Automating monthly billing with **Acronis** PSA

Introduction: Stop drowning in manual billing tasks

Monthly billing can be one of the most time-consuming and error-prone tasks for managed service providers (MSPs). Collecting usage data, calculating costs and margins, customizing client invoices and ensuring nothing gets missed — all while juggling dozens (or hundreds) of clients — quickly becomes a drain on your time and bottom line.

Acronis PSA eliminates that burden by automating your monthly billing for Acronis service usage. Once configured, the system handles usage tracking, price calculations and invoice generation — giving you per-customer billing reports with zero manual effort. This means more accurate billing, fewer missed billables and more time to grow your business.
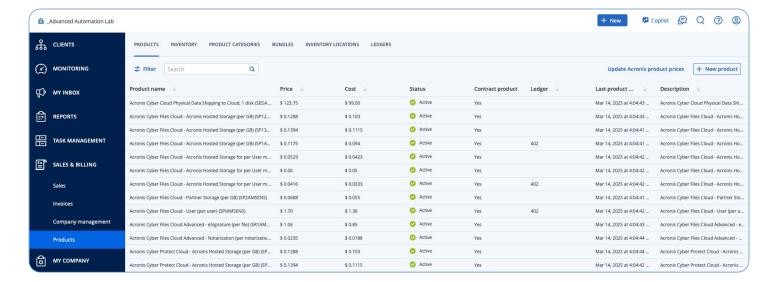
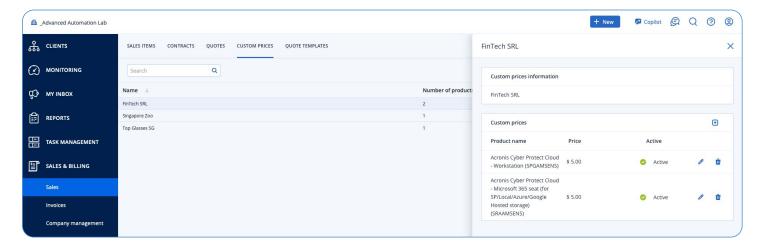Let's walk through how to set this up in three simple steps.

Step 1 — Configure products in Acronis PSA

Once you have activated Acronis PSA, start by setting default product costs and prices — these define what you and your customers pay.

1. Go to Management Portal > Sales & Billing > Products.
2. Click Update Acronis product prices.
3. Choose your currency, commitment level and (optionally) exchange rate.
4. Set a default margin to auto-calculate sell prices.
5. Click Update.

⚠ Need different pricing for specific clients? You can define custom prices for individual customers:

- Navigate to Sales & Billing > Sales > Custom prices.
- Click New custom price, select the customer and products, set custom prices, then click Create.
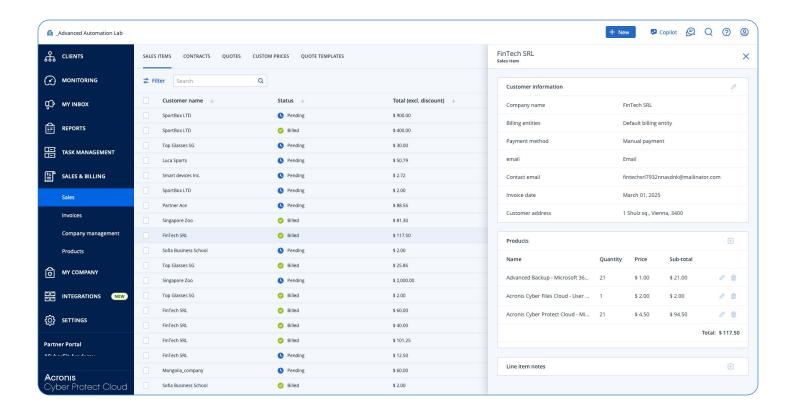
Step **2** Let Acronis PSA generate the billing data automatically

Once products are configured, Acronis PSA takes care of monthly billing using real usage data from Acronis Cyber Protect Cloud.

- On the **first day of each month**, Acronis PSA automatically generates **sales items** for each customer's usage from the previous month.

- The system supports **PAYG (pay-as-you-go)** billing and ensures all charges are based on actual consumption.

- When Acronis PSA is activated for a new partner, it generates initial billing data for the **most recently completed month,** typically within **one hour**.

These sales items become the source of your customer invoices — accurate, timely and completely hands free.
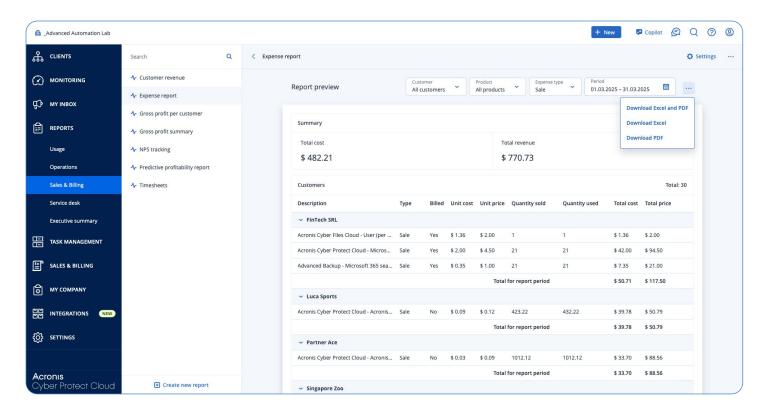
Step **3** View and download the expense report

The Expense Report gives you a clear, itemized view of all billed Acronis services:

1 Go to Reports > Sales & Billing > Expense report.

2 Set the date range to cover the 1st of the month (when sales items are created).
Example: For May billing, set the report period to June 1–2.

3 Filter by customer or product if needed.

4 Download the report in Excel or PDF if needed.

Explore the full capabilities of Acronis PSA here   **LEARN MORE**

Contact an Acronis sales rep or partner manager to schedule onboarding with a PSA expert   **GET HELP**

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www.acronis.com