

Company Accounting Walkthrough

This guide covers the company-side accounting surface: invoicing, purchase-order billing, reports, trends, and CSV export. Everything here runs in the **admin console** at `/admin`.

Audience: operations and accounting staff. For pricing and customer setup see `USER-MANAGEMENT.md`; for the end-user view see `CUSTOMER-PORTAL.md`.

1. Sign in

Open `http://<host>:<port>/admin` and sign in. The development credentials are `demo / $$$Admin###` (override with `DEMO_ADMIN_USER / DEMO_ADMIN_PASSWORD`; the primary account is `ADMIN_USER / ADMIN_KEY`).

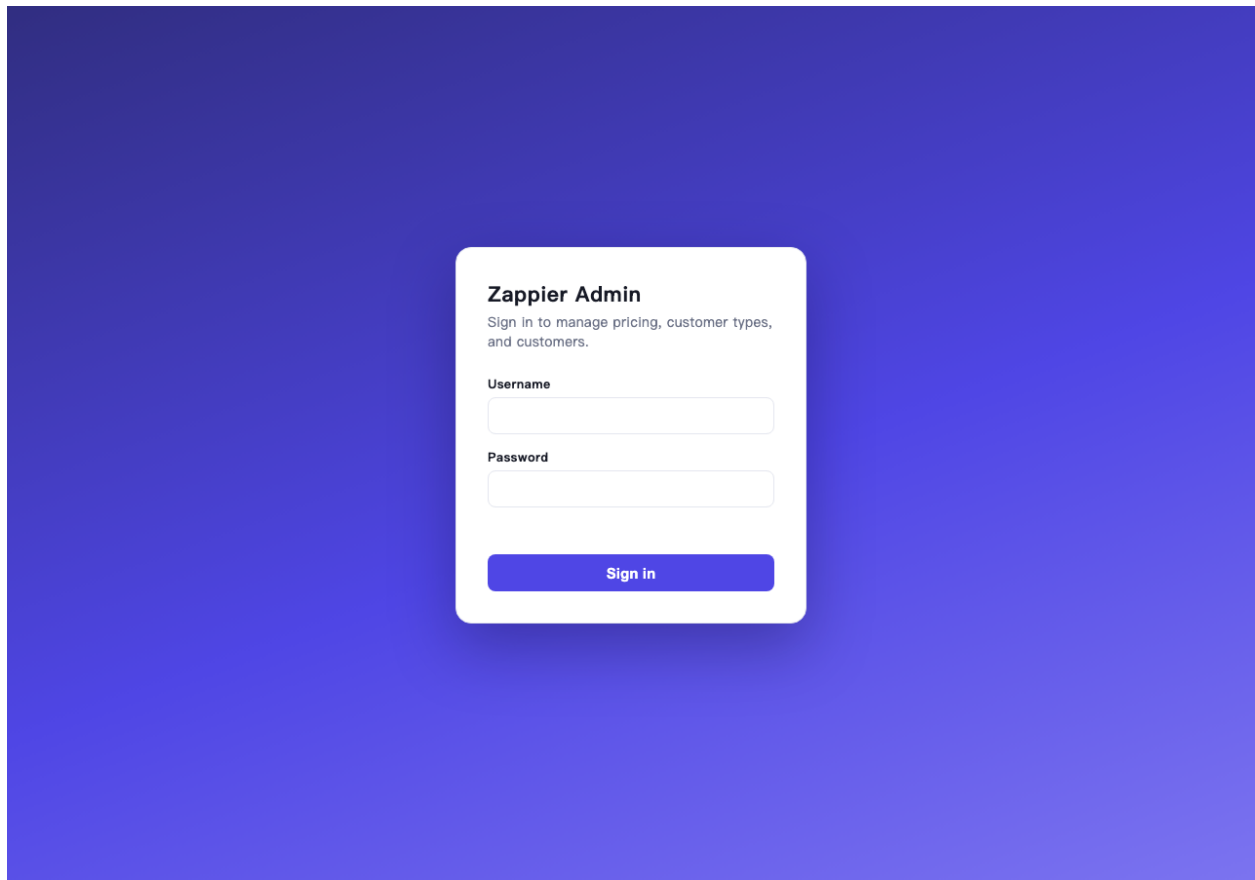


Figure 1: Admin login

2. Billing identity per customer

Before invoicing, each customer needs a **billing type** and an **email** — set on the **Customers** tab:

- **Stripe** — metered usage is reported to Stripe by the daily billing job.
- **Purchase order** — invoiced manually with a PO number; issued PO invoices get a 30-day due date automatically.

- Z

Zappier
- Rate card

Customer types

Customers

Invoices

Reports

System

Sign out

Customers

Assign types, billing method, and per-customer deals. A multiplier override replaces the type multiplier for that customer.

ID	NAME	EMAIL	TYPE	MULTIPLIER OVERRIDE	BILLING	
cust_1	Ada (free)	—	free ▾	—	Stripe ▾	<button>Save</button>
cust_2	Grace (pro)	grace@example.com	pro ▾	—	Stripe ▾	<button>Save</button>
cust_3	Linus (business)	billing@linus.example	business ▾	—	Purchase order ▾	<button>Save</button>
cust_34a14273	Maya Chen	maya@acme.exempl	free ▾	—	Stripe ▾	<button>Save</button>

Add customer

free ▾

Create

The new customer's API key is shown once in the notification — copy it immediately. Set email and billing method after creating.

Figure 2: Customers with billing types

Customers can also carry a **prepaid balance** (funded from the customer portal). When an invoice is issued and the balance fully covers the billable amount, the balance is drawn down and the invoice goes straight to **paid**. Partial coverage is left untouched — there are no partial payments.

3. Generate invoices

On the **Invoices** tab, pick a **period** (month), optionally narrow to one customer, optionally set a **PO number**, and click **Generate**.

Invoices
Generate monthly invoices from metered usage, then issue and collect. Regenerating a period replaces drafts and skips issued/paid invoices.

Generate invoices

PERIOD: July 2026 CUSTOMER: All customers PO NUMBER (OPTIONAL): PO-1234 **Generate**

INVOICE	CUSTOMER	PERIOD	STATUS	BILLING	TOTAL	CREDIT	DUE AMOUNT	DUE DATE	
INV-2026-07-0004	Maya Chen	2026-07	paid	Stripe	\$3.93	\$1.00	\$2.93	—	View
INV-2026-07-0003	Linus (business)	2026-07	issued	PO PO-2026-118	\$1.05	\$1.05	\$0.00	2026-08-27	View Mark paid
INV-2026-07-0002	Grace (pro)	2026-07	draft	Stripe	\$9.96	\$9.96	\$0.00	—	View Issue
INV-2026-07-0001	Ada (free)	2026-07	draft	Stripe	\$0.08	\$0.08	\$0.00	—	View Issue
INV-2026-06-0001	Maya Chen	2026-06	issued	Stripe	\$4.12	\$1.00	\$3.12	2026-07-08	View Mark paid

[Sign out](#)

Figure 3: Invoices tab

Generation rules:

- One invoice per customer with usage in the period, grouped by endpoint.
- The tier **monthly credit** is applied; only the remainder is billable.
- Regenerating a period **replaces drafts** (e.g. after late-arriving usage) and **skips issued/paid invoices** — the result panel lists who was skipped and why.
- Invoice ids are INV-**<period>**-**<sequence>**, e.g. INV-2026-07-0002.

4. Issue, view, collect

Each row shows status, billing type, totals, and due amount:

- **Issue** (draft → issued) — finalizes the invoice; PO invoices get a due date 30 days out. Balance-covered invoices skip straight to **paid**.

- **View** — opens the print-ready invoice in a new tab. Use the browser’s **Print** → **Save as PDF** to produce a PDF for the customer.
- **Mark paid** (issued → paid) — record collection for PO invoices.

Filter the table by customer, period, or status with the filter bar.

5. Reports and trends

The **Reports** tab answers “who owes what, and how is usage trending?”

- **Billing report** — per-customer calls, gross usage, credits applied, and billable amount for a date range. Filter by customer or billing type (all Stripe customers, all PO customers, or one customer). Summary cards total the selection.
- **Download CSV** — the same rows as `billing-report.csv` with the active filters, ready for the accounting package.
- **Usage trend** — daily or weekly buckets as a bar chart; hover a bar for exact calls and amount.

The same data is available as JSON/CSV from the API: `GET /admin/api/reports/billing?from=...&to=...&customerId=...&billingType=...` and `GET /admin/api/reports/usage-trend?bucket=day|week`.

6. System snapshot

The **System** tab shows integration health (Zapier app directory, version, triggers, creates) and the current period at a glance: calls, billable amount, open invoice count, and open amount.

7. Automated Stripe reporting

A daily job (`src/jobs/report-usage.ts`, scheduled separately) reports the billable delta of every Stripe-billed customer to Stripe Billing meter events. It is idempotent: a ledger records the cumulative reported cents per customer per period, and only the delta since the last successful run is sent. PO customers are excluded by having no `stripeCustomerId`.

Environment (`.env` at the project root):

```
STRIPE_SECRET_KEY=sk_live_or_test_...
ZAPPIER_DB=/absolute/path/to/zappier.db # optional
```

Data notes

- Money is integer **cents** everywhere internally; the UI formats dollars.
- All accounting data lives in the SQLite database (`zappier.db` by default): `invoices`, `invoice_lines`, `billing_ledger`, `customers`.
- The Stripe billing job and the admin console can run from any working directory — all paths resolve from the installation root.

Invoice INV-2026-07-0002

Zappier API usage · period 2026-07 · due —

DRAFT

Billed to: Grace (pro) (cust_2)
Billing type: stripe

ENDPOINT	CALLS	AMOUNT
storage	12	\$9.72
transform	12	\$0.24
Usage total		\$9.96
Monthly credit		-\$9.96
Amount due		\$0.00

Figure 4: Print-ready invoice

- Z

Zappier
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Reports

Billing and usage analytics across customers. All amounts in USD, converted from integer cents.

Billing report

FROM

07/01/2026

TO

mm/dd/yyyy

CUSTOMER

All customers

BILLING TYPE

Any

Run

Download CSV

CALLS

83

GROSS USAGE

\$15.02

CREDITS APPLIED

\$12.09

BILLABLE

\$2.93

CUSTOMER	BILLING	CALLS	GROSS	CREDIT	BILLABLE
Ada (free) cust_1	Stripe	3	\$0.08	\$0.08	\$0.00
Grace (pro) cust_2	Stripe	24	\$9.96	\$9.96	\$0.00
Linus (business) cust_3	PO	38	\$1.05	\$1.05	\$0.00
Maya Chen cust_34a14273	Stripe	18	\$3.93	\$1.00	\$2.93



Figure 5: Reports tab

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Zapier
- Rate card
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Customer types
- Customers
- Invoices
- ↗

Reports
- System

System

Integration health and current-period billing snapshot.

Zapier integration

App directory	✓ zapier-app/ found
Version	1.0.0
Triggers	new_item
Creates	store_data

Current period (2026-07)

CALLS THIS PERIOD 83	BILLABLE THIS PERIOD \$2.93	OPEN INVOICES 2	OPEN AMOUNT \$3.12
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Sign out

Figure 6: System tab