



# Kaui User Guide - DRAFT, PARTIAL

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# How to Use This Guide

[Part 1 - Navigation and Interface](#) explains how to **navigate** in Kaui and its **basic interface features**.

[Part 2 - Accounts](#) explains how to perform the basic tasks for administering **customer accounts**, such as creating accounts, invoices, and so forth. It's appropriate for back office staff, such as those working in customer service, product management, and finance.

[Part 3 - Users, Roles, and Permissions](#) explains how to create and manage **users** as well as **users roles** and **permissions**. It's appropriate for Kill Bill administrators and software developers.

Advanced features are covered in Parts 4 - 6:

- [Part 4 - Tags and Custom Fields](#)
- [Part 5 - Plugin Manager and Analytics](#)
- [Part 6 - Tenants and Admin](#)

The [FAQs](#) are great for **basic questions** like, *How do I create an invoice?*

## About Screenshots

The screenshots displayed in this guide may differ from what you see on your Kaui screen. That's because your user permissions control what features you can access (i.e., what you see on the screen).

If you have any questions about why your Kaui screen doesn't match what you see in this guide, ask your Kaui administrator.

# Other Learning Resources

## Videos

We regularly add new overviews and tutorials to [our YouTube videos](#), so check in from time to time.

## Glossary

The terms listed below are used frequently in this guide. We've provided an abbreviated description below. For a full description, see the [\*Kill Bill Glossary\*](#).

### **Account (a.k.a. customer account)**

A record that contains details about the customer (name, address, etc.).

### **Child**

An account that is associated with a parent account.

### **External Key**

An alternative unique ID for an object.

### **Parent**

An account that contains one or more child accounts.

### **Payment Method**

A record of the details required for Kill Bill to trigger a payment.

### **Plan**

Define how much a customer pays for a product and the frequency of the payment.

### **Plugin**

Software that runs alongside Kill Bill in order to provide additional functionality.

### **Phase (a.k.a plan phase)**

Time periods within a subscription during which certain rules apply.

### **Subscription**

A contract between you (the business) and a customer that associates an account with a plan and a specific start date.

### **Tag**

A property that can be added to an object (for example, an account or a subscription) for information purposes or to affect the behavior of the system.

### **Tenant**

The division or organization that is using Kill Bill as a group of users. Note that an organization can have more than one tenant, as Kill Bill supports multitenancy.

## **User**

A person who logs on to use Kauí.

# Part 1 - Navigation and Interface

## What Is Kaui?

"Kaui" (KAUI) stands for Kill (Bill) Admin User Interface. This self-contained web application interacts with Kill Bill over HTTPS.

Backoffice staff (for example, Support or Finance) will find Kaui useful to process refunds, credits, chargebacks, and so forth. Kaui also enables the Kill Bill administrator to perform more advanced tasks, such as managing tags, deploying plugins, and configuring the tenant(s).

Other types of users who might find Kaui useful are developers (for testing), operations, and product managers.



**Note:** For Developers: Kaui functionality is provided via a series of Ruby on Rails mountable engines. You can extend its functionality (for example, to provide a custom UI for your plugins) by mounting your own engine(s).

## What You Can Do in Kaui

In Kaui, users can perform basic tasks, such as:

- Create a customer account
- Generate a customer invoice
- Cancel a subscription

However, Kaui can also help advanced users perform tasks, for example:

- Adding a plugin to Kill Bill
- Managing Kill Bill users
- Creating tags or custom fields

These are just a handful of the tasks you can accomplish with Kaui. For a full list, see the *Table of Contents* at the beginning of this guide.

## Sign In and Sign Out

To sign in to Kaui, type in your username and password, then select the **Sign In** button.

## Login

---

Username

Password

**SIGN IN**

If your organization uses more than one Kill Bill tenant, select the tenant from the dropdown and select the **Save** button:

### Choose Tenant

---

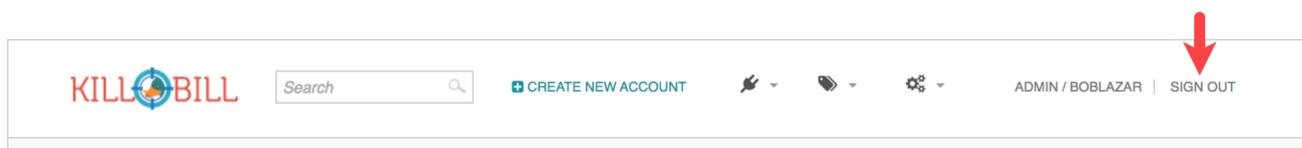
Tenant

**SAVE**



**Note:** Authentication is handled by Kill Bill. The method your organization uses to manage users is highly configurable. For information on managing users and permissions, see [Part 3 - Users, Roles, and Permissions](#).

To log out of Kauai, select **SIGN OUT** in the upper right corner of the Kill Bill homepage:



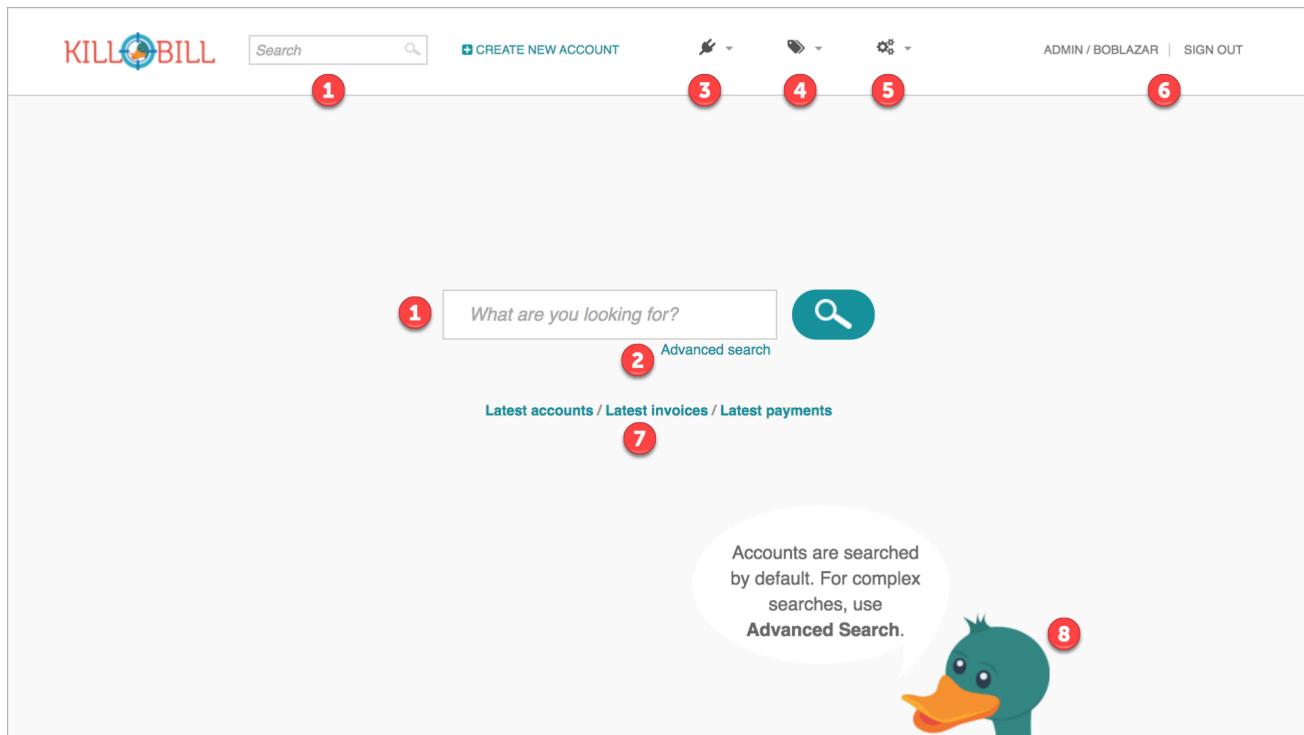
## Navigate

This section gets you familiar with the standard features of Kauai's user interface, such as:

- [Homepage Layout](#)
- [Icons](#)
- [Grids/Tables](#)
- [Basic Search](#)
- [Advanced Search](#)

## Homepage Layout

The homepage is the screen that Kauai displays after you first log in.



1. [Basic Search](#)
2. [Advanced Search](#)
3. [Plugin Manager and Analytics](#) *Not yet documented.*
4. [Tags and Custom Fields](#) *Not yet documented.*
5. [Users, Tenants, and Admin](#) *Not yet documented.*
6. Username / Tenant name and [Sign Out](#)
7. Latest invoices, accounts, and payments (latest records created for this tenant)
8. This is Killian, the Kill Bill mascot!

## Return to Homepage

From any screen in Kill Bill, you can return to the homepage by clicking the logo in the upper left corner:



## Icons

Icon	Description
	Add—Indicates you can add an item, such as a payment method, credit, charge, etc.
	Dry-run invoice—Appears on the Account page. Clicking it manually triggers a committed or dry-run invoice.
	Expand—Expand a section or dropdown menu.

Icon	Description
	Collapse—Collapse a section.
	Tags—_Admin-level feature:_ On the home page, click to access Tags, Tag Definitions, and Custom Fields.  <i>All users:</i> In other locations in Kaui, click to select a tag to apply to the current object (for example, an account).
	Kau Package Manager—Appears at the top of the screen and gives you access to plugin specific screens. (Also known as Kill Bill Plugin Manager.)
	Add-on—Appears on the Subscription screen and lets you add an add-on to the account's subscription.
	Make a payment—Appears on the Invoice screen and lets you make a payment against the invoice.
	Users, Tenants, & Admin—_Admin level feature:_ Appears at the top of the screen and gives you access to Users, Tenants, and Admin.
	Appears in the Payment Methods section of the Account page, clicking the Refresh icon triggers a refresh for each payment plugin installed in Kill Bill, for that account. When you refresh a payment method, Kill Bill retrieves the latest payment information from where it's stored (for example, from Stripe or another payment gateway).  <b>Note:</b> This icon does not display if the only payment method listed is EXTERNAL_PAYMENT.

## Grids/Tables

Grids (also referred to as *tables*) appear throughout Kaui to keep lists organized:

Showing All Accounts		
ID	EXTERNAL KEY	BALANCE
68b2ba7f-0f6f-4786-9788-8efe3af71676	68b2ba7f-0f6f-4786-9788-8efe3af71676	\$0
ec4d7a66-5eed-4a1d-a290-208c3aaafda24	0585529786	€0
a95d6483-3df1-4d3d-bf6a-1c9a82a229d5	7411156749	\$0
7e050655-f160-428e-8e64-68718a1da147	8473547085	£0
eb8b02dc-42f0-44c3-84ea-5b7b5f91343b	6235981780	€0
ahh9f521-25fd-4007-bdca-c4fde5403cd8	2418455544	€0

For very large grids, use the pagination controls to view different "pages":

To sort columns on a grid, click the up/down arrow in that column's header:

Invoices				
NUMBER	DATE	AMOUNT	BALANCE	
18577	2021-06-23	\$4.54	\$4.54	
18576	2021-06-23	\$2.49	\$0	
18575	2021-06-23	\$7.33	\$0	
18574	2021-06-23	\$59.98	\$59.98	



Kaui shows you which column is currently sorted by the purple arrow:

Invoices				
NUMBER	DATE	AMOUNT	BALANCE	
18574	2021-06-23	\$59.98	\$59.98	
18573	2021-06-23	\$59.98	\$59.98	
18538	2021-06-22	\$29.99	\$29.99	
17587	2021-05-29	\$29.99	\$0	



The direction of the arrow (up or down) indicates if the column is sorted in ascending or descending order.

If relevant, you can click a link in the grid to view that item's detail. For example, on the Invoices grid, click the link to open that specific invoice:

Invoices				
NUMBER	DATE	AMOUNT	BALANCE	
18574	2021-06-23	\$59.98	\$59.98	
18573	2021-06-23	\$59.98	\$59.98	
18538	2021-06-22	\$29.99	\$29.99	
17587	2021-05-29	\$29.99	\$0	

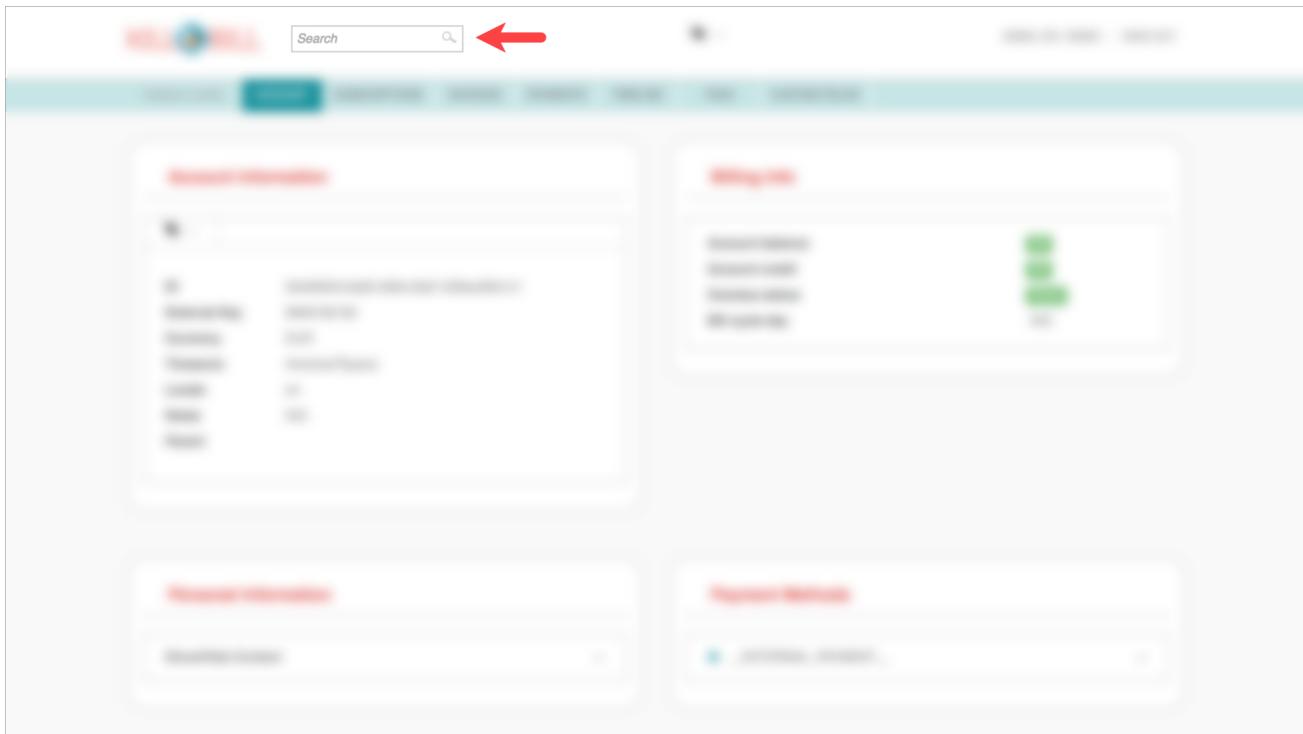


## Basic Search



**Tip:** To view all accounts, place your cursor in the search field and press the Enter key.

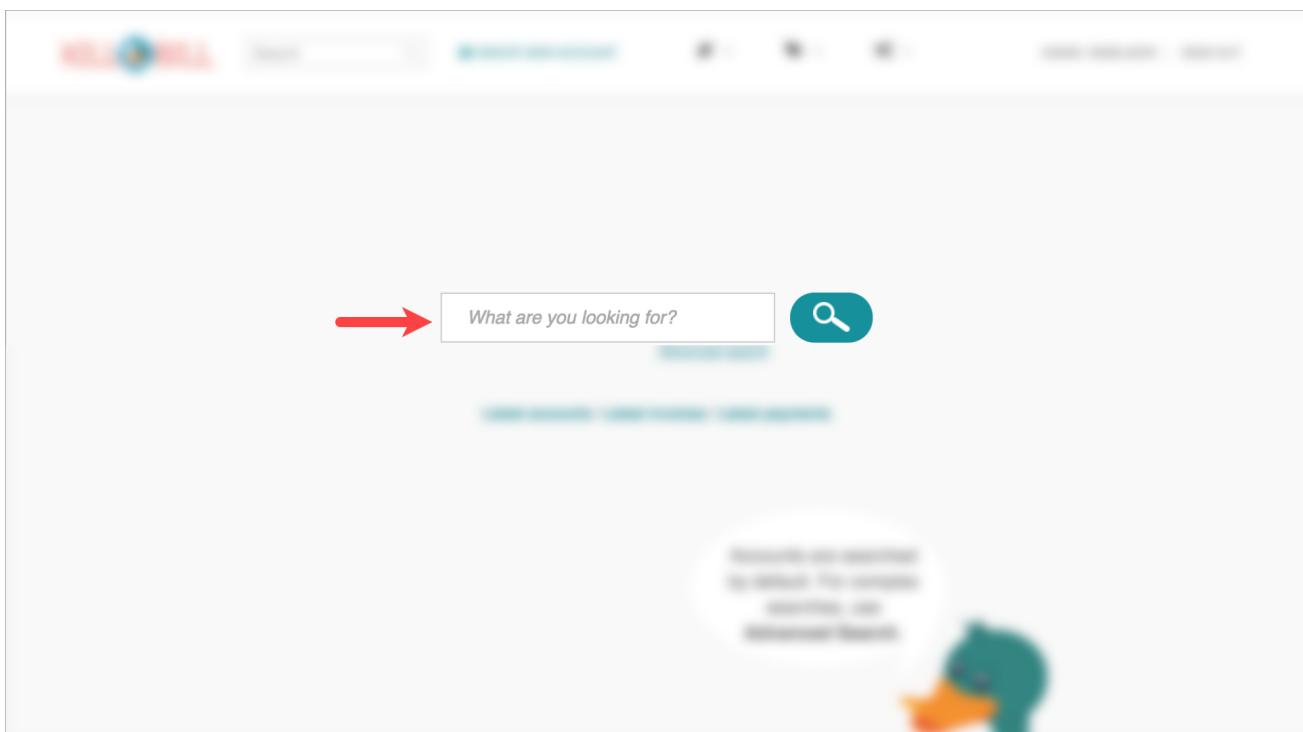
To search for customer accounts, use the basic search. Basic search is available at the top of the screen no matter where you are in Kaui.



You can search for an account using the following criteria:

- Account ID
- External key
- Name
- Email address

Basic search is also available in the center of the **homepage**:



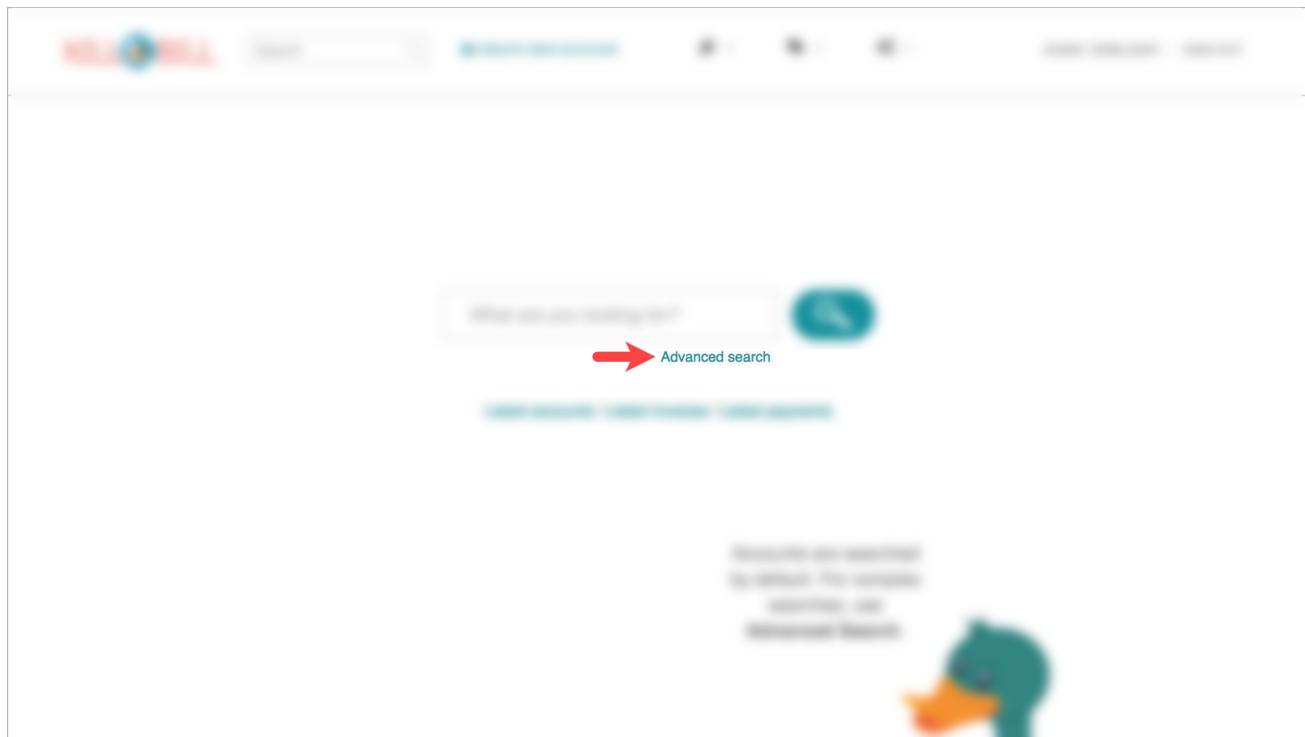
## Advanced Search

An advanced search can help you find account information as well as other types of objects in the system:

- Bundle
- Credit
- Custom field
- Invoice
- Invoice payment
- Payment
- Subscription
- Tag
- Tag definition
- Transaction

To perform an advanced search:

1. On the homepage, click **Advanced search**:



Kaui displays the Advanced Search pop-up:

**Advanced Search**

Search for

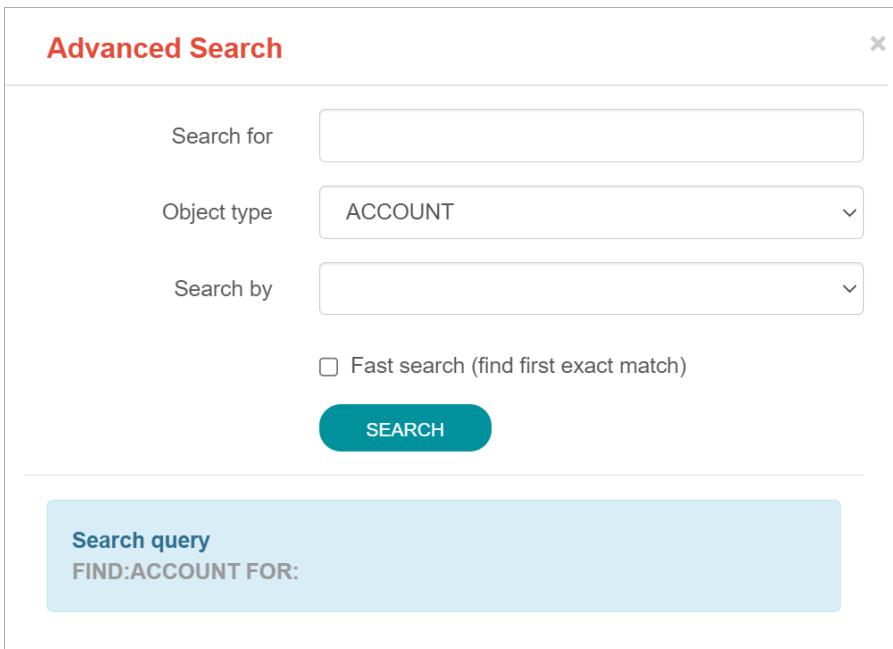
Object type

Search by

Fast search (find first exact match)

**SEARCH**

**Search query**  
FIND:ACCOUNT FOR:



2. In the **Object type** field, select the object type you want to search for:

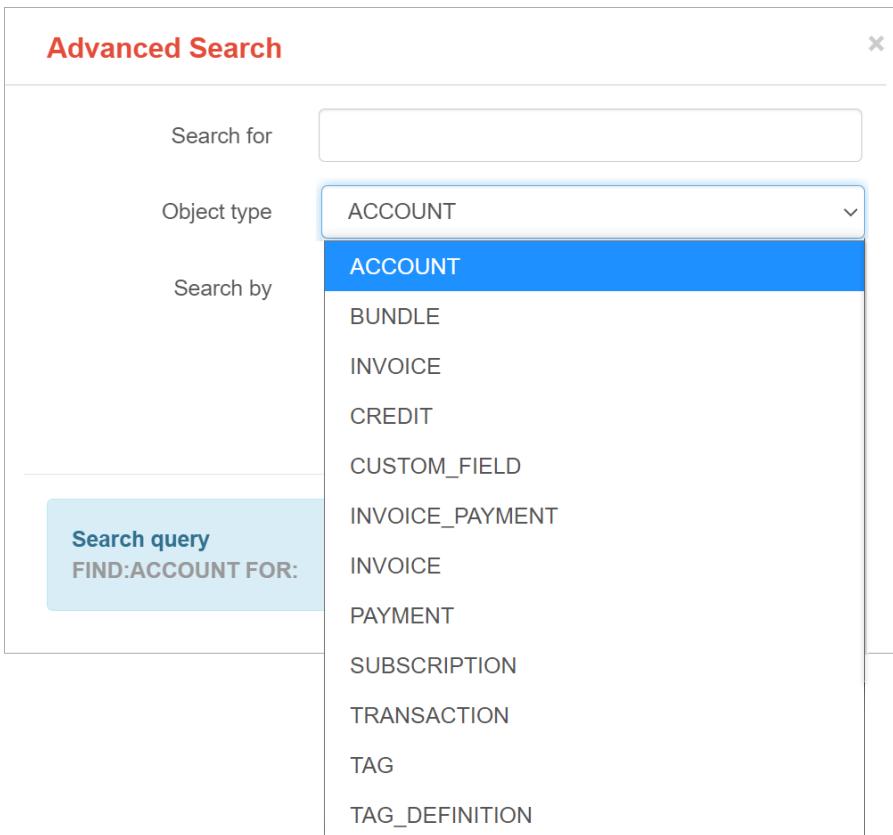
**Advanced Search**

Search for

Object type

Search by

**Search query**  
FIND:ACCOUNT FOR:



The 'Object type' dropdown menu is open, displaying the following options:  
ACCOUNT  
BUNDLE  
INVOICE  
CREDIT  
CUSTOM\_FIELD  
INVOICE\_PAYMENT  
INVOICE  
PAYMENT  
SUBSCRIPTION  
TRANSACTION  
TAG  
TAG\_DEFINITION



**Note:** For information on which fields are searched for each object type, see the table in the next section.

3. In the **Search for** field, enter the identifier (ID) of the object you're searching for. (*Example:* If you're searching for a specific invoice, type in the invoice number.)
4. If you want Kaui to search and display the first record in the search results, click the **Fast search** checkbox.
5. Click the **Search** button. Kaui displays the search results.



**Tip:** At the bottom of the Advanced Search pop-up, Kaui displays the search syntax. You can copy and paste this advanced search syntax into a basic search field. This is helpful if you frequently perform the same kinds of advanced searches. For example:

The screenshot shows the 'Advanced Search' dialog box. In the top-left corner, there's a close button (X). Below it, the search parameters are set: 'Search for' is '53367993', 'Object type' is 'INVOICE', and 'Search by' is 'ID'. There's also a checkbox for 'Fast search (find first exact match)' which is unchecked. A large blue button labeled 'SEARCH' is at the bottom. In the bottom-left corner of the dialog, a light blue box displays the search query: 'FIND:INVOICE BY:ID FOR:53367993'. A red arrow points from this query box to a second search interface on the right. This second interface has a search bar with the placeholder 'What are you looking for?' and a magnifying glass icon. Another red arrow points from the 'Search' button in the dialog to the magnifying glass icon in the second search interface.

## Searchable Fields by Object Type

Object Type	Searchable Fields
Account	account ID, name, email, company name, external key
Bundle	account ID, bundle ID, external key
Credit	invoice item ID
Custom field	custom field ID, field name, field value, object type
Invoice	invoice number, invoice ID, account ID, currency
Invoice payment	payment ID
Payment	payment ID, external key
Payment method	payment method ID, external key
Subscription	subscription ID, external key
Tag	tag ID
Tag definition	tag definition ID
Transaction	transaction ID, external key

# Part 2 - Accounts

This section helps you become familiar with customer accounts and the layout of the Account page.

The Account page provides information about a specific customer, such as email address, physical address, and so forth. It is also the central location for the customer's billing information, subscriptions, invoices, and payment methods.

To find a customer in the system, use [Basic Search](#) or [Advanced Search](#). To open the customer account, click the customer ID in the search results.

The next section explains how the Account page is laid out. To skip this and see the task-based steps, go to [Create an Account](#).

## Account Page Layout

The Account page has the following sections:

1. Sub-menu
2. Account information
3. Billing info
4. Personal info
5. Payment methods

The screenshot shows the 'ACCOUNT' tab selected in the top navigation bar. The page is divided into five main sections, each with a red circle containing a number:

- 1. Sub-menu:** A green header bar with tabs for ACCOUNT, SUBSCRIPTIONS, INVOICES, PAYMENTS, TIMELINE, TAGS, and CUSTOM FIELDS. The ACCOUNT tab is highlighted.
- 2. Account Information:** A card showing account details like ID, External Key, Currency, Timezone, Locale, Notes, and Parent.
- 3. Billing Info:** A card with buttons for PAY ALL INVOICES, ADD CREDIT, and CREATE CHARGE. It displays Account balance (\$10), Account credit (\$0), Overdue status (Good), Bill cycle day (N/A), and Next Invoice Date (N/A). There is also a checkbox for Trigger invoice generation with a Dry-run option.
- 4. Personal Information:** A card with a 'Show/Hide Content' button.
- 5. Payment Methods:** A card showing an external payment method labeled '\_EXTERNAL\_PAYMENT\_'. There is a refresh icon next to it.

## 1. Account Sub-Menu

The **Account** sub-menu organizes and provides access to different areas of the customer's account:

- Subscriptions
- Invoices
- Payments
- Timeline
- Tags
- Custom Fields

Katelynn Lemke	ACCOUNT	SUBSCRIPTIONS	INVOICES	PAYMENTS	TIMELINE	TAGS	CUSTOM FIELDS
----------------	---------	---------------	----------	----------	----------	------	---------------

To see these areas, click the relevant item on the sub-menu. To return to the customer's Account page, click **Account** on the sub-menu.

## 2. Account Information

This section of the screen displays a summary of the customer's account information, such as their ID, currency, and time zone. To edit this information, click **Edit** next to Account Information.

Here you can perform the following tasks for the customer account:

- [Edit an Account](#)
- [Link to Parent Account](#)
- [Add a Tag to an Account](#)

## 3. Personal Information

This section of the screen displays the customer's personal contact information (read only).

By default, Personal Information details are hidden for GDPR Compliance and customer privacy. To see the information, click **Show/Hide Content**.

To edit this information, see the [Edit an Account](#) section.

## 4. Billing Info

Here you can perform the following tasks for the customer:

- [Pay All Unpaid Invoices](#)
- Add a credit
- Create a charge

You can also see a summary of billing information:

Field	Description
Account balance	Amount of money due on the account, including any account credits.
Account credit	Amount of any money owed to the customer.
Overdue status	<p>The status of the customer's account that indicates if they are overdue or up-to-date on their invoice payments.</p> <p><b>Note:</b> The account can have a negative account balance, but not be overdue. That's because overdue status depends on invoice due dates and how late payments are defined based on a company's business policy. For example, an invoice may not be overdue if a company allows a 15-day grace period (a.k.a. NET terms) to make a payment.</p>
Bill cycle day (BCD)	<p>The day of the month on which the system generates an invoice for this account. This field applies to accounts that are subscribed to monthly subscriptions (or a multiple of monthly, such as quarterly, annually, etc.). For more information, see the <a href="#">Account Field Descriptions</a> table.</p>
Next invoice date	The date on which the system generates the customer's next invoice.

The **Trigger invoice generation** feature lets you generate an invoice, either as a test or in a committed state.

## 5. Payment Methods

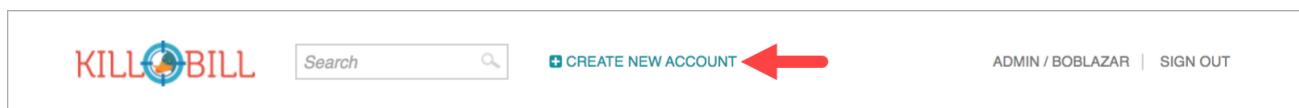
This section of the Account page lets you:

- [Add a payment method](#)
- [Set a payment method as default](#)
- [Delete a payment method](#)
- [Apply a transaction to a payment method \(authorize, charge, credit, etc.\)](#)

For more information on payment methods, see the [Payment Methods](#) section.

## Create an Account

1. At the top right of the screen, click **Create New Account**:



2. Kauí opens the Add New Account screen:

### Add New Account

Name

First name length ?

External key

Email

Bill cycle day

Currency  USD

Timezone  (GMT+00:00) UTC

Locale  English United States (en\_US)

Address line 1

Address line 2

Zip code

Company

City

State

Country  United States

Phone

Notes

Migrated?

**SAVE**

3. Fill in the fields. For field descriptions, see [Account Field Descriptions](#).

4. Click the **Save** button.

## Account Field Descriptions

Field	Description
Name	The customer's first and last name.
First name length	<p>This field sets the length of the customer's first name. Kill Bill automatically calculates this number based on the location of the space between the first and last name. You can overwrite it with a different number, if necessary.</p> <p><b>Note:</b> This field is used if your organization needs to extract customers' first or last names for communication (invoices, emails, etc.). The field lets an organization accommodate variations of names used across the globe.</p>
External key	<p>An optional alternate ID for the account. Once this is saved for the customer, you cannot change it.</p> <p><b>Tip:</b> The external key feature is helpful if you integrate Kill Bill with another system, such as a CRM, and want to use that system's ID in Kill Bill (for identification, searching, and so forth). Once this is set and saved for the customer, you cannot change it.</p>
Email	The main email address to use for communicating with the customer.
Bill cycle day (BCD)	<p>For monthly or quarterly subscriptions, what day of the month the invoice is created. Once this is saved for the customer, you cannot change it.</p> <p><b>Note:</b> The system has three types of billing (date) alignment that affect the BCD: <b>ACCOUNT</b>, <b>SUBSCRIPTION</b>, and <b>BUNDLE</b>. For more information about the three billing alignment types, see <a href="#">Catalog Examples</a> and <a href="https://docs.killbill.io/latest/userguide_subscription.html#billing_alignment_rules['Billing Alignment Rules'] in the _Subscription Guide">https://docs.killbill.io/latest/userguide_subscription.html#billing_alignment_rules['Billing Alignment Rules'] in the _Subscription Guide</a>.</p>
Currency	The currency that the customer uses to make purchases. Once this is saved for the customer, you cannot change it.
Timezone	The time zone in which the customer resides. Once this is saved for the customer, you cannot change it.
Locale	Indicates the language that Kaui uses to send communication to the customer (invoices, emails, etc.) If your organization communicates with customers in a language that's different than the system's default language, it's important to select the appropriate locale for the customer. For more information, see the <a href="#">Internationalization manual</a> .
Address line 1 and Address line 2	The street address where the customer resides.
Zip code	The zip code for the area in which the customer resides.

Field	Description
Company	If relevant, the company/organization the customer works for.
City	The city in which the customer resides.
State	The state in which the customer resides.
Country	The country in which the customer resides.
Phone	The customer's phone number.
Notes	Additional information about the account. These notes are not viewable by the customer.
Migrated?	This field is for informational purposes only. You can check this box if you have migrated this customer account into Kill Bill.
Contact email addresses	Additional addresses to which account-related emails will be sent. The email addresses listed here will receive the same emails as the main Email address. For more information, see <a href="#">Add Additional Contact Emails</a> .

## Edit an Account

You can make changes to most of the account fields after it has been created.



**Note:** You cannot change the following fields: Bill Cycle Day, Currency, External Key, and Time Zone.

1. Open the account on the Account page.
2. Next to Account Information, click **Edit**.

Kauí opens the Update Account screen:

**Update Account**

Name	Frieda Lancaster
First name length <small>?</small>	6
Email	frieda.lancaster@email.com
Locale	English United States (en_US) ▾
Address line 1	123 Madison Terrace
Address line 2	Apt 1-B
Zip code	37040-3555
Company	Big Results, LLC
City	Clarkesville
State	Tennessee ▾
Country	United States ▾
Phone	555-321-7654
Notes	VIP

**SAVE**

3. Make changes to the fields. For field descriptions, see [Account Field Descriptions](#).
4. Click the **Save** button.

## Add Additional Contact Emails

If a customer wants to receive email at more than one email address (which is the one defined in the **Email** field for the account), you can add more email addresses.

1. Open the account on the Account page.
2. In the Personal Information section, click the gray down arrow (▼) to expand the section.

**Personal Information**

Show/Hide Content ▾

Name	Grayson Busch
Address1	101 Starburst Way
Address2	
City	Atlanta
State	GA
Country	US
Postal Code	30301
Phone	
Company	Grayson Realty LLC
Primary email	grayson@email.com
Contact emails	<a href="#">+</a>

3. Click the plus sign (  ) next to **Contact emails**.

Kaui opens the Add New Email screen:

**Add New Email**

Email

**SAVE**

4. Type in a single email address.
5. Select the **Save** button. Kaui returns to the Account page.
6. To see the email address you added, expand the Personal Information section:

### Personal Information

Show/Hide Content

Name	Grayson Busch
Address1	101 Starburst Way
Address2	
City	Atlanta
State	GA
Country	US
Postal Code	30301
Phone	
Company	Grayson Realty LLC
Primary email	grayson@email.com
Contact emails	Pierre@mail.com ✘ mary@mail.com ✘ +

7. To add another email address, repeat steps 2 - 5.

## Delete Additional Contact Emails



**Warning:** Kaui does not ask you to confirm your deletion; use this feature with caution.

To remove additional contact emails:

1. Open the account on the Account page.
2. In the Personal Information section, click the gray down arrow (▼) to expand the section.
3. Next to the email you want to delete, click the red X (✘). Kaui immediately deletes the email address.

## Close an Account

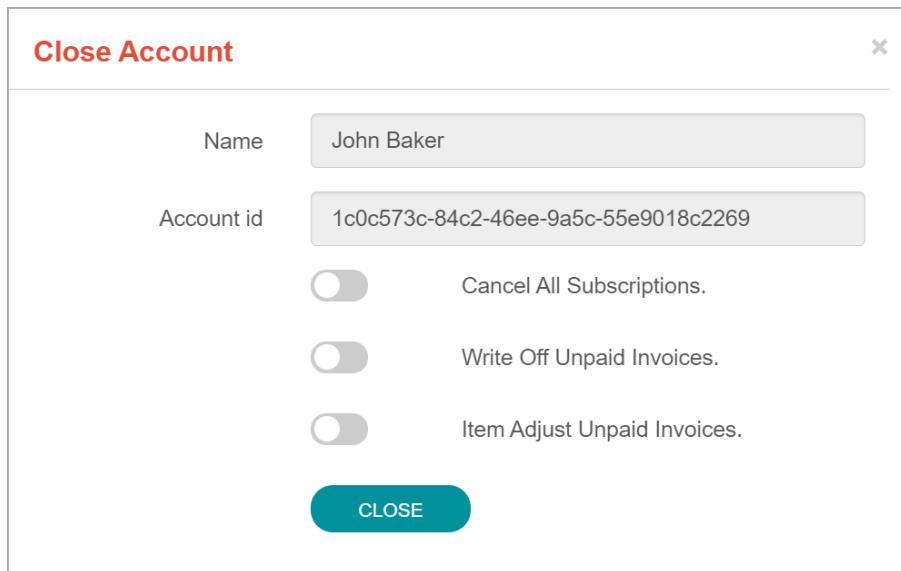
Use the steps in this section to indicate you will no longer be doing business with a customer. If the customer has unpaid invoices, using the steps below, you can choose to either write off or item-adjust them.



**Note:** Closing an account does not delete it. It only indicates the account is no longer a customer of yours. Once you close the account, its data becomes read-only, and you cannot make changes to it.

1. Open the account on the Account page.
2. Next to Account Information, click **Close**.

Kaui displays the Close Account pop-up:



3. Check the **Name** and **Account ID** fields to ensure you are closing the correct account.
4. Toggle any of the following options:
  - **Cancel All Subscriptions**—Stops any subscriptions that are current for this account.
  - **Write Off Unpaid Invoices**—Brings the balance for all unpaid invoices to zero. When you choose to write off the invoice, it is removed from Account Receivables.
  - **Item Adjust Unpaid Invoices**—Adds an invoice line item with a negative amount to bring each unpaid invoice's balance to zero.



**Note:** The last two options are mutually exclusive (i.e., you can only select one of them).

5. Click the **Close** button.

Kaui displays a message that lets you know the account was closed. In addition, the **Account** sub-menu displays "Closed:"

John Baker	ACCOUNT	SUBSCRIPTIONS	INVOICES	PAYMENTS	TIMELINE	TAGS	CUSTOM FIELDS	CLOSED
------------	---------	---------------	----------	----------	----------	------	---------------	--------

## Add a Tag to an Account

A "tag" is a way to attach specific information to an account (*Example: good\_user*) or a specify a certain behavior (*Example: AUTO\_INVOICING\_OFF*). Kill Bill includes two types of tags:

- **System tags:** Written in ALL CAPS characters, system tags can affect the behavior of the system.
- **User tags:** Written in all lowercase characters, user tags do not affect the object they're attached to. User tabs are for informational purposes only.

For more information on Tags, including a list of default tags, see the "[Tag](#)" section in the [REST API Reference Manual](#).

To add a tag to a customer account:

1. Open the account on the Account page.
2. In the Account Information section, click the tag icon in the upper left corner:

The screenshot shows the 'Account Information' page with various account details. At the top left, there is a tag icon with a dropdown arrow. A thick red arrow points to this icon, indicating where the user should click to manage tags. The page includes fields for ID, External Key, Currency, Timezone, Locale, Notes (containing 'VIP'), and Parent.

3. Select the checkboxes of the tags you want to assign to the account.

The screenshot shows the 'Account Information' page with the 'Tag As:' section expanded. It lists several tag options with checkboxes. The 'AUTO\_PAY\_OFF' checkbox is checked, while others like 'MANUAL\_PAY', 'OVERDUE\_ENFORCEMENT\_OFF', 'PARTNER', 'TEST', and '\_\_PARK\_\_' are unchecked. To the right of the checkboxes, two tag identifiers are listed: '45ea-87b5-72cf9ec14771' and '45ea-87b5-72cf9ec14771'. The page also features a 'Comment' text area and a prominent blue 'UPDATE' button at the bottom.

4. Click the **Update** button to save your changes.

# Link to Parent Account

When you link an account to a *parent* account, the account becomes a *child* account. Defining a parent-child association between accounts lets you define which entity is responsible for paying the invoice. For more information on this feature, see the [Hierarchical Accounts Tutorial](#).

1. As a preparation step, open the parent account and copy the account ID in the Account Information section.
2. Open the account that will become the child account.
3. In the Account Information section of the child account, click the plus sign icon (+) next to the **Parent** field:

The screenshot shows the 'Account Information' section of a child account. The 'Parent' field is highlighted with a red arrow pointing to the plus sign icon (+) next to it. Other fields visible include ID, External Key, Currency, Timezone, Locale, Notes (containing 'VIP'), and a 'Tags' dropdown menu.

Kaui opens a pop-up:

The pop-up window is titled 'Link To Parent'. It has a 'Parent account id' input field, a checkbox for 'Is payment delegated to parent?', and a 'SAVE' button.

4. Click in the **Parent account id** field and paste in the account ID that you copied in step 1.
5. To set the parent as responsible for all payments associated with this account, check the **Is payment delegated to a parent?** box. If you do not check this box, the child account is responsible for its own payments.

6. Click the **Save** button. Kaui displays the parent account ID as a link in the Account Information section.

The screenshot shows the 'Account Information' page. It includes fields for ID, External Key, Currency, Timezone, Locale, Notes (containing 'VIP'), and Parent (containing 'cb736a4f-9b56-4074-ae07-1d37b37cb69f'). A red arrow points to the account ID link in the Parent field.

You can open the parent account by clicking the account ID link.

## Add Credit to an Account

Issuing a credit in Kaui creates a credit memo. For accounting purposes, the memo is saved with the customer account's invoices.

1. On the Account page, click **Add Credit** at the top of the Billing Info section.

The screenshot shows the 'Billing Info' section. It features three buttons: 'PAY ALL INVOICES', 'ADD CREDIT' (which has a red arrow pointing to it), and 'CREATE CHARGE'. Below the buttons is a table with account details. At the bottom, there is a 'Trigger invoice generation' input field and a 'Dry-run' checkbox.

Kaui opens the **Add New Credit** screen:

**Add New Credit**

Amount	<input type="text"/>
Currency	USD <input type="button" value="▼"/>
Reason	100 - Courtesy <input type="button" value="▼"/>
Comment	<input type="text"/>

**SAVE**

2. Fill in the fields:
  - **Amount**—The amount of the credit.
  - **Currency**—The currency defaults from the customer account and should not need to be changed.
  - **Reason**—The reason is automatically selected based on [Kaui configuration settings](#). However, you can make a different selection.
  - **Comment**—The text you enter here displays on the [Timeline](#) page after saving the credit. Adding comments is optional.
3. Click the **Save** button. To view the credit, select **Invoices** on the sub-menu.

On the Account page (in the Billing Info section), Kaui adjusts the account balance and account credit accordingly.

## Create a Charge on an Account

Creating a charge in Kaui creates a new invoice. To create a charge:

1. On the Account page, click **Create Charge** at the top of the Billing Info section.

**Billing Info**

**PAY ALL INVOICES** **ADD CREDIT** **CREATE CHARGE**

Account balance	\$0
Account credit	\$0
Overdue status	Good
Bill cycle day	N/A
Next Invoice Date	N/A

Trigger invoice generation   Dry-run

Kaui opens the **Add New Charge** screen:

**Add New Charge**

Auto-commit?

Amount

Currency

Description

Comment

**SAVE**

2. To set the invoice as a draft instead of immediately committing it, uncheck the **Auto-commit** box.
3. Fill in the fields:
  - **Amount**—The amount of the charge.
  - **Currency**—The currency defaults from the customer account and should not need to be changed.
  - **Description** and **Comment**—What you type here displays on the customer’s invoice. Both fields are optional.
4. Click **Save** and Kaui generates an invoice.
5. If you unchecked the **Auto-commit** box and have changed your mind, you can click the text **Commit** at the top of the page.

If you do not commit the invoice, it will stay in Draft mode. You can commit it by opening it from the Invoices page and clicking **Commit**.

On the Account page (in the Billing Info section), Kaui adjusts the account balance to reflect the amount of the charge.

## Payment Methods

A customer account can have several payment methods to allow for making payments in different ways, such as credit cards, debit cards, PayPal, and so forth. The payment method includes the details needed for Kill Bill to process a payment against an invoice.

Saving this information in Kaui makes it easier to accept payments from the customer because the customer or service staff don't need to repeatedly provide their payment method details.

In production systems, payment method information is typically added via gateway-specific data flows. However, developers can use the Payment Method section for testing purposes.



\*Note:\*Although you can't edit a payment method, you can delete it.



**Warning!** For PCI compliance, *do not* enter any genuine payment information in these fields.

### About Payment Plugin Names

Each payment method is associated with a payment plugin, a type of software that performs the backend processing for that specific payment method. The **Plugin name** field specifies the name of this payment plugin. (*Example:* `killbill-stripe`).

The plugin name is typically mentioned in the plugin's [readme](#) file. For example, in the [Stripe plugin readme file](#), the plugin name is specified in the command line.

### View Payment Method Details

To view a payment method after it's created:

1. Open the account on the Account page.
2. In the **Payment Methods** area, click the gray down arrow (▼) next to the payment method.

Kaui expands the details for the payment method:

The screenshot shows a 'Payment Methods' section with a star icon next to 'EXTERNAL\_PAYMENT'. Below the list are three buttons: 'AUTHORIZE', 'PURCHASE', and 'CREDIT'. A detailed view of the 'EXTERNAL\_PAYMENT' row shows the name and ID.

Name:	EXTERNAL_PAYMENT
ID:	0f700362-2669-4e33-98e3-5de85e840c04

## Set a Payment Method as the Default

Kill Bill uses the default payment method to automatically pay invoices (whether that invoice is generated by the system or manually by a user).

To set a payment method as the default:

1. Open the account on the Account page.
2. In the Payment Methods section, click the star icon ( ) next to the relevant payment method:

The screenshot shows the same 'Payment Methods' section as before, but with a red arrow pointing to the star icon next to 'EXTERNAL\_PAYMENT', indicating it is now the default payment method.

The filled star ( ) indicates it's now the default payment method.

## Add Payment Method

To add a payment method:

1. Open the account on the Account page.
2. Next to **Payment Methods**, click the plus sign:

The screenshot shows the 'Add New Payment Method' screen. A red arrow points to the plus sign button next to the 'Payment Methods' label.

Kaui displays the Add New Payment Method screen:

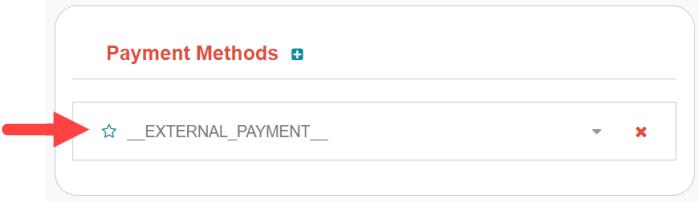
**Add New Payment Method**

External key						
Plugin name	__EXTERNAL_PAYMENT__					
Card type						
Card holder name						
Expiration month						
Expiration year						
Credit card number						
Address 1						
Address 2						
City						
ZIP code						
State						
Country						
<input type="button" value="add property"/> <table border="1"> <thead> <tr> <th>NAME</th> <th>VALUE</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: right;">✖</td> </tr> </tbody> </table>		NAME	VALUE			✖
NAME	VALUE					
		✖				
<input type="checkbox"/> Default payment method?						
<input type="button" value="SAVE"/>						

- Fill in the fields. For field descriptions, see [Payment Method Field Descriptions](#).
- Click the **Save** button.

### Payment Method Field Descriptions

Field	Description
External key	An optional alternate ID for the payment method. Once this is saved for the customer, you cannot change it.

Field	Description
Plugin name	<p>Type in the name of the plugin that is associated with this type of payment method.</p> <p>Each payment method is associated with a payment plugin that does the backend processing related to the payment method. The <b>Plugin name</b> field specifies the name of the payment plugin associated with the payment method (<i>Example: killbill-stripe</i>).</p> <p>The Plugin name is typically mentioned in the plugin's <a href="#">readme</a> file. For example, in the <a href="#">Stripe plugin readme file</a>, the plugin name is specified in the command line.</p>
Card type	The name of the credit or debit card.
Card holder name	The name that appears on the card.
Expiration month	The month and year the card expires. Enter month as <i>mm</i> and year as <i>yy</i> . ( <i>Examples: 07</i> for the month of July and <i>23</i> for the year 2023.)
Expiration year	
Credit card number	The credit card number, typed without dashes.
Address 1, Address 2, City, ZIP code, State, Country	The billing address associated with this card.
Add property (Name/Value)	<p>Use the <b>Name/Value</b> fields to assign custom fields and values to the payment method.</p> <p><b>Note:</b> Custom fields are an advanced feature. For more information, see <a href="#">Part 4 - Tags and Custom Fields</a>.</p>
Default payment method?	<p>Check the box to set this payment method as the default. Kill Bill uses the default payment method to automatically pay invoices (whether the invoice is generated by the system or manually by a user).</p> <p><b>Note:</b> If you forget to select this box, you can set the payment method as the default by clicking the star icon next to the payment method on the Account page:</p> 

## Applying Transactions to a Payment Method

This section explains how to apply a transaction to a payment method. These transactions are directly applied on the payment instrument (as opposed to being applied to the unpaid invoice).

Use this functionality only for transactions *unrelated to invoices and/or payments*.

**Example:** After paying her final invoice, a customer cancels her subscription and demands a full refund because she is dissatisfied. In this case, you would process this transaction (the refund) against the payment method as explained in this section.

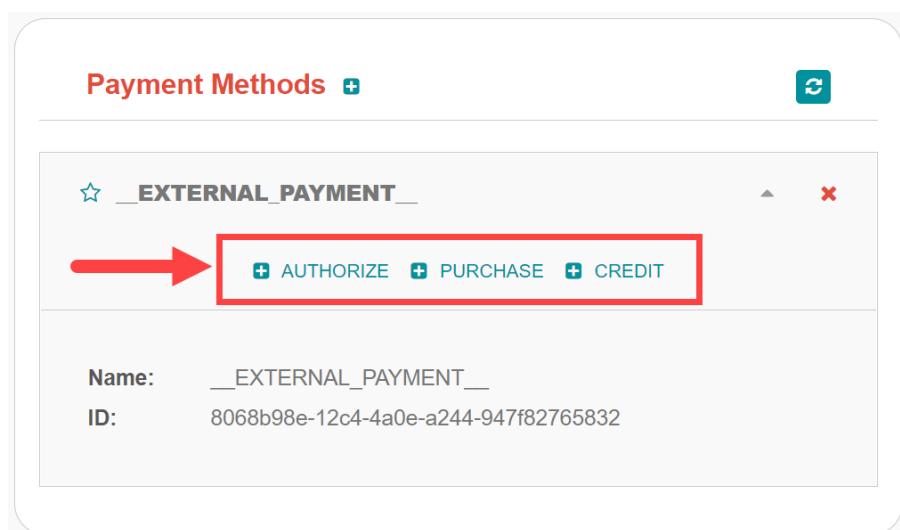
You can perform the following transactions from the Payment Methods section:

- Authorize
- Capture
- Credit (see note)
- Purchase (i.e., charge)
- Refund
- Void



**Note:** "Credit" here refers to depositing funds directly to the customer card and is unrelated to account credits.

1. Open the account on the Account page.
2. In the **Payment Methods** area, click the gray down arrow (▼) next to the payment method.
3. Select the type of transaction you want to perform:



**Note:** This area lists Authorize, Purchase, and Credit. For other transaction types, click any of these options. You will be able to change the transaction type on the next screen.

Kaui displays the Process Transaction screen:

The screenshot shows the 'Process Transaction' screen. It includes fields for Transaction type (set to AUTHORIZE), Amount, Currency (set to USD), Payment key, Transaction key, Reason (set to 600 - Alt payment method), and Comment. Below these are sections for adding control plugin names and properties. A 'SAVE' button is at the bottom.

**Process Transaction**

Transaction type: AUTHORIZE

Amount:

Currency: USD

Payment key:

Transaction key:

Reason: 600 - Alt payment method

Comment:

**CONTROL PLUGIN NAME**

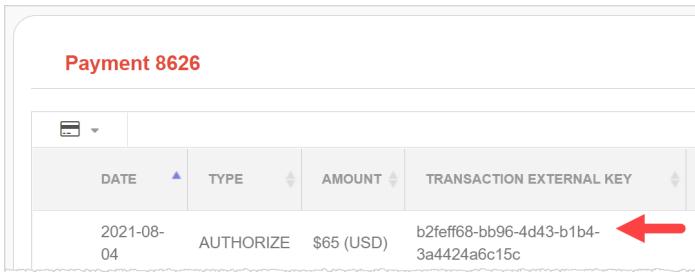
**NAME** **VALUE**

**SAVE**

- Fill in the fields. For field descriptions, see [Process Transaction Field Descriptions](#).
- Click the **Save** button. Kaui saves the transaction and displays it on the Payments page.

## Process Transaction Field Descriptions

Field	Description
Transaction type	From the dropdown list, select the type of transaction you want to perform.
Amount	The amount of the transaction.
Currency	The currency to use for the transaction. This field defaults from the customer account.

Field	Description
Payment key	<p>The unique payment key (ID) to which you want to apply the transaction. This field is required for transaction types that are applied to a specific payment (Capture, Chargeback, Refund, Void).</p> <p><b>Note:</b> You can copy the payment key for a specific transaction from the <b>External Key</b> column of the Payments page. Or you can copy it from the URL displayed on your browser's address line:</p> <p><i>Example:</i></p> <p>URL: <a href="https://demo.killbill.io/accounts/cb736a4f-9b56-4074-ae07-1d37b37cb69f/payments/0d1e11e5-2df6-4b6b-992f-e9ff2de38cef">https://demo.killbill.io/accounts/cb736a4f-9b56-4074-ae07-1d37b37cb69f/payments/0d1e11e5-2df6-4b6b-992f-e9ff2de38cef</a></p> <p>Payment key: <b>0d1e11e5-2df6-4b6b-992f-e9ff2de38cef</b></p>
Transaction key	Kill Bill automatically generates an external transaction key for Authorize, Purchase, and Credit transactions. To process a transaction that requires the transaction key, open the payment detail from the Payments screen and copy the key from the <b>Transaction External Key</b> column.  <p>The screenshot shows a table with columns: DATE, TYPE, AMOUNT, and TRANSACTION EXTERNAL KEY. The last column contains the value 'b2feff68-bb96-4d43-b1b4-3a4424a6c15c'. A red arrow points to this value.</p>
Reason	The reason is automatically selected based on <a href="#">Kaui configuration settings</a> . However, you can make a different selection.
Comment	The text you enter here displays on the <a href="#">Timeline</a> page after the transaction is complete. Adding comments is optional.
Add control plugin	For information on control plugins, see <a href="#">Part 4 - Tags and Custom Fields</a> .
Add property (Name/Value)	Use this area to assign custom fields and values to the transaction. For information on custom fields, see <a href="#">Part 4 - Tags and Custom Fields</a> .

## Delete Payment Method



**Warning:** Kaui does not ask you to confirm your deletion; use this feature with caution.

To delete a payment method:

1. Open the account on the Account page.
2. In the **Payment Methods** area, click the red X (  ) next to the payment method. Kaui

*immediately* removes the payment method.

## Subscriptions

This section helps you get familiar with the Subscriptions area of Kill Bill.

For more information on subscriptions, see the [Subscription Guide](#).

### Open Subscriptions Page

To view the subscriptions for an account, open the account and click **Subscriptions** on the sub-menu. This area of Kaui lists the subscriptions associated with an account.

The screenshot shows a table with one row of data. The columns are labeled: CATEGORY, NAME, PHASE TYPE, START DATE, CHARGED THROUGH DATE, CANCEL INFORMATION, and ACTIONS. The data in the table is:

CATEGORY	NAME	PHASE TYPE	START DATE	CHARGED THROUGH DATE	CANCEL INFORMATION	ACTIONS
Base	Basic	EVERGREEN	2022-01-11	2022-01-15		<a href="#">Change</a> <a href="#">Cancel</a> <a href="#">Update BCD</a>

On the Subscriptions page, you can:

- [Add a subscription](#)
- [Add an add-on product to a subscription](#)
- [Change a subscription's plan and amount](#)
- [Cancel a subscription](#)
- [Update the billing cycle day \(BCD\) for the subscription](#)

### Add a Subscription



**Note:** To create a subscription, you must have at least one product and one plan defined in the catalog. For information on adding plans to the catalog, see [Part 6 - Tenants and Admin](#).

1. On the Subscriptions page, click the plus sign to the right of **Subscription Bundles**:

The screenshot shows a modal window titled "Subscription Bundles". It contains a table with one row of data. The columns are labeled: CATEGORY, NAME, PHASE TYPE, START DATE, CHARGED THROUGH DATE, CANCEL INFORMATION, and ACTIONS. The data in the table is:

CATEGORY	NAME	PHASE TYPE	START DATE	CHARGED THROUGH DATE	CANCEL INFORMATION	ACTIONS
Base	Basic	EVERGREEN	2022-01-11	2022-01-15		<a href="#">Change</a> <a href="#">Cancel</a> <a href="#">Update BCD</a>

Kaui displays the Add New Subscription screen:

**Add New Subscription**

Bundle Key	<input type="text"/>
Subscription Key	<input type="text"/>
Plan	<input type="text" value="Basic"/> <span style="font-size: small;">▼</span>
Price Override	<input type="text"/>
<input checked="" type="radio"/> Immediate Creation <input type="radio"/> Specify a date	
<b>SAVE</b>	

2. Fill in the fields. For field information, see [Add Subscription Field Descriptions](#).
3. Click the **Save** button.

## Add Subscription Field Descriptions

Field	Description
Bundle Key	If you leave this field blank, Kill Bill generates a unique bundle key. If necessary, you can enter a different bundle key.
Subscription Key	If you leave this field blank, Kill Bill generates a unique subscription key. If necessary, you can enter a different subscription key.
Plan	Select the plan from the dropdown list. These options come from the plans defined in the catalog.
Price Override	If you need to override the price for the plan you've selected, enter an amount in this field.
Immediate Creation	Select this option to start the subscription immediately.
Specify a date	To define a specific date on which the subscription begins, select this option, and choose a date from the <b>Date</b> field that appears.

## Add an Add-On Product to a Subscription

This section explains how to add an add-on product to a customer's subscription.



**Note:** To add an add-on to a subscription, the add-on must exist in the catalog. For information on adding an add-on to the catalog, see [Part 6 - Tenants and Admin](#).

1. Open the account and click **Subscriptions** on the sub-menu.
2. Hover over the gift icon and click **Add add-on**:

The screenshot shows a table titled 'Subscription Bundles' with one row visible. The row contains columns for 'NAME' (Basic) and 'PHASE TYPE' (EVERGREEN). At the bottom left of the table, there is a button labeled '+ Add add-on'. A large red arrow points to this button.

Kaui opens the Add New Add-On screen:

The screenshot shows the 'Add New Add-On' form. It includes fields for 'Subscription Key', 'Plan' (set to 'Auto-update-monthly'), and 'Price Override'. Below these are two radio button options: 'Immediate Creation' (selected) and 'Specify a date'. At the bottom is a blue 'SAVE' button.

- Fill in the fields. For field information, see [Add New Add-On Field Descriptions](#).

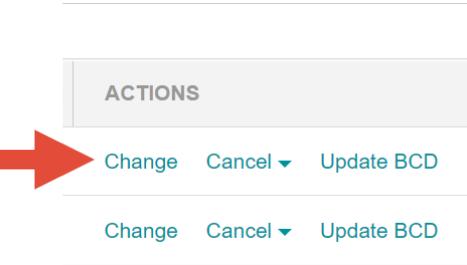
## Add New Add-On Field Descriptions

Field	Description
Subscription Key	Note that this subscription key applies to the add-on, not the original subscription. If you leave this field blank, Kill Bill generates a unique subscription key. If necessary, you can enter a different subscription key.
Plan	Select the add-on to add to the subscription.
Price Override	If you need to override the price for the add-on you've selected, enter an amount in this field.
Immediate Creation	Select this option to start the subscription immediately.
Specify a date	To define a specific date on which the subscription begins, select this option, and choose a date from the <b>Date</b> field that appears.

## Change a Subscription

To change an account's subscription:

- Open the account and click **Subscriptions** on the sub-menu.
- In the **Actions** column (far right), click **Change**.



Kaui opens the Change Subscription screen:

The screenshot shows the 'Change Subscription' form. At the top, it says 'Change Subscription'. Below that, there's a 'New plan' dropdown set to 'Basic'. Underneath is a 'Price Override' input field which is empty. At the bottom, there are three radio buttons: 'Default policy' (which is selected), 'Specify Policy', and 'Specify a date'. At the very bottom is a teal-colored 'SAVE' button.

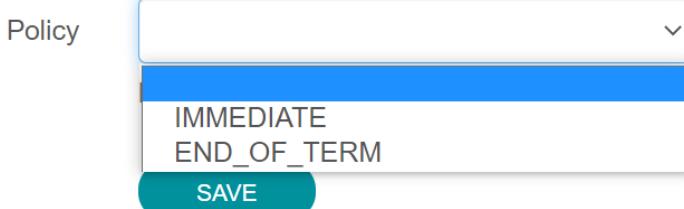
3. In the **New plan** field, select a different plan.
4. If you need to override the price for the plan you've selected, enter the amount in the **Price Override** field.
5. To accept the default policy for when this change takes effect, leave **Default policy** selected and click **Save**.

OR

Use one of the other two options – **Specify Policy** or **Specify a date** – to alter when this change takes effect:

- **Specify Policy:** You can select either **IMMEDIATE** or **END\_OF\_TERM**. For information on these two policies, see the "[Subscription Alignment Rules](#)" section of the \Subscription Guide\_.

- Default policy
- Specify Policy
- Specify a date



- **Specify a date:** Click on this and choose a date from the **Change Date** calendar that appears. Make sure to choose an effective date that is in the future.

- Default policy
- Specify Policy
- Specify a date

Change Date

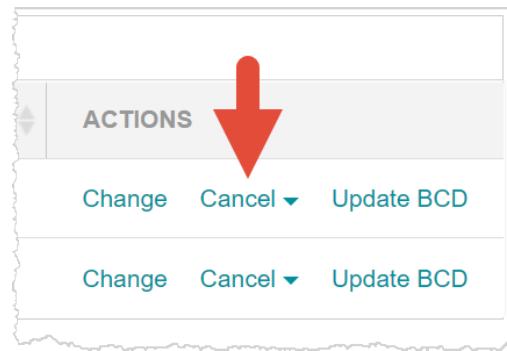
2022-01-11

**SAVE**

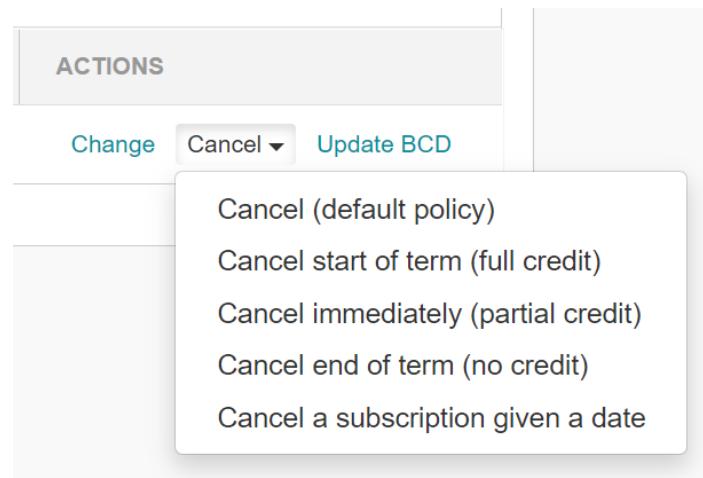
## Cancel a Subscription

To cancel an account's subscription:

1. Open the account and click **Subscriptions** on the sub-menu.
2. In the **Actions** column (far right), click **Cancel**.

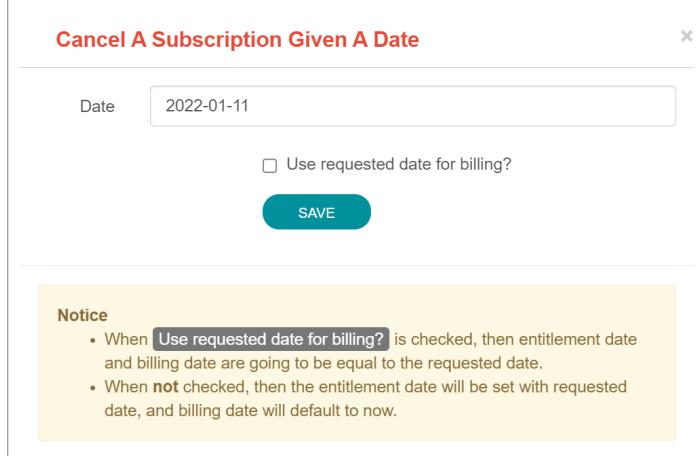


Kaui displays several options. The option you select defines how Kill Bill handles billing for the canceled subscription:



## Cancellation Options

Option	Description
Cancel (default policy)	Uses the default policy specified for the plan in the catalog.
Cancel start of term (full credit)	Cancels the subscription immediately and refunds whatever amounts have been paid toward the subscription.

Option	Description
Cancel immediately (partial credit)	Cancels the subscription immediately and applies a partial credit to the account based on how much of the service has been consumed.
Cancel end of term (no credit)	Cancels the subscription immediately with no refund to the customer. Note that after using this option to cancel, you can still reinstate the customer (i.e., reverse the cancellation).
Cancel a subscription given a date	If you select this option, Kaui displays a pop-up from which to choose a date:   <p><b>Notice</b></p> <ul style="list-style-type: none"> <li>When <b>Use requested date for billing?</b> is checked, then entitlement date and billing date are going to be equal to the requested date.</li> <li>When <b>not</b> checked, then the entitlement date will be set with requested date, and billing date will default to now.</li> </ul>

**Use requested date for billing:** To set the entitlement date and billing date the same as the date you just selected, check this box.

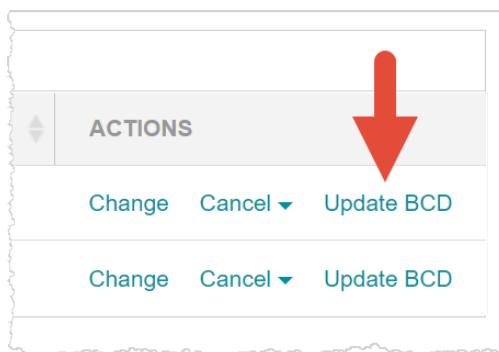
Otherwise, if you leave the checkbox empty, the entitlement date is the same as you just selected BUT the billing date defaults to *immediate*.

## Update the Billing Cycle Day

Follow the steps below to update the billing cycle day (BCD) defined for a subscription. These steps assume the subscription is billed on a monthly basis.

For information on how changing the BCD affects the subscription, see the "[Billing Alignment Rules](#)" section of the Subscription Guide.

1. Open the account and click **Subscriptions** on the sub-menu.
2. In the **Actions** column (far right), click **Update BCD**.



Kaui opens the Update Subscription BCD screen:

The screenshot shows a modal dialog titled "Update Subscription BCD". It has two input fields: "Bill Cycle Day" containing "12" and "Effective Date" containing "2022-01-12". At the bottom is a blue "SAVE" button.

3. In the **Billing Cycle Day** field, Kaui displays the currently defined BCD. Enter the number for the day of the month on which to bill.
4. For this change to be effective immediately, leave the **Effective Date** field at its current setting. Otherwise, you can define a later date for this change to occur.
5. Click the **Save** button.

## Invoices

This section helps you become familiar with the Invoices and Invoice Details pages.

For more information on invoices, see the "[Invoicing](#)" section of the *Subscription Guide*.

### Invoices Page

The Invoices page lists the invoices for the currently selected account. To open the Invoices page, open the account and select **Invoices** on the sub-menu.

The screenshot shows the Kill Bill Invoices page. The top navigation bar includes "CREATE NEW ACCOUNT" and a search bar. Below is a table with the following data:

NUMBER	DATE	AMOUNT	BALANCE	STATUS
21023	2021-08-23	\$29.99	\$29.99	COMMITTED
20071	2021-07-29	\$29.99	\$29.99	COMMITTED
19653	2021-07-19	\$29.99	\$29.99	COMMITTED

Kill Bill generates invoices automatically based on the customer's subscriptions. However, you can manually create an invoice by [creating a charge](#) on the customer's account.

Click the invoice number to open the Invoice Details page.

### Invoice Details Page

The Invoice Details page displays information about the invoice, such as the date it was generated,

amount, and so forth.

**Invoice 21023** [View Customer Invoice Html](#)

Invoice date 2021-08-23  
Target date 2021-08-23

DESCRIPTION	START DATE	END DATE	SUBSCRIPTION ID	AMOUNT	COMMENTS
External charge	2021-08-23			\$29.99 (USD)	<a href="#">Adjust</a>

INVOICE TOTAL: \$29.99 (USD)  
CREDITS: \$0 (USD)  
REFUNDED: \$0 (USD)  
BALANCE: \$29.99 (USD)

On the Invoice Details page, you can:

- Make a payment against an invoice
- Write off or void an invoice
- See the payment details (if the invoice was paid)



**Note:** You can perform two other invoice-related tasks on the Accounts page: [Generate a Dry-Run Invoice](#) and [Pay All Unpaid Invoices](#).

## Open Invoice Details

To get to the Invoice Details page:

1. Open an account.
2. Click **Invoices** on the sub-menu.
3. Select an invoice number.



**Note:** To see any associated payment details, you may need to scroll down the page.

## Make a Payment on an Invoice

To make a manual payment against an invoice:

1. [Open the Invoices Details page](#) for the invoice.

2. Hover over the credit card icon and select **Make Payment**.

Invoice 21023		View Customer Invoice Html
Invoice date	2021-08-23	
Target date	2021-08-23	
  	 	START DATE
+ Make payment		2021-08-23
Exchange charge		



**Note:** If the invoice has already been fully paid, the credit card icon doesn't show, and the payment details are displayed below the invoice.

2. Kaui displays the Process Payment screen:

**Process Payment**

External?

Amount: 29.99

Currency: USD

Payment Method:

Reason: 600 - Alt payment method

Comment:

**SAVE**

3. Fill in the fields. For field descriptions, see [Process Payment Field Descriptions](#).
4. Click **Save**. The invoice detail shows the balance due on the invoice. Below the invoice, Kaui displays the payment details, including the status of the payment.

## Process Payment Field Descriptions

Field	Description
External?	Select this checkbox if the customer is making a payment outside of the Kill Bill system (such as with a check). Note that if this checkbox is selected, it overrides anything selected in the <b>Payment Method</b> field.
Amount	The amount defaults from the invoice balance. If the customer is making a partial payment, you can change this amount.
Payment Method	To use the account's default payment method, leave the field blank. Otherwise, select the payment method from the drop-down.
Reason	The reason is automatically selected based on <a href="#">Kaui configuration settings</a> . However, you can make a different selection.
Comment	The text you enter here displays on the <a href="#">Timeline</a> page after the payment is complete. Adding comments is optional.

## Write Off or Void an Invoice

This section explains how to write off an invoice and void an invoice. "Write-off" and "void" have different meanings in Kill Bill:

- **Write off:** Brings the balance of an unpaid invoice to \$0. This method is typically used when closing an account with unpaid invoices (or when you are sure the invoice is uncollectible). When you write off an invoice, Kaui applies the **WRITTEN\_OFF** tag to the invoice. For more information on system tags, see the "[Tags](#)" section in the *Subscription Guide*.
- **Void:** Changes the invoice's status to VOID, in which case it is ignored by the system. An invoice *cannot* be voided if:

- It was partially or fully paid.
- It contains positive credit items.
- Any invoice item was internally adjusted by the system. (In this situation, you could refund the payment before voiding the invoice.)

## Write Off an Invoice

To write off an invoice:

1. Open the Invoices Details page for the invoice.

DESCRIPTION		START DATE	END DATE	SUBSCRIPTION ID	AMOUNT	COMMENTS
Add-on service	2021-07-18				\$4.99 (USD)	<a href="#">Adjust</a>

2. Hover over the tag icon (). Kaui displays a drop-down:

3. Select the **WRITTEN\_OFF** checkbox and (optionally) type text in the **Comment** field.
4. Click the **Update** button.

If the write-off is successful, Kaui displays "This invoice has been written off" at the top of the Invoice Detail.

## Void an Invoice

To void an invoice:

1. [Open the Invoices Details page](#) for the invoice.

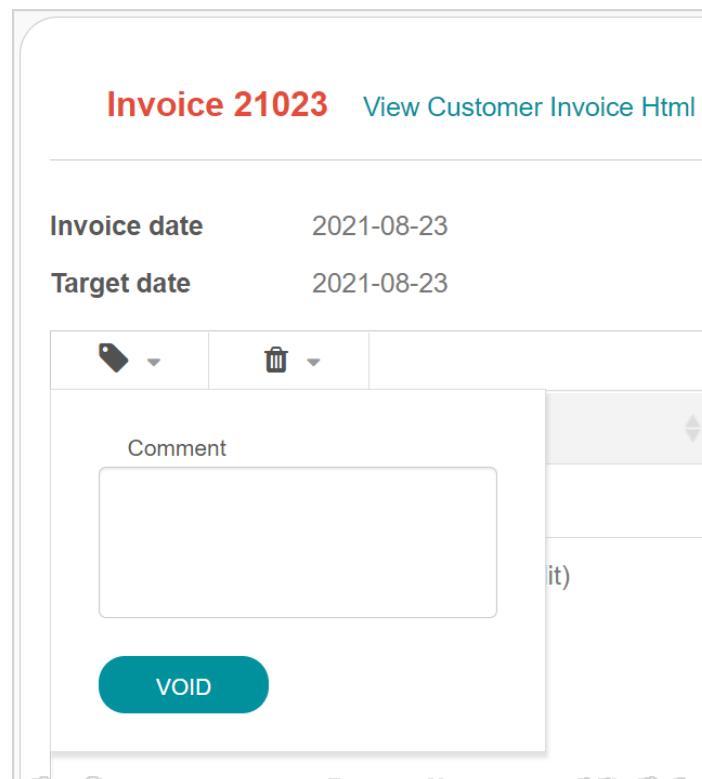
Invoice 21023 [View Customer Invoice Html](#)

Invoice date 2021-08-23  
Target date 2021-08-23

DESCRIPTION	START DATE	END DATE	SUBSCRIPTION ID	AMOUNT	COMMENTS
External charge	2021-08-23			\$29.99 (USD)	<a href="#">Adjust</a>

INVOICE TOTAL: \$29.99 (USD)  
CREDITS: \$0 (USD)  
REFUNDED: \$0 (USD)  
BALANCE: \$29.99 (USD)

2. Hover over the trashcan icon (trash bin icon). Kaui displays a drop-down:



3. If desired, type text in the **Comment** field.

4. Click the **Void** button.

If the void is successful, Kaui displays "This invoice has been voided" at the top of the Invoice Detail.

## Pay All Unpaid Invoices

You can pay all unpaid invoices if a customer account has at least one outstanding invoice. Before you begin, make sure the customer has a valid payment method (see Note).



**Note:** If the invoices have gone unpaid because of issues with the customer's payment method (for example, an expired credit card), make sure you [delete the old payment method](#) and [add a new one](#).

To pay all invoices:

1. Open the account on the Account page.
2. In the **Billing Info** section, click **Pay all invoices**.

The screenshot shows the 'Billing Info' section of the account settings. At the top, there are three buttons: '+ PAY ALL INVOICES', '+ ADD CREDIT', and '+ CREATE CHARGE'. A large red arrow points to the first button. Below these buttons is a table with account details. The table has two columns: 'Account balance' (\$17) and 'Account credit' (\$0). Under 'Overdue status', it says 'ReallyBad'. The 'Bill cycle day' is listed as '29 (user timezone)'. The 'Next Invoice Date' is '2022-02-28'. At the bottom of the section, there is a 'Trigger invoice generation' button and a checkbox labeled 'Dry-run' with a checkmark. There is also a small edit icon.

If the payments are completed, Kaui displays a success message at the top of the screen. To see the payment details, click **Payments** on the sub-menu.

## Generate a Dry-Run Invoice

A dry-run invoice lets you see how a customer's invoice will look without actually committing it. This feature creates a draft invoice as if it's being generated on the customer's bill cycle day. It's a helpful feature for testing. (You cannot generate a dry-run invoice for an invoice generated from a charge.) ←NOT SURE WE NEED TO SAY THIS

After you generate the invoice, which is in **DRAFT** mode, you have the choice to commit it. If you do not commit the **DRAFT** invoice, it remains in the system as a draft.

In order to generate a dry-run invoice, the customer account must be associated with a subscription that has a billing date in the future.

1. Open the account on the Account page.

2. In the **Billing Info** section, make sure the **Dry-run** checkbox is selected.

**Billing Info**

[PAY ALL INVOICES](#) [ADD CREDIT](#) [CREATE CHARGE](#)

Account balance	\$17
Account credit	\$0
Overdue status	ReallyBad
Bill cycle day	29 (user timezone)
Next Invoice Date	2022-02-28
Trigger invoice generation	<input type="button" value="Trigger"/> <input checked="" type="checkbox"/> Dry-run 

3. In the field next to **Dry-run**, enter the date that matches the invoice's upcoming invoice date.

**Billing Info**

[PAY ALL INVOICES](#) [ADD CREDIT](#)

Account balance	\$17
Account credit	\$0
Overdue status	ReallyBad
Bill cycle day	29
Next Invoice Date	2022-02-28
Trigger invoice generation	 FEBRUARY 2022 SU MO TU WE TH FR SA 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 1 2 3 4 5 6 7 8 9 10 11 12 <input type="text" value="2022-02-28"/> <input checked="" type="checkbox"/> Dry-run 

4. Click the magic wand button:



Kauai generates and displays the draft invoice. A message at the top indicates it is a draft invoice.



**Note:** To change the invoice from **DRAFT** to **COMMITTED**, click "trigger an invoice run" in the message at the top of the invoice.

# Payments

This section helps you become familiar with the Payments and Payment Details pages.

For more information on payments, see:

- "Payment" section of the *Subscription Guide*
- *Payment Guide*

## Payments Page

The Payments page lists any payments applied to invoices for the customer account. To open the Payments page, open the account and select **Payments** on the sub-menu.



**Note:** If a customer account has a default payment method, Kaui automatically makes a payment when an invoice is generated in the system. See [About Automatic Invoice Payments](#) for more information.

The screenshot shows the Kill Bill interface with the title 'KILL BILL' at the top. Below it is a navigation bar with links for 'Search', '+ CREATE NEW ACCOUNT', and account details for 'Frieda Lancaster'. The main menu includes 'ACCOUNT', 'SUBSCRIPTIONS', 'INVOICES', 'PAYMENTS' (which is highlighted in blue), 'TIMELINE', 'TAGS', and 'CUSTOM FIELDS'. The 'PAYMENTS' section displays a table of payment records:

NUMBER	DATE	AUTH AMOUNT	CAPTURE AMOUNT	REFUND AMOUNT	LAST TRANSACTION STATUS	EXTERNAL KEY
10237	2021-11-15	\$7	\$7	\$0	SUCCESS	771367a9-a83c-4d50-859b-fc2f2d4c3043
9801	2021-10-19	\$3.49	\$3.49	\$0	SUCCESS	5bbfa22a-6b25-4aa7-8e4d-e29eac884c33
9800	2021-10-19	\$4.99	\$4.99	\$0	SUCCESS	0ca170cb-0334-4b26-8b25-cab88556f4a8
9782	2021-10-18	\$25	\$25	\$0	SUCCESS	9d5fb49c-42a5-48e8-a17a-57129e029081

## About Automatic Invoice Payments

Kill Bill automatically generates a payment for an invoice if an account:

- Has an outstanding, unpaid invoice AND
- Has a default and valid payment method

Kill Bill *does not* automatically generate an invoice payment if:

- No default payment method exists for the account
- The default payment method is invalid (e.g., expired credit card)
- The `AUTO_PAY_OFF` or `MANUAL_PAY` system tags are defined for the account



**Note:** For invoices that Kill Bill does not automatically pay, you can use the "Pay all Invoices" feature. For more information, see [Pay All Unpaid Invoices](#).

## Payment Details Page

The Payment Details page displays information about a specific payment, such as the date it was generated, amount, and so forth. Below the payment information is information about the payment method used.

The screenshot shows two main sections: 'Payment 8960' and 'Payment Method Details'.

**Payment 8960:**

DATE	TYPE	AMOUNT	TRANSACTION EXTERNAL KEY	FIRST ID	SECOND ID	GATEWAY CODE	GATEWAY MESSAGE	STATUS
2021-08-26	PURCHASE	\$4.99 (USD)	6e6dae1e-0979-4092-848c-8df791158401					SUCCESS

**Payment Method Details:**

Name:	killbill-stripe
ID:	11b455b2-e848-4cf5-b239-223babd882b4
card_brand	Visa
card_country	US
card_exp_month	10
card_exp_year	2022
card_fingerprint	U6o8Z4JtemC3AYFe
card_funding	credit
card_last4	4242

On the Payment Details page, you can: [refund a payment](#) or [perform a chargeback](#).

## Open Payment Details

To get to the Payment Details page:

1. Open an account.
2. Click **Payments** on the sub-menu.
3. Select a payment number.



**Note:** To see the associated payment method information, you may need to scroll down the page.

## Refund a Payment

When you refund a payment from the Payment Details page, it brings the invoice amount to zero (i.e., the invoice will have no balance). You can also perform a partial refund in which the partial refund amount is added as an invoice line item. --NOT SURE THIS IS RIGHT

The refund is applied to the same payment method used in the original payment.



**Note:** You can also perform a refund directly on the payment method that was originally used. For more information, see [Applying Transactions to a Payment Method](#).

To refund a payment:

1. Open the Payment Detail page for the payment.

DATE	TYPE	AMOUNT	TRANSACTION EXTERNAL KEY	FIRST ID	SECOND ID	GATEWAY CODE	GATEWAY MESSAGE	STATUS
2021-10-15	PURCHASE	\$10 (USD)	69166faa-6b0f-4a55-bb45-ae44c65e2f83	ch_3JksNRliSp8QfnMk2i9WO4LB				SUCCESS kbPaymentMethodId=11b454cf5-b239-223abd882b4 last_charge_object: charge last_charge_outcome: {networkStatus=approved_b}

2. Hover over the credit card icon and select Refund.

Payment 9734

Invoice ID: 36b604ed-2694-4c7d-a159-42d1cbc031b8  
External key: 83a3dc47-4958-433f-bd4e-153fce09b4a4

Refund Chargeback

Kaui opens the Process Refund screen.

**Process Refund**

No Invoice Adjustment  
 Invoice Item Adjustment

Amount   
 Currency: USD

Reason

Comment

**SAVE**

3. Fill in the fields. For field descriptions, see [Process Refund Field Descriptions](#).
4. Click the **Save** button. Kaui saves the refund and displays it as a separate row on the Payments Details page:

**Payment 9734**

Invoice ID	c9369e16-67d9-4aaa-91d4-8a683c778216						
External key	9d5fb49c-42a5-48e8-a17a-57129e029081						
<b>Payments</b>							
DATE	TYPE	AMOUNT	TRANSACTION EXTERNAL KEY	FIRST ID	SECOND ID	GATEWAY CODE	GATEWAY MESSAGE
2021-10-18	PURCHASE	\$25 (USD)	cdf3d494-1c0e-424c-b60f-77276dd6dd03				SUCCESS
2022-01-05	REFUND	\$25 (USD)	34bb7f7a-33f8-4cec-8b88-a4d83290890c				SUCCESS

## Process Refund Field Descriptions

Field	Description
No Invoice Adjustment	If you are refunding the entire balance of the invoice, select <b>No Invoice Adjustment</b> . However, if you are providing a partial refund, select <b>Invoice Item Adjustment</b> . ←-NOT SURE THIS IS RIGHT
Invoice Item Adjustment	
Amount	The amount of the refund. Kaui automatically fills this in based on the invoice balance.
Reason	The refund reason is automatically selected based on <a href="#">Kaui configuration settings</a> . However, you can make a different selection.
Comment	The text you enter here displays on the <a href="#">Timeline</a> page after the payment is complete. Adding comments is optional.

## Perform a Chargeback

If your business receives a chargeback notice for a payment, you can record that chargeback in Kill Bill.

1. Open the Payment Detail page for the payment.

Payment 9782

Invoice ID: c9369e16-67d9-4aaa-91d4-8a683c778216  
External key: 9d5fb49c-42a5-48e8-a17a-57129e029081

DATE	TYPE	AMOUNT	TRANSACTION EXTERNAL KEY	FIRST ID	SECOND ID	GATEWAY CODE	GATEWAY MESSAGE	STATUS
2021-10-18	PURCHASE	\$25 (USD)	cdf3d494-1c0e-424c-b60f-77276dd6dd03					SUCCESS

2. Hover over the credit card icon and select Chargeback.

Payment 9782

Invoice ID: c9369e16-67d9-4aaa-91d4-8a683c778216  
External key: 9d5fb49c-42a5-48e8-a17a-57129e029081

DATE	TYPE	AMOUNT	TRANSACTION EXTERNAL KEY
18	PURCHASE	\$25 (USD)	cdf3d494-1c0e-424c-b60f-77276dc

Kaui opens the Process Chargeback screen with the **Amount** and **Reason** fields already filled in.

Process Chargeback

Amount: 25.0  
Currency: USD

Reason: 400 - Canceled Recurring Transaction

Cancel account subscriptions?

Comment:

SAVE

3. If necessary, select a different **Reason**. (The chargeback reason is automatically selected based on [Kaui configuration settings](#). However, you can make a different selection.)

4. If the subscription associated with the payment needs to be canceled, check the **Cancel account subscriptions** box.
5. Fill in the **Comment** field (optional). The text you enter here displays on the [Timeline](#) page.
6. Click the **Save** button. Kaui saves the chargeback and displays it as a separate row on the Payments Details page:

**Payment 9782**

Invoice ID	c9369e16-67d9-4aaa-91d4-8a683c778216						
External key	9d5fb49c-42a5-48e8-a17a-57129e029081						
<a href="#"></a> ▾							
DATE	▲ TYPE	AMOUNT	TRANSACTION EXTERNAL KEY	FIRST ID	SECOND ID	GATEWAY CODE	GATEWAY MESSAGE
2021-10-18	PURCHASE	\$25 (USD)	cdf3d494-1c0e-424c-b60f-77276dd6dd03				SUCCESS
2022-01-05	CHARGEBACK	\$25 (USD)	98f726ba-29a3-4669-b02f-649cf7e0542d				SUCCESS

## Timeline

*IN PROCESS*

# Part 3 - Users, Roles, and Permissions

*IN PROCESS*

# Part 4 - Tags and Custom Fields

*IN PROCESS*

# Part 5 - Plugin Manager and Analytics

*IN PROCESS*

# Part 6 - Tenants and Admin

## ***IN PROCESS***

### Add a Catalog Item

This section explains how to add a base, add-on, or standalone product to the Kill Bill catalog.

1. Click the tenant name in the upper right corner. Kaui displays the Tenant screen.

screenshot

1. Scroll down to the Existing Plans section.
2. Click the plug icon to the right of "Existing Plans." Kaui displays the Catalog Configuration screen.
3. Fill in the fields. For field descriptions, see [\[Catalog Field Descriptions\]](#).
4. Click the Save button.

# FAQs

*IN PROCESS*