Invoice Codes

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1. Go to **Settings**.
2. Select **Invoice Codes**.
3. Click **Add Invoice Code**.
4. Enter the invoice code name.
5. Add the code or short label.
6. Select the related category or type.
7. Set the code to active.
8. Click **Save**.
9. Confirm the invoice code appears in the list.

Most codes should be created during the onboarding process. But you may find the need to add more in the future if you start utilizing additional pieces of the system that had not been discussed during the onboarding process.

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