How to use a postpaid charging plan for an extension

Applies to VoipNow 3 and higher!

This article explains how to create an extension account that will be charged using a **postpaid** charging policy. Also, it provides details on how to access the call cost report for the selected extension so that you can keep track of the extension's traffic in a given month.

Step-by-step guide

Once you selected an existing Organization account (or created a new one) from the Organizations Management page, you need to take the following steps:

1. Set up a **postpaid** charging plan from the Organization account's **Add New Charging Plan for Organization {organization_name}** page.
2. Add a new extension account to the same Organization and assign the already defined **postpaid** charging plan to it.

Example

The following example shows how to create a charging plan with a 12 USD monthly limit (for incoming and outgoing calls). To do so, follow the next steps: postpaid

1. Log in to the VoipNow browser interface.
2. If you have logged in with an admin or Service Provider account, click the Organizations link available in the left navigation panel. Click the name of the Organization you want to add the postpaid Charging plan. Jump to step 3.
   If you have logged in with an Organization account, then jump to step 3.
3. Click the **Charging plans** link in the main menu.
4. Click **Add a charging plan** icon in the **Tools** section.
5. Fill in a descriptive name for the charging plan you want to set up.
6. Make sure the **Allow incoming calls**, **Allow calls to public network**, **Allow local calls to extensions**, **Allow extended local calls to extensions** options are enabled according to your requirements.
7. Select the **Postpaid** radio button for the Charging plan type option.
8. Set the **Limit calls to public network to amount** and **Limit calls from public network to amount** to 12 USD.
9. Next, if you wish, limit the number of minutes that can be used for calls to the public network.
10. Define the **Charging Segments** according to your requirements.
11. In the **Fees** fieldset, select the desired **Charging method** to be used by the extension account: **Fixed prices** or **Relative to call costs**.
12. Define the costs of all the allowed call types. Note that the options available depend on what you have previously selected at step 6.
13. Click **OK** to save the plan.

Now you can create a new User under this Organization and assign the previously defined **postpaid** charging plan to it. The User account will then have a **postpaid** plan with a 12 USD monthly limit to be used for incoming and outgoing calls, both internal and external. The next setup would be to add an extension for this newly created User account.

Call costs

To find out the call costs for the extension, take the following steps:

1. Log in to the VoipNow browser interface.
2. Go to **Extensions** in the main menu.
3. Select the extension from the list.
4. In the extension's management page, click the **Call reports** icon.
5. You can view a detailed report on the extension's call costs in the **Call List** section.
6. From the drop-down list, select the month for which you want to see all the calls and their cost.

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