

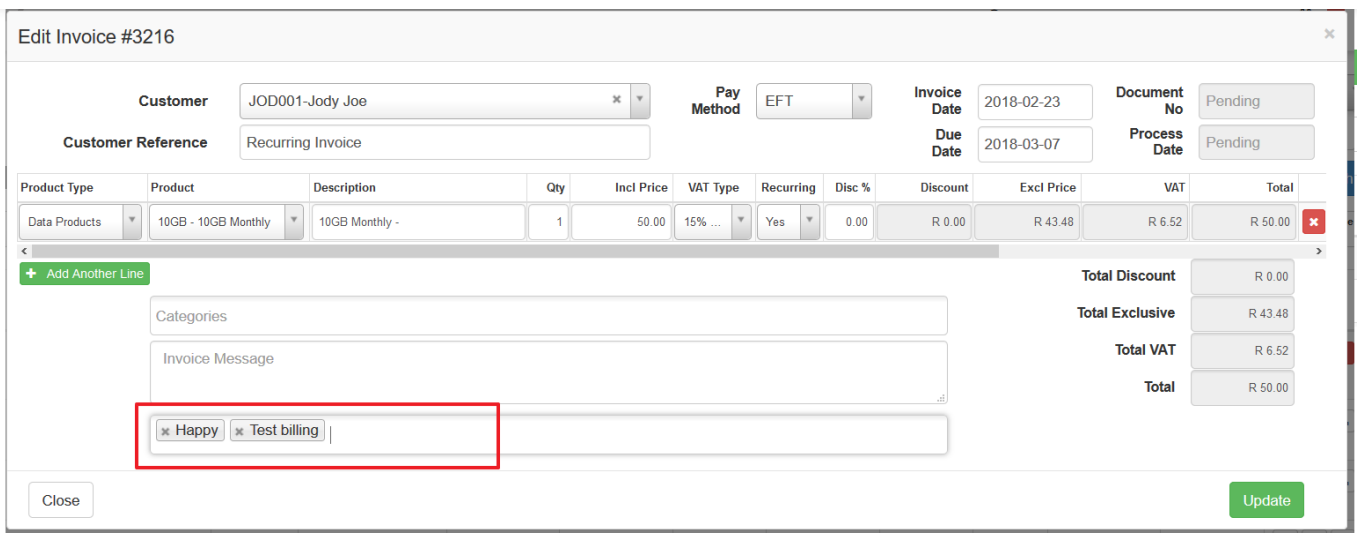
Added Labels To Billing Documents & Products

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:



The screenshot shows the 'Edit Invoice #3216' interface. At the top, there are fields for Customer (JOD001-Jody Joe), Pay Method (EFT), Invoice Date (2018-02-23), Document No (Pending), Customer Reference (Recurring Invoice), Due Date (2018-03-07), and Process Date (Pending). Below this is a table with columns: Product Type, Product, Description, Qty, Incl Price, VAT Type, Recurring, Disc %, Discount, Excl Price, VAT, and Total. The table contains one row: 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. Below the table is a section for adding labels, with a red box highlighting the input field containing 'Happy' and 'Test billing'. To the right of this section are summary fields: Total Discount (R 0.00), Total Exclusive (R 43.48), Total VAT (R 6.52), and Total (R 50.00). At the bottom, there are 'Close' and 'Update' buttons.

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

Labels:

Summary:

Total Discount	R 0.00
Total Exclusive	R 43.48
Total VAT	R 6.52
Total	R 50.00

Labels on invoices list screen:

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

Invoices | 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 998.00	
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](#)