Invoice Subtypes

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1. Go to **Settings**.
2. Select **Invoice Subtypes**.
3. Click **Add Invoice Subtype**.
4. Enter the subtype name.
5. Select the related invoice type.
6. Mark it active.
7. Click **Save**.
8. Confirm the subtype appears in the table.

Invoice Subtypes are a great way to quickly list items with set values such as ACTune Up for $75 or Duct Cleaning for $8 per ft. This would allow quick items for staff to select and automatically have the pricing connected. This list will get started during onboarding however is likely to be built out during training and as staff sees ways to simplify their day to day billing tasks.

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