

BGV Invoicing SOP

Standard Operating Procedure — BGV Invoicing

Made by Shivam | gigin.ai **App URL:** <https://bgv-invoice.jobzin.co.in/>

Example files (V2 reference set): <https://docs.google.com/spreadsheets/d/1c4Lt-5wzwgni1Be95RUZvOloFQvOqm9pHpVgbggN0Sc/edit?usp=sharing>

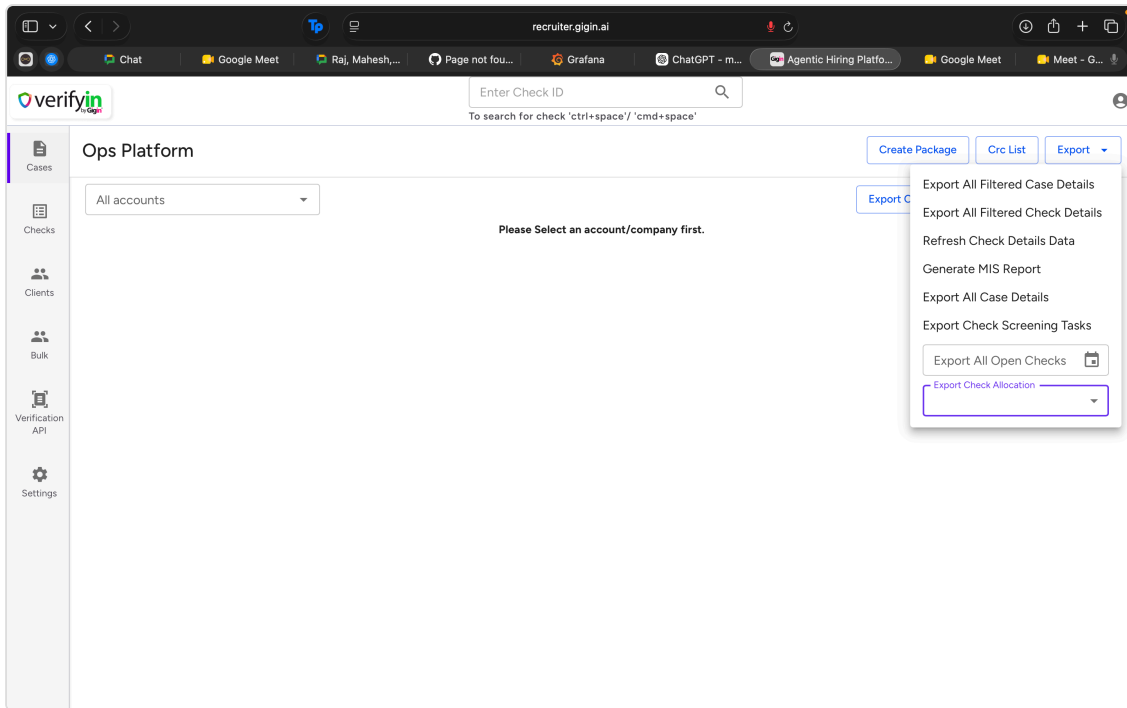
The app takes 5 input files (4 required, 1 optional), lets you pick clients and per-client billing mode (package vs. check-level), and produces an Excel annexure and one PDF report per client.

Part A — Download the source files from the Ops Platform

There are 5 files to assemble for a run. Three come from the Ops Platform (case, check, pricing). Two come from existing pricing sheets (cost approval, package price).

A1. Open the Ops Platform and locate the Export menu

Go to the **Cases** tab in the Ops Platform. Top right has an **Export** dropdown:



Ops Platform — Export menu

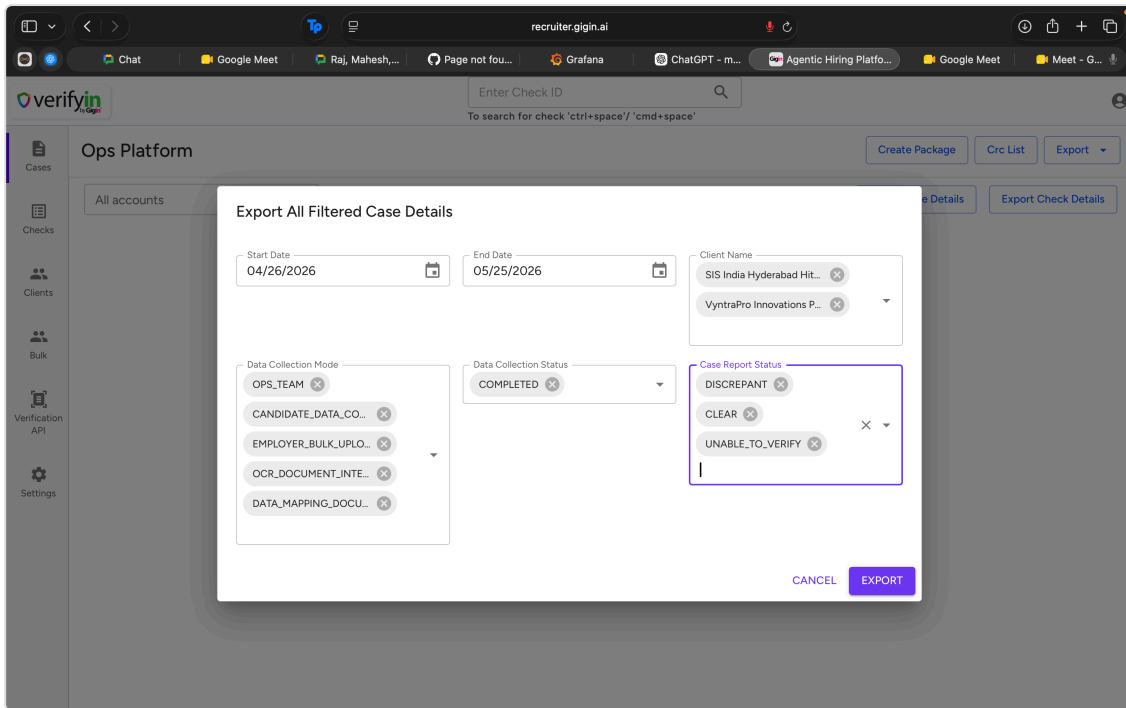
Use these two export options:

- **Export All Filtered Case Details** — produces the Case file
- **Export All Filtered Check Details** — produces the Check file

(Do not use “Export All Case Details” or any other variant — only the **Filtered** ones, with the filters set below.)

A2. Export All Filtered Case Details

Click **Export** → **Export All Filtered Case Details**. A filter dialog opens. Set each field as shown:



Export Case Details — filters

Field	Value
Start Date	26th of the previous month (e.g. 04/26/2026)
End Date	25th of the current month (e.g. 05/25/2026)
Client Name	All clients to be invoiced this cycle
Data Collection Mode	OPS_TEAM, CANDIDATE_DATA_COLLECTION, EMPLOYER_BULK_UPLOAD, OCR_DOCUMENT_INTEGRATION, DATA_MAPPING_DOCUMENT (select all five)
Data Collection Status	COMPLETED
Case Report Status	CLEAR, DISCREPANT, UNABLE_TO_VERIFY

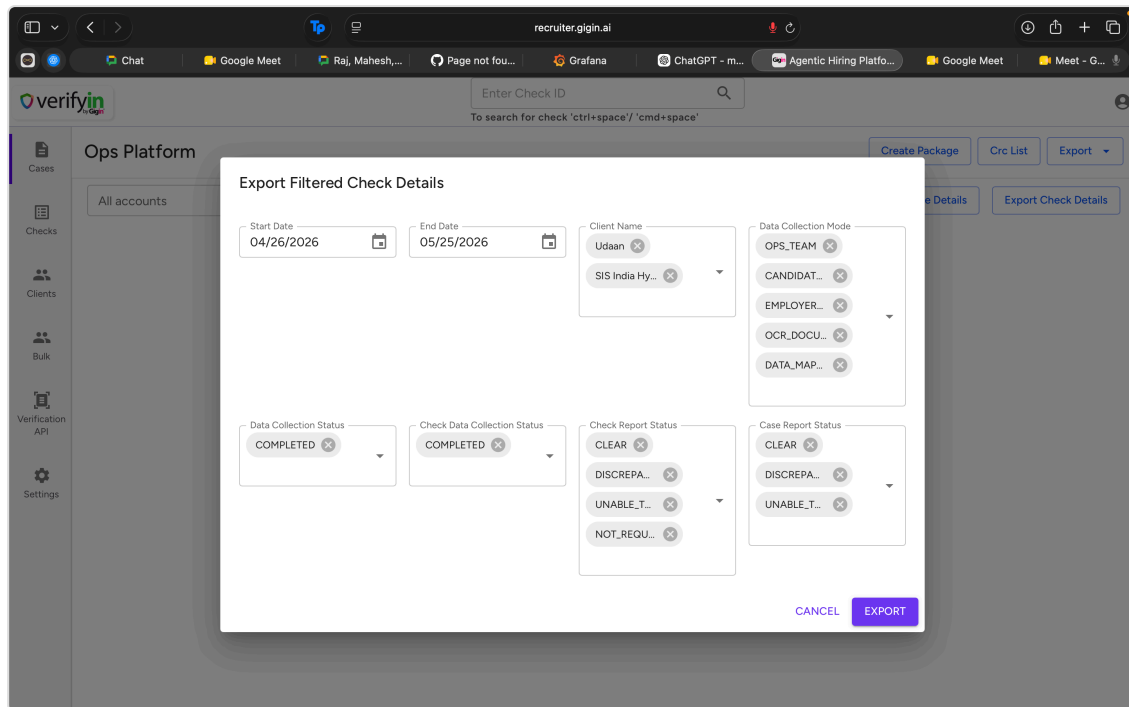
Click **EXPORT**. Save the file as `case_list.xlsx` (or `.csv`).

The Case Report Statuses are the three the app considers billable. Other statuses (INPROGRESS, CANCELLED, INSUFFICIENT, NOT_REQUIRED) are not billed, so do

not include them in this export.

A3. Export Filtered Check Details

Click **Export** → **Export All Filtered Check Details**. A filter dialog opens:



Export Check Details — filters

Field	Value
Start Date	26th of the previous month
End Date	25th of the current month
Client Name	Same clients as the case export
Data Collection Mode	OPS_TEAM, CANDIDATE_DATA_COLLECTION, EMPLOYER_BULK_UPLOAD, OCR_DOCUMENT_INTEGRATION, DATA_MAPPING_DOCUMENT (all five)
Data Collection Status	COMPLETED
Check Data Collection Status	COMPLETED

Field	Value
Check Report Status	CLEAR, DISCREPANT, UNABLE_TO_VERIFY, NOT_REQUIRED
Case Report Status	CLEAR, DISCREPANT, UNABLE_TO_VERIFY

Click **EXPORT**. Save as `check_list.csv` (or `.xlsx`).

The Check Report Status list includes NOT_REQUIRED to keep package billing complete. The app's filters still drop NOT_REQUIRED rows from billing, but their presence in the export helps surface every case correctly.

A4. Pricing, additional charges, and package price files

Three sheets ops already maintains:

- `price_detail.csv` — the **per-check pricing sheet** (one row per client, columns are check codes: PHA, EDU, EMP, CRC, IDC/AAD, REF, ...). This sheet's 3rd row **must contain the short codes** (the app reads rates from that row).
- `additional_charges.csv` — the **cost-approval sheet** (Check ID, Cost Approved).
- `package_price.csv` — the **package price master** (Package ID, Price, optional Client / Package Name). Only needed if any client is billed at package rate.

Compare against the reference set in the linked Google Sheet (5 tabs, one per file) before uploading.

A5. Cross-check against previously billed cases (manual safeguard)

The app does not track which cases were invoiced in prior cycles. To prevent billing the same case twice — especially when re-running a cycle, doing an off-cycle export, or after a case's Closed Date is updated — do this **before uploading** the case file:

1. Open the master **all invoiced case list** workbook (the rolling sheet ops maintains with month + Ext Case ID of every case ever billed).
2. In a free column of your fresh case export, add a `VLOOKUP` (or `XLOOKUP`) on **Ext Case ID** against the master list's case-ID column.
3. Sort or filter the rows where the lookup returned a match — those are cases already billed in an earlier cycle.

4. **Delete those matched rows** from the case export before uploading to the app.
5. After the cycle is run and downloads are taken, append the **newly billed** Ext Case IDs to the master list so the next cycle picks them up.

If you keep to a strict 26th-of-previous to 25th-of-current export window every month, the same case generally won't appear in two windows — but running this cross-check anyway is the safest practice and the only way to catch back-dated or re-opened cases.

Expected column names — quick reference

After downloading, the files should have the columns listed below. If a file is missing a required column the app will reject it with a clear schema warning.

case file (V2 export — `case_list.xlsx` / `.csv`):

- Client Name, Candidate Name, Candidate Mobile, **Ext Case ID**, Case ID, **Case Report Status**, Data Collection Status, Data Collection Mode, Initiated On, **Data Collection Completion Date**, Link

check file (V2 export — `check_list.csv` / `.xlsx`):

- Client Name, Client Type, Candidate Name, Candidate Email, Candidate Mobile, **Candidate Employee ID**, Candidate Work Location, **Package ID**, Data Collection Status, Data Collection Mode, Initiated On, Completed On, **Ext Case ID**, Case ID, **Ext Check ID**, Check ID, Check Type, Check Name, **Check Data Collection Status**, Check Data Collection Completion On, Case Report Status, **Check Report Status**, Check Completion On, Remark, Issue Raised Date, Issue Resolved Date, Verified by, Latest Internal Remark, Latest Internal Remark Date, Additional Comments, Check Assigned To, Check Assigned Date

(Bold = required by the app.)

price detail (3 header rows; the system reads short codes from row 3):

- Row 3 header: Client, Package, Price, PHA, EDU, EMP, CRC, IDC/AAD, REF, DT, CDC, GDC, DAC, BAC, PVC, POA, SMD, UAN, MLC, CRCL, AVVP, COC, PVLf

additional charges:

- Date, Case ID, **Check ID**, Client Name, Approver (Client POC), **Cost Approved**, Cost approval date, Owner

package price (Package ID is the join key):

- **Package ID**, Client, Check Cols (informational), **Price** or **Derived Price**, [Package Name]

Part B — Run the app

Open <https://bgv-invoice.jobzin.co.in/>

B1. Upload page — drop the 5 files, set the date range

The screenshot shows the 'BGV Invoice Generator' web application interface. At the top, there's a header with the logo and navigation buttons: 'Upload', 'Select', and 'Download'. The main section is titled 'Upload Data Files'. Below this, there's a 'Required Files' section with a list of files to upload: 'Case List', 'Check List', 'Price Detail', 'Additional Charges', and 'Package Price'. Each file has a corresponding upload button with a file icon and the text 'Drop file or click to browse'. The 'Package Price' button is marked as 'optional'. Below the file upload section, there's a 'Billing Date Range' section with two date pickers: 'From Date' (set to 26/04/2026) and 'To Date' (set to 25/05/2026). At the bottom of the form, there's a button labeled '→ Process Files & Continue'. The footer of the page reads 'BGV Invoice Generator © 2026 | Powered by Gigin Technologies'.

BGV Invoice Generator Upload Select Download

Upload Data Files

Required Files

Use the **V2 Ops-Portal exports**. Older (V1) report formats are no longer supported.

- **Case List** - V2 "All Filtered Case Details" export
- **Check List** - V2 "All Filtered Check Item Details" export (includes Package ID)
- **Price Detail** - Per-check pricing sheet for each client
- **Additional Charges** - Cost approval details (additional charges per check)
- **Package Price** - Package ID → Price sheet (needed for package-mode billing)

.xlsx .csv formats supported

Case List
Drop file or click to browse

Check List
Drop file or click to browse

Price Detail
Drop file or click to browse

Additional Charges
Drop file or click to browse

Package Price optional
Drop file or click to browse

Billing Date Range

Per SOP: 26th of the previous month to the 25th of the current month. This window is fixed for the rest of the run.

From Date 26/04/2026 **To Date** 25/05/2026

→ Process Files & Continue

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Upload page — empty

For each slot, click the dotted box (or drag the file in):

- **Case List** — the V2 case export from A2
- **Check List** — the V2 check export from A3
- **Price Detail** — the per-check pricing sheet
- **Additional Charges** — the cost approval sheet
- **Package Price** (*optional*) — Package ID to Price; required only for clients on package billing

Fill the **Billing Date Range** (same 26th-of-previous to 25th-of-current window you used for the exports). The range is fixed for the rest of the run — to change it you start a new upload.

BGV Invoice Generator

UploadSelectDownload

Upload Data Files

Required Files

Use the V2 Ops-Portal exports. Older (V1) report formats are no longer supported.

Case List

Check List

Price Detail

Additional Charges

Package Price

formats supported

Case List

Check List

Price Detail

Additional Charges

Package Price

Drop file or click to browse

Drop file or click to browse

Drop file or click to browse

Drop file or click to browse

Drop file or click to browse

case_list.xlsx

check_list.csv

price_detail.csv

additional_charges.csv

package_price.csv

Billing Date Range

Per SOP: 26th of the previous month to the 25th of the current month. This window is fixed for the rest of the run.

From Date

To Date

26/03/2026

25/04/2026

→ Process Files & Continue

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Upload page — all files attached, dates set

Click **Process Files & Continue**.

B2. Select Client page — pick clients and per-client billing mode

BGV Invoice Generator [Upload] [Select] [Download]

Select Clients & Date Range

584
TOTAL CASES

1681
TOTAL CHECKS

196
CLIENTS WITH PRICING

8
CLIENTS THIS PERIOD

1 Unpriced clients — these cases will not be billed 2
The following clients have cases closed this period but no row in **Pricing Updated.xlsx**. Add them to the pricing sheet and re-upload, or these cases will be excluded from the invoice.
• **SISYES** — SIS India (YESHWANTPUR) • **ACEFMINDIA** — ACE Facility Management

1 Pricing entries with no cases this period 188

Billing Date Range
2026-03-26 to 2026-04-25 — set on the upload page. To change it, [start a new upload](#).

Select Clients 0 selected
[Select All] [Deselect All]
Search clients...

Only clients with cases this period are listed. Each client's billing mode is pre-set (Package if its cases have a priced Package ID, else Check-level) — override per client as needed.

☐ AVTEC	AVTEC Limited	☒ Package ☐ Check-level
☐ SISHYDERABAD	SIS India Hyderabad Hitech city	☒ Package ☐ Check-level
☐ ALTRUISTINDIA	Scholar Alley Private Limited	☒ Package ☐ Check-level
☐ KPPLINDIA	KULODAY PLASTOMERS PRIVATE LIMITED	☒ Package ☐ Check-level
☐ APEXSYS	Apex Systems	☒ Package ☐ Check-level
☐ ACEFMINDIA	ACE Facility Management	☒ Package ☐ Check-level
☐ REVIVEHEALTHCARE	PRIORVITAL PRIVATE LIMITED	☒ Package ☐ Check-level
☐ GATESLAL	Gates India Pvt Ltd(Lalru)	☒ Package ☐ Check-level

[← Back to Upload](#) [Generate Invoice Data](#)

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Select Client page

The page shows:

- **Stats** (top): total cases / checks / priced clients / clients this period.
- **Banners** (if any): "Unpriced clients" (red) for clients with cases this period but no row in the pricing sheet; schema warnings (red) if a file is in the wrong slot.
- **Billing date range** — read-only display of what you set on the upload page.
- **Client list** — only clients that have a billable case in the window. Each row has:

- Checkbox (tick to invoice)
- Client code + company name
- **Mode toggle:** Package or Check-level (the app pre-selects Package if the client's Package IDs are in the package-price sheet; otherwise Check-level)

What to do:

1. Tick the clients to invoice (use **Select All** if you want everyone).
2. Confirm each client's mode is correct. Flip the toggle to override.
3. Use the **Search** box to filter by client code or company name when you have many.

The screenshot displays the 'BGV Invoice Generator' web application. At the top, there are buttons for 'Upload', 'Select', and 'Download'. The main section is titled 'Select Clients & Date Range'. It shows summary statistics: 584 Total Cases, 1681 Total Checks, 196 Clients with Pricing, and 8 Clients this Period. A red alert box indicates 'Unpriced clients — these cases will not be billed' with 2 clients listed: SISYES — SIS India (YESHWANTPUR) and ACEFMINDIA — ACE Facility Management. A yellow box shows 'Pricing entries with no cases this period' with 188 entries. Below this, the 'Billing Date Range' is set from 2026-03-26 to 2026-04-25. The 'Select Clients' section shows 8 selected clients with checkboxes for 'Select All' and 'Deselect All', and a search bar. A table lists the selected clients with their names and mode toggles (Package or Check-level). At the bottom, there is a 'Back to Upload' button and a 'Generate Invoice Data' button. The footer states 'BGV Invoice Generator © 2026 | Powered by Gigin Technologies'.

BGV Invoice Generator

Upload Select Download

Select Clients & Date Range

584
TOTAL CASES

1681
TOTAL CHECKS

196
CLIENTS WITH PRICING

8
CLIENTS THIS PERIOD

1 Unpriced clients — these cases will not be billed 2

The following clients have cases closed this period but no row in **Pricing Updated.xlsx**. Add them to the pricing sheet and re-upload, or these cases will be excluded from the invoice.

- SISYES — SIS India (YESHWANTPUR)
- ACEFMINDIA — ACE Facility Management

1 Pricing entries with no cases this period 188

Billing Date Range
2026-03-26 to 2026-04-25 — set on the upload page. To change it, [start a new upload](#).

Select Clients 8 selected

Select All Deselect All

Search clients...

Only clients with cases this period are listed. Each client's billing mode is pre-set (Package if its cases have a priced Package ID, else Check-level) — override per client as needed.

☒	AVTEC AVTEC Limited	☒ Package ☐ Check-level
☒	SISHYDERABAD SIS India Hyderabad Hitech city	☒ Package ☐ Check-level
☒	ALTRUISTINDIA Scholar Alley Private Limited	☒ Package ☐ Check-level
☒	KPPLINDIA KULODAY PLASTOMERS PRIVATE LIMITED	☒ Package ☐ Check-level
☒	APEXSYS Apex Systems	☒ Package ☐ Check-level
☒	ACEFMINDIA ACE Facility Management	☒ Package ☐ Check-level
☒	REVIVEHEALTHCARE PRIORVITAL PRIVATE LIMITED	☒ Package ☐ Check-level
☒	GATESLAL Gates India Pvt Ltd(Lalru)	☒ Package ☐ Check-level

← Back to Upload

Generate Invoice Data

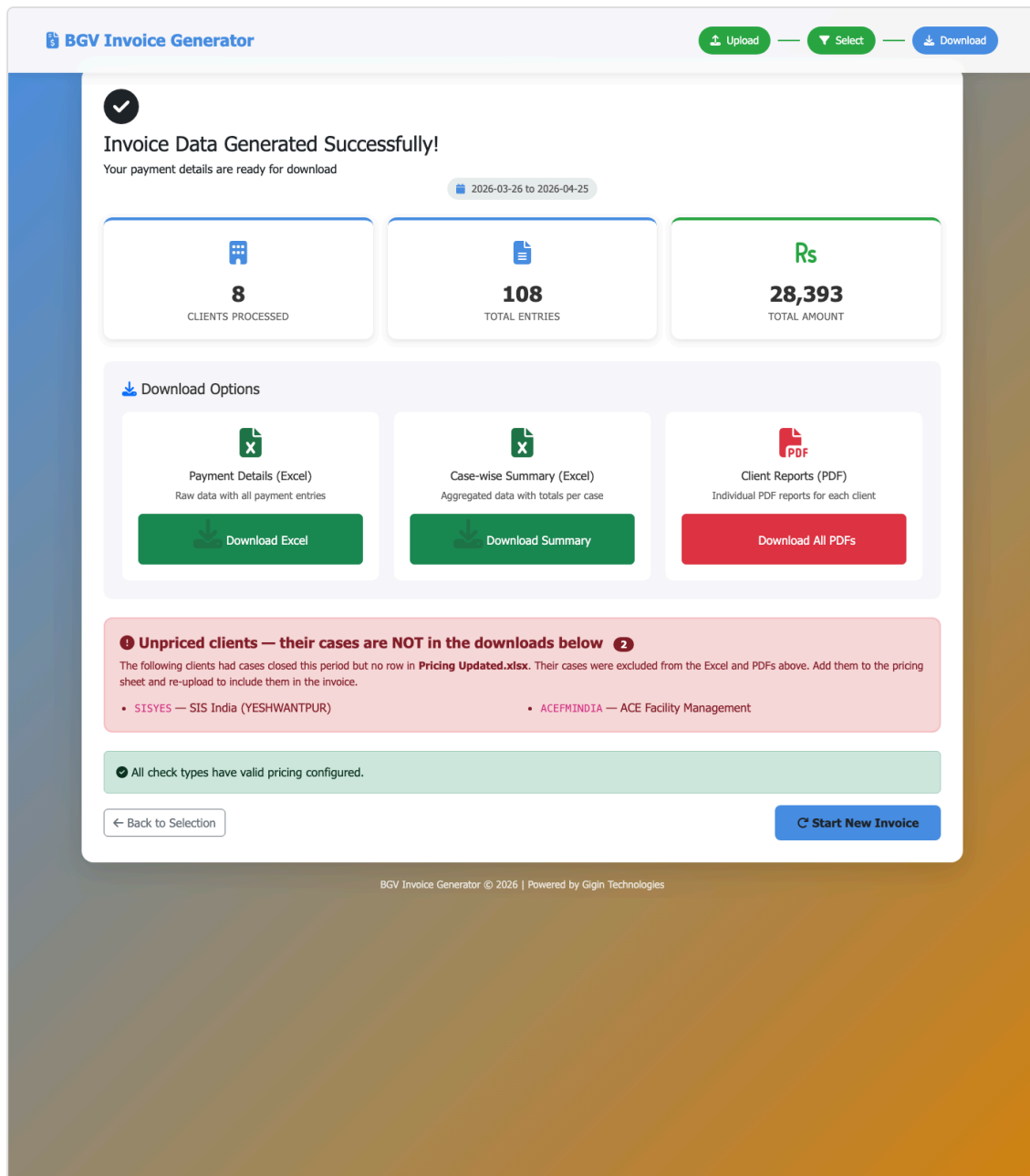
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Select Client — all clients ticked

Click **Generate Invoice Data**.

B3. Results page — review and download

After generation you land on the Results page:



Results page

What to check before downloading:

- **Summary cards** — clients processed, total entries, total amount, with the billing window.

- **Selected clients with no billed rows** (red panel, if present) — each line says why (e.g. “Selected as Check-level, but this client has no row in the pricing sheet”). Fix the input or change the mode and re-run.
- **Package billing fell back to check-level** (yellow panel, if present) — package-mode cases whose Package ID was not found in the package-price sheet. Add the missing IDs and re-run.
- **Unpriced clients** (red panel, if present) — clients with cases this period but no pricing row.
- **Missing Check Types** (yellow panel, if present) — check rows kept at Rs 0 because the rate cell in the pricing sheet is empty. Fill the cells listed and re-run.

When the panels look right, download:

- **Payment Details (Excel)** — raw line items, one row per billed line (package line or per-check line).
- **Case-wise Summary (Excel)** — same data with per-case Total rows.
- **Client Reports (PDF)** — one PDF per processed client, zipped. Each PDF has the verifyin logo, a rate summary, and a detail table (SI, Case ID, Candidate, Employee ID, Check Names, Rate, Addl, Total) with rupee formatting and atomic rows across page breaks.

Output files

File	Content
<code>payment_details.xlsx</code>	Client, Company Name, Case No, Report Status, Check Status, Closed Date, Candidate Name, Candidate Employee ID, Check No, Check Type, Check Name, Price, Additional Charge — one row per billed line
<code>modified_payment_details.xlsx</code>	Same as above plus a Total column and per-case Total summary rows
<code>client_reports.zip</code>	One PDF per processed client

The Excel **Check Type** column is `PACKAGE` for package-mode lines (one per case) and the mapped check-type code (CRC, IDC/AAD, EMP, ...) for per-check lines.