

How to use Billing Addon

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1 How to activate Billing Addon

To activate the Billing Addon, please provide the MAC of LAN port of your MyPBX, which can be found in the motherboard or on the enclosure of MyPBX.

Here is the screen shot of a MAC address:



Figure 1-1

In this example, the MAC address of LAN port is F4B549050404.

Notes:

1. Billing Addon is available in MyPBX Enterprise/U100/U200/U300/U5XX.
2. The MAC of LAN port is the key when purchasing the license.

Please contact the reseller/dealer from whom you got your MyPBX to purchase the activation license.

Steps to activate Billing Addon:

- 1) Click "Addons" label to switch to the billing system activation page.

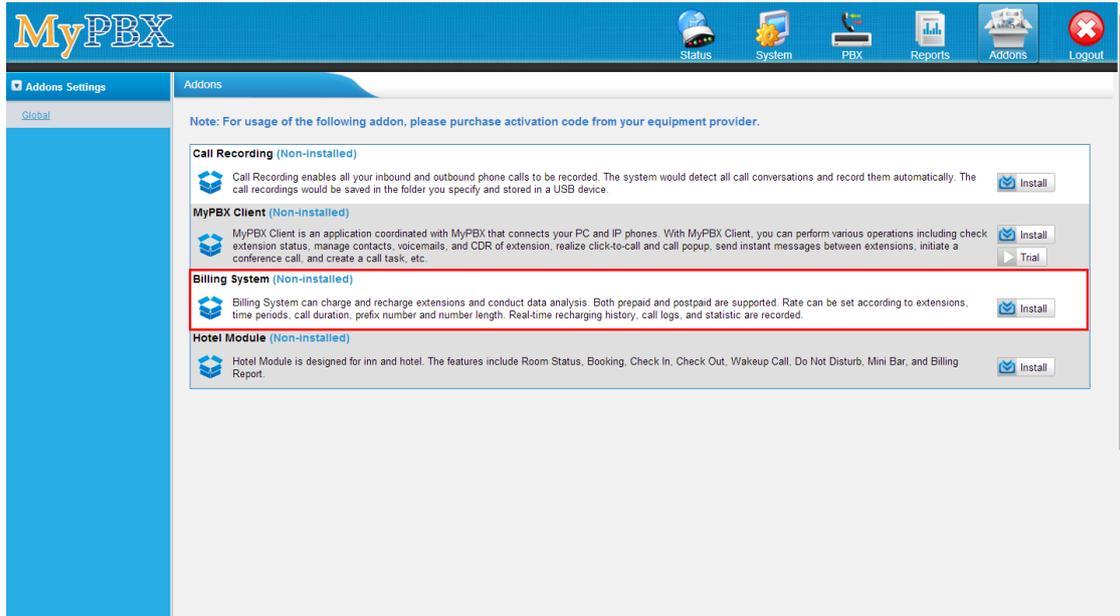


Figure 1-2

- 2) Click "Install" and input the license you purchased, and click "Activate".

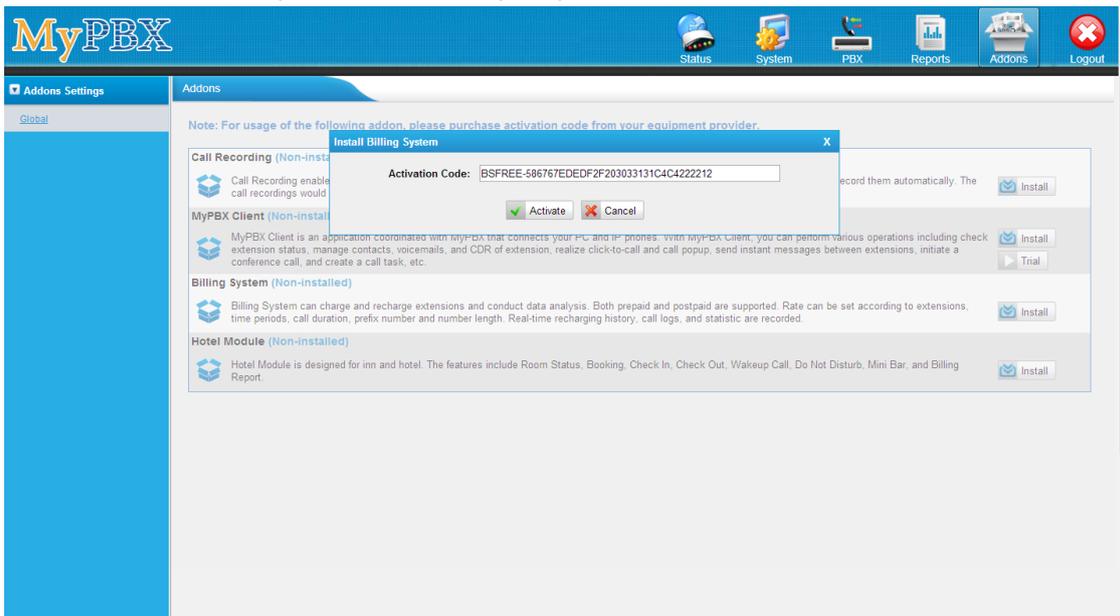


Figure 1-3

- 3) After clicking "Activate", MyPBX will pop up the reboot tag; click "Reboot Now", the activation will take effect after MyPBX boots up again.

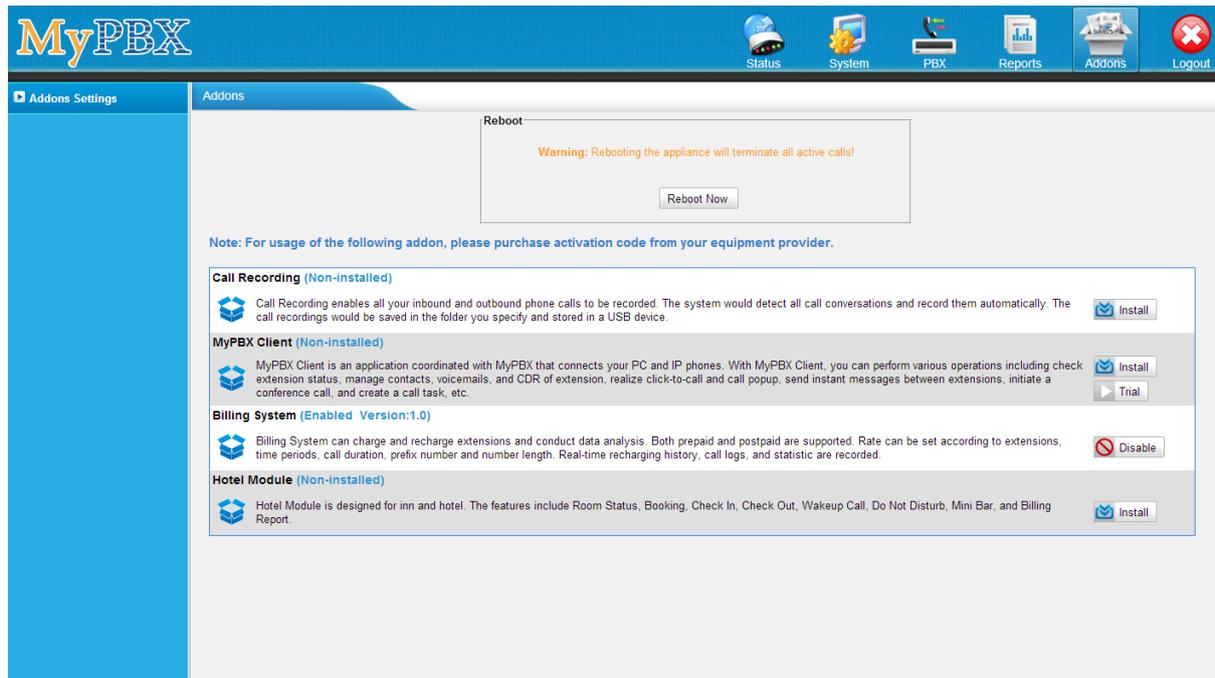


Figure 1-4

Notes:

1. Billing activation is permanent in MyPBX even if you reset it to factory defaults. I.e. it cannot be uninstalled. You can only enable or disable this feature.
2. The license is unique; you cannot install the same license in another MyPBX.
3. Once Billing Addon is activated, DISA, call back and "Outbound Routes" destination in inbound route will still be available since x.19.x.x version.

4) When MyPBX boots up again, you will see the billing menu in "Addons" page.

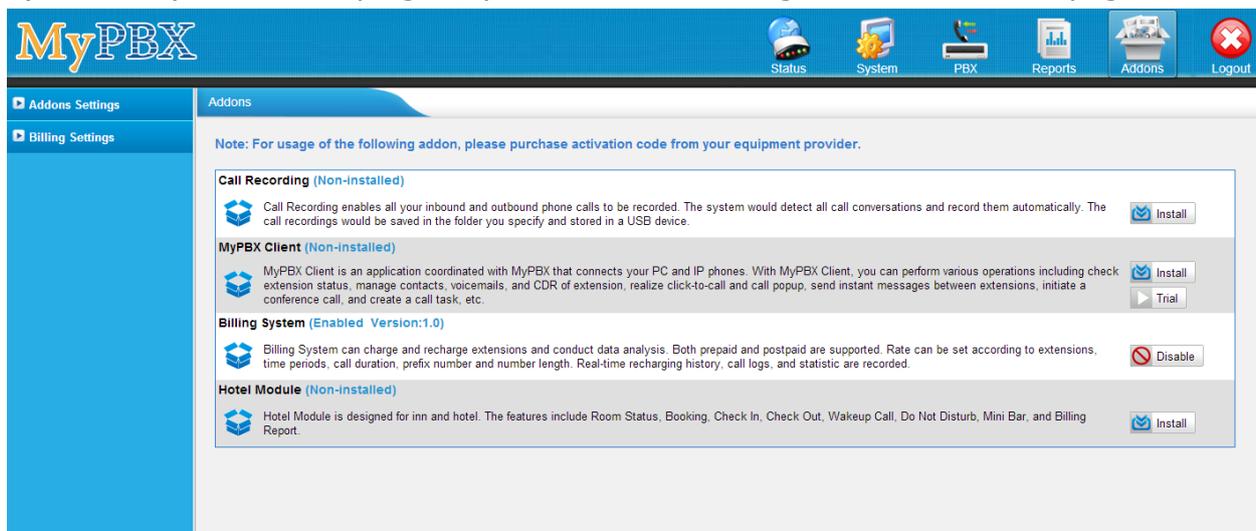


Figure 1-5

The activation process is finished permanently.

2 How to use Billing Addon

2.1 Addons Settings

2.1.1 Global

You could enable/disable the Billing feature when it's activated.

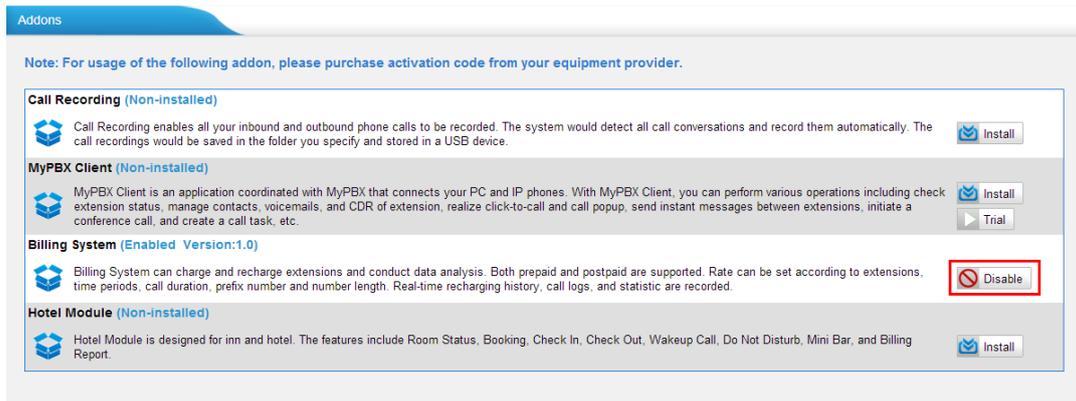


Figure 1-6

Click "Disable" to disable it temporarily.

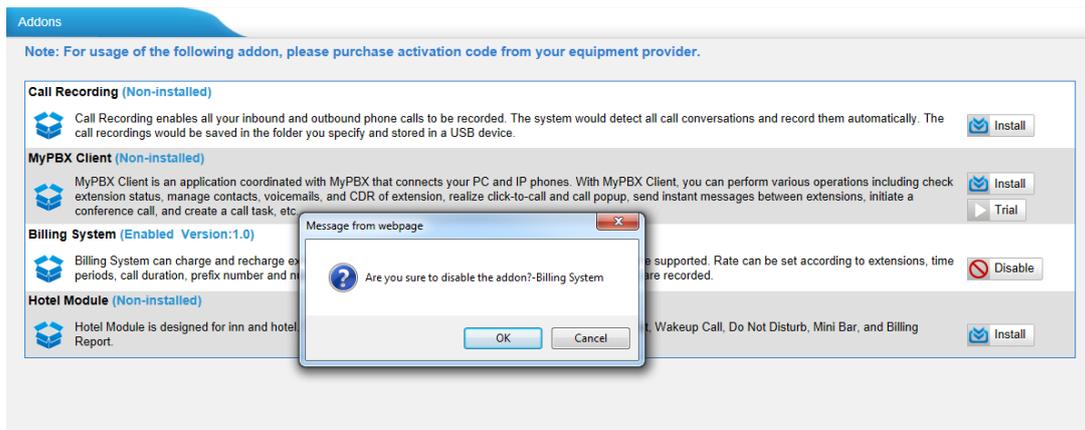


Figure 1-7

Click "Apply Changes" to take effect, you can also enable it again.

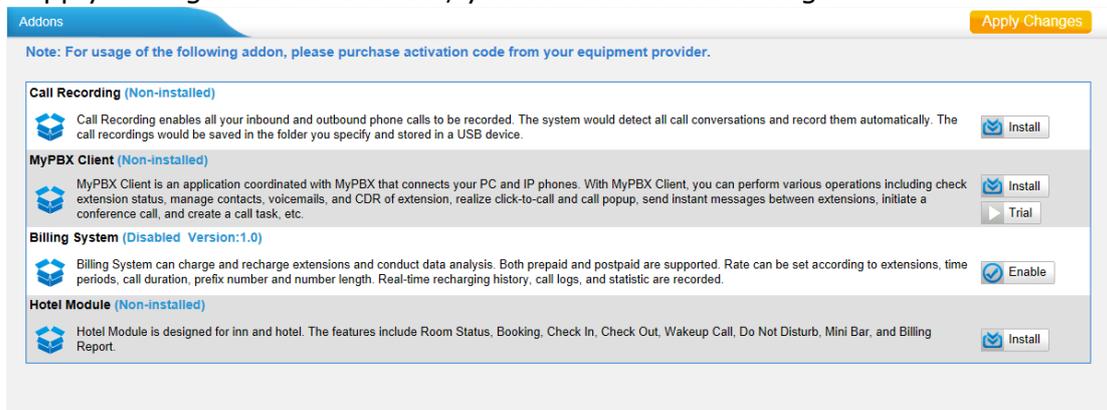
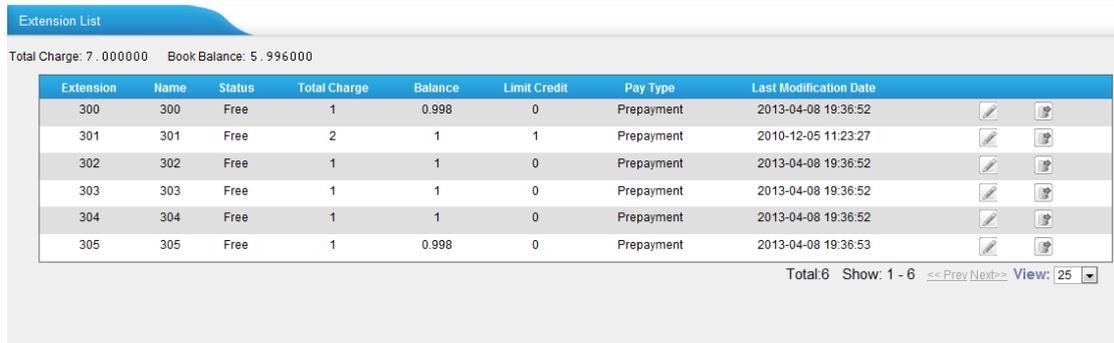


Figure 1-8

2.2 Billing settings

Extensions and rates configurations can be changed on this page.

2.2.1 Extensions



Extension	Name	Status	Total Charge	Balance	Limit Credit	Pay Type	Last Modification Date		
300	300	Free	1	0.998	0	Prepayment	2013-04-08 19:36:52		
301	301	Free	2	1	1	Prepayment	2010-12-05 11:23:27		
302	302	Free	1	1	0	Prepayment	2013-04-08 19:36:52		
303	303	Free	1	1	0	Prepayment	2013-04-08 19:36:52		
304	304	Free	1	1	0	Prepayment	2013-04-08 19:36:52		
305	305	Free	1	0.998	0	Prepayment	2013-04-08 19:36:53		

Total Charge: 7.000000 Book Balance: 5.996000

Total: 6 Show: 1 - 6 << Prev Next >> View: 25

Figure 1-9

Total Charge

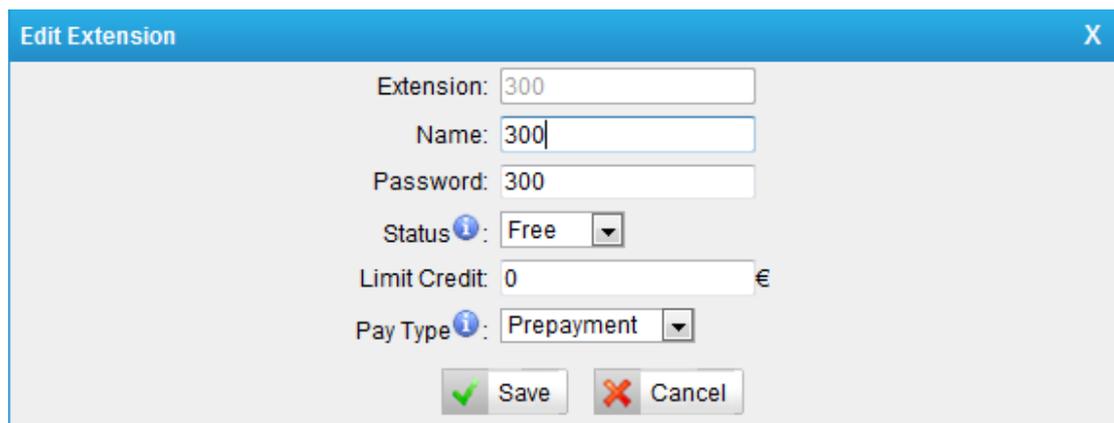
The total charge of all extensions.

Note: The mobility extension will be charged, and the bill is added to the corresponding extension.

Book Balance

The total balance of all extensions.

Click  to edit the extension settings.



Edit Extension [X]

Extension:

Name:

Password:

Status ⓘ: ▼

Limit Credit: €

Pay Type ⓘ: ▼

Figure 1-10

Extension

Extension number, un-editable.

Name

You can rename the extension to whatever you want. The extension name here and the

extension name in PBX extension page will be changed to the same whichever changes.

Password

The extension's password, which is always the same as the voicemail PIN on extension page.

Status

Administrator can set it to Free or Locked. If it's locked, this extension can't make outbound calls.

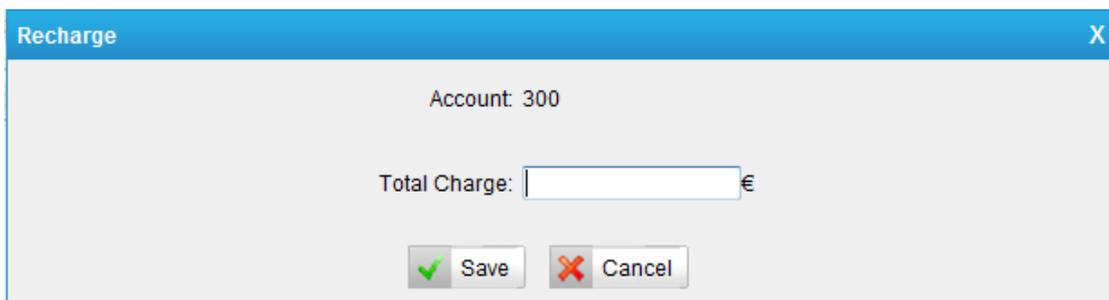
Limit Credit

If Prepayment is chosen, when your balance is below the limit of credit, your outbound call will be blocked. If Post-payment is chosen, the limit of credit means the maximum money you can owe.

Pay Type

Prepayment or Post-payment.

Click  to recharge this extension.



The image shows a 'Recharge' dialog box with a blue header and a close button (X) in the top right corner. The main content area is light gray and contains the text 'Account: 300'. Below this is a label 'Total Charge:' followed by a text input field and a Euro symbol (€). At the bottom of the dialog are two buttons: 'Save' with a green checkmark icon and 'Cancel' with a red X icon.

Figure 1-11

2.2.2 Rate

Click "Rate" to start editing the rate rules, you can also import the rules you have edited in advance and export the rules. The format is *.csv.



The image shows a 'Rate' configuration interface with a blue header and three buttons: 'Add New Rate', 'Import', and 'Export'. Below the buttons is a table with the following columns: Prefix Number, Number Length, Rate, From, To, Initial Cost, Initial Time, Billing Unit, Extensions, and Last Modification Date. The table contains one row of data.

Prefix Number	Number Length	Rate	From	To	Initial Cost	Initial Time	Billing Unit	Extensions	Last Modification Date
--	0	0.002	00:00	23:59	0	0	60	*	2010-12-05 11:23:35

Figure 1-12

Import

Import the configuration file of rate.

Export

Export the configuration file of rate.

Click "Add New Rate" to start editing the details.

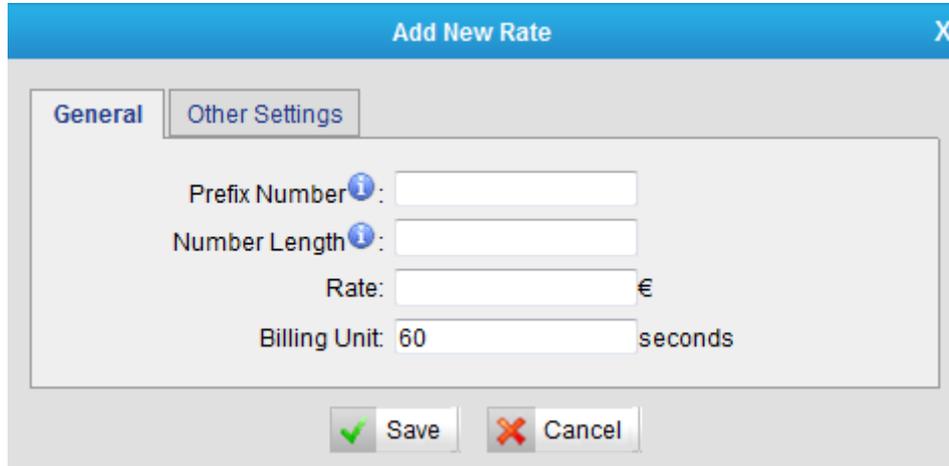


Figure 1-13

1) General

Prefix number

It's the Prefix of the called number. It must match the dial pattern of the outbound routes in MyPBX. Leave it blank to match all dial patterns.

Number Length

It is the total length of the number processed by MyPBX when calling outbound (including the dial pattern and the number stripped by MyPBX). If the dial pattern is "9.", Strip "1" digit and there is no prepended number, when you dial "95503305", the number length is "8". If dial pattern is "9.", Strip "1" digit, and prepend "17951", when you dial 95503305, the number length is "13". Put "0" here to apply to numbers of all lengths.

Leave it blank to match all numbers.

Rate

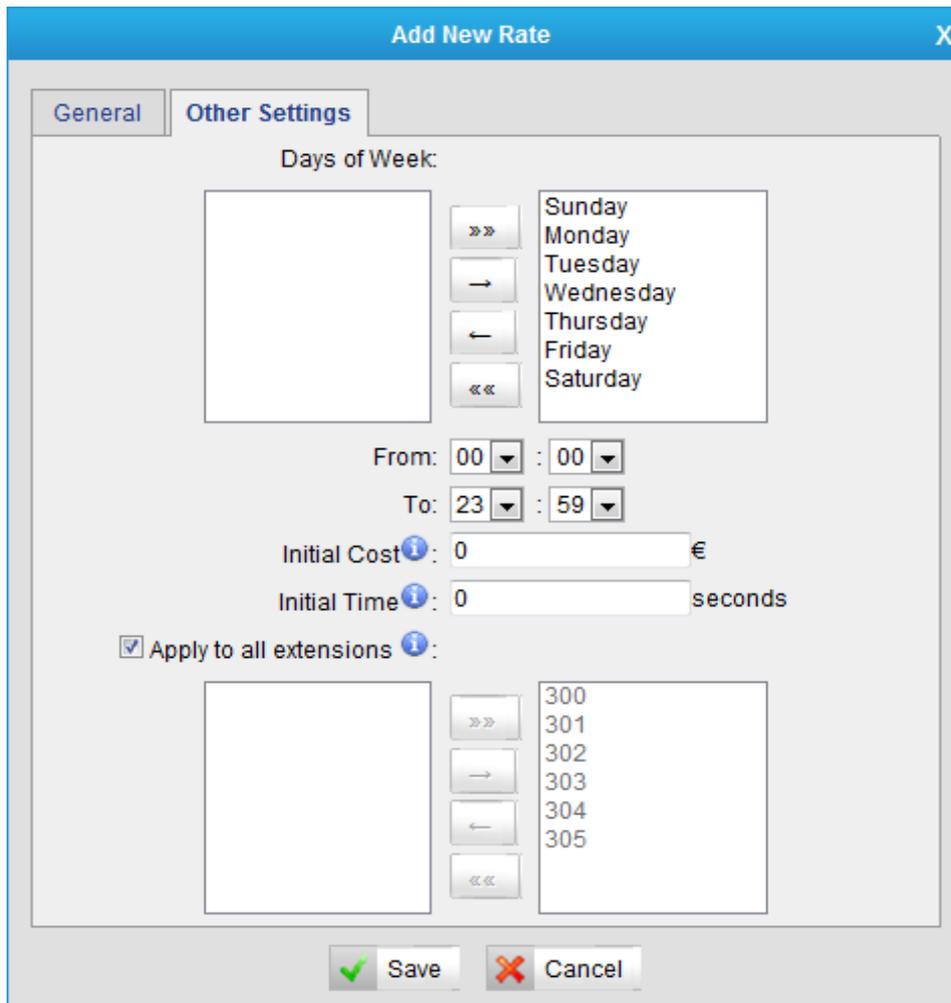
The rate of one billing unit. Users are able to enter a rate value that has 4 digits after the decimal point and the billing precision is up to 4 digits after the decimal.

Note: the currency symbol can be changed in the General Setting as required.

Billing Unit

If the rate is €0.2 and billing unit is 60 seconds, the call you make will cost €0.2 per 60 seconds (less than one billing unit will be regarded as one billing unit).

2) Other Settings



The screenshot shows the 'Add New Rate' dialog box with the 'Other Settings' tab selected. The 'Days of Week' section has an empty box on the left and a list of days (Sunday to Saturday) on the right, with navigation arrows between them. The 'From' time is set to 00:00 and the 'To' time is set to 23:59. The 'Initial Cost' is 0 € and the 'Initial Time' is 0 seconds. The 'Apply to all extensions' checkbox is checked. Below it is another empty box on the left and a list of extensions (300 to 305) on the right, also with navigation arrows. At the bottom are 'Save' and 'Cancel' buttons.

Figure 1-14

Days of week

Choose the days on which this rate takes effect.

From & To

The time period of this rate takes effect in a day.

Initial Cost & Initial time

If the "Initial Cost" is €0.2 and the "Initial Time" is 120 seconds, it means the first 120 seconds of this call will cost €0.2.

Apply to all extensions

Apply this rate to the following extensions or just tick "Apply to all extensions" to apply to all.

2.2.3 Emergency Number

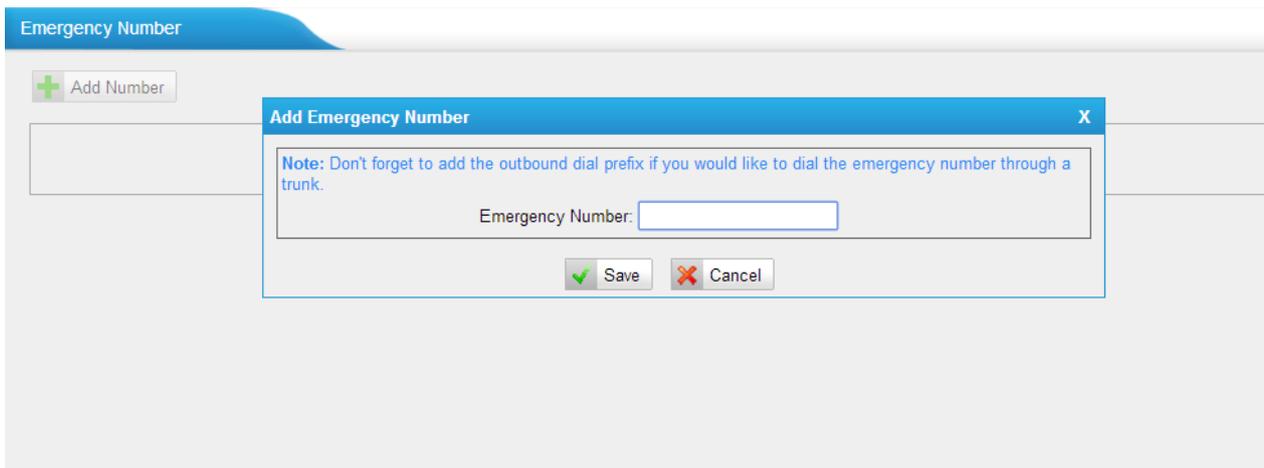


Figure 1-15

Add Emergency Number as required.

Note: Don't forget to add the outbound dial prefix if you would like to dial the emergency number through a trunk.

2.2.4 Scheduled Task

The task will be operated depending on the time condition and the selected members.

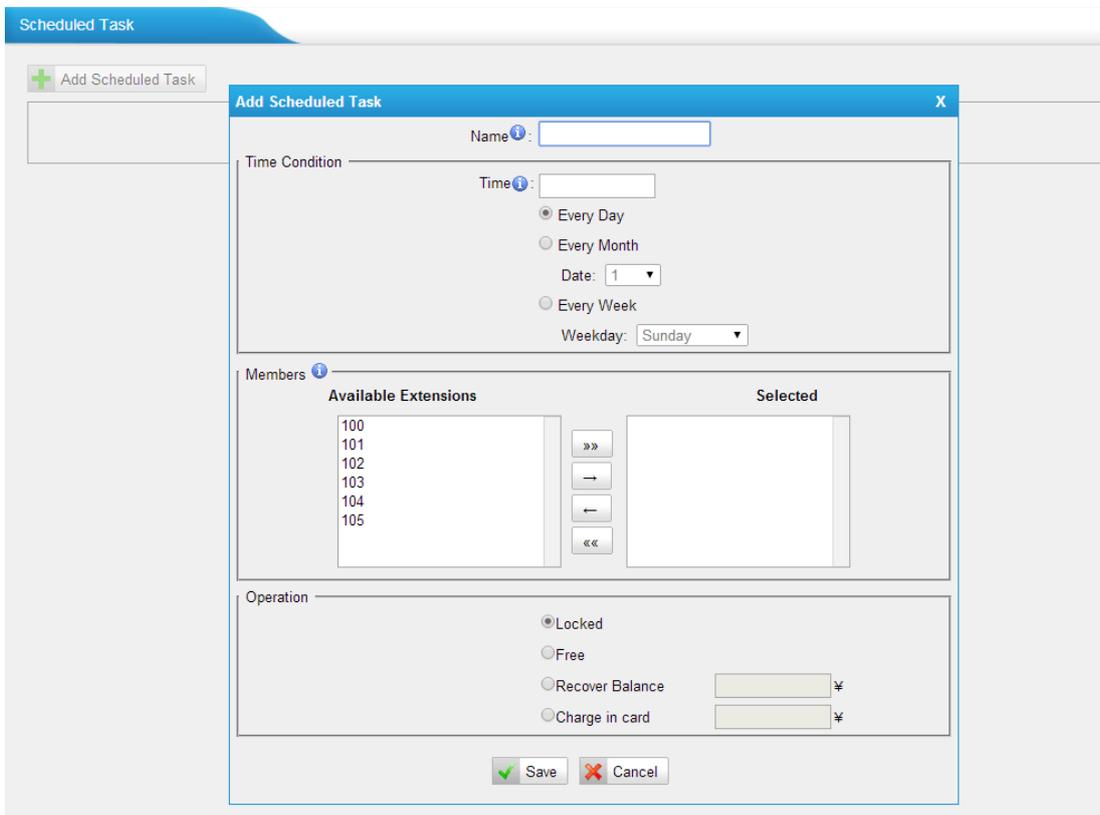


Figure 1-16

•Name

Input the task name. You can't use the same name.

1) Time Condition

•Time

It is the start time of the task. The format is "HH:MM" e.g. 12:00.

Every Day: if checked, the task will be operated every day.

Every Month: if checked, the task will be operated every month.

Date: it can be from 1 to 31.

Every Week: if checked, the task will be operated every week.

Weekly: it can be from Sunday to Saturday.

2) Members

Move an extension to the "Selected" box to make the task applicable to it.

3) Operation

Locked: if checked, the selected members can't dial out.

Free: if checked, the selected members can dial out.

Recover Balance: if checked, the configured number will be the balance.

Charge in card: if checked, the configured number will be added to the balance.

2.2.5 General Setting

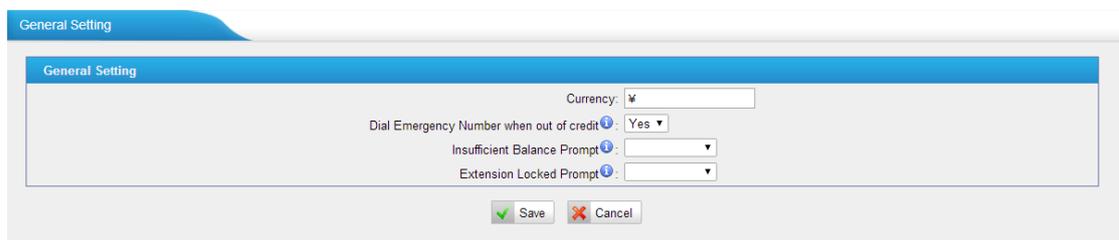


Figure 1-17

•Currency

It can be changed as required.

•Dial Emergency Number when out of credit

If set to yes, you can dial emergency number when you run out of credit.

•Insufficient Balance Prompt

If set to Null, the system will use the default voice prompt.

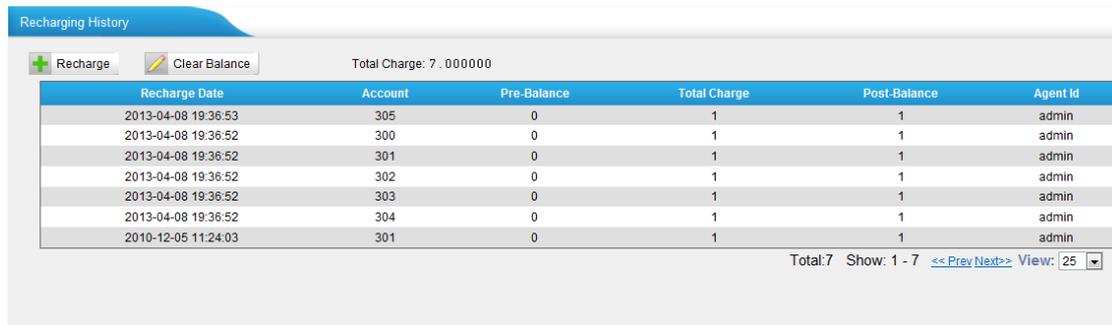
•Extension Lock Prompt

If set to Null, the system will use the default voice prompt.

Note: The custom prompt can be chosen if you have uploaded it to MyPBX "Custom Prompts" page.

2.2.6 Recharging History

Click "Recharging History" to check the details. You can also clear all balance.



Recharge Date	Account	Pre-Balance	Total Charge	Post-Balance	Agent Id
2013-04-08 19:36:53	305	0	1	1	admin
2013-04-08 19:36:52	300	0	1	1	admin
2013-04-08 19:36:52	301	0	1	1	admin
2013-04-08 19:36:52	302	0	1	1	admin
2013-04-08 19:36:52	303	0	1	1	admin
2013-04-08 19:36:52	304	0	1	1	admin
2010-12-05 11:24:03	301	0	1	1	admin

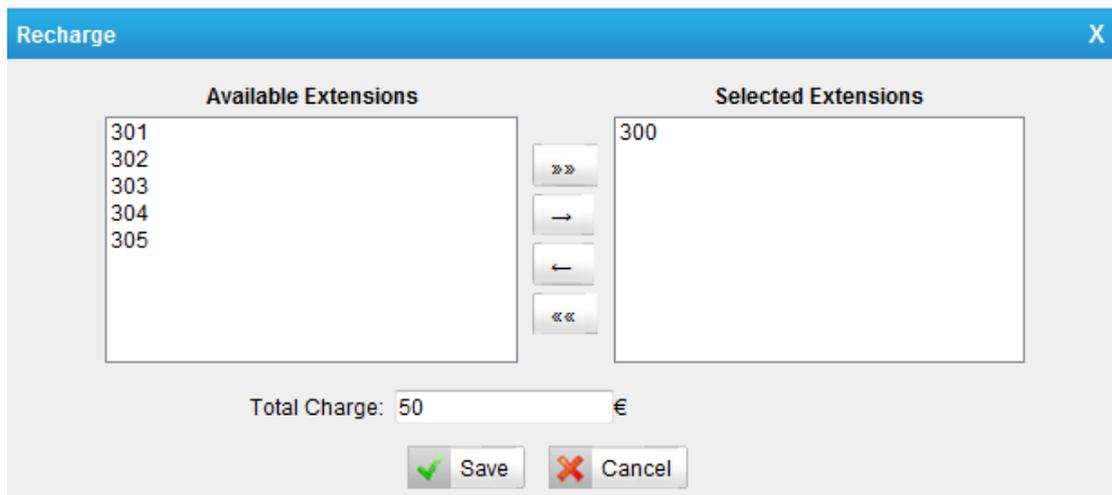
Total Charge: 7.000000

Total: 7 Show: 1 - 7 << Prev Next >> View: 25

Figure 1-18

1) Recharge

Click "Recharge" and then choose the extension and put in the amount.



Recharge

Available Extensions: 301, 302, 303, 304, 305

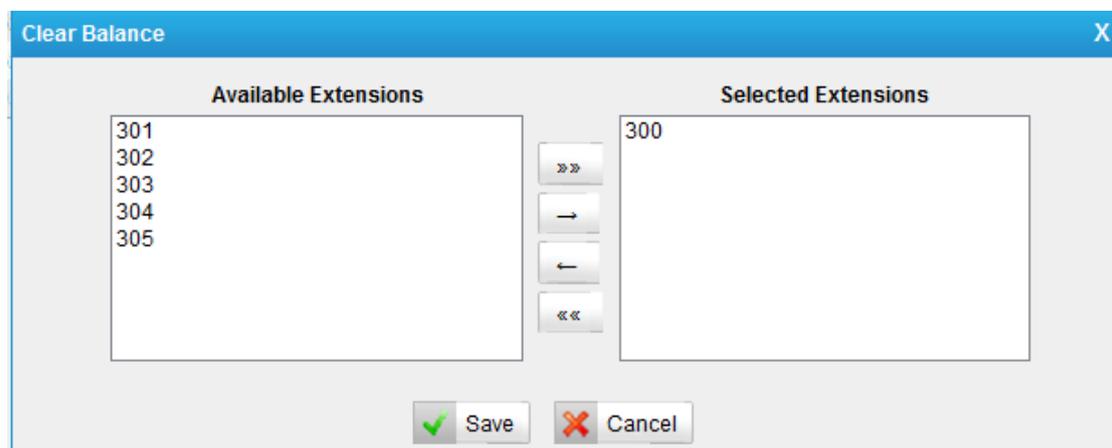
Selected Extensions: 300

Total Charge: 50 €

Figure 1-19

In this example, the recharge amount of the selected extension 300 is €50.

2) Clear balance



Clear Balance

Available Extensions: 301, 302, 303, 304, 305

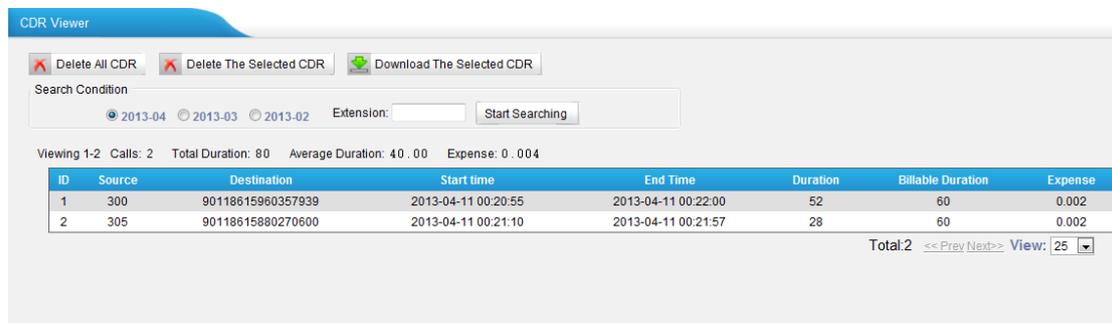
Selected Extensions: 300

Figure 1-20

In this example, the chosen extension 300's balance will be cleared.

2.2.7 Call Logs

It's the history of all calls generated by extensions. You can download, delete and search the records by date and/or extension number.



The screenshot shows the 'CDR Viewer' interface. At the top, there are three buttons: 'Delete All CDR', 'Delete The Selected CDR', and 'Download The Selected CDR'. Below these is a 'Search Condition' section with radio buttons for '2013-04', '2013-03', and '2013-02', an 'Extension:' input field, and a 'Start Searching' button. Below the search section, it displays 'Viewing 1-2 Calls: 2 Total Duration: 80 Average Duration: 40.00 Expense: 0.004'. The main part of the interface is a table with the following data:

ID	Source	Destination	Start time	End Time	Duration	Billable Duration	Expense
1	300	90118615960357939	2013-04-11 00:20:55	2013-04-11 00:22:00	52	60	0.002
2	305	90118615880270600	2013-04-11 00:21:10	2013-04-11 00:21:57	28	60	0.002

At the bottom right of the table, it shows 'Total:2 << Prev Next >> View: 25'.

Figure 1-21

Start Search

When there are a great number of calls, you can query call logs by time and extension number.

Calls

The total number of the calls.

Total Duration

The total duration of all calls.

Average Duration

The average duration of all the calls.

Expense

The total expense of all calls.

Download and delete CDR.

You can click "Download the Selected CDR" to download CDR to your PC; also you can click "Delete the Selected CDR" or "Delete All CDR" to delete the CDR.

Note: Only the logs of the latest 3 months will be saved.

2.2.8 Statistics

You can check the statistics here. You can list the statistics by extension number, date, day, month or year.

Statistics

Note: The statistics is used for the calculation of the number, total time duration, average time duration and total cost of the calls made by a certain extension during a specific time period.

All From: 4 Apr 2013 To: 11 Apr 2013 Daily Statistics Submit

Date	Calls	Total Duration	Average Duration	Amount
2013-04-11	2	80	40.00	0.004

Figure 1-22

Date

The date of the call

Calls

The number of the calls

Total Duration

The total duration of all the calls

Average Duration

The average duration of each call

Amount

The total cost of all the calls

[Finish]