Key Invoicing Requirements & Details

1. Unique Identifier: Unique invoice number for tracking and accounting.
2. Customer details: Full names and contact details for the tenant.
3. Property Information: Specific reference number of the rental unit.
4. Financial Breakdown: Clear listing of rent amount, utilities (water, electricity), and any other charges.
5. Timeline & Due Dates: Recurring invoices auto-raised every 1st day of month
6. Payment Instructions: Landlord's Paybill and invoice number/ unit number as account number
7. Payment: Invoice settling or pre-payments via Mpesa Wallet
8. Auto-settling: Auto-settled invoices dispatch receipt and not invoice
9. Receipts: Syste, generated acknowledgement showing invoice, amounts, dates etc
10. Penalties: Criteria for auto-calculation of penalties
11. Total Amount Due: The final amount, clearly displayed.
12. Invoice includes the company logo and ensures all information is accurate.
13. Clear Terms: State late payment fees or penalties for overdue rent.
14. Delivery: Send invoices via SMS and email early enough to allow for prompt payment.
15. Reminders: SMS/ email reminders if not paid in time

Logic:

IF Date = 1st of Month

    Create Invoice

    IF Wallet Balance >= Invoice Value

        Deduct Invoice Value from Wallet

        Update Wallet Balance = Wallet Balance - Invoice Value

        Mark Invoice as Paid

        Generate Receipt

        Send Receipt to Client

    ELSE IF Wallet Balance > 0 AND Wallet Balance < Invoice Value

        Deduct Wallet Balance from Invoice

        Remaining Balance = Invoice Value - Wallet Balance

        Update Wallet Balance = 0

        Mark Invoice as Partially Paid

        Update Invoice with Remaining Balance

        Send Updated Invoice to Client

    ELSE

        Send Invoice (Unpaid)

END