

Add Billing Codes to a Student's Record

Billing codes are used to track different types of fees. For example, you can set up codes for tuition, book fees, activity fees, or any other type of fee that your school charges. You can also use billing codes to generate recurring invoices for customers. For more information, see [Set up Billing Codes](#).

1. On the Home screen, click **Students** or **Prospective**.
2. Double-click on an individual's name.
3. Click the **Billing** tab.
4. Click **Add**. The Student Billing Codes dialog box displays.
5. Under All Billing Codes, click the billing code you want to add, and click **Add**. Repeat this step for each code you want to add.
6. Click **Close**.

Note



You can also mass add billing codes to student records. For more information, see [Add Billing Codes to Multiple Records at Once](#).