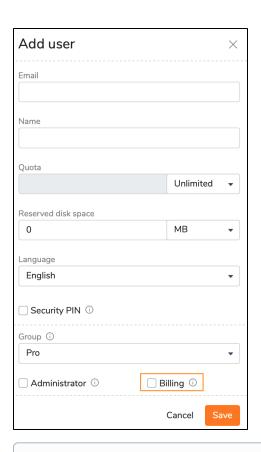# User with billing permission

If you would like to grant someone permission to manage invoices for your Quatrix account, you should keep in mind what user group your future billing manager belongs to. In case you want to have the administrator that tracks and manages payments, besides administration rights there will be Billing tab available for invoice management. Pro or associate users can cover invoices together with their permissions. The table below could assist you to make a decision what user to choose as a billing administrator.

	Jailed	Associate	Pro	Admin
File sharing	❌	Share with • Pro users	Share with • Pro users • Associate users • Site contacts • Personal contacts	Share with • Pro users • Associate users • Site contacts • Personal contacts • Admins
File/folder management	❌	View and manage • personal incoming and outgoing files/folders • Projects shared with me folder • shared with Pro users project folders Upload files/ folders Create folders and convert them to Project folders	View and manage • personal incoming and outgoing files/folders • Projects shared with me folder • shared with other users project folders Upload files/ folders Create folders and convert them to Project folders	View and manage • personal incoming and outgoing files/folders • Projects shared with me folder • shared with other users project folders Upload files/ folders Create folders and convert them to Project folders View and manage the User Homes folder (files and folders of users added by the admin)
User/ contact management	❌	View • Pro users	View • Pro users • Associate users • Jailed users • Site contacts Create and manage personal contacts	View, create and manage • Pro users • Associate users • Jailed users • Site contacts • Personal contacts • Admin
Activity history tracking	❌	Only personal	Only personal	Personal and all users activity tracking
Billing	❌	Invoice management	Invoice management	Invoice management

The table displays the comparison of predefined user groups, in case you have created your own groups with preferred permissions, make your own decision to determine who will be your billing manager.

How to assign a Billing permission

You can grant the access to Billing while adding or editing the user on the Administration tab.

Add user ✕

Email

Name

Quota

| | Unlimited ▾ |

Reserved disk space

| 0 | MB ▾ |

Language

| English ▾ |

☐ Security PIN ⓘ

Group ⓘ

| Pro ▾ |

☐ Administrator ⓘ   ☐ Billing ⓘ

Cancel   **Save**

If you delegated Billing to your users, don't forget to add their emails to the Billing BCC on the Service Settings sub-tab of the Administration tab so that they could receive emails about billing transactions.