Billing

Bridge Admin Portal – Bridge Services LLC

Overview

The **Billing** module consolidates invoicing, payments, and financial tracking across tenants and projects.

Features

1. Invoices

- View all generated invoices.
- Filter by tenant, project, or status (Paid/Unpaid/Pending).
- Export invoices as PDF or CSV.

2. Creating a New Invoice

1. Click **Create Invoice**.
2. Select the tenant and project.
3. Add line items for materials, labor, or custom charges.
4. Click **Save** and review before sending.

3. Payments

- Record received payments and reconcile against invoices.
- Automatic totals are calculated in real time.

Common Workflows

Generate Weekly Billing

1. Filter by **Current Week**.
2. Click **Batch Create Invoices**.
3. Review totals and export as a single combined file.

Track Outstanding Balances

1. Sort invoices by **Status: Unpaid**.
2. Send reminders or mark invoices as paid after verification.

Tips

- Maintain consistent invoice numbering for clarity.
- Double-check project associations before submission.

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