

Kavi® Billing & Kavi® Commerce

Applications Summary

Kavi Billing provides bills and receipts for other applications in the Kavi product suite. It consolidates account billing history into a centralized system and methodology for generating bills and billing IDs, accepting payments, issuing receipts and managing other billing details. Kavi Billing interacts most prominently with Kavi® Members and Kavi® Commerce, providing automated membership billing services for Kavi Members and integrating with Kavi Commerce tools that members can use to pay bills online. Customizable Web-based invoices can be printed in hard copy when needed to obtain corporate purchase orders for dues and other expenses. If used in tandem with Kavi Commerce, credit card payments can be processed through the Echo or Verisign online payment gateway to streamline membership acquisition and renewal processes and speed up bill payment.

Kavi Billing manages the issuance and payment of invoices through a secure Web interface and provides a seamless user experience for membership signup, registration and other billed processes—but is not designed to function as a stand-alone accounting system. It doesn't provide accounts receivable or accounts payable modules, or maintain a running balance of available funds. For true accounting functionality, most organizations use accounting systems specifically designed for formal auditable accounting. Download customizable billing data reports from Kavi Billing for entry into your organization's accounting system. Kavi Billing allows separate invoice numbers, P.O. numbers and custom fields to be added to invoices so they can be tracked and cross-referenced to reconcile accounts offline. Receipts may include all of these plus check numbers, and these searchable fields can be used to match bills, receipts and other information to an account.

Kavi Billing Basics:

- Kavi Billing auto-creates billing accounts and issues bills for membership dues, registrations and other fees managed through Kavi applications. If the account holder exists in the organization's Kavi Members database, a link to the Kavi Billing account is displayed to administrators when viewing the Kavi Members account, and the billing account acquires contact information from Kavi Members so that any changes in this data are instantly reflected in associated Kavi Billing accounts.
- Once an account exists, any number of bills can be created against that account. A bill represents a charge against an account that can be paid by any number of organizationally defined payment methods, including online credit card payments if Kavi Commerce is also installed.
- Kavi Billing tracks the issuance and payment of bills and provides management tools that organization administrators can use to edit, refund, cancel or report on those bills.
- Organization invoices can be customized with the organization logo and text and whatever fields are needed to merge billing information into the accounting system. These fields are

tracked in the full log for troubleshooting purposes, and can be viewed through the activity history and reports tools.

- Secure Web interfaces protect billing account data.

Kavi Commerce:

- Kavi Commerce provides credit card collection services to Kavi Billing. When Kavi Commerce is installed, Kavi Billing can present account holders with the option of paying bills online by credit card. Receipts for credit card payments can be issued automatically.
- Kavi Commerce works with both PayPal and ECHO payment processing gateways.
- Through Kavi Commerce's secure Web interface, organization administrators can track credit card payments through gateway processing and transactional messages.

Integration with Other Applications:

- When Kavi Billing is installed, bills can be automatically issued for memberships acquired through Kavi Members. Kavi Members supplies the account holder name and contact information that is used to create the billing account and keep it up to date.
- Billing accounts can be created automatically when companies and users are added to Kavi Members, or can be added manually by a billing administrator.
- Kavi® Registration—the Kavi application used for online event registrations, questionnaires and compliance program information management—utilizes Kavi Billing for collection and management of all registration-related fees.

New in Kavi Billing and Kavi Commerce:

- Visit the Kavi Billing Release Notes and Changelogs on the Kavi Community site:
http://community.kavi.com//khelp/changelogs/select/process?app_meta_type=KBillingApp¬es=1
- Visit the Kavi Commerce Release Notes and Changelogs:
http://community.kavi.com//khelp/changelogs/select/process?app_meta_type=KCommerceApp¬es=1