

Assigning Billing Codes with the Mass Assign Assistant

Before you begin generating invoices for your customers, you must add the billing codes to each customer's record. With the Mass Assign Assistant, you can

- [Add billing codes to multiple customers' records](#)
- [Remove billing codes from multiple customers' records](#) without having to re-enter information for each customer.

You can also [print a mass assignment report](#) that lists your entries, and you can use the list to verify your changes and file the report as a record of your entries.

Before adding or removing discounts with the Mass Assign Assistant, you must set up mass billing codes Define Lists. To learn more about setting up billing codes, see [Defining Mass Billing Codes](#).

In addition, customers must have a record in the database prior to having a billing code assigned. To learn about adding customers and families to the database, see [Adding Family Records in Accounts Receivable](#), [Adding and Editing Customer Records in Accounts Receivable](#), or [Importing Customers](#).

Warning



As a precautionary measure, ACS Technologies recommends that you make a backup of your financial records before using the Mass Assign Assistant.