# Billdesk

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# Login to Bill Desk

- 1. Login to your Mithi Customer account using a contact id with the Billing Role.
- 2. From the home page, click on the **Bill Desk tile on the left.**
- 3. The Help desk window will open in a new tab. Enter your user id and password.
- 4. If you are logging in for the first time or have forgotten your bill desk password, use the Forgot Pass app to reset your password.

## Bill desk dashboard

The dashboard will show all the outstanding invoices, your available credits with Mithi, your account details, GST Information.

- 1. On the left pane, click the Home icon to view the dashboard.
- 2. **OUTSTANDING INVOICES** shows the pending amount to be paid.
- 3. Available Credits shows the credit amount available with Mithi.
- 4. My Account Details section shows the account name and email id registered as the Billing Contact.

	Hello Mithi Test 2!
A Home	
<ul> <li>Invoices</li> <li>Payments Made</li> <li>Statements</li> </ul>	OUTSTANDING Available INVOICES Credits
	My Account Details
	GST Information Edit
	BILLING ADDRESS Edit SHIPPING ADDRESS Edit
Log Out     https://invoice.zoho.in/portal/mil	(n) mithi Software Technologies Pv  Mithi Billing -91 20 67043400

- 5. Under GST Information, update the
  - GST details
  - Billing Address, Shipping address to send invoices or other documents

	Helio Mithi Test .	GST Information ×	
A Home		Mithi Test 2	
	OUTSTANDING	Unregistered Business •	
③ Payments Made	□11,800.	Maharashtra •	
Statements		Midline) deirture *	
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	Mithi Test 2		
	🖴 minali@mithi.com		
	GST Informatio	n	
	Unregistered Busines		
		t SHIPPING ADDRESS Edit	
🔄 Log Out			•

- 6. Use the contact details of Mithi given at the bottom of the page in case of any communication.
- 7. Click the Mail button to send in a mail to us.

# View, Search or Filter invoices

The invoices section of the portal holds all the billing transactions between you and Mithi. View the invoice raised, filter, or sort the list to locate the required invoice.

- 1. On the left pane, click the Invoices to view a list of all the transactions in the right pane
- 2. On the top of the list using the drop-down menu
  - Filter the list to **show** either all the transactions, invoices, or outstanding invoices
  - Sort the list in ascending or descending order by the Date of invoice was raised, Invoice number, or the Total amount to be paid to Mithi.
- 3. Click any invoice from the list to view its information in detail

Home						
Invoices	show: All Transaction	ns • Sort By: Date •				
Payments Made	Invoice #	Reference#	Date •	Total	Status	
Statements	Test001		10/01/2020	⊏11,800.00	Overdue by 55 d	

#### **View Payments Made**

The Payment Made section of the Bill desk holds all the payments made by you to Mithi. View the payment made details, filter, or sort the list to locate the required payment.

- 1. On the left pane, click the Payments Made to view a list of all the payments in the right pane
- 2. On the top of the list using the drop-down menu
  - Filter the list to show either all the payments, invoice payments
  - Sort the list in ascending or descending order by the **Date** of payment made or the **Amount** paid to Mithi.
- 3. Click any Payment Made from the list to view its information in detail

	Payments Mac	le				
<ul><li>Home</li><li>Invoices</li></ul>	Show: All Payments +	Sort By: Date 💌				
③ Payments Made	Payment #	Reference#	Date +	Amount	Mode	Unused Amount
Statements						
			Looks like no payme	nts have been made yet.		
🔄 Log Out						

### **View Statements**

The Statements section of the Billing portal holds all the statements. View, download, or print the required statement from this section.

- 1. On the left pane, click the Statement to view a list of all the statements in the right pane
- 2. On the top of the list using the drop-down menu
  - Filter the list to view the statements as per the required **Date range**. For example, choose to view all the statements for the current year, previous month, or for today.
  - **Download** the PDF copy of a required statement for your record.
  - Print the statement.

minal@mithi.com	Date Range		_
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Home			
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Statements		Dr. Pai Marg, Ba	
i statements		Pune Maharashtr	ra 411045 India
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Log Out		PAS: AABC Nature of Service: Hosting & IT Infrastructure Pro- Statement of Accor 01.04.2019 Te 3 Account Summary Opening Balance Invoiced Amount	visioning Services 01.03.2020 2.0.00 11,800.00 2.0.00