

## Add Billing Codes to Multiple Records at Once

Add billing codes to student records in order to track recurring fees and generate invoices. While you can add billing codes on an individual basis, adding multiple billing codes to multiple students at once saves time and keystrokes.

### ▼ To add billing codes to multiple student records

1. On the Home screen, click **Student Billing Code**. The Student Billing Code Assistant displays.
2. Make your selections on each window, and click **Next** until you reach the last window.
3. Click **Save**.