

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.

CloudAxis

Dashboard

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Pricing

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Settings

Users

Billing

BILLINGINVOICESCOMMISSIONS

This Month : 1,288.76 USD

Last Month : 1,301.86 USD

Selected : 1,288.76 USD

Tenant

Subscription

Select Month & Year

Search

REFRESH

METER ACTIVITY

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

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

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

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.
-

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.
-

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.
-

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.
-

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.
-

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.
-

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.
-

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.
-

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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