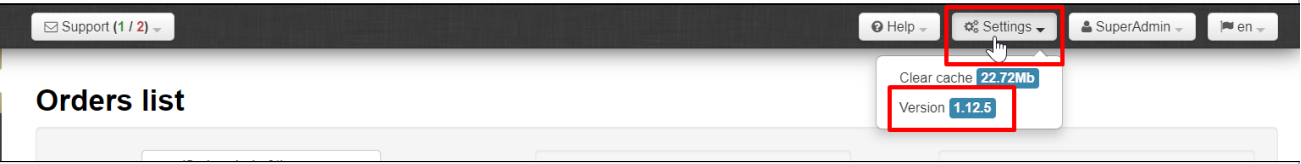


# Create a bill in the admin panel



- [Login to admin panel if you have OT Key](#)
- [Create a bill](#)
  - [Recommended top-up amount](#)

**i** Go to a bill creation immediately if you are owner of the OT Box with version 1.12.5 or later



How to update the OT Box <https://docs-en.otcommerce.com/display/OTENGLISHDOCS/Updating+the+Box>

## Login to admin panel if you have OT Key

Follow the link <https://open-demo.otcommerce.com/ik.php>

Insert the Key that you received upon purchase into the form

**Аутентификация**

Instance Key

[Дополнительно](#)

[Go to admin panel](#)

⚠ Attention! You may have problems with caching. Please, after logging in admin will clear the cache.

Click "Go to admin panel" button

**Аутентификация**

Instance Key

[Дополнительно](#)

[Go to admin panel](#)

⚠ Attention! You may have problems with caching. Please, after logging in admin will clear the cache.

Enter Login and Password

## Authorization

Login

test

Password

.....

Log in

Click "Log in" button

## Authorization

Login

test

Password

.....

Log in

## Create a bill

Enter "Reports Billing" section

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Pricing

Promotion

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Reports > Billing

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### Billing

Balance: 0 \$Top up

#### Bills payable

#### History of balance

List is empty

#### Paid bills

Display 25

Bill	Amount, USD	Date from:	Date to:	Bill description	Bill itemization	State
------	-------------	------------	----------	------------------	------------------	-------

Click "Top up" button

Home > Reports > Billing

Service statistics   Methods detail   Billing   Operators actions history

## Billing

Balance: 0 \$ + Top up

## Bills payable

Write the sum that you want to add to your account


## Billing

Balance: 0 \$ + Top up

Deposit

Sum  \$ Top up Cancel


And click "Top up" button. Website will redirect you to bill information form



[Main page](#)   [Registration form for the purchase of OpenTrade Commerce software](#)

### Bill Information

Remains to pay: \$ 100 (at the current rate 7400 rub.)  
Sum: \$ 100.00  
Already paid: \$ 0  
You can, if desired, to pay more than the sum of the bill and these funds will be included in future invoices.  
Increase in the total amount by  USD  
Bill description: Balance charging: 100 USD  
Final amount may slightly change regardless of OT Commerce due to payment system comission and currency conversion of card holder's bank.



Created but unpaid invoice will be available in the admin panel in "Reports Billing" section

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### Billing

Balance:
0 \$
Top up

#### Bills payable

Bill	Amount, USD	Date from:	Date to:	Bill description	Bill itemization	State
<a href="https://dev-billing.otcommerce.com/en/bill/896453809">https://dev-billing.otcommerce.com/en/bill/896453809</a>	100.00	Not seted	Not seted	Balance charging: 100 USD	—	Not paid

#### History of balance

List is empty

#### Paid bills

Display 25

Bill	Amount, USD	Date from:	Date to:	Bill description	Bill itemization	State
------	-------------	------------	----------	------------------	------------------	-------

## Recommended top-up amount

The minimum rate per day is 3.33\$ (as of September 2022). You can find out current tariff from your Manager in Skype chat. Multiply the tariff by the number of days (for example, 10 or 30) and get the approximate amount to top up.

We recommend paying attention to expenses details by day:

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### Billing

Balance:
155.46 \$
Top up

#### Bills payable

Unpaid bills not found

#### History of balance

Date	Amount, USD	Bill description
29.09.2022	-5.58	Partially paid from prepayment: 5.58 USD
29.09.2022	5.58	<a href="#">Service charging for 28.09.2022: 5.58 USD</a>
28.09.2022	-3.33	Partially paid from prepayment: 3.33 USD
28.09.2022	3.33	<a href="#">Service charging for 27.09.2022: 3.33 USD</a>
27.09.2022	-3.33	Partially paid from prepayment: 3.33 USD

Show all

In the example, the biggest amount is 5.58\$. Multiply it by the number of days (for example, 10 or 30) and get the approximate amount to top up.