

iSocietyManager

Guide for iSocietyManager
Bill Module

Bill Manual



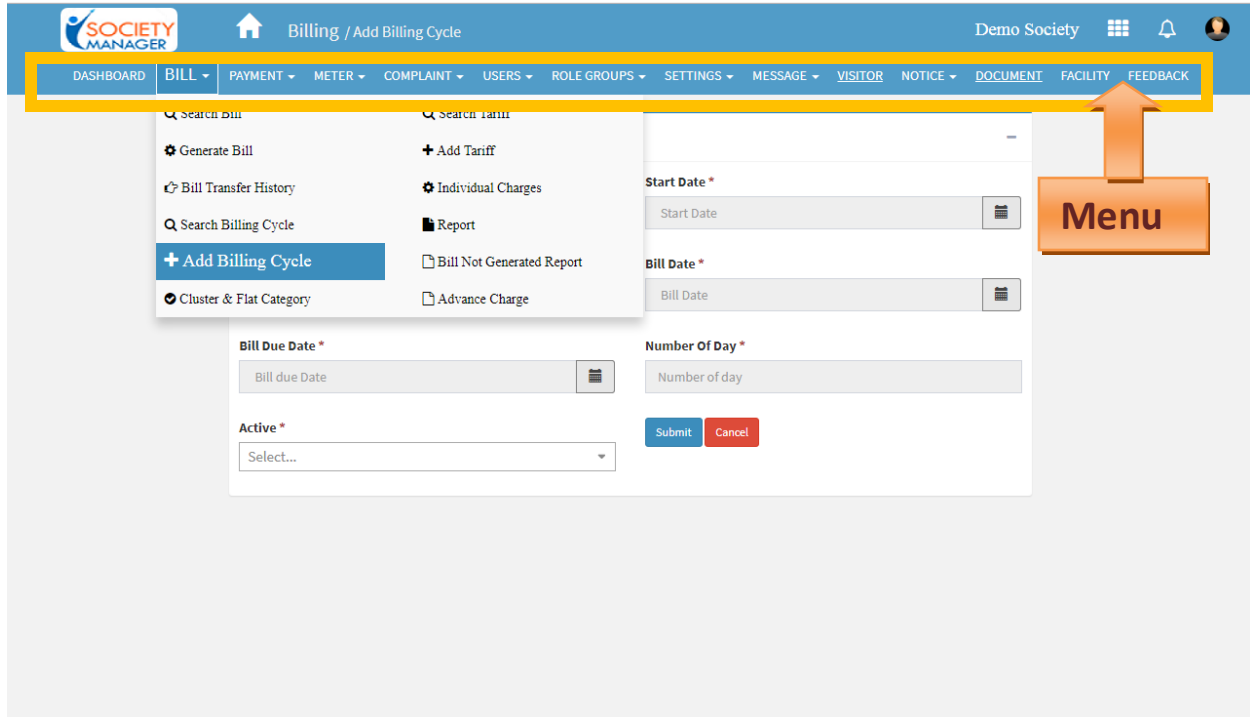
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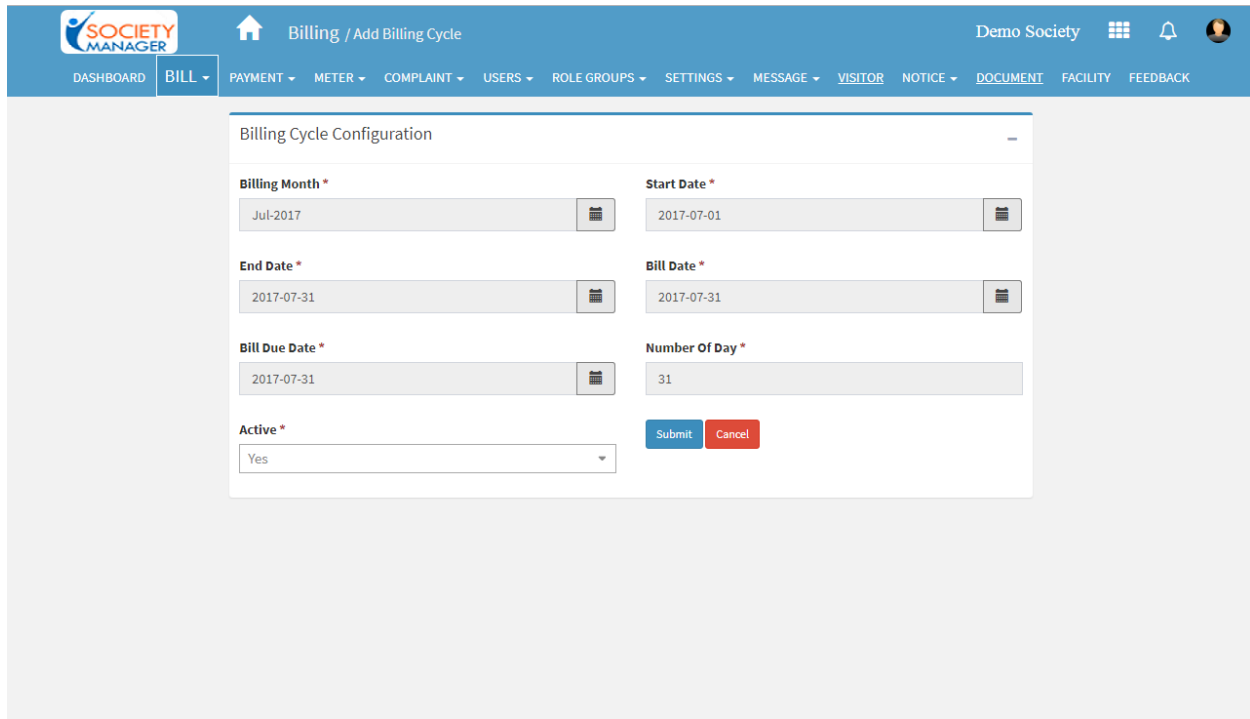
1. Bill

A. Add Billing Cycle.

Menu ->Bill ->Add Billing Cycle



Details for billing cycle are filled and submitted to add billing cycle, billing cycle is used at the time of bill generation. If billing cycle is activated we can generate the bill for that cycle. Refer below image for reference.



B. Search Billing Cycle.

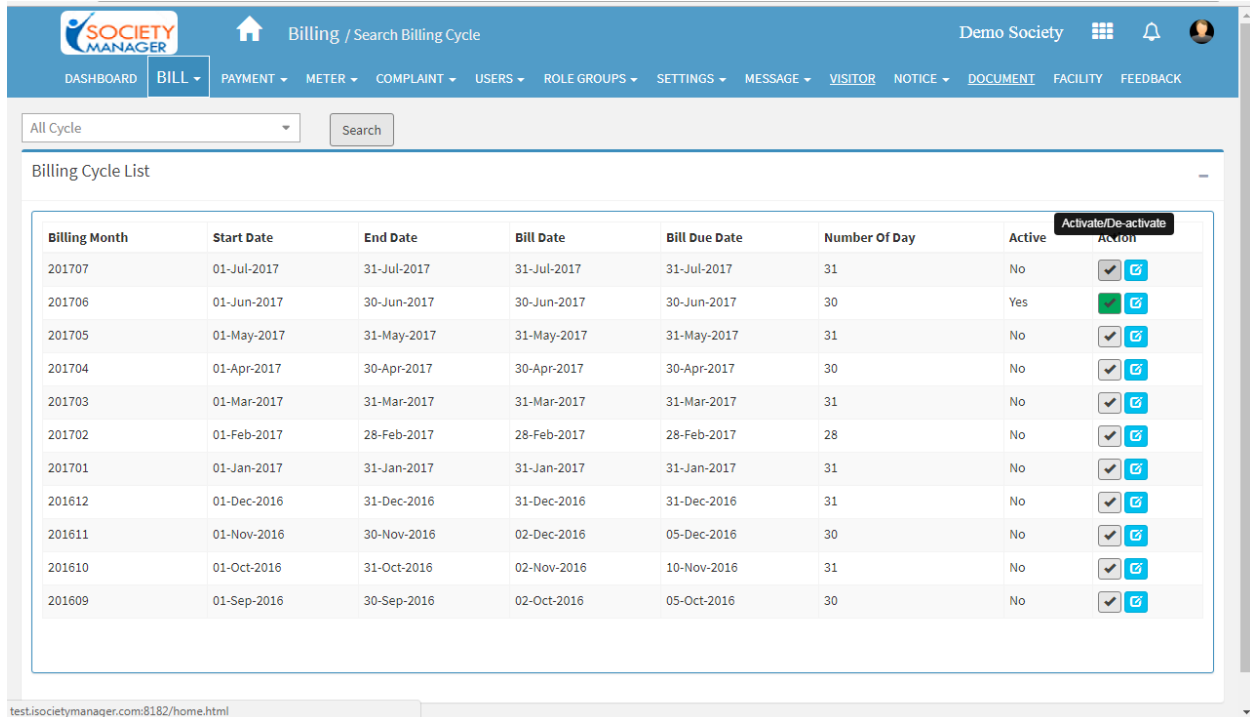
All the billing cycle in system can be seen and activated according to use.

Menu -> Bill -> Search Billing Cycle

Now from Dropdown on page select **All Cycle**

We can activate or deactivate a cycle by clicking the *check icon*, we can also edit the billing cycle.

Refer below image for reference



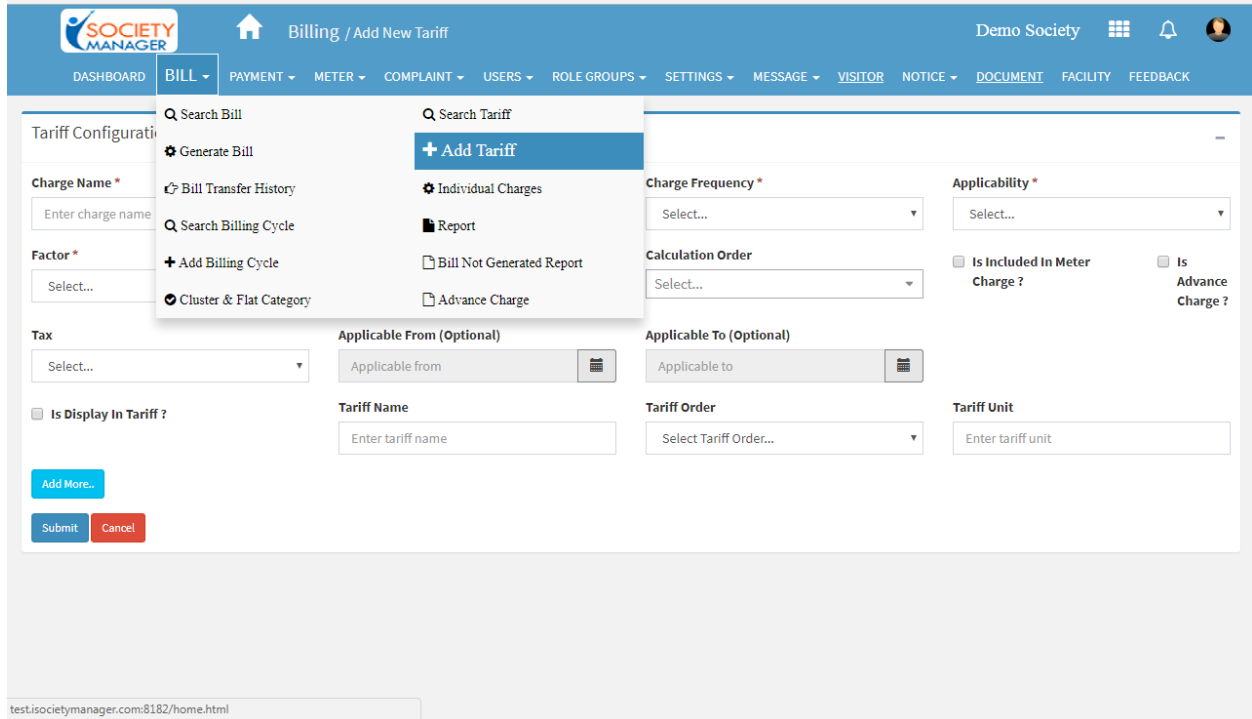
Billing Month	Start Date	End Date	Bill Date	Bill Due Date	Number Of Day	Active	Activate/De-activate
201707	01-Jul-2017	31-Jul-2017	31-Jul-2017	31-Jul-2017	31	No	<input type="checkbox"/>
201706	01-Jun-2017	30-Jun-2017	30-Jun-2017	30-Jun-2017	30	Yes	<input checked="" type="checkbox"/>
201705	01-May-2017	31-May-2017	31-May-2017	31-May-2017	31	No	<input type="checkbox"/>
201704	01-Apr-2017	30-Apr-2017	30-Apr-2017	30-Apr-2017	30	No	<input type="checkbox"/>
201703	01-Mar-2017	31-Mar-2017	31-Mar-2017	31-Mar-2017	31	No	<input type="checkbox"/>
201702	01-Feb-2017	28-Feb-2017	28-Feb-2017	28-Feb-2017	28	No	<input type="checkbox"/>
201701	01-Jan-2017	31-Jan-2017	31-Jan-2017	31-Jan-2017	31	No	<input type="checkbox"/>
201612	01-Dec-2016	31-Dec-2016	31-Dec-2016	31-Dec-2016	31	No	<input type="checkbox"/>
201611	01-Nov-2016	30-Nov-2016	02-Dec-2016	05-Dec-2016	30	No	<input type="checkbox"/>
201610	01-Oct-2016	31-Oct-2016	02-Nov-2016	10-Nov-2016	31	No	<input type="checkbox"/>
201609	01-Sep-2016	30-Sep-2016	02-Oct-2016	05-Oct-2016	30	No	<input type="checkbox"/>

2. Tariff

Tariff can be added, updated or applied according to rules like charges per cycle, day wise. Different applicability of charge can be configured according to flat category.

Menu -> Bill -> Add Tariff

For reference see below images



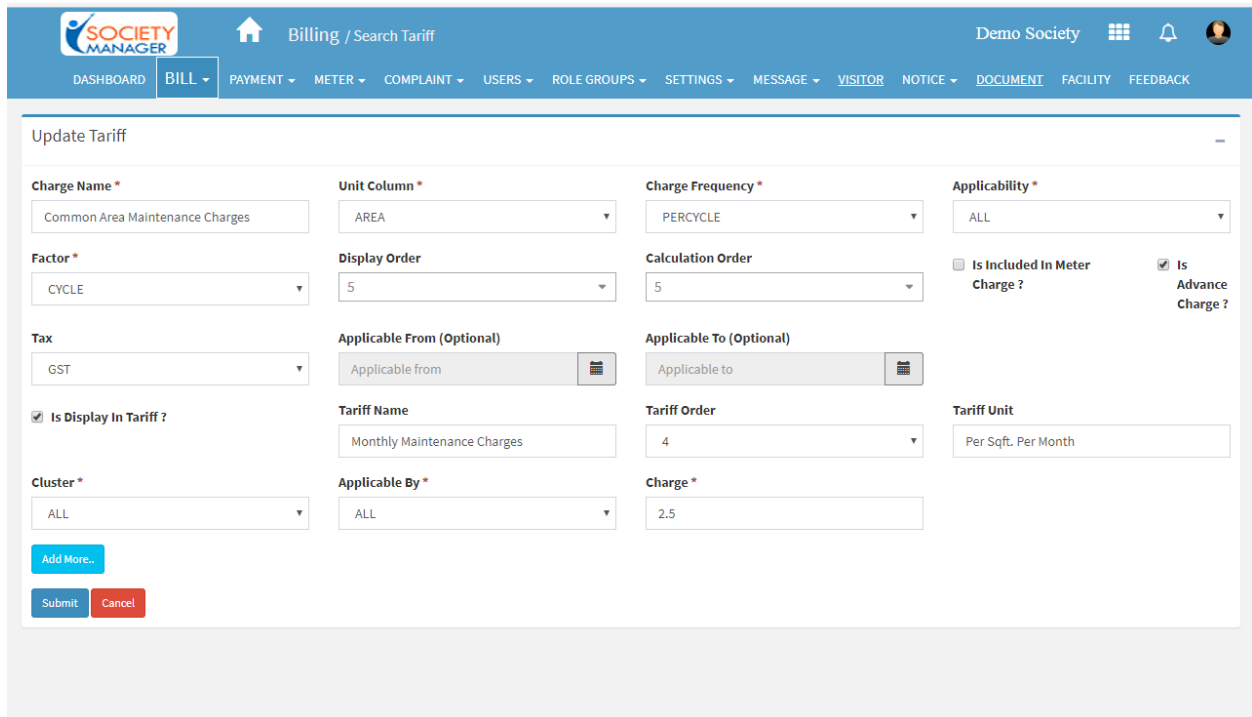
Billing / Add New Tariff

Navigation: DASHBOARD | **BILL** | PAYMENT | METER | COMPLAINT | USERS | ROLE GROUPS | SETTINGS | MESSAGE | VISITOR | NOTICE | DOCUMENT | FACILITY | FEEDBACK

Form Fields:

- Charge Name * (Text input)
- Factor * (Select dropdown)
- Tax (Select dropdown)
- Applicable From (Optional) (Text input)
- Tariff Name (Text input)
- Charge Frequency * (Select dropdown)
- Calculation Order (Select dropdown)
- Applicability * (Select dropdown)
- Applicable To (Optional) (Text input)
- Tariff Order (Select dropdown)
- Tariff Unit (Text input)
- Is Display In Tariff? (Checkbox)
- Is Included In Meter Charge? (Checkbox)
- Is Advance Charge? (Checkbox)

Buttons: Add More.., Submit, Cancel



Billing / Search Tariff

Navigation: DASHBOARD | **BILL** | PAYMENT | METER | COMPLAINT | USERS | ROLE GROUPS | SETTINGS | MESSAGE | VISITOR | NOTICE | DOCUMENT | FACILITY | FEEDBACK

Form Title: Update Tariff

Form Fields:

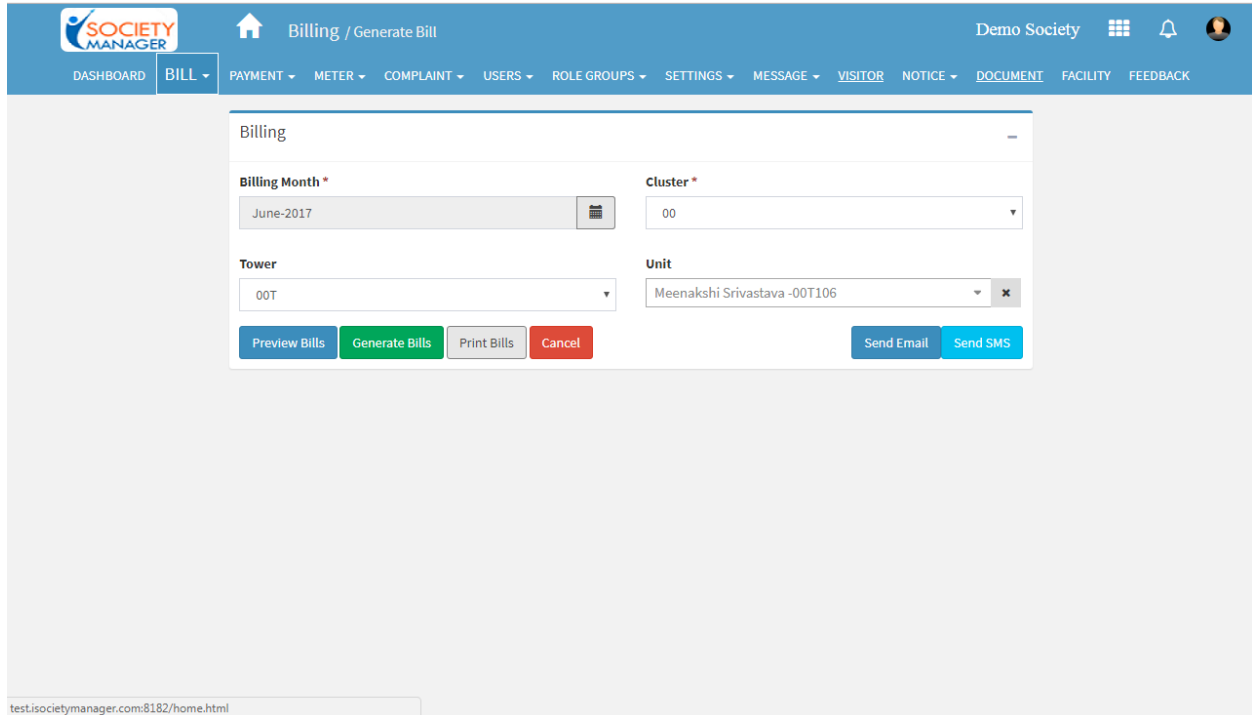
- Charge Name * (Text input: Common Area Maintenance Charges)
- Unit Column * (Select dropdown: AREA)
- Charge Frequency * (Select dropdown: PERCYCLE)
- Applicability * (Select dropdown: ALL)
- Factor * (Select dropdown: CYCLE)
- Display Order (Select dropdown: 5)
- Calculation Order (Select dropdown: 5)
- Is Included In Meter Charge? (Checkbox)
- Is Advance Charge? (Checked checkbox)
- Tax (Select dropdown: GST)
- Applicable From (Optional) (Text input)
- Applicable To (Optional) (Text input)
- Tariff Name (Text input: Monthly Maintenance Charges)
- Tariff Order (Select dropdown: 4)
- Tariff Unit (Text input: Per Sqft. Per Month)
- Cluster * (Select dropdown: ALL)
- Applicable By * (Select dropdown: ALL)
- Charge * (Text input: 2.5)

Buttons: Add More.., Submit, Cancel

3. Generate Bill.

Bills can be generated cluster wise, tower wise or individually.

Menu ->Bill-> Generate Bill



The screenshot displays the 'Billing / Generate Bill' page in the iSocietyManager application. The interface includes a top navigation bar with the 'SOCIETY MANAGER' logo and a home icon, and a secondary menu with options like 'PAYMENT', 'METER', 'COMPLAINT', 'USERS', 'ROLE GROUPS', 'SETTINGS', 'MESSAGE', 'VISITOR', 'NOTICE', 'DOCUMENT', 'FACILITY', and 'FEEDBACK'. The 'BILL' menu item is active. The main form area is titled 'Billing' and contains the following fields and buttons:

- Billing Month ***: A dropdown menu showing 'June-2017'.
- Cluster ***: A dropdown menu showing '00'.
- Tower**: A dropdown menu showing '00T'.
- Unit**: A dropdown menu showing 'Meenakshi Srivastava -00T106'.
- Buttons**: 'Preview Bills' (blue), 'Generate Bills' (green), 'Print Bills' (grey), 'Cancel' (red), 'Send Email' (blue), and 'Send SMS' (blue).

The URL at the bottom of the page is `test.Isoctymanager.com:8182/home.html`.

We can also send Bills via Email or SMS to the Residents