

Admin Payments Management

1. General description

The BackOffice **Invoice Management** area is where Admin manage monthly commission invoicing to Users, track client payments collected directly by AA, record AA's own expenses, and generate summary reports for the accounts department. It consolidates all amounts that originate from payments declared in client records and from manually entered expense transactions, and exposes them through several tabs: **Summary, Upcoming, Past, Client Payments, Payments, Expenses,** and **Reports.**

From this screen Admin decide which User invoices should be emitted, approve or skip low-value invoices, mark invoices as paid (emitting receipts), correct over- or under-payments, issue credit notes when necessary, and export period-level financial summaries needed for tax filings.

2. Business goals & objectives

- Aggregate all commission due from User-declared client payments into a clear monthly view, so AA can raise accurate invoices.
- Allow Admin to apply business rules such as minimum invoice thresholds (e.g. not issuing invoices below a certain amount) before committing to send invoices.
- Track the full lifecycle of each invoice (created, processed, paid, corrected, credited) with minimal manual work and proper supporting documents.
- Record and categorise AA's own expenses and supplier transactions so that net results and tax amounts can be reported correctly.
- Provide downloadable reports suitable for hand-off to external accountants for periodic tax filings.

3. Detailed behaviour & step by step flow

3.1 Monthly totals and Summary tab

The **Summary** tab in Invoice Management shows a month-by-month overview of AA's position for the selected financial year. Each row represents a month (plus a special **Pending** row for the current month that is not yet closed) and includes columns such as:

- **Current Month Net (Last Year Same Month)** – net revenue for that month, with an up/down arrow indicating whether it is higher or lower than the same month in the previous year.
- **Total Tax** – total VAT or equivalent tax summed across all invoices for that month.
- **Total Outstanding** – total amount of invoices issued but not yet marked as paid for that month.

Admin typically use this view to monitor trends, quickly see which months still have unpaid invoices, and confirm that the “Pending” month is ready to be closed once all relevant client payments have been declared and invoices processed.

3.2 Upcoming tab – deciding which invoices to emit

The **Upcoming** tab lists all future or not-yet-emitted commission invoices that could be generated for Users based on payments they have declared in client records. For each User, the system aggregates commission amounts for the current billing period (usually monthly) and shows an entry representing the draft invoice.

1. Admin open **Invoice Management** and click the **Upcoming** tab.
2. The table lists Users (or providers) with their pending invoice amounts for the chosen period, usually with columns such as Invoicee (User), Net Total, Tax, Total, and possibly a flag indicating whether the invoice is currently marked to be emitted.
3. For each row, Admin decide whether the invoice should be created in the next run. The unwritten but applied rule is that invoices with a **Total** below approximately **€50** are typically not emitted, to avoid bank charges or disproportionate costs for the User; higher amounts proceed as normal.
4. Admin mark low-value invoices as “do not emit” (for example by unchecking a “Process” checkbox, using an action dropdown, or similar UI control) so they are skipped when invoices are generated.
5. When ready, Admin trigger the monthly invoice generation process (typically via a separate command or scheduled procedure), which converts all “to be emitted” rows into actual invoices visible in the **Past** tab.

3.3 Past tab – managing existing invoices, receipts, corrections, and credit notes

The **Past** tab (often labelled **Invoice History**) lists all previously created invoices with key columns: Invoice number, Created date, Receiver (User), Net Total, Tax, Total, Processed flag, and Receipt Issue Date. Each row includes an **Actions** button which opens a menu for common admin operations.

Typical actions available per invoice are:

- **Set paid** – marks the invoice as paid and automatically issues a receipt.
- **Regenerate invoice** – rebuilds the invoice document using updated configuration (for example, if VAT must be removed because the User has later provided a valid EU VAT

number).

- **Correction** – creates an adjusted receipt when the User has paid too little or too much.
- **Credit Note** – issues a credit note when AA needs formally to reverse part or all of an already paid invoice.

3.3.1 Set paid

1. Admin locate the invoice row in **Past** and click **Actions > Set paid**.
2. The system marks the invoice as processed/paid, fills the **Receipt Issue Date** with the current date (or allows Admin to pick a date), and generates a receipt document referencing the original invoice.
3. The invoice's outstanding balance is reduced to zero in the Summary and any relevant reports.

3.3.2 Regenerate invoice

1. Admin select **Regenerate invoice** from the **Actions** menu of the target invoice.
2. The system rebuilds the invoice document from the underlying data (client payments, commission rates, VAT rules) applying the current configuration.
3. This is typically used when VAT must be added or removed (for example, when a User gains or loses a valid EU VAT number) or when commission settings have been corrected but the underlying payments remain the same.

3.3.3 Correction (under/over?payment)

1. If a User pays an amount that is different from the invoice total, Admin open the **Actions** menu and choose **Correction**.
2. The correction tool allows Admin to enter:
 - How much the User actually paid.
 - Whether the difference should be treated as under-payment or over-payment.
3. The system generates an adjusted receipt that matches the amount received and automatically carries the missing or extra amount into the next commission invoice:
 - If the User paid **less**, the shortfall is added to the next invoice as an additional line.
 - If the User paid **more**, the excess is deducted from the next invoice.
4. This ensures that each receipt matches the bank transaction while cumulative commission over time remains correct.

3.3.4 Credit Note

1. Where a User has already paid an invoice but AA decides to refund part or all of the amount, Admin use the **Credit Note** action from the invoice's **Actions** menu.
2. The **Create Credit Note** popup shows the original invoice totals and provides two main input areas:
 - **Payment Rebate** – entering an amount here applies a rebate proportionally to the commission portion (for example, entering €100 may generate a €20 credit if commission was 20%).

- **Fixed Amount** – entering an amount here applies that exact value as a negative line in the credit note.
3. Admin can add comments for each line to document the reason (for example, “overcharged commission on case X”).
 4. After clicking **Add** for the relevant lines and confirming, the system generates a credit note document linked to the original invoice. Admin may choose whether or not to send the credit note to the User; in some cases it is issued mainly for internal accounting if the User has already been reimbursed via bank transfer.

3.4 Client Payments tab – proformas and direct client receipts

The **Client Payments** tab lists invoices and proforma invoices issued to end clients in situations where AA collects funds directly (for example via card payments or other online methods) before passing on the User’s share. Each row shows information such as invoice or proforma number, creation date, receiving User, net total, tax, total, processed flag, and receipt issue date.

Important points for Admin:

- The **net total received from the client is not the same as AA’s commission amount**. AA must pay the collaborating professional their share of the fee, and in referral cases also pay referral commission to the referring User.
- From this screen Admin can download client invoices, monitor which client payments have been processed in the external accounting system, and ensure that transfers to Users and referrers are reconciled with the amounts shown.

3.5 Payments tab – AA’s own outbound payments

The **Payments** tab (if enabled) is used to record outbound payments made by AA that are not suppliers’ expenses (for example, settlements, refunds, or specific transfers to partners) and to reconcile them with corresponding invoices or credit notes. The structure is similar to Expenses but oriented around payments out rather than invoices in.

3.6 Expenses tab – suppliers, categories and recurring transactions

The **Expenses** tab is where Admin record and manage AA’s own supplier invoices and operational expenses. It is composed of several related views and popups.

3.6.1 Expenses list

1. Admin open **Invoice Management > Expenses**.
2. The main table lists expense transactions with columns: Date, Category, Total, VAT %, Issuer (supplier), and Comment/Attachments.
3. A bar at the top shows the aggregated net total and VAT for the currently selected period (“In the selected time period”).
4. Filters allow narrowing by Issue Date, Issuer, Category, and Transaction Type (e.g. Expense vs Income).

5. Clicking **Add Transaction** opens the Add New Transaction form (see below).

3.6.2 Add New Transaction

1. From the Expenses tab, Admin click **Add Transaction**.
2. The **Add New Transaction** form appears, with required fields such as:
 - **Transaction Type** – for example Expense or Income.
 - **Category** – transaction category (e.g. Professional Services, Software, Webhosting, Telephony).
 - **Issuer** – supplier from the Suppliers list.
 - **Issue Date, Billing Address, Tax Number, and Invoicing Company**.
 - **Amount** (net), **VAT %**, **VAT** amount, **Retention**, and **Grand Total**.
 - Optional **Reverse Charge** toggle and **Attachment(s)** upload for invoice PDFs.
3. After completing the fields, Admin click **Save**. The new expense appears in the main Expenses table and is included in period totals and reports.

3.6.3 Transaction Categories management

1. From the Expenses tab, Admin click **Categories** to open the **Transaction Categories** screen.
2. This shows a grid of existing categories (e.g. Financial Income, Financial Services, Office Rental, Salary, Telephony, Travel & Expenses, User Share Fee, etc.), each with an **X** button to delete.
3. Admin can type a new category name into the input at the bottom and click **Add** to create a new category.
4. These categories then become available in the Category dropdown when adding or editing transactions.

3.6.4 Suppliers and recurring transactions

1. From the Expenses tab, Admin click **Suppliers** to open the suppliers list.
2. The table lists suppliers with fields like Id, Company Name, Address, VAT Number, and a column for **Recurring Transaction(s)**.
3. Each supplier row shows existing recurring expenses (e.g. “€164.00 every 1 Years from 30/06/2025”) and a link **Add Recurring Transaction**.
4. Clicking **Add Supplier** opens a popup with fields for Name, Address, and VAT Number; clicking **Submit** creates the supplier.
5. Clicking **Add Recurring Transaction** (or editing an existing one) opens the **Edit Recurring Transaction** popup, with fields:
 - **Type** – usually Expense.
 - **Category** – such as Professional Services.
 - **Amount, VAT %, Retention**.
 - **Is Reverse Charge?** toggle.
 - **Recurrence** – e.g. every 1 Months or every 1 Years.
 - **Start Date**.

6. When submitted, these recurring transactions automatically generate expense entries at the configured interval, reducing manual data entry.

3.7 Reports tab – generating files for tax filing

The **Reports** tab provides Admin with period-based export tools to compile figures for the accounts department and external accountants.

1. Admin open **Invoice Management > Reports**.
2. The top of the screen shows a **Reporting Period** control with:
 - Preset buttons **This Month, Last Month, Year To Date, Last Year**.
 - A date range selector where Admin can choose custom start and end dates.
 - A **Reset** button to clear filters.
3. After selecting the desired period, Admin click **Get Financial Report**.
4. The system generates a financial report file (typically CSV, Excel or PDF) summarising:
 - Client invoice totals (net, tax, gross) for the period.
 - Commission invoiced to Users.
 - Expenses by category and total VAT on purchases.
5. Admin send this file to the accounts department or upload it into external accounting software for VAT and corporate tax submissions.

4. Confusions, edge cases & known issues

- There is an internal rule that invoices below approximately €50 are usually not emitted to avoid disproportionate bank and transfer costs for Users. This threshold is not currently enforced automatically in the UI; Admin must manually deselect small invoices in the Upcoming tab.
- When correcting under- or over-payments, Admin must be careful to use the **Correction** tool rather than issuing a credit note unless a formal refund is actually being made. Over-use of credit notes can complicate external accounting and tax reporting.
- In the Client Payments tab, Admin must remember that the net total shown is the full amount paid by the client, not AA's commission. Separate systems or reports handle pay-outs to professionals and referrers; this screen alone does not show those deductions.

5. Permissions & access rules

Access to Invoice Management and its actions is normally restricted to Admin and finance roles. Regular Users (lawyers and ASPs) do not see this area. Only Admin should be able to:

- Decide which draft invoices proceed from **Upcoming** to issued state.
- Mark invoices as paid, regenerate invoices, apply corrections, and issue credit notes.
- Create and edit expense transactions, categories, suppliers, and recurring transactions.
- Generate financial reports covering all Users and all clients.

Revision #2

Created 2026-03-05 17:07:40 UTC by Stephen Mc`Grath

Updated 2026-03-05 17:32:38 UTC by Stephen Mc`Grath