# Smith Billing Manager™

# v.2.50

## Billing and Invoicing Module

# User's Manual

*For DotNetNuke, SmithCart, and Smith Registration Pro*

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# I.    Introduction

Thank you for purchasing the Smith Billing Manager DotNetNuke module.  You will find the module very user friendly and easy to use.

The Smith Billing Manager module is integrated with Authorize.Net, PayPal Standard, QuickBooks, TransFirst, Innovative, eWay and NMI payment gateways. The Billing Manager module supports all major merchant account providers.

# II.    Smith Billing Manager Modules

There are four modules that are included with Smith Billing Manager:

| Module Name | Module Description |
|---|---|
| Billing Manager | The Billing Manager module is the main billing manager module that allows you to manage your company, customers, products, services, invoices, payment history and run reports. |
| Billing Mgr My Account | The My Account module allows registered users to login view and manage their and subscriptions.  The user can cancel subscriptions; view their current subscriptions, what they subscribed to and the date their subscription is scheduled for renewal. |

# III.    Prerequisites

| Type | Requirement |
|---|---|
| DNN Version | DNN 4/5/6/7 |
| Database | MS SQL Server 2000/2005/2008 |
| Operating System | Windows 2000/2003/2008 |
| .Net Framework | .Net Framework  2.0/3.0/3.5/4+ |
| Ajax | Ajax toolkit 2.0 or greater |

## IV. Installing the Billing Manager Module

The Smith Billing Manager module is delivered as a standard DNN installable zip or PA (Private Assembly).  You install the Smith Billing Manager module just like you would install any other DNN module.  Before installing any module it's a good idea to backup your DNN database and DNN installation folder.  This is very important, as you can always roll back to previous status easily if installation goes wrong.

**Step 1** - Log in to your DNN site using Host account.  From the host menu you'll use Module Definitions to install the module.  In order to do that, you should login as host, or an administrator account with module upload permissions.
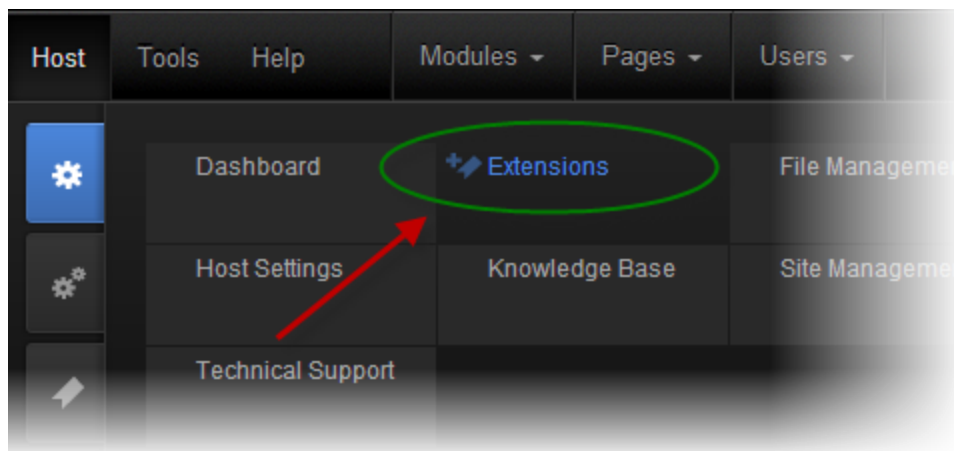


**Figure 1 - DNN Host Menu**

You can reach Module Definitions from the Host menu item as show in figure 1 above.  Install the new module from the Host -> Modules menu in DNN.

**Step 2** - Install New Module



**Figure 2 - Module Definitions screen**

On Module Definitions screen (figure 2), choose Install New Module from the actions menu.   This action menu can be either left or right side of the main container. It depends on the layout of your current Dotnetnuke skin.

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**Step 3** - Browse the ZIP File

Remember the place where you saved the module ZIP file you downloaded? Then
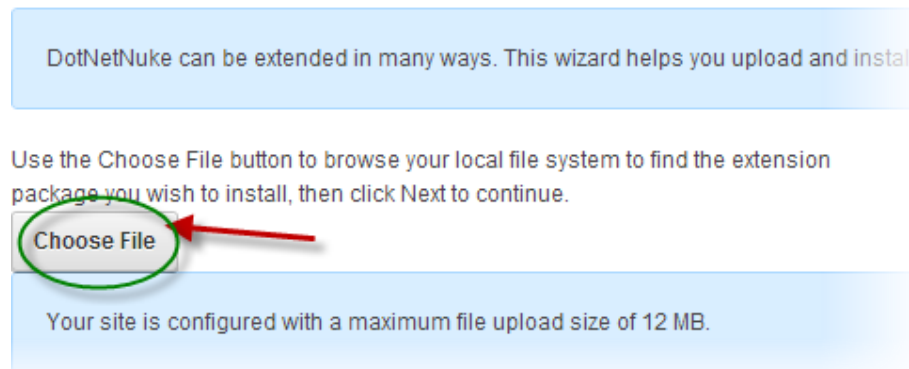browse it.



**Figure 3 - Browse for the module**

**Step 4** - Pick the file.
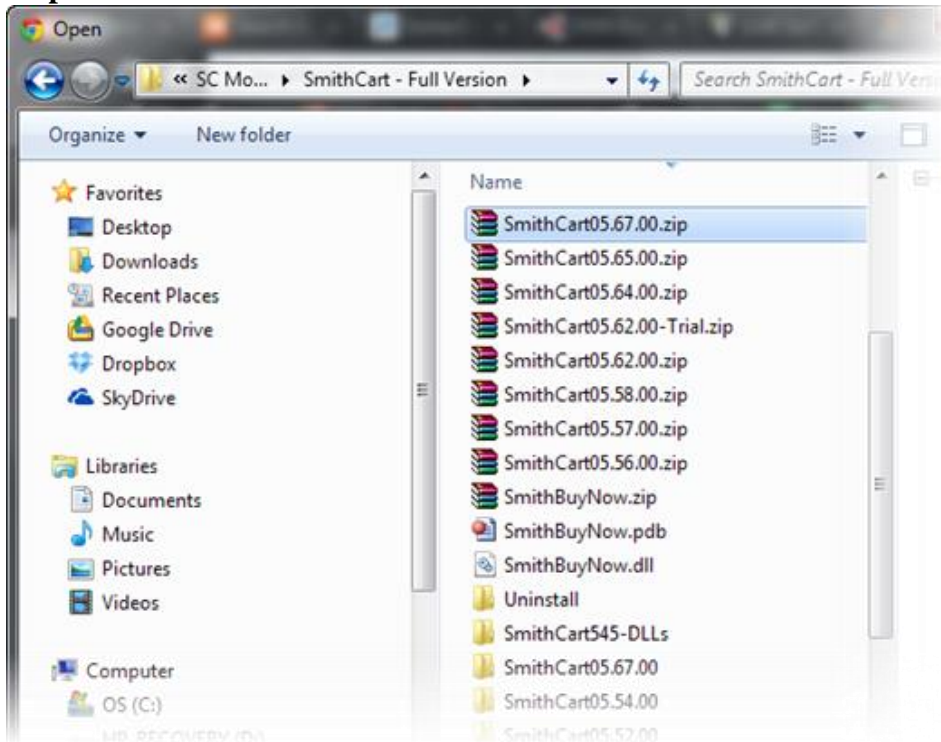


**Figure 4 - Pick your module**

After you accessed the file, choose it and press Open.

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**Step 5** - Add the File

The file (with complete physical location) appears in the textbox. Check it once again and then click Install New Module.



Use the Choose File button to browse your local file system to find the extension package you wish to install, then click Next to continue.

SmithCart05.67.00.zip

Your site is configured with a maximum file upload size of 12 MB.
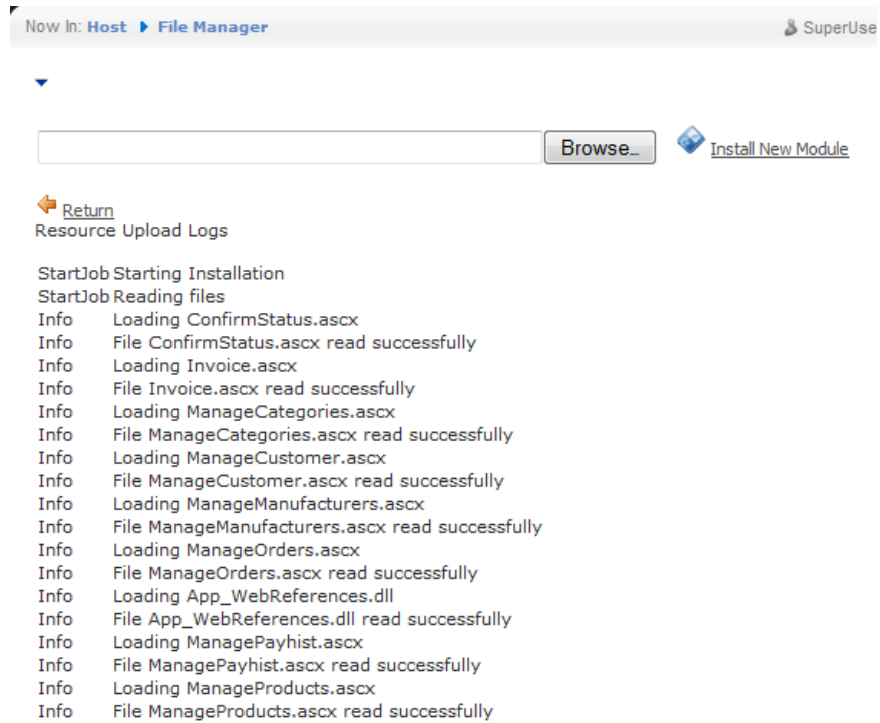
Next     Cancel
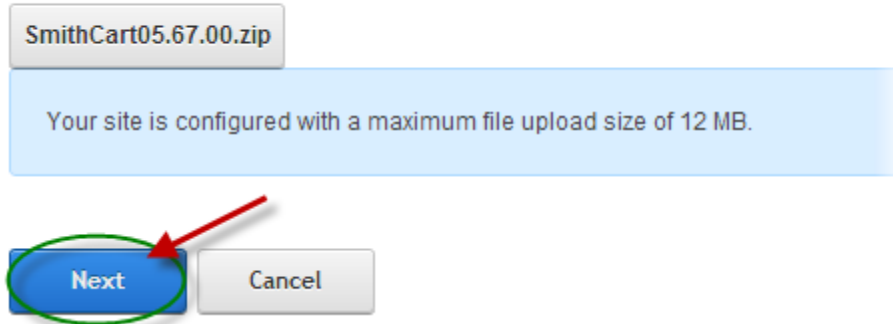
**Figure 5 – Install New Module**

**Step 6** – Install it now!

When you see it appear on text area box, click Install New Module link and go through the DNN install module wizard.
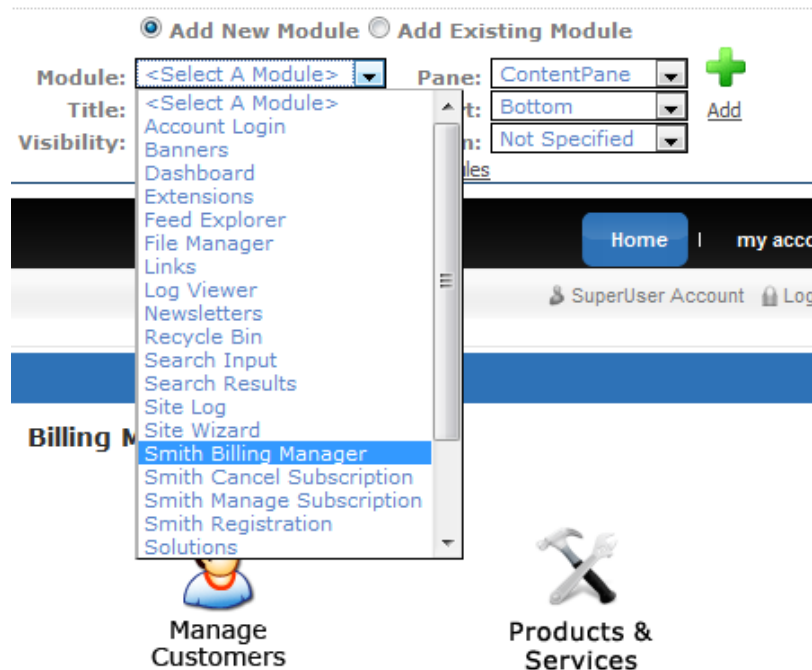
**Step 7** - Module Installed

If you do not see any error messages, it means that the module is installed correctly.

Click the Return link.

**Step 8** – DNN Install New module log

When everything is OK, you should see the Smith Billing Manager module on the Module list on upper panel. Now you can use the module.

**Step 8** – Create a new page in your DNN portal and add the Smith Billing Manager module to the page.

# V.     Getting Started with the Billing Manager Module

Create a new page that only your portal admin can view and edit and add the Billing Manager module to the page.  After you add the Billing Manager module to your page you will see the following screen:
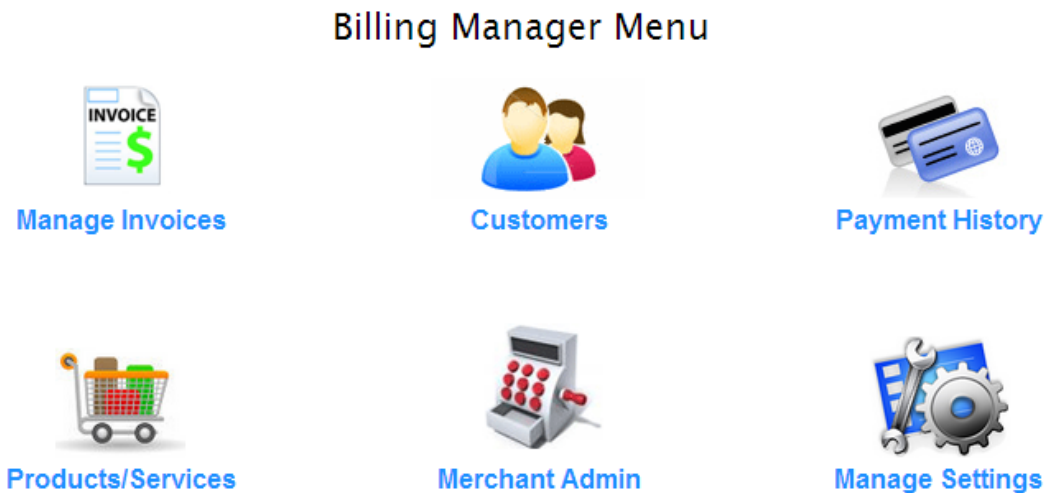


**Figure 6 - Billing Manager Main Menu**

## A.     Merchant Admin

Before creating invoices you will first need to add your company information.  To add or edit merchant information click the button titled "Merchant Admin" from the Billing Manager Console.

Merchant Admin

The following screen will be displayed when you click Merchant Admin".

## Enter Your Company Information

Business Name: [_____]

Upload Logo: [Choose File] No file chosen

Current Logo:

Address: [_____]

Address2: [_____]

City: [_____]

Country: [United States ▼]

State: [-Select- ▼]

Zip: [_____]

Email: [_____]

Phone: [_____]

Fax: [_____]

Website: [_____]

Payment Page URL: [_____]

Tax Rate: [_____] (Tax Rate entered as percentage. For example, 8.25% is entered as 8.25)

Enter your company information and click the save button.

[Save] [Cancel]

### B. Manage Products and Services

To add, edit or delete your products and services click the button titled "Product and Services" from the Billing Manager Console.



**Products/Services**

The following screen will be displayed when you click Products and Services".

## Products / Services Listing

**Add Product**

| | ID | Sort Order | Description | Units | Price | Taxable | |
|---|---|---|---|---|---|---|---|
| Edit | 1 | 0 | Website Hosting & Administration | Month | 20.00 | No | Delete |
| Edit | 2 | 0 | Hosted RBS Monthly/User | Item | 99.00 | Yes | Delete |
| Edit | 3 | 0 | Hosted RBS Setup/User | Item | 199.00 | Yes | Delete |
| Edit | 4 | 1 | Website Design & Development | Item | 500.00 | Yes | Delete |
| Edit | 5 | 2 | Software Package | Item | 250.00 | Yes | Delete |
| Edit | 6 | 3 | Time | Hour | 50.00 | Yes | Delete |
| Edit | 7 | 4 | Development | Hour | 80.00 | Yes | Delete |

**Figure 7 - Manage Products and Services**

### C. Manage Customers

To add, edit or delete your clients or customers click the button titled "Manage Customers" from the Billing Manager Console.



**Customers**

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The following screen will be displayed when you click "Customers".



**Search Customers**

| ☐ | ID | First Name | Last Name | DNNLogin | Address | City | State | Postal Code | Country | Phone |
|---|---|-----------|-----------|----------|---------|------|-------|-------------|---------|-------|
| ☐ | 3 | Ron | Thomas | | 123 Test Ave | Foothill Ranch | CA | 92610 | US | |
| ☐ | 2 | John | Metz | | 111 N. Main | Phoenix | AZ | 85022 | US | |
| ☐ | 1 | Dave | Smith | | 20 Kendall | Laguna Niguel | CA | 92677 | US | |

**Figure 8 - Manage Customers**


The manage customers screen displays a grid view listing of your customers for quick viewing and by default is sorted by last name, first name.

Sorting the Customer Grid
Each column heading in the grid is a hyperlink, if you click the column heading in the grid it will sort on the field heading clicked in ascending order, if you click the column heading again the grid will sort in descending order on the field heading clicked.

Filtering Customers using custom criteria
In the header of the customer grid are textboxes that allow you to filter the grid by name, city, state, zip, country, etc.

Simply enter the value you want to search on in the textbox and click the filter button and the customer grid will filter on the criteria you entered.  To remove the filter and show all customers click the "Show All" button.


When you click the "Select" button the following screen will be displayed:

Figure 9 - Add/Edit Customers

## VI.  <mark>Manage Payment History</mark>

To view your payment history click the "Payment History" button on the Billing Manager Admin Menu.



Payment History

The following is a screen snippet of the manage payment history screen.



The manage payment history screen displays a grid view listing of your payment history for quick viewing and by default is sorted in descending order by payment date showing newest payments first.

Sorting the Payment History Grid
Each column heading in the grid is a hyperlink, if you click the column heading in the grid it will sort on the field heading clicked in ascending order, if you click the column heading again the grid will sort in descending order on the field heading clicked.

## A.    Manage Invoices

To add, edit or delete invoices click the button titled "Manage Invoices" from the Billing Manager Console.



Manage Invoices

The following screen will be displayed when you click Manage Invoices".



When you click the "Add Invoice" button the following screen will be displayed:



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| | Item | Price($) | Terms | Qty | Taxable | Fulfilled | Paid | Line Total | |
|---|---|---|---|---|---|---|---|---|---|
| Edit | Website Hosting & Administration | 20.00 | 0 | 1.00 | No | Yes | Yes | 20.00 | |
| Edit | Time | 50.00 | Hour | 2.00 | Yes | Yes | Yes | 100.00 | |

Invoice Notes: ⓘ

Subtotal: 120.00
Discount: 0.00
Tax: 0.00
Shipping Cost: 0.00
Total: $120.00

Calculate

Invoice Emailed to Customer: ⓘ

## B.     Emailing the Invoice

The "Send Email" button on the order detail screen allows you email the invoice to the customer.  Simply click the "Email Invoice" button and the invoice will be sent to the customer and the portal admin.  After you click the "Send Email" button the email status displayed on the invoice page will change to "Email Sent" indicating the email was sent to the customer.

To customize the invoice that is emailed to the customer to add your company logo, custom message, payment link, etc. navigate to the following folder located off your portal root:

/DesktopModules/SmithBillingManager/

Locate the email template titled "InvoiceTemplate.htm" and make your changes using your favorite editor.

## C.     Printing the Invoice

The "Print" button on the order detail screen allows you to print a hard copy of the customer invoice. Simply click the "Print Invoice" button and a printable invoice will be displayed in the browser. The following is a screen shot of the printable invoice:

Invoice

Mikes Computer Repair
101 Main St
Laguna Niguel CA, 92677
222-222-2222
george@smithcart.com

Coto Insurance

555 Main St.

Irvine CA, 92567

949-232-3434

chris@cotoinsurance.com

| Invoice Date: | Invoice #: | Invoice Terms: |
|---|---|---|
| 04/16/2011 | 4 | Due On Receipt |

| Item | Price | Qty | Taxable | Total |
|---|---|---|---|---|
| Troubleshoot computer and remove virues | $95.00 | 1.00 | False | $95.00 |
| Install latest virus software | $125.00 | 1.00 | False | $125.00 |

SubTotal: $220.00

Tax:   $0.00

Total: $220.00

# VII.   Subscription Email Reminders

Smith Billing Manager has a built in feature that can be configured to send automated email reminders 15 and 30 days prior to the date when a customer's subscription or

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recurring billing is due.   The emails reminders are triggered off the "Recurring Date" field on the Manage Invoice screen.


## A.     Enabling the Automated Email Reminder


To enable the automated email reminder to be sent out to users who have invoices/recurring payments due do the following:

1.  Go into the DNN Host menu > Schedule page and click on the Add Item to Schedule link.
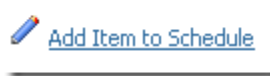




2.  In the "Full Class Name and Assembly" field enter the following:

Smith.DNN.Modules.Registration.RecurringScheduler,  App_SubCode_SmithRegistration

3.  Check "Schedule Enabled" and enter 1440 in the "Time Lapse" field to tell the DNN scheduler to check once a day for customers that have email reminders due to be sent.

Click Update, and the DNN scheduler will be activated and ready to send email reminders to your customers.

After you are finished the schedule screen should look like the following:

**Figure 10 - DotNetNuke Scheduler Screen**

## B.   *Customizing the Email Reminder*

To customize the content of the email reminder to add your company logo, custom message, etc. you can modify the email html template "InvoiceEmailReminder.htm" located off your portal root directory in the /DesktopModules/SmithBillingManager folder.

The following email tokens are supported in the invoice/recurring email reminder template:

[FIRSTNAME]
[LASTNAME]
[INVOICENUMBER]
[INVOICEDATE]
[LOGO]

# VIII.  Online Bill Payment/Registration Module

The Smith Payment Registration module is the module that your customers will use to pay their bills online.  To setup Billing Manager to work with the Smith Payment Registration module do the following:

- Create a new page in your portal with the proper permissions so your Customer's can view the page and can use the registration module to pay their bills online. You can set the view permissions for the page to "All Users" or a specific role that you have assigned to your customers.

- Add the registration module to the page.

- Configure the Registration module settings. In the Smith Registration module settings make sure you check the checkbox titled "Billing Manager Integrated". For detailed information on setting up and configuring the Smith Registration Pro module click here

- Create an invoice for your customer in Billing Manager and email invoices to your customers. You can use either the manual email button in the Manage Invoice screen or the automated invoice email feature in Billing Manager to email invoices to your customers.

- When invoices are emailed to customers from Billing Manager there is a link at the bottom of the invoice titled "Click here to pay your invoice". When a customer clicks the pay now link on their invoice they are taken to the page in your DNN portal with the Registration module and the following information is prepopulated from their invoice:

  - Invoice Number
  - Invoice Amount
  - Name and Address

- The customer then completes the registration and pays their invoice using the Smith Registration module. After the user successfully pays their invoice, the registration module will mark the invoice as "Paid" in Billing Manager.

- Go to the Billing Manager "Paid Invoice" screen and you will see the invoice displayed and marked as paid.


Please Note: The Smith Payment Registration Pro module must be purchased separately from Smith Billing Manager. To purchase Smith Payment Registration Pro click here.


# IX.   Licensing


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Smith Payment Registration is licensed per domain name and will run on portal alias "localhost" without a license key. You will need a license key to run it from other portal aliases without displaying the trial message.

To purchase a license visit our online store at
https://www.smith-consulting.com/buynow.aspx

If you have purchased Smith Payment Registration already you can request a license here
http://www.smith-consulting.com/Support/LicensingandUpgrades.aspx