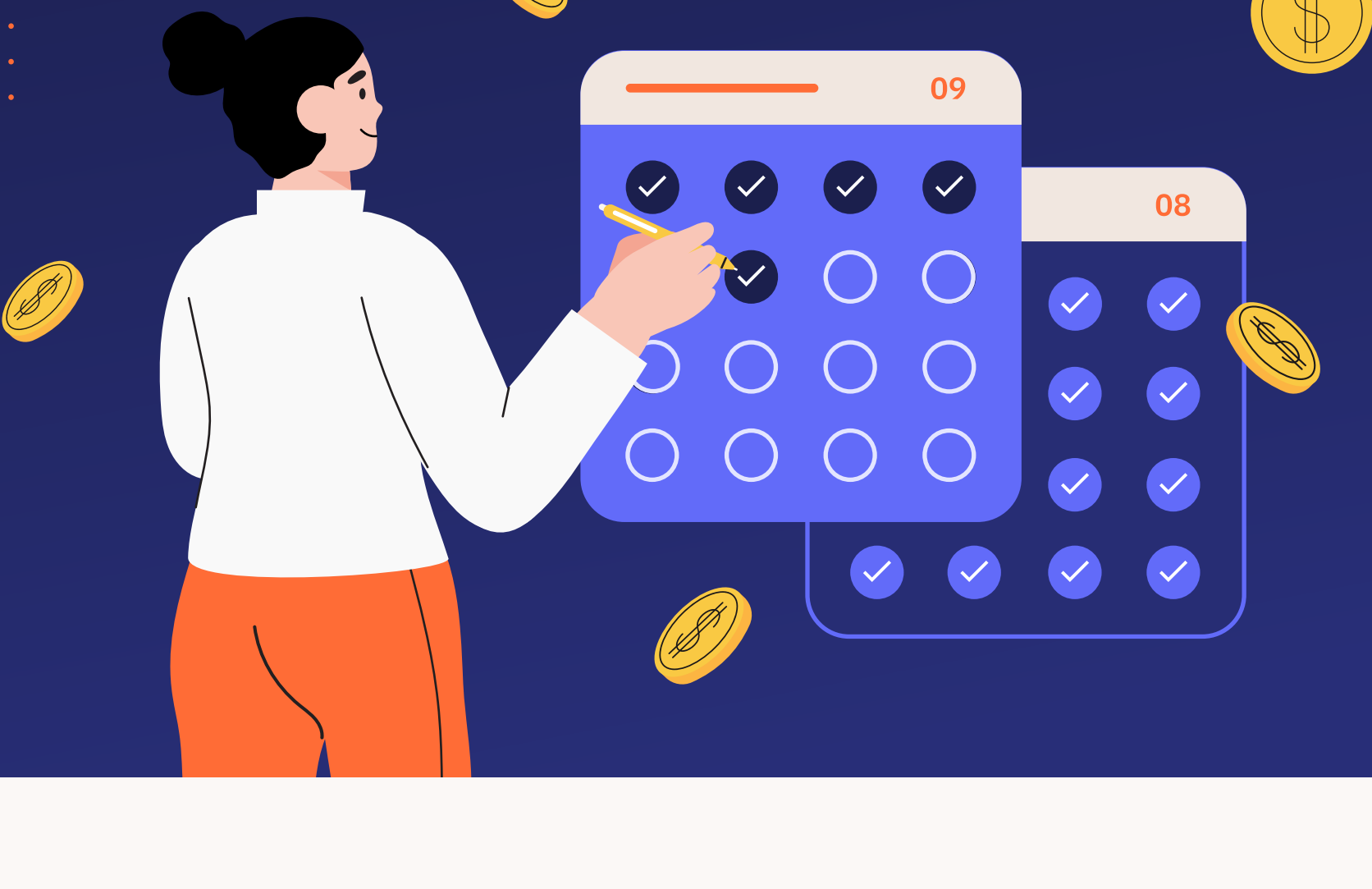


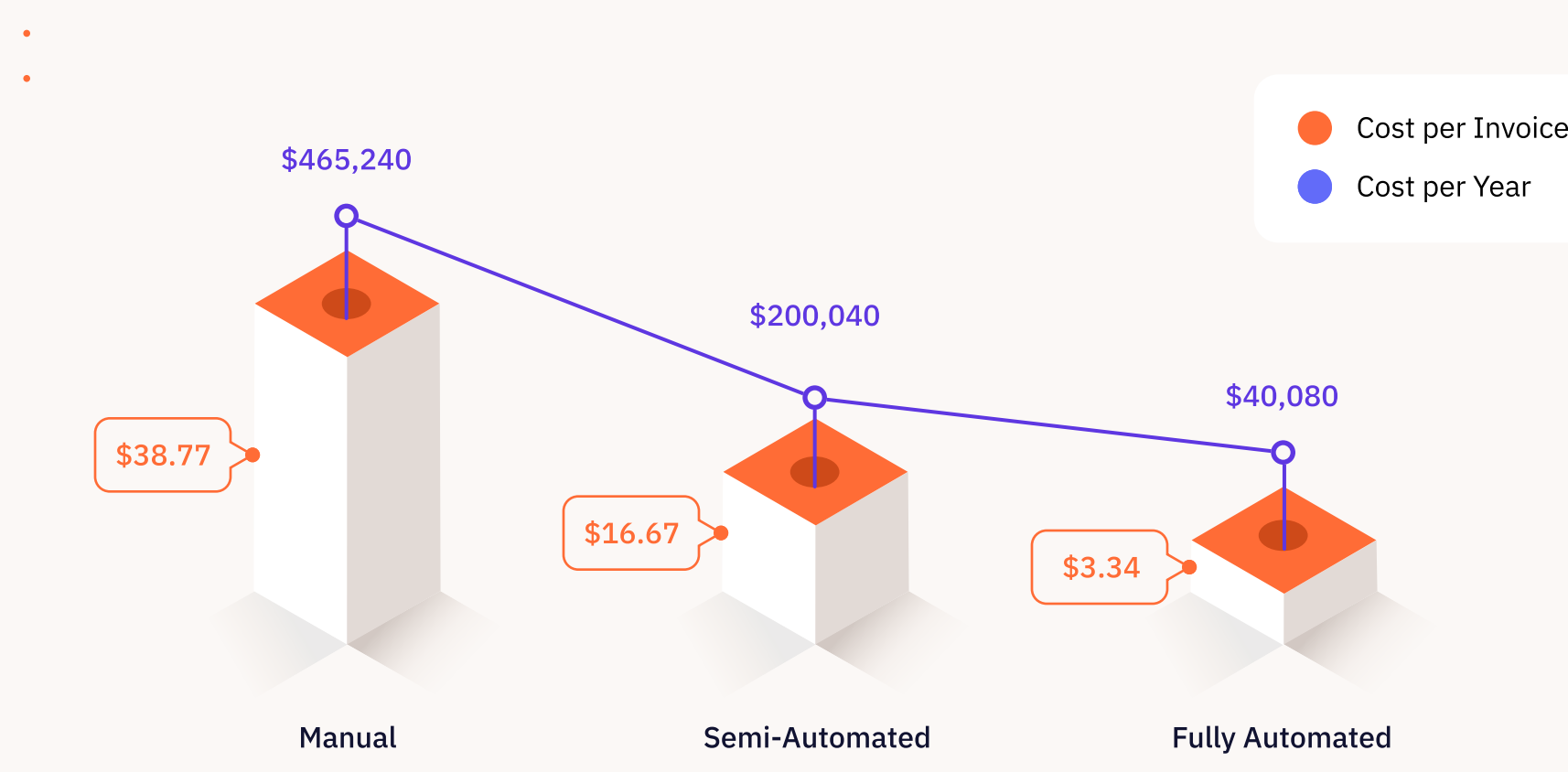
Invoice Automation Checklist

An action plan for getting started with the automation of your invoice process



Move away from manual or inefficient invoicing

Besides saving time and human effort, companies using technology to streamline their invoicing achieve up to 80% lower invoice processing costs than the average. An efficient invoicing system can fit seamlessly into your tech stack and provide greater billing flexibility for your customers.



Here's a checklist to kick start your invoice automation

- Set Up Your Pricing and Plan Catalog**
 - Create and manage plan catalog including addons, and one-time charges for multiple products with Product family mapping
 - Configure the currencies that you will be accepting.
 - Simplify complex hierarchies into simple parent-child relationships

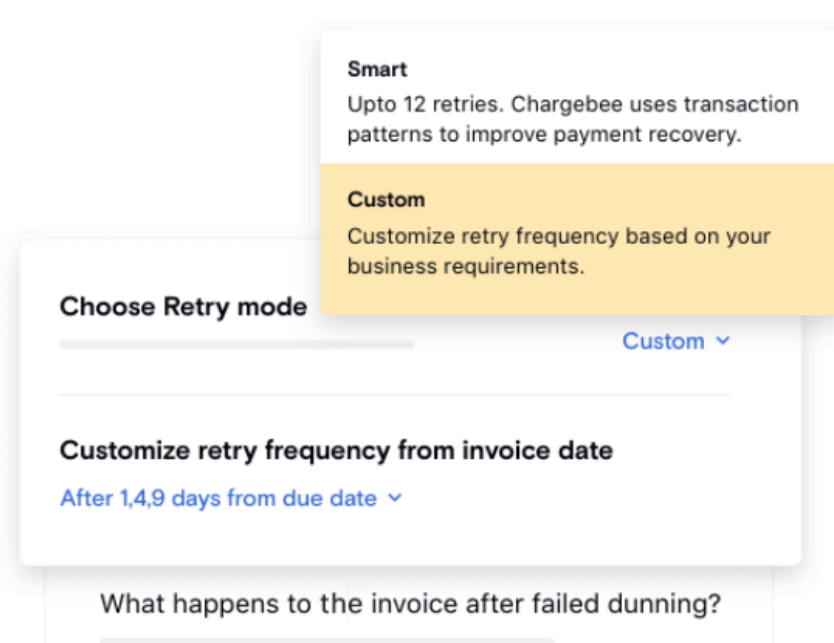
- Configure Your Billing Logic**
 - Bill all customers on a specific date, base it on their sign up, or set custom dates using [calendar billing](#).
 - Auto-calculate prorations in case of upgrades or downgrades and set rules for charges upon cancellation.
 - Set up metered components and their billing frequencies in case of a [usage-based billing](#) model.

- Automate Tax Management**
 - Configure country-specific taxes for accurate tax calculation. Taxes are then applied by the billing software whenever an invoice is generated for either a subscription, renewal, or a one-time charge.

- Set Up a Smooth Invoicing Operations Workflow**
 - Customize invoices in terms of billing periods, line items, and more, before sending them.
 - Enable a frictionless quote to cash process with [proforma invoices](#)
 - Bring charges across multiple subscriptions, add-ons, and more into a single invoice, on a single date, with [consolidated invoices](#).
 - Accurately measure usage and bill accordingly with multi-decimal support
 - Break down all invoice details into a clear, understandable format.
 - Provide [Net-D](#) to customers to give them a payment grace period that corresponds to their procurement and approval process.

Automate Revenue Recovery

- Use backup payment methods like digital wallets.
- Collect payments ahead of time through [advance invoices](#).
- [Smart Dunning](#): Automate the right times to retry payments.
- Build dunning rules that align with your billing logic.
- Recover up to 80% more revenue than a manual process by configuring as many as 12 automated dunning attempts.



Ensure Secure Invoicing

Adhere to ISO, SOC 1 & SOC 2, and MFA standards along with acts like PCI and GDPR to keep data security concerns at bay.

Using Chargebee is also one less area we have to worry about as we scale. We know that it'll adapt to most if not all situations that'll come up in the future, onboard new employees, add plans etc. We know Chargebee will adapt and let us evolve and that's really comforting to know.

Robin Lambert
Co-founder & CPO, Livestorm



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