













User Guide: Billing Cycle

Explanation: The billing cycle refers to the recurring period in which the system calculates and generates invoices for credit customers. This will appear on the credit customer form, helping to determine when a customer should be billed.

How to adding a New Billing Cycle:

Billing Cycle

| Name | Type | | |
|------------------|---------|---|---|
| Calendar Monthly | Monthly |  |  |
| Fortnightly | Daily |  |  |
| Weekly | Weekly |  |  |
| 30 days | Daily |  |  |
| 14 days | Daily |  |  |
| 7 days | Daily |  |  |

Add Billing Cycle

Billing Cycle Name (required)

Type (required)

Monthly

Submit

Diagram illustrating the steps to add a new billing cycle:

- Click on the "Add Billing Cycle" button.
- Fill in the required fields in the "Add Billing Cycle" form, including the name, start date, and end date.
- Once you've completed the form, click "Submit" to finalize the billing cycle.
- You can edit or delete the selected billing cycle by clicking on the pencil or trash icon.

1. Click on the "Add Billing Cycle" button.
2. Fill in the required fields in the "Add Billing Cycle" form, including the name, start date, and end date.
3. Once you've completed the form, click "Submit" to finalize the billing cycle.
4. You can edit or delete the selected billing cycle by clicking on the pencil or trash icon.