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Procedure to follow when creating Categories:

- ? On the Actions group box, Click on Add Category link
- ? Enter the Category Name
- ? Optionally, select values for
 - ? Position (a means to order Categories on the Invoice template)
 - ? Parent Category Name from the drop-down list.
 - ? Billing Translations (one field will appear for each supported language)

http://wiki.smartbilling.ca/index.php/File:Catalog_Descriptions.mp4
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