

Billing Management

Purpose

Manage invoicing and commission processing in the CMS.

Invoices capture tenant consumption and apply pricing rules.

Commissions remunerate partners and distributors based on consumption.

Region	Tenant	Subscription	Resource Type	Meter	Resource Name	Total Cost (USD)
Managed Disks						
Australia - North West	City Council	Subscription 1	Managed Disks	P10 Disk (128 GB Premium)	disk-lnx-data01	11.23
Compute						
Australia - North West	City Council	Subscription 1	Compute	Standard F2s v2 (Base)	vm-linux	196.26
Australia - North West	City Council	Subscription 1	Compute	Standard A7 (Base)	vm-linux2	669.56
Australia - North West	Petes Distributors	Subscription 2	Compute	Standard F2s v2 (Base)	vm-linux3	195.97
Australia - North West	Preston Law	Sub 1	Compute	Standard F2s v2 (Base)	vm-sql01	195.97

Permission Level

Platform Administrator

Distributor Administrator (limited to own scope)

Partner Administrator (limited to own scope)

Generate Invoices

Purpose

Create invoices for a billing period.

Steps

1. Go to Administration → Billing → Invoices.
2. Select **Generate**.
3. Choose Billing Period (e.g. month).

4. Select Tenant(s) or run for all.
 5. Confirm generation.
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View Invoice

Purpose

Review invoice details before issuing to tenants.

Steps

1. Go to Administration → Billing → Invoices.
 2. Select the invoice.
 3. Review consumption, pricing, discounts, and totals.
 4. Verify currency and payment terms.
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Issue Invoice

Purpose

Move invoice from preview to issued.

Steps

1. Go to Administration → Billing → Invoices.
 2. Open the preview invoice.
 3. Select **Issue**.
 4. Confirm.
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Email Invoice

Purpose

Send an issued invoice to tenant billing contacts.

Steps

1. Go to Administration → Billing → Invoices.
 2. Select the invoice.
 3. Choose **Email Invoice**.
 4. Confirm.
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Store Invoice in Azure Stack

Purpose

Upload invoices to configured Azure Stack storage.

Steps

1. Ensure “Store Invoices in Azure Storage” is enabled under System Settings → Invoices.
 2. Generate or Issue an invoice.
 3. Verify invoice appears in the storage account.
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Delete an Invoice

Purpose

Remove an invoice (typically in preview status).

Steps

1. Go to Administration → Billing → Invoices.
 2. Select the invoice.
 3. Choose **Delete**.
 4. Confirm.
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Commission Management

Purpose

Calculate and review commissions for partners and distributors.

Configure Commission Rates

Purpose

Set commission tiers based on consumption.

Steps

1. Go to Administration → Billing → Commissions → Rates.
 2. Select Distributor or Partner.
 3. Add one or more Tiers: From Amount, To Amount, Percentage.
 4. Save.
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Generate Commission Summary

Purpose

Produce commission calculations for a billing period.

Steps

1. Go to Administration → Billing → Commissions.
 2. Select **Generate Summary**.
 3. Choose Period (month or year).
 4. Confirm.
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View Commission Summary

Purpose

Review commission results for a distributor or partner.

Steps

1. Go to Administration → Billing → Commissions.
 2. Select the entity.
 3. Review calculated totals and tier application.
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Export Commission Data

Purpose

Download commission summaries for financial reporting.

Steps

1. Go to Administration → Billing → Commissions.
 2. Select **Export**.
 3. Choose format (CSV, Excel, etc.).
 4. Confirm.
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