3

• The PHP cURL extension must be installed.

Contents

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/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
```
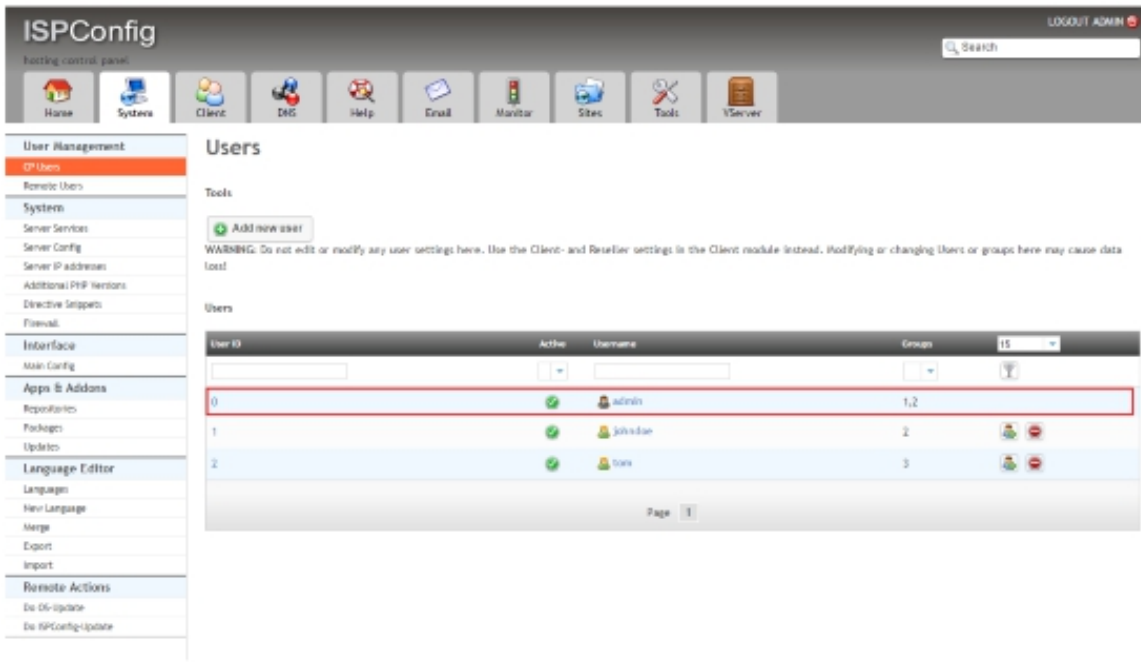
Change to the `billing` directory...

```
cd billing*
```

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

```
php install.php
```

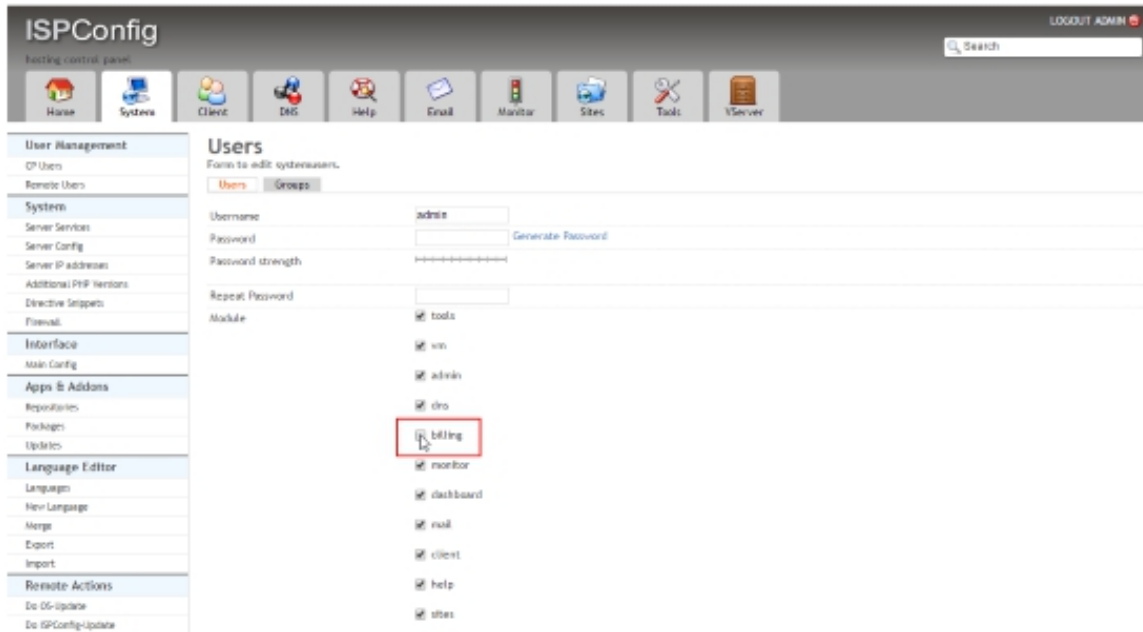The next few steps have to be performed in the ISPConfig control panel interface:

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.

When you added clients in ISPConfig before you installed the Billing Module, then go to Tools > Resync in ISPConfig, enable the checkbox "Resync Client records" and start the resync. This will import the existing clients into the Billing Module.
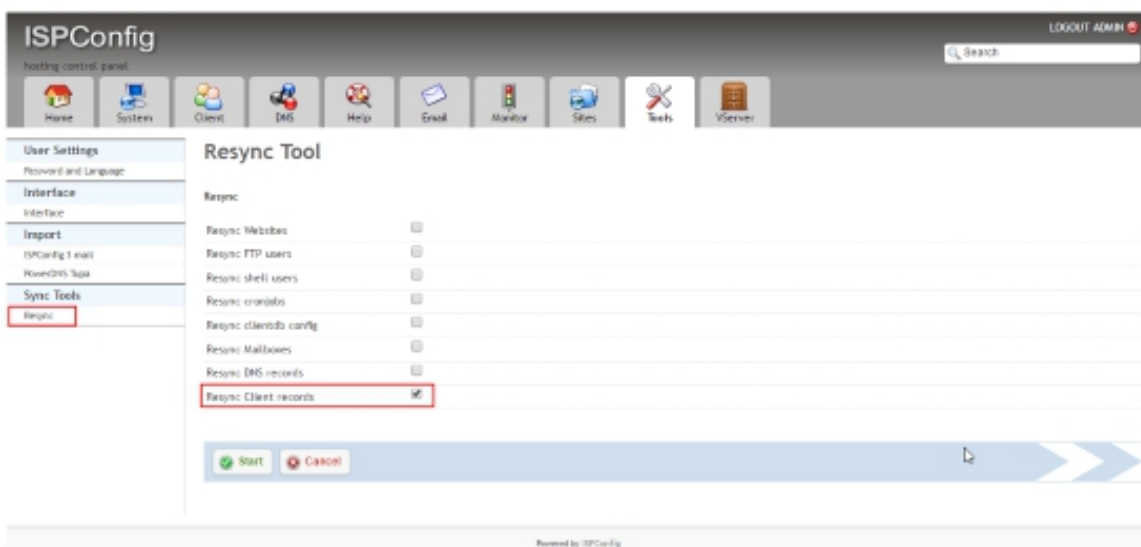
2.2 Update of the ISPConfig 3 Billing Module

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.
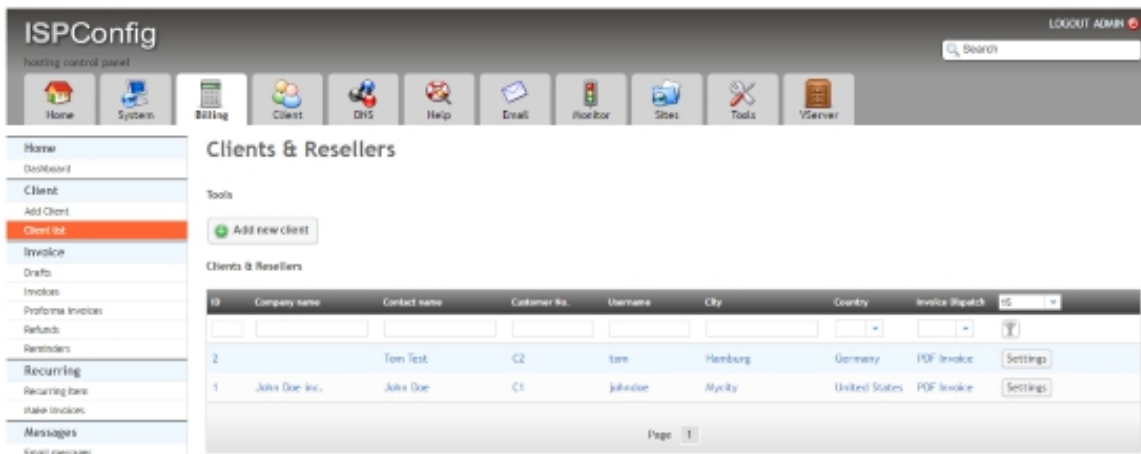
3.3 Billing preferences of the Client

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

Last invoice number: Here you will find the last used invoice number when you use customer specific invoice number groups.

Last refund number: Here you will find the last used refund number when you use customer specific refund number groups.

Last proforma number.: Here you will find the last used proforma number when you use customer specific proforma number groups.

Invoice Dispatch: Here you can set how the customer shall receive its invoice documents (PDF by Email, Printed Invoice, PDF by Email and Printed Invoice or no Invoice Dispatch).

SEPA- Mandate Reference: Here you can assign an SEPA Mandate Reference to the client. SEPA Mandates get created and managed under SEPA > SEPA Mandate. This is only required when you use the SEPA payment gateway.

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.

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	Tom Test (tom, C2)
Invoice no.	
Invoice Date	2016-03-03
Company name	
Contact name	Tom Test
Street	Test Street 55
ZIP	23456
City	Hamburg
State	
Country	Germany
Email	tom@tester.tld
VAT-ID	
Payment terms	15 tg
Payment gateway	None
Printed	☐
Sent	☐
Paid	☐
Reminded	☐
Refunded	☐
Payment Date	
(Internal) Notes ❓	
Invoice Annotation ❓	

[Save Draft] [Save & Finalize Invoice] [Add items] [Cancel]

Description of the input fields:

Type: The type determines whether it is an invoice, a proforma 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, the 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.

• **SEPA CORE:** The SEPA CORE mode for automatic SEPA Debit.

• **SEPA COR1:** The SEPA COR1 mode for automatic SEPA Debit.

• **SEPA B2B:** The SEPA B2B mode for automatic SEPA Debit.

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.

**Reminded:** Status field to mark the invoice as reminded.

Refunded: Status field to mark the invoice as refunded.

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.

Invoice Annotation: An annotation that is shown on the invoice PDF document.

Description of the buttons below the invoice form:
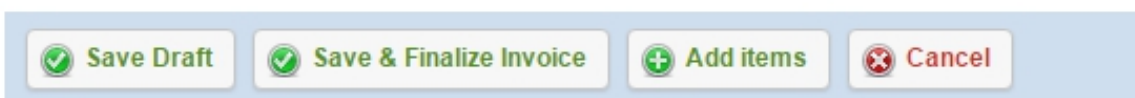
Save Draft: Saves the invoice as a draft. There is no invoice number assigned. The invoice

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.

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

Tab "Items" of the invoice form

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. Numbers get shown with 4 positions after decimal point to allow it to create rounded "inc. VAT) prices. In the invoice PDF, all prices are shown with 2 positions after the decimal point.

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

Email message

Message

Sender	test corp
Recipient	Tom Test (tom, C2, tom@tester.tld)
Template	Standard invoice email
Subject	Your invoice

Variables: {INVOICE_NUMBER}, {INVOICE_AMOUNT}, {INVOICE_CURRENCY}, {INVOICE_DATE}, {INVOICE_PAY_LINK} :: {CLIENT_SALUTATION}, {CLIENT_CONTACT_NAME}, {CLIENT_COMPANY_NAME}, {CLIENT_COMPANY_ID}, {CLIENT_CUSTOMER_NO}, {CLIENT_VAT_ID}, {CLIENT_STREET}, {CLIENT_ZIP}, {CLIENT_CITY}, {CLIENT_STATE}, {CLIENT_COUNTRY}, {CLIENT_TELEPHONE}, {CLIENT_MOBILE}, {CLIENT_FAX}, {CLIENT_EMAIL}, {CLIENT_INTERNET}, {CLIENT_ICQ}, {CLIENT_NOTES}, {CLIENT_BANKACCOUNT_OWNER}, {CLIENT_BANKACCOUNT_NO}, {CLIENT_BANK_CODE}, {CLIENT_BANK_NAME}, {CLIENT_BANKACCOUNT_IBAN}, {CLIENT_BANKACCOUNT_SWIFT} :: {ISSUER_COMPANY_NAME}, {ISSUER_COMPANY_NAME_SHORT}, {ISSUER_CONTACT_NAME}, {ISSUER_CEO_NAME}, {ISSUER_VAT_ID}, {ISSUER_TAX_ID}, {ISSUER_COMPANY_REGISTER}, {ISSUER_STREET}, {ISSUER_ZIP}, {ISSUER_CITY}, {ISSUER_STATE}, {ISSUER_COUNTRY}, {ISSUER_TELEPHONE}, {ISSUER_FAX}, {ISSUER_EMAIL}, {ISSUER_INTERNET}, {ISSUER_BANKACCOUNT_OWNER}, {ISSUER_BANKACCOUNT_NO}, {ISSUER_BANK_CODE}, {ISSUER_BANK_NAME}, {ISSUER_BANKACCOUNT_IBAN}, {ISSUER_BANKACCOUNT_SWIFT}, {ISSUER_CREDITOR_ID}

Message	Please find attached your invoice. Best Regards your hosting company

Variables: {INVOICE_NUMBER}, {INVOICE_AMOUNT}, {INVOICE_CURRENCY}, {INVOICE_DATE}, {INVOICE_PAY_LINK} :: {CLIENT_SALUTATION}, {CLIENT_CONTACT_NAME}, {CLIENT_COMPANY_NAME}, {CLIENT_COMPANY_ID}, {CLIENT_CUSTOMER_NO}, {CLIENT_STREET}, {CLIENT_ZIP}, {CLIENT_CITY}, {CLIENT_STATE}, {CLIENT_COUNTRY}, {CLIENT_TELEPHONE}, {CLIENT_MOBILE}, {CLIENT_FAX}, {CLIENT_EMAIL}, {CLIENT_INTERNET}, {CLIENT_ICQ}, {CLIENT_NOTES}, {CLIENT_BANKACCOUNT_OWNER}, {CLIENT_BANKACCOUNT_NO}, {CLIENT_BANK_CODE}, {CLIENT_BANK_NAME}, {CLIENT_BANKACCOUNT_IBAN}, {CLIENT_BANKACCOUNT_SWIFT} :: {ISSUER_COMPANY_NAME}, {ISSUER_COMPANY_NAME_SHORT}, {ISSUER_CONTACT_NAME}, {ISSUER_CEO_NAME}, {ISSUER_VAT_ID}, {ISSUER_TAX_ID}, {ISSUER_COMPANY_REGISTER}, {ISSUER_STREET}, {ISSUER_ZIP}, {ISSUER_CITY}, {ISSUER_STATE}, {ISSUER_COUNTRY}, {ISSUER_TELEPHONE}, {ISSUER_FAX}, {ISSUER_EMAIL}, {ISSUER_INTERNET}, {ISSUER_BANKACCOUNT_OWNER}, {ISSUER_BANKACCOUNT_NO}, {ISSUER_BANK_CODE}, {ISSUER_BANK_NAME}, {ISSUER_BANKACCOUNT_IBAN}, {ISSUER_BANKACCOUNT_SWIFT}, {ISSUER_CREDITOR_ID}

Type	Invoice
Date	2016-03-03
Attachment	Invoice No. IV20110009
Status	draft

☑ Send Email   ☑ Save Draft   ☒ Cancel

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 PDF file.

The blue marked variables can be used in the subject and message text of the email. This is especially useful for email templates.

If you save the message as a draft, you can call it again at a later date by 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.

IV20110009	2016-03-03	Tom Test (tom, C2)		9.5200 EUR	No	Yes	No	No	No	PDF Invoice	→

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

Select a invoice action

Send PDF file by email	○	Standard invoice email ▾
Send invoice reminder	○	
Got chargeback	○	
Duplicate invoice	●	
Refund invoice	○	

[✓ Next] [✗ Cancel]

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.

IV20110009	2016-03-03	Tom Test (tom, C2)		9.5200 EUR	No	Yes	No	No	No	PDF Invoice	➡ 🗎

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

Select a invoice action

Send PDF file by email	○	Standard invoice email ▾
Send invoice reminder	○	
Got chargeback	○	
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.

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

An invoice reminder gets created as a draft, based on this invoice. The reminder can be edited before sending like an invoice. Reminders can be viewed and edited trough the menu point "Reminders" in the menu on the left side.

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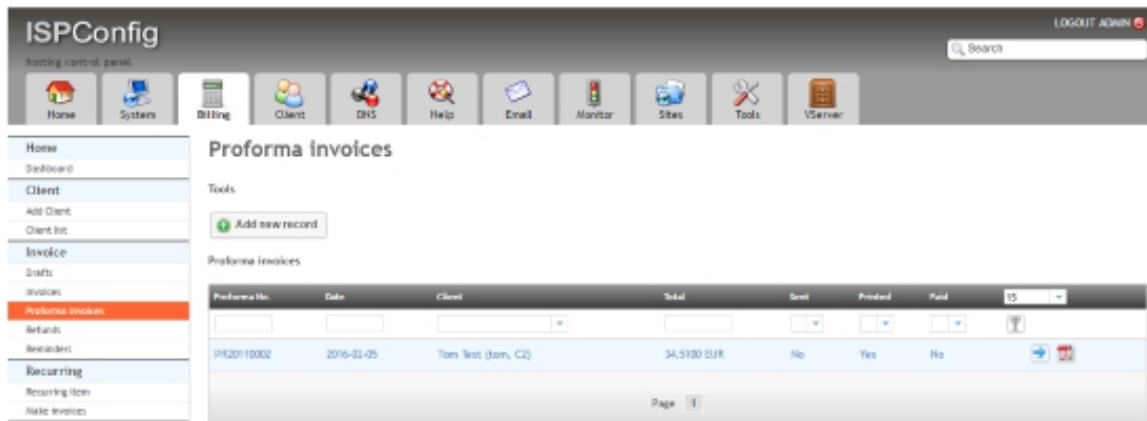
A proforma invoice can be converted to a regular invoice by clicking on the action menu in the proforma invoice list:

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

4.4 Refunds / Credits

Clicking the menu item `Refunds` opens the list of created refunds/credits.
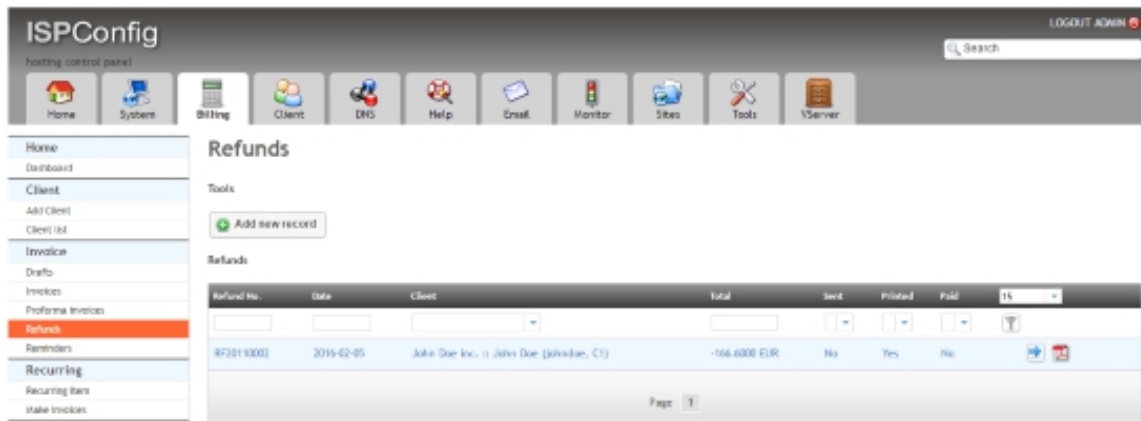
Through the button `Add new record` a new refund/credit is created. Editing the refund/credit is done in the invoice editor as described in Chapter 4.2.1. The type of invoice is `Refund`.

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

4.5 Reminders

Clicking the menu item `Reminders` opens the list of created Reminders. Reminders get created trough the action button in the invoice list, see chapter 4.2.5.
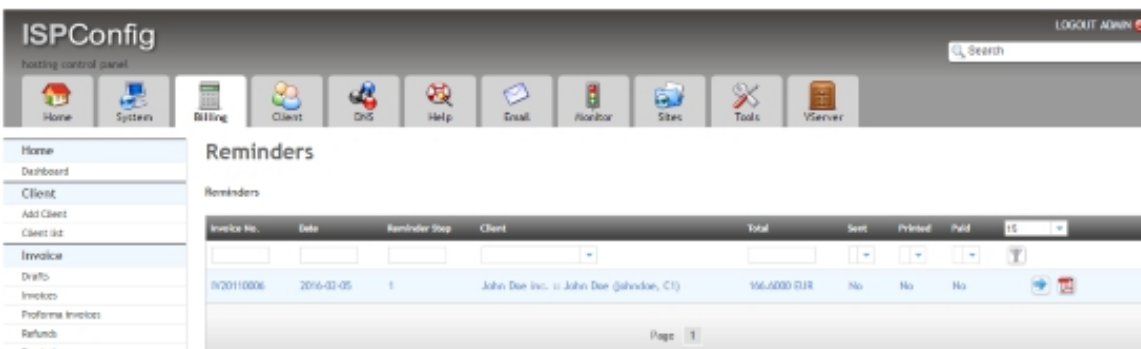
5 Subscriptions

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	test corp
Client	John Doe inc. :: John Doe (johndoe, C1)
Parent item	
Item template	- no template -
Item (name)	john-doe-inc.tld
Description	Registration of the Domain {ITEMNAME} from {FROMDATE} until {TODATE}. Variables: {ITEMNAME} {FROMDATE} {TODATE}
Quantity	1
Price (net)	6.2000 EUR
One-time Setup Fee (net)	0.0000 EUR
VAT	19.0000 %
Recurs every	12 months
Pay in advance	✔
Type	Domain
Next payment	2017-02-05 (yyyy-mm-dd)
Start date	2016-02-05 (yyyy-mm-dd)
End date	(yyyy-mm-dd)
Cancellation Period	0 days
Send email reminder	❔ days
Active	✔

✅ Save   ❌ Cancel

Company: Company, through which the item is billed.

Client: Client, which the item is assigned to.

Parent Item: If this item is a sub-item of another Item (e.g this is a domain that belongs to a website), then you can define that relationship here. The relationship is used to cancel sub items automatically when the parent item gets canceled.

Item template: By selecting an item template 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).

One-time Setup Fee (net): Here you can set a one Time setup fee for this item. This fee gets charged once when the item is invoiced the first time.

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.

Cancellation Period: The cancellation period of this item in days. The cancellation period is used to display the next possible cancellation date to the client in the product dashboard.

Send email reminder: This function can be used to remind a customer upfront to a renewal. The value is in days. If you like to send several reminders, then separate the days by comma. E.g. "7,14" will send a reminder 14 days and a second one 7 days before the item renews.

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	2016-03-03 (yyyy-mm-dd)
Send invoices by email	☑ Standard invoice email ▾
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 the `Start` button. No invoices will be saved or shipped.

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

Create recurring invoices

Until date	2016-03-03	(yyyy-mm-dd)
Send invoices by email	☑	Standard invoice email ▾
Finalize invoices	☑	
Create proforma invoices	☐	
Dry run	☐	

Dry run...

Added item john-doe-inc.tld of type domain to the invoice draft #10.
Finalized the invoice draft #10.
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 ISPConfig Billing Module.

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

Email message

Message

Sender	test corp	▼
Recipient	Tom Test (tom, C2, tom@tester.tld)	▼
Template	- No template -	▼

Subject

Variables: [INVOICE_NUMBER], [INVOICE_AMOUNT], [INVOICE_CURRENCY], [INVOICE_DATE], [INVOICE_PAY_LINK] :: [CLIENT_SALUTATION], [CLIENT_CONTACT_NAME], [CLIENT_COMPANY_NAME], [CLIENT_COMPANY_ID], [CLIENT_CUSTOMER_NO], [CLIENT_VAT_ID], [CLIENT_STREET], [CLIENT_ZIP], [CLIENT_CITY], [CLIENT_STATE], [CLIENT_COUNTRY], [CLIENT_TELEPHONE], [CLIENT_MOBILE], [CLIENT_FAX], [CLIENT_EMAIL], [CLIENT_INTERNET], [CLIENT_ICQ], [CLIENT_NOTES], [CLIENT_BANKACCOUNT_OWNER], [CLIENT_BANKACCOUNT_NO], [CLIENT_BANK_CODE], [CLIENT_BANK_NAME], [CLIENT_BANKACCOUNT_IBAN], [CLIENT_BANKACCOUNT_SWIFT] :: [ISSUER_COMPANY_NAME], [ISSUER_COMPANY_NAME_SHORT], [ISSUER_CONTACT_NAME], [ISSUER_CEO_NAME], [ISSUER_VAT_ID], [ISSUER_TAX_ID], [ISSUER_COMPANY_REGISTER], [ISSUER_STREET], [ISSUER_ZIP], [ISSUER_CITY], [ISSUER_STATE], [ISSUER_COUNTRY], [ISSUER_TELEPHONE], [ISSUER_FAX], [ISSUER_EMAIL], [ISSUER_INTERNET], [ISSUER_BANKACCOUNT_OWNER], [ISSUER_BANKACCOUNT_NO], [ISSUER_BANK_CODE], [ISSUER_BANK_NAME], [ISSUER_BANKACCOUNT_IBAN], [ISSUER_BANKACCOUNT_SWIFT], [ISSUER_CREDITOR_ID]

Message

Variables: [INVOICE_NUMBER], [INVOICE_AMOUNT], [INVOICE_CURRENCY], [INVOICE_DATE], [INVOICE_PAY_LINK] :: [CLIENT_SALUTATION], [CLIENT_CONTACT_NAME], [CLIENT_COMPANY_NAME], [CLIENT_COMPANY_ID], [CLIENT_CUSTOMER_NO], [CLIENT_VAT_ID], [CLIENT_STREET], [CLIENT_ZIP], [CLIENT_CITY], [CLIENT_STATE], [CLIENT_COUNTRY], [CLIENT_TELEPHONE], [CLIENT_MOBILE], [CLIENT_FAX], [CLIENT_EMAIL], [CLIENT_INTERNET], [CLIENT_ICQ], [CLIENT_NOTES], [CLIENT_BANKACCOUNT_OWNER], [CLIENT_BANKACCOUNT_NO], [CLIENT_BANK_CODE], [CLIENT_BANK_NAME], [CLIENT_BANKACCOUNT_IBAN], [CLIENT_BANKACCOUNT_SWIFT] :: [ISSUER_COMPANY_NAME], [ISSUER_COMPANY_NAME_SHORT], [ISSUER_CONTACT_NAME], [ISSUER_CEO_NAME], [ISSUER_VAT_ID], [ISSUER_TAX_ID], [ISSUER_COMPANY_REGISTER], [ISSUER_STREET], [ISSUER_ZIP], [ISSUER_CITY], [ISSUER_STATE], [ISSUER_COUNTRY], [ISSUER_TELEPHONE], [ISSUER_FAX], [ISSUER_EMAIL], [ISSUER_INTERNET], [ISSUER_BANKACCOUNT_OWNER], [ISSUER_BANKACCOUNT_NO], [ISSUER_BANK_CODE], [ISSUER_BANK_NAME], [ISSUER_BANKACCOUNT_IBAN], [ISSUER_BANKACCOUNT_SWIFT], [ISSUER_CREDITOR_ID]

Type	other
Date	2016-03-03
Status	draft

[Send Email] [Save Draft] [Cancel] >>

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.

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.

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

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.
- *Chargeback*: Template for chargebacks.
- *Other*: Template for other emails.

Template name: Name of the template.

Subject: Subject of the email. Available placeholders are listed below the subject field, click on a placeholder to insert it into the subject line.
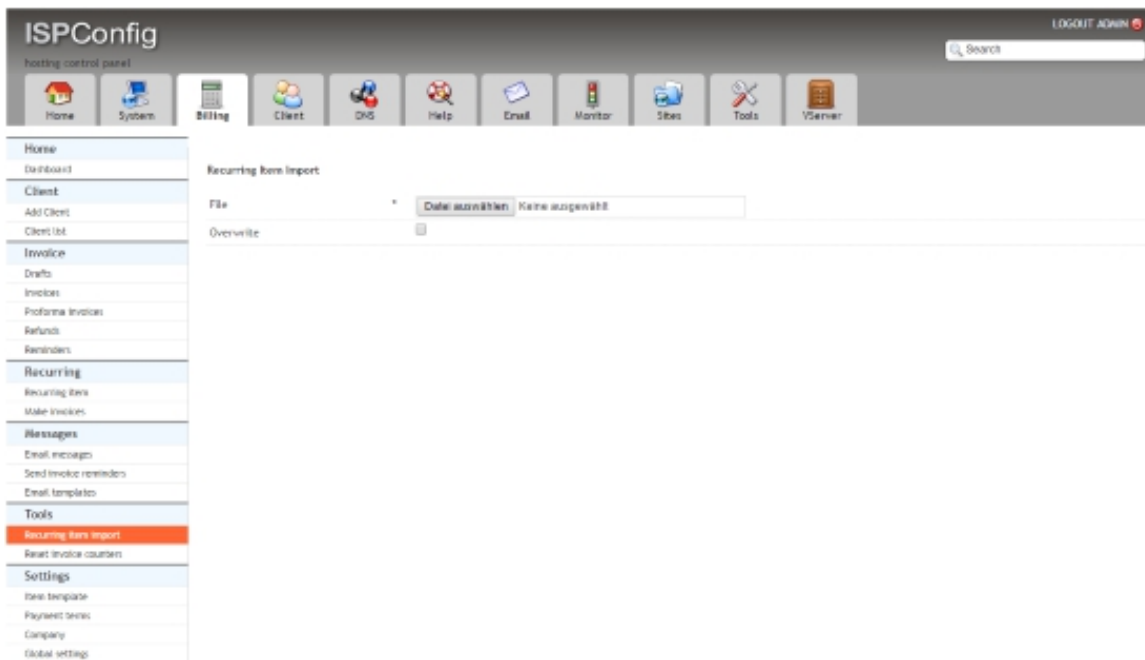
Message: Message text. Available placeholders are listed below the message text field, click on a placeholder to insert it into the message text.

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.

7.2 Reset invoice counters

This function is used to reset all customer invoice counters (e.g. when you like to start with invoice number 1 at the beginning of each year).
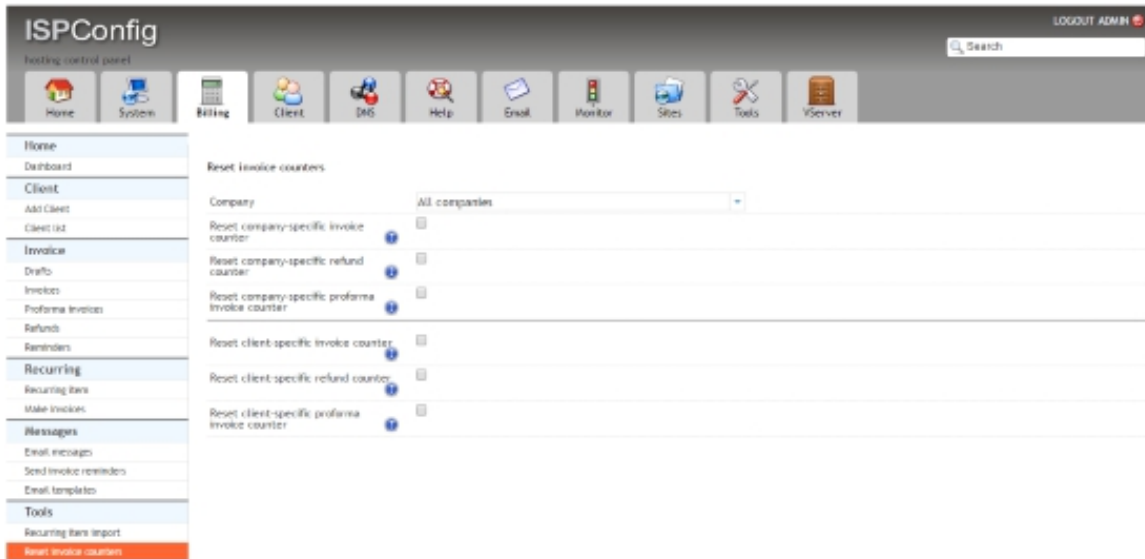
8 Settings

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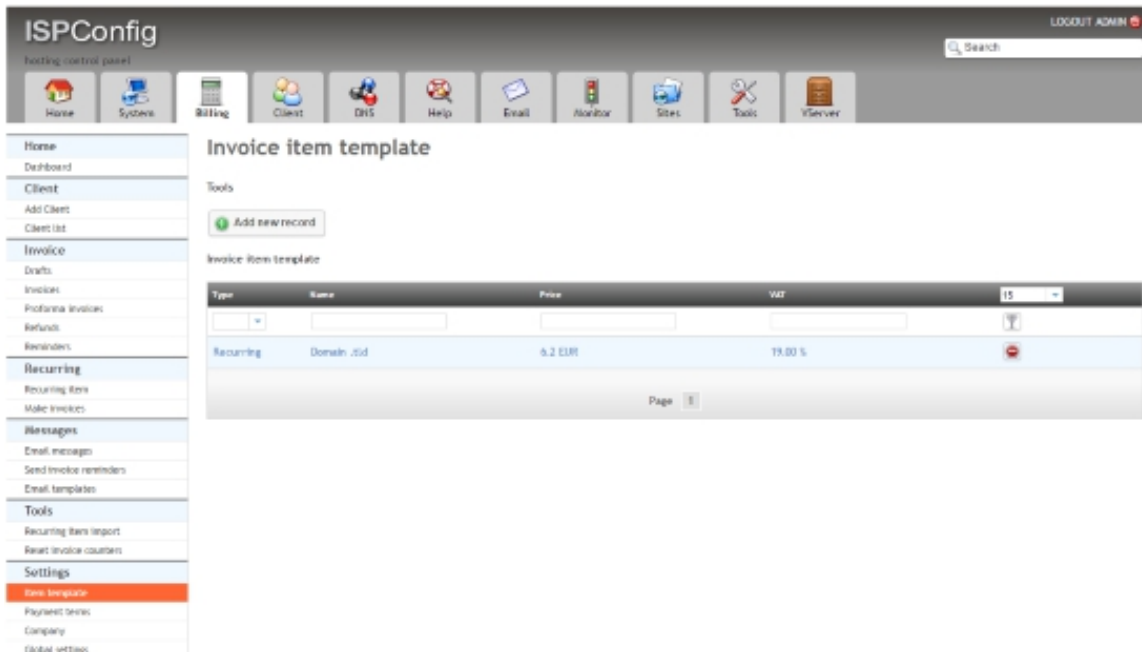
To create a new item template, click on `Add new record`.

Invoice item template

| Item | Shop |

Type	Recurring
Name	Domain .td
Description	Registration fee for the domain {ITEMNAME} from {FROMDATE} until {TODATE}

Variables: {ITEMNAME} {FROMDATE} {TODATE}

Price (net)	6.2000	EUR
One-time Setup Fee (net)	0.0000	EUR
VAT	19.0000	%
Unit	Item
Recurring Months	12
Cancellation Period	30	days
Connected with client template	-- None --	(applies only to recurring templates)

Description of the Input Fields:

Type: The type describes the type of the template.

- *Recurring*: 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).

One-time Setup Fee (net): The one-time setup fee that shall be charged on first invoice run of an recurring item.

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.

Cancellation Period: The cancellation period of this item.

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`.

On the **Shop** tab you will find the settings to show the invoice item template as an article on the ISPConfig client dashboard. There the client can buy this item directly from within his ISPConfig login.

Description of the Input Fields:

Offer in shop: The article is visible in the shop dashlet on the client desktop in iSPConfig when this checkbox is enabled.

Standalone product: This option has to be enabled when the articles does not depend on other articles.

Addon: When this checkbox is active, then the article is an add-on of another article.

Up-/Downgrade possible?: This option describes if an Up- or Downgrade is possible with this article.

Custom Input Fields: Here you can add additional input fields for an article. The input fields will show up in the shopping cart in the client login when this article is purchased. The details that the client enters into the fields get send to the administrator as part of the order email.

8.2 Terms of Payment

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

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

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.
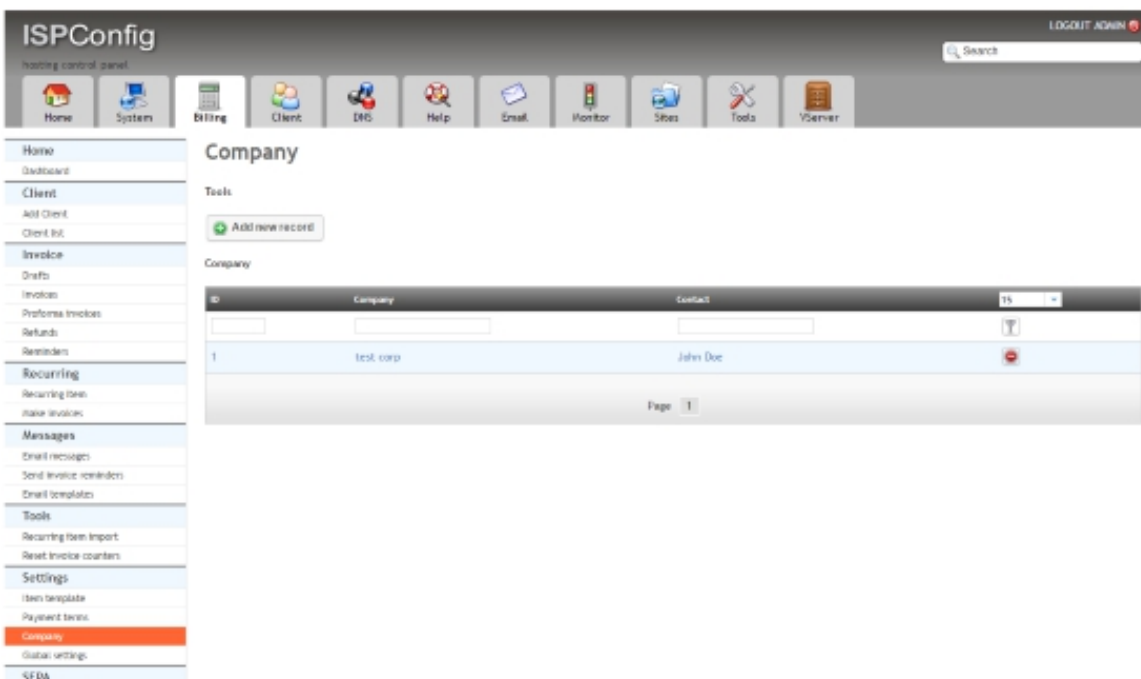
Invoice Explanation: An extended description text that appears at the end of the invoice.

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`.

Email Template: The email template that is used to send invoices with these payment terms when using the automatic invoice sending feature.

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.

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

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.

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.

Create reminder PDF: This option enables the function to create reminders as PDF file.

Reminder steps: The number of reminder steps that you want to use.

Reminder fee: The reminder fee that the clients get charged.

Reminder fee from step: Charge the reminder fee beginning from the step that is defined here.

Reminder payment terms: The payment terms that get applied to all payment reminder steps except the last one.

Last reminder payment terms: Payment terms of the final reminder step.

Chargeback fee: The chargeback fee that the client gets charged in case of a chargeback.

Chargeback payment terms: Payment terms for the chargeback fee.

Send invoices using this sender name: The sender name that is used for the invoice emails.

Send invoices using this sender email address: The email address that is used for the

invoice emails.

Send invoices per BCC to this email address: Send outgoing emails by BCC to this address.

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	Cron Settings for Recurring Invoices

Currency	EUR
Invoice directory (optional)	
Show gross prices in Invoice item list (incl. VAT)	☐
Billing addon revision	REV-16

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/*

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.

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.

SEPA Collection days: Here you can find the detailed settings for the different SEPA modes. The field contains the number of days that the money shall be collected from client after the invoice date.

Remind clients of signing their SEPA mandate (in the dashboard and per email): A SEPA mandate requires in Germany that the Mandate gets signed by the client and returned to you. This setting allows you to enable an automatic email reminder until he has returned the signed SEPA mandate.

Send mandate reminder every x days: The reminder interval for the SEPA reminder in days.

Subject of the mandate reminder: The email subject of the reminder email.

Message of the mandate reminder: The email message text of the reminder.

Global billing settings

Settings	Payment gateways	Cron Settings for Recurring Invoices

Send invoices by email	☑
Select template	Standard invoice email ▾
Finalize invoices	☑
Create proforma invoices	☐
Dry run	☐
Active	☐

The Billing Module is able to create invoices automatically with a nightly cronjob, it's the same function, just automated, that you can find under Recurring > Make invoices. The details of this cronjob can be configured here.

Send invoices by email: The newly created invoices will be sent to the client automatically by email when this option is set. This can be overridden for each client in client settings.

Select Template: Select the email template that shell be used for the invoice emails

Create proforma invoices: Invoices will be created as proforma invoices when this option is enabled.

Dry run: The system will perform a dry run, no invoices will be created.

Active: This option enables the automatic invoice cronjob.

9 SEPA

9.1 SEPA-Mandate

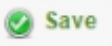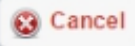A SEPA Mandate is the written permission by the client to charge him by SEPA.

At the menu SEPA > SEPA-Mandate you can find a list of all existing SEPA mandates. A new Mandate can be added by clicking on "Add new record".

SEPA Mandate

Mandate	
Company	test corp
Client	John Doe inc. :: John Doe (johndoe, C1)
Mandate Reference	k12345-1
Signature Date	2016-02-06 (yyyy-mm-dd)
Typy	SEPA CORE Direct Debit
Type of Payment	recurring
Signed	☐
Active	☑

[✓ Save] [✗ Cancel]

Company: Select the company that shall receive the payments.

Client: The client that shall be charged.

Mandate Reference: The Mandate Reference is a unique number or list of chars that is used to identify this Mandate. You can freely set this Reference or e.g. use the client number of this client. The Mandate Reference will be used in all SEPA transactions to identify the Mandate.

Signature Date: The date when the Mandate was signed.

Type: The SEPA Debit type that this Mandate is valid for.

Type of Payment: Here you can select if the mandate is a one-time or recurring payment.

Signed: This option has to be set as soon as you received the signed Mandate back from your client. This option will also disable the Mandate reminder for this client.

Active: Here you can deactivate a Mandate.

9.2 SEPA XML-Export

This menu option is used to create SEPA exports in XML format. These XML files can be used by your ban to import the SEPA debit transactions. These files can also be imported into online banking programs like Starmoney Business or Sfirm. The SEPA exports get created automatically when you add an SEPA invoice with the invoice editor or when you do a

recurring invoice run.

Click on the Spreadsheet icon in the list to download the SEPA XML file.

The SEPA XML export can be edited by clicking on the item in the list. The fields are already populated. Here you can exclude invoices from being debited by unchecking the checkbox in front of the invoice record.

Company: The company that created the invoices.

Invoice Date: The creation date of the invoices.

Type: The SEPA type of the invoices that are included in this export.

Type of payment: The payment type can be first or recurring.

Name of the export: Every export has a unique name that is generated automatically.

Invoices: List of invoices that get charged by this export.

Submitted to bank: Here you can mark an export as submitted to your bank.

10 Advanced Options

10.1 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
<?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, $fields_string );
// Uncomment the following option if you use a self signed ssl certificate
// curl_setopt($ch, CURLOPT_SSL_VERIFYPEER, false);

//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.
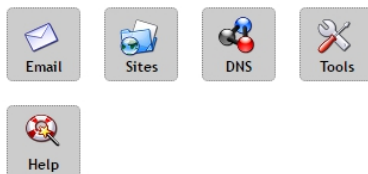
10.2 Dashboard Plugins

The ISPConfig Billing Module provides 3 dashboard plugins which can be activated on the client dashboard. The dashlets can be activated under System > Interface > Main config.

Rechnungen

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

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.

My Data

The client can view and alter his address details with the My data dashlet.

My Data

Company name	John Doe inc.
Contact name	John Doe
Street	Mainstreet 12
ZIP	12345
City	Mycity
	[Edit]

The "Edit" link opens the user detail form.

My Data

Address

Company name	John Doe inc.
Title	
Contact name*	John Doe
Customer No.	C1
Street	Mainstreet 12
ZIP	12345
City	Mycity
State	
Country	United States
Telephone	
Mobile	
Fax	
Email	john@john-doe-inc.tld
Internet	http://
ICQ	
VAT ID	
Company/Entrepreneur ID	
Bank account owner	
Bank account no.	
Bank code	
Bank name	
IBAN	
BIC / Swift	
PayPal Email	
Notes	

My Products

The dashlet "My products" shows the active products of the client. A product that is listed here can be found in the list of the recurring items in the billing module.

My Products

Name	Price	Next Invoice	
john-doe-inc.tld	7.38 EUR	2016-02-05	[Edit]

A click on the Edit link opens the detail view which allows product up- and downgrades and ordering of addons and the cancellation of products.

Product

Product Details	Up-/Downgrade	Addons	Cancellation

Item (name)	john-doe-inc.tld
Quantity	1
Price	6.20 EUR
One-time Setup Fee	0.00 EUR
VAT	19.00 %
Recurs every	12 months
Type	domain
Next payment	2016-02-05
Start date	2016-02-05

⊘ Back