

Add a Billing Code to an Individual's Record

Add billing codes to individual records in order to track recurring fees and generate invoices.

You can add billing codes to an individual's record, or, you can mass-add billing codes to many records, such as all student records. For more information, see [Add Billing Codes to Multiple Records at Once](#).

1. On the Home screen, click the individual type you want to edit. For example, click **Students** or **Prospective Students**.
2. Double-click the individual you want to edit.
3. Click the **Billing** tab.
4. Click **Add**. The Billing Codes window displays.
5. Under All Billing Codes, select a code and click **Add**.
6. Repeat step five for each billing code you want to add to the individual's record. When you are finished adding billing codes, click **Close**.