

# How to Set Up Billing Codes

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## Description

Use this function to set up billing codes in the system

## Step by Step

- 1** Navigate to the Billing Codes tab. If you do not see this listed with the rest of your tabs, click on the plus sign (+) to the right of your tabs. Here you will see a full list of tabs in the system. Click on **Billing Codes**.
- 2** Click **New**
- 3** Enter a **Billing Code**
- 4** Optionally, enter a **Description**
- 5** If applicable, check off any **Activate Actions** that may affect billing
- 6** If applicable, enter **Bank Information**
- 7** Optionally, enter an **Amount** to default a price for the Billing Code
- 8** If applicable, enter a **Primary GL Account**
- 9** If applicable, enter an **Offset GL**
- 10** Verify your data and click **Save**

## Set Up Billing Codes

**Billing Codes Detail**

Billing Code	Cable	Owner	Larry Rep <a href="#">[Change]</a>
Description	Cable	G/L Account No.	
Department Code			
Full Description			
Is Permanent	<input type="checkbox"/>		

▼ Invoice And Report Groups

Group Code	Report Code
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▼ Activate Actions

Create Invoice on Move-In <input type="checkbox"/>	Do Not Invoice Move-Out Date <input type="checkbox"/>
Default Recurring Chages <input type="checkbox"/>	

▼ Bank Information

Originator	
Bank Institution No	
Bank Branch No	
Bank Account No	
File Creation No	
Bank CPA No	
Originator Name	

▼ POS

POS Category	POS	Amount	\$0.00
POS	<input checked="" type="checkbox"/>		

▼ Default Values

Default Resident Type	Billing Unit	Month
Stay Type	Type	
Rent <input type="checkbox"/>	Default No. of Days To Invoice	

▼ GL & Resident Days

Primary GL Account	Resident Days	<input type="checkbox"/>
Offset GL	Resident Day Account	
	Resident Day Offset Account	