

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.

Advanced Automation Lab

+ New Copilot

CLIENTS MONITORING MY INBOX REPORTS TASK MANAGEMENT SALES & BILLING MY COMPANY

PRODUCTS INVENTORY PRODUCT CATEGORIES BUNDLES INVENTORY LOCATIONS LEDGERS

Filter Search

Update Acronis product prices + New product

Product name	Price	Cost	Status	Contract product	Ledger	Last product ...	Description
Acronis Cyber Cloud Physical Data Shipping to Cloud, 1 disk (SEGA...	\$ 123.75	\$ 99.00	Active	Yes		Mar 14, 2025 at 4:04:43 ...	Acronis Cyber Cloud Physical Data Shi...
Acronis Cyber Files Cloud - Acronis Hosted Storage (per GB) (SP12...	\$ 0.1288	\$ 0.103	Active	Yes		Mar 14, 2025 at 4:04:43 ...	Acronis Cyber Files Cloud - Acronis Ho...
Acronis Cyber Files Cloud - Acronis Hosted Storage (per GB) (SP13...	\$ 0.1394	\$ 0.1115	Active	Yes		Mar 14, 2025 at 4:04:41 ...	Acronis Cyber Files Cloud - Acronis Ho...
Acronis Cyber Files Cloud - Acronis Hosted Storage (per GB) (SP1A...	\$ 0.1175	\$ 0.094	Active	Yes	402	Mar 14, 2025 at 4:04:41 ...	Acronis Cyber Files Cloud - Acronis Ho...
Acronis Cyber Files Cloud - Acronis Hosted Storage for per User m...	\$ 0.0529	\$ 0.0423	Active	Yes		Mar 14, 2025 at 4:04:42 ...	Acronis Cyber Files Cloud - Acronis Ho...
Acronis Cyber Files Cloud - Acronis Hosted Storage for per User m...	\$ 0.06	\$ 0.05	Active	Yes		Mar 14, 2025 at 4:04:42 ...	Acronis Cyber Files Cloud - Acronis Ho...
Acronis Cyber Files Cloud - Acronis Hosted Storage for per User m...	\$ 0.0416	\$ 0.0333	Active	Yes	402	Mar 14, 2025 at 4:04:42 ...	Acronis Cyber Files Cloud - Acronis Ho...
Acronis Cyber Files Cloud - Partner Storage (per GB) (SP2AMSENS)	\$ 0.0688	\$ 0.055	Active	Yes		Mar 14, 2025 at 4:04:41 ...	Acronis Cyber Files Cloud - Partner Sto...
Acronis Cyber Files Cloud - User (per user) (SP1AMSENS)	\$ 1.70	\$ 1.36	Active	Yes	402	Mar 14, 2025 at 4:04:42 ...	Acronis Cyber Files Cloud - User (per u...
Acronis Cyber Files Cloud Advanced - eSignature (per file) (SR1AM...	\$ 1.06	\$ 0.85	Active	Yes		Mar 14, 2025 at 4:04:43 ...	Acronis Cyber Files Cloud Advanced - e...
Acronis Cyber Files Cloud Advanced - Notarization (per notarizatio...	\$ 0.0235	\$ 0.0188	Active	Yes		Mar 14, 2025 at 4:04:44 ...	Acronis Cyber Files Cloud Advanced - ...
Acronis Cyber Protect Cloud - Acronis Hosted Storage (per GB) (SP...	\$ 0.1288	\$ 0.103	Active	Yes		Mar 14, 2025 at 4:04:44 ...	Acronis Cyber Protect Cloud - Acronis ...
Acronis Cyber Protect Cloud - Acronis Hosted Storage (per GB) (SP...	\$ 0.1394	\$ 0.1115	Active	Yes		Mar 14, 2025 at 4:04:42 ...	Acronis Cyber Protect Cloud - Acronis ...

! 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.

Advanced Automation Lab

+ New Copilot

CLIENTS MONITORING MY INBOX REPORTS TASK MANAGEMENT SALES & BILLING MY COMPANY

SALES ITEMS CONTRACTS QUOTES CUSTOM PRICES QUOTE TEMPLATES

Search

Name Number of products

FinTech SRL	2
Singapore Zoo	1
Top Glasses SG	1

FinTech SRL

Custom prices information

FinTech SRL

Custom prices

Product name	Price	Active
Acronis Cyber Protect Cloud - Workstation (SPGAMSENS)	\$ 5.00	Active
Acronis Cyber Protect Cloud - Microsoft 365 seat (for SP/Local/Azure/Google Hosted storage) (SRAAMSENS)	\$ 5.00	Active

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.

Advanced Automation Lab

+ New Copilot

SALES ITEMS CONTRACTS QUOTES CUSTOM PRICES QUOTE TEMPLATES

Filter Search

<input type="checkbox"/>	Customer name	Status	Total (excl. discount)
<input type="checkbox"/>	SportBox LTD	Pending	\$ 900.00
<input type="checkbox"/>	SportBox LTD	Billed	\$ 400.00
<input type="checkbox"/>	Top Glasses SG	Pending	\$ 30.00
<input type="checkbox"/>	Luca Sports	Pending	\$ 50.79
<input type="checkbox"/>	Smart devices Inc.	Pending	\$ 2.72
<input type="checkbox"/>	SportBox LTD	Pending	\$ 2.00
<input type="checkbox"/>	Partner Ace	Pending	\$ 88.56
<input type="checkbox"/>	Singapore Zoo	Billed	\$ 81.30
<input type="checkbox"/>	FinTech SRL	Billed	\$ 117.50
<input type="checkbox"/>	Sofia Business School	Pending	\$ 2.00
<input type="checkbox"/>	Top Glasses SG	Billed	\$ 25.86
<input type="checkbox"/>	Singapore Zoo	Pending	\$ 2,000.00
<input type="checkbox"/>	Top Glasses SG	Billed	\$ 2.00
<input type="checkbox"/>	FinTech SRL	Billed	\$ 60.00
<input type="checkbox"/>	FinTech SRL	Billed	\$ 40.00
<input type="checkbox"/>	FinTech SRL	Billed	\$ 101.25
<input type="checkbox"/>	FinTech SRL	Pending	\$ 12.50
<input type="checkbox"/>	Mongolia_company	Pending	\$ 60.00
<input type="checkbox"/>	Sofia Business School	Billed	\$ 2.00

FinTech SRL
Sales item

Customer information

Company name: FinTech SRL

Billing entities: Default billing entity

Payment method: Manual payment

email: Email

Contact email: fintechsrl7932nnasdnk@mailinator.com

Invoice date: March 01, 2025

Customer address: 1 Shulz sq., Vienna, 3400

Products

Name	Quantity	Price	Sub-total
Advanced Backup - Microsoft 36...	21	\$ 1.00	\$ 21.00
Acronis Cyber Files Cloud - User ...	1	\$ 2.00	\$ 2.00
Acronis Cyber Protect Cloud - Mi...	21	\$ 4.50	\$ 94.50
			Total: \$ 117.50

Line item notes

Acronis Cyber Protect Cloud

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.

Advanced Automation Lab

Search

Expense report

Report preview

Customer: All customers | Product: All products | Expense type: Sale | Period: 01.03.2025 - 31.03.2025

Summary

Total cost	Total revenue
\$ 482.21	\$ 770.73

Customers

Description	Type	Billed	Unit cost	Unit price	Quantity sold	Quantity used	Total cost	Total price
FinTech SRL								
Acronis Cyber Files Cloud - User (per ...	Sale	Yes	\$ 1.36	\$ 2.00	1	1	\$ 1.36	\$ 2.00
Acronis Cyber Protect Cloud - Micros...	Sale	Yes	\$ 2.00	\$ 4.50	21	21	\$ 42.00	\$ 94.50
Advanced Backup - Microsoft 365 sea...	Sale	Yes	\$ 0.35	\$ 1.00	21	21	\$ 7.35	\$ 21.00
Total for report period							\$ 50.71	\$ 117.50
Luca Sports								
Acronis Cyber Protect Cloud - Acronis...	Sale	No	\$ 0.09	\$ 0.12	423.22	432.22	\$ 39.78	\$ 50.79
Total for report period							\$ 39.78	\$ 50.79
Partner Ace								
Acronis Cyber Protect Cloud - Acronis...	Sale	No	\$ 0.03	\$ 0.09	1012.12	1012.12	\$ 33.70	\$ 88.56
Total for report period							\$ 33.70	\$ 88.56
Singapore Zoo								

Download Excel and PDF
Download Excel
Download PDF

Create new report

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