

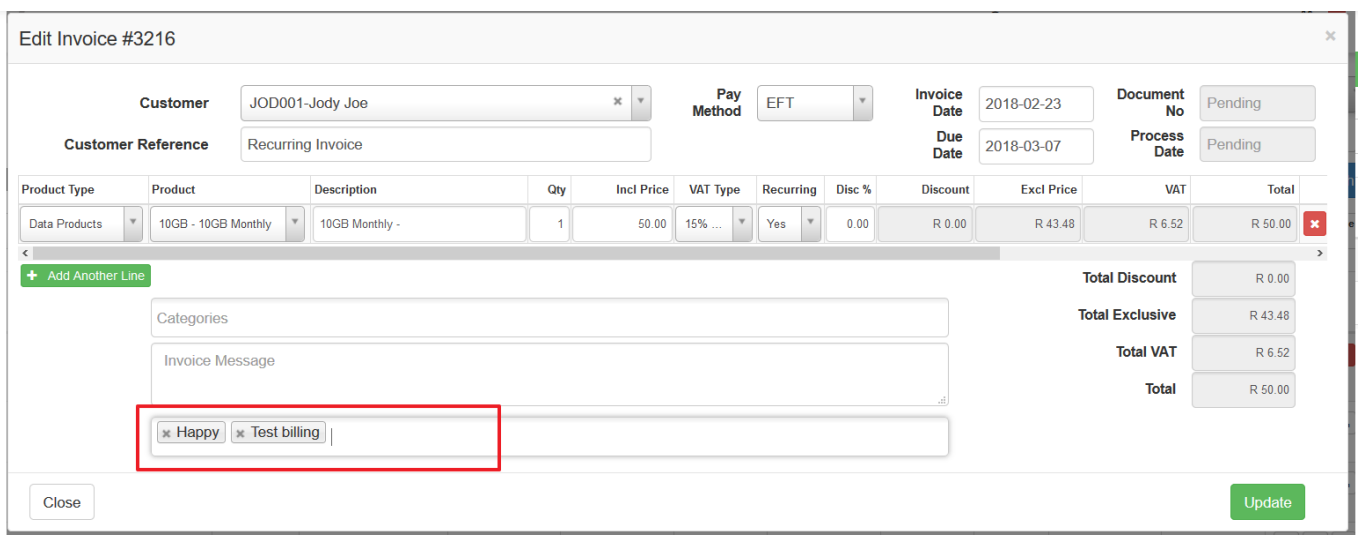
# Added Labels To Billing Documents & Products

In v. 1.21.16, labels have been added to billing documents and products.

Billing documents refer to invoices, credit notes, adjustments and write-offs in the Billing menu.

Labels can be added to data and non-data products.

Go to Billing, Invoices, and edit an invoice to add labels:



Customer: JOD001-Jody Joe

Customer Reference: Recurring Invoice

Pay Method: EFT

Invoice Date: 2018-02-23

Due Date: 2018-03-07

Document No: Pending

Process Date: Pending

Product Type	Product	Description	Qty	Incl Price	VAT Type	Recurring	Disc %	Discount	Excl Price	VAT	Total
Data Products	10GB - 10GB Monthly	10GB Monthly -	1	50.00	15% ...	Yes	0.00	R 0.00	R 43.48	R 6.52	R 50.00

+ Add Another Line

Categories

Invoice Message

Labels: Happy Test billing

Total Discount: R 0.00

Total Exclusive: R 43.48

Total VAT: R 6.52

Total: R 50.00

Close Update

Labels on invoices list screen:

All Billing Groups | All Customer Groups | | All Months | All States | All Types | Normal |

Select one or more Labels

**Invoices** | Select one or more Categories | Screen Total: R 334,161.79 | Create Invoice | Push Selected to Sage | Push All to Sage | Remove Invoices | Refresh

100 records per page | Search: | Copy Columns Clipboard | Export Columns CSV | Export Columns Excel | Show / Hide Columns

Account Code	Reference	Document Date	Due Date	Document No	Pay Method	Document Amount	Labels
JOD001	Recurring Invoice	2018-02-23	2018-03-07		EFT	R 58.00	Happy   Test billing
JO001	JOD001MS	2018-03-12	2018-03-24	INV0000421	Direct Debit	R 15,478.42	Test billing
MAD999	JOD001MS	2018-03-12	2018-03-24	INV0000420	EFT	R 999.00	
JES001	WAT 15%	2018-03-12	2018-03-24	INV0000419	EFT	R 30,108.00	
JAN003	Recurring Invoice	2018-02-23	2018-03-07		EFT	R 1,558.00	Happy   Test billing

Go to Billing, Products, Data Products / Non Data Products and edit products to have labels:

## Edit Package #540

Primary Details | **Billing** | Note

**Package Code** 1M1MS

**Package Title** 1M/1M

**Labels** ✕ Slow

Labels on data products list screen:

**Data Packages** | All Product Groups | Select one or more Labels | Enabled | Normal | + Add Product | Refresh

Show 100 Rows | Search: | Copy Columns Clipboard | Export Columns CSV | Export Columns Excel | Show / Hide Columns

Type	Package Detail	Num Users	Labels
Radius	1 Mb/s up, 1 Mb/s down	6	Slow
Radius	10 Mb/s up, 10 Mb/s down	2	Fast

Labels can be set up at Tools, Labels.

See this blog on how to set up and add labels to list views: [How To Add Labels To List Views](#)