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Set Up Billing Plans for Packages

Laura Gibson - 2026-09-06 - [Packages & Memberships](#)

As you create each Package in Kilo, you will add one or more Billing Plans per package. Review the video below to learn more about the billing options available in Packages.

Important Notes:

- We recommend checking the following when creating a billing plan in Kilo GMS:
 - **Package validity** (e.g., 12 weeks)
 - **Installment count** (e.g., 3 payments)
 - **Billing frequency** (e.g., every 4 weeks)
 - All three fields should align mathematically - **Installment count x Billing frequency = Package validity.**
 - If not, the system may create too few or too many invoices, or extend billing beyond the package's actual duration.

- You should not

combine *monthly* validity periods with *weekly* billing to bill bi-weekly throughout the year.

- One month does not equal 28 days, therefore a monthly package with two installments billed every two weeks will result in a invoice on the first day of the package and another 14 days later.
- The athlete will *not be billed again* until the next time the package renews (after one month).

Create Package

Package Details

Name: New Package
Description: Enter description
Proration: Off
Auto Renew: On

Advanced Settings

Attendance Rules
Grant access to events via rules. Rules will dispense credits in a repeating (per) or one-off behavior (pack).
Total Package Length: 4 Weeks

Bootcamp

Attendance: 10 Sessions per 4 week validity
Validity: 4 week

Billing
Create and manage billing plans for this Package.
Tax Rate: Select tax rate
Add Billing Plan: Plan Name: Bi-Weekly Billing, Total Price: \$ 240.00, # of Installments: 2, Frequency: 2 Weeks, Equal Division: \$ 120.00 Per Installment

Annotations:
✓ Attendance Rules and Billing Plan both set to "Weeks"
✓ The Installment number and timeframe match the package's Validity period.
+ 2 installments x 2 weeks = 4 (package validity)

Create Package

Package Details

Name: New Package
Description: Enter description
Proration: Off
Auto Renew: On
Contract: Select contract

Attendance Rules
Grant access to events via rules. Rules will dispense credits in a repeating (per) or one-off behavior (pack).
Total Package Length: 1 Months

Bootcamp

Attendance: 10 Sessions per 1 month validity
Validity: 1 month

Billing
Create and manage billing plans for this Package.
Tax Rate: Select tax rate
Add Billing Plan: Plan Name: Billing Plan, Total Price: \$ 240.00, # of Installments: 2, Frequency: 2 Weeks, Equal Division: \$ 120.00 Per Installment

Annotations:
✗ Validity is set to Months and the Billing Plan is set to Weeks
✗ The Installment number and timeframe do not match the Validity period
-Invoices will not be issued in alignment with the package renewal

If you have further questions about billing plans in Kilo, email our Support team at hello@usekilo.com.