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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)

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[http://wiki.smartbilling.ca/index.php/File:Catalog\\_Descriptions.mp4](http://wiki.smartbilling.ca/index.php/File:Catalog_Descriptions.mp4)  
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