

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

Orders list

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

Orders

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
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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
https://dev-billing.otcommerce.com/en/bill/896453809	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
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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	Service charging for 28.09.2022: 5.58 USD
28.09.2022	-3.33	Partially paid from prepayment: 3.33 USD
28.09.2022	3.33	Service charging for 27.09.2022: 3.33 USD
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.