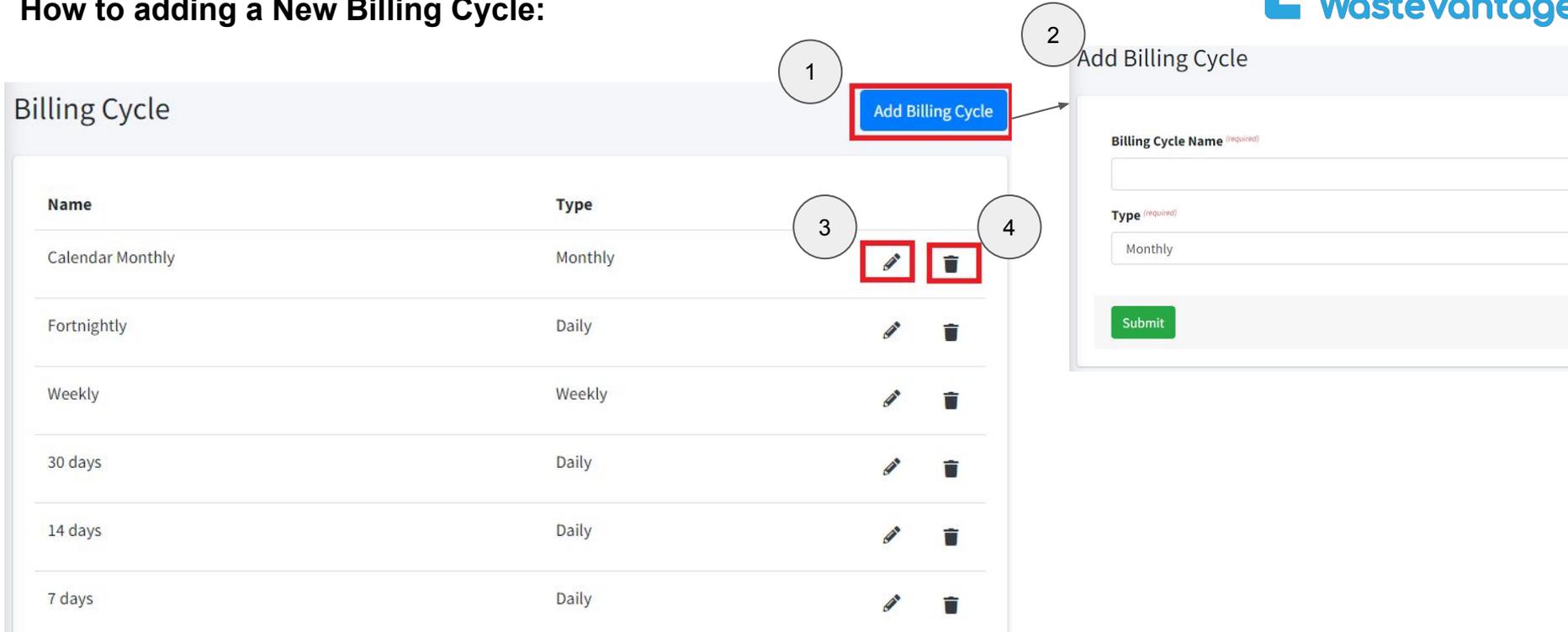


User Guide: Billing Cycle

Explanation: The billing cycle refers to the recurring period in which the system calculates and generates invoices for credit customers. This will appear on the credit customer form, helping to determine when a customer should be billed.

How to adding a New Billing Cycle:



The screenshot shows a 'Billing Cycle' management interface. At the top left, there is a header 'Billing Cycle'. Below it is a table with columns 'Name' and 'Type'. The table lists several billing cycles: 'Calendar Monthly' (Monthly), 'Fortnightly' (Daily), 'Weekly' (Weekly), '30 days' (Daily), '14 days' (Daily), and '7 days' (Daily). Each row has a pencil icon for editing and a trash icon for deleting. A blue 'Add Billing Cycle' button is located at the top right of the table. To the right of the table is a form titled 'Add Billing Cycle' with fields for 'Billing Cycle Name (required)' and 'Type (required)'. A green 'Submit' button is at the bottom of the form. Numbered callouts 1 through 4 are placed over the interface to indicate the steps: 1 points to the 'Add Billing Cycle' button, 2 points to the form, 3 points to the pencil icon, and 4 points to the trash icon.

Name	Type		
Calendar Monthly	Monthly		
Fortnightly	Daily		
Weekly	Weekly		
30 days	Daily		
14 days	Daily		
7 days	Daily		

Add Billing Cycle

Billing Cycle Name (required)

Type (required)

Submit

1. Click on the "Add Billing Cycle" button.
2. Fill in the required fields in the "Add Billing Cycle" form, including the name, start date, and end date.
3. Once you've completed the form, click "Submit" to finalize the billing cycle.
4. You can edit or delete the selected billing cycle by clicking on the pencil or trash icon.