

# Billing Subscription

## REPORTS

### Reports

## BILLING

### Billing

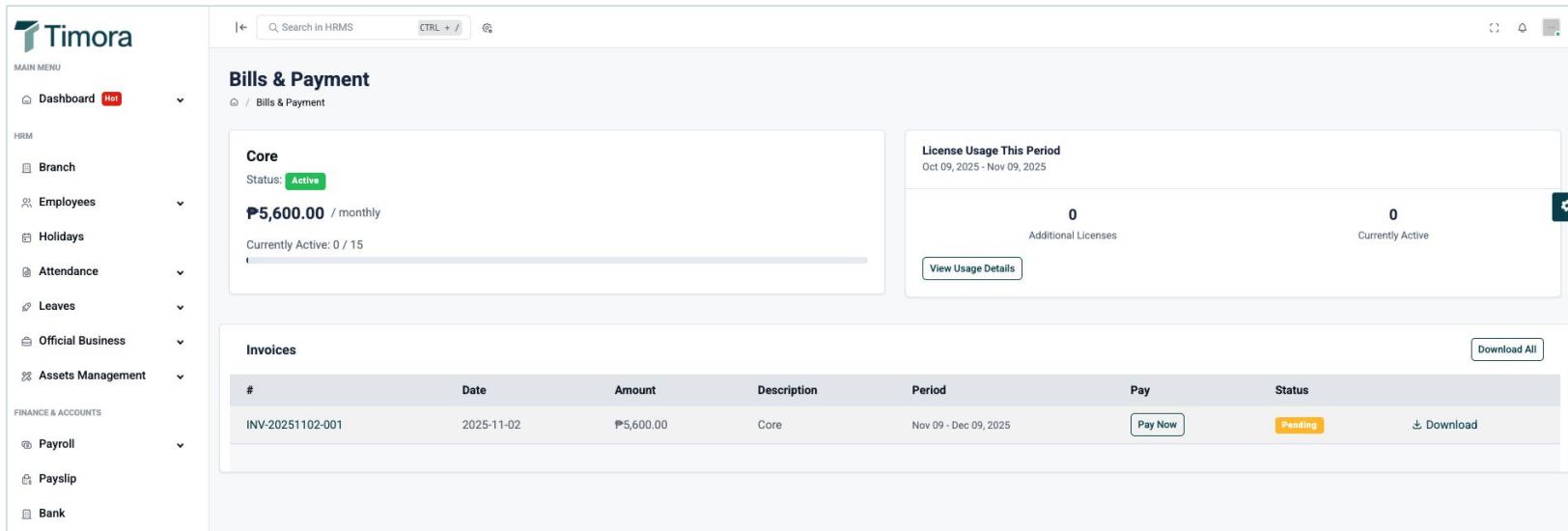
#### Bills & Payment

#### Subscriptions



Billing and Subscriptions information are located at the **Bottom of the Sidebar**

# Billing Subscription



The screenshot shows the 'Bills & Payment' section of the Timora HRMS. On the left, the main menu is visible with 'Dashboard' highlighted. The 'Bills & Payment' page has a header with a search bar and navigation icons. The 'Core' section displays a monthly subscription of ₱5,600.00, with a status of 'Active' and a note that 0/15 employees are currently active. To the right, a 'License Usage This Period' section shows 0 additional licenses and 0 currently active licenses, with a 'View Usage Details' button. Below these are two tables: 'Invoices' and 'Bank'. The 'Invoices' table lists one entry: INV-20251102-001, dated 2025-11-02, for ₱5,600.00, described as 'Core', with a 'Pay Now' button (Pending) and a download link. The 'Bank' table is currently empty.

In the **Billing and Subscription** section, you can conveniently **settle payments** and **download invoices** before completing the transaction. Any additional employees added to your account within the billing period will be **automatically included in the next billing cycle**.

Timora sends a **7-day prior notification** before the due date, followed by **recurring 3-day email reminders** leading up to the deadline.

If payment is not settled within the given period, a **10-day net term** will apply. After this grace period, access to the system — including **clock-in functions and payroll processing** — will be **temporarily disabled** until payment is completed.