

Invoice Code

Introduction

The Invoice Codes page are where invoice codes are created and managed for service products. To reach the Invoice Codes page, open the settings page by clicking on admin then clicking on the Invoice Codes. Clicking on the three bars on the top left corner of the page will expand the side menu for easier access

Invoice Codes

Upon arriving on the Invoice Codes page, Invoice Codes will be generated in a table with each code as a line item and with the following columns

- Code - The name assigned to the code
- Description - A description of the Invoice Code
- Price - The price assigned to the Invoice Code
- Taxable - Whether the code is taxable
- Status - Shows the status of the code, whether active or inactive
- Actions - Actions that can be taken on the code
 - Edit - Click to edit an existing Code
 - Status - Toggle if the Code is active or inactive
 - Trash - Delete the Invoice Code

Creating a Invoice Code

Creating a Invoice Code is easy and is done simply by clicking on the Add Code button. Upon clicking on the code, The Add invoice Code popup will generate and the following fields need to be filled out

- Code - The name of the code being created
- Description - A description of the code being created
- Price - The price being assigned to the Code
- Taxable - Toggle to make code taxable or not taxable
- Active - Toggle to make code active or inactive

Upon filling out all fields, clicking on Create Invoice Code will generate the code for future use, clicking on cancel will close the window and delete all information filled out.

Editing a Code

Editing a code is simple and is done simply by clicking on the edit button on the actions part of the Invoice Code line item. After clicking on the code, the Edit Invoice Code popup will generate. It's the same popup as the Create Invoice Code one with the exception of the fields already filled out. From here any information that needs to be edited can be changed and once done, clicking on the Update Invoice Code will update any information changed. Clicking on the Cancel button will close the window and void out any information edited on screen.

Revision #4

Created 8 January 2026 14:41:51 by Kozy Operations

Updated 26 January 2026 15:56:43 by Kozy Operations