

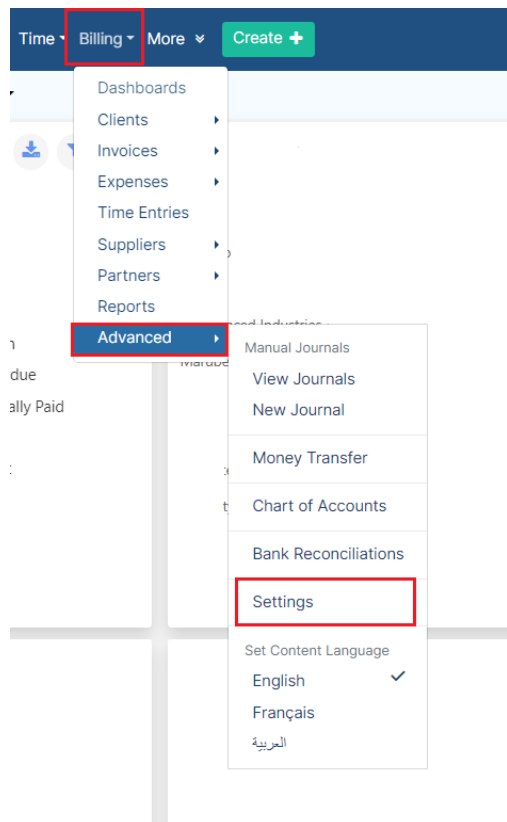
# How to Predefine Services Items on Invoices?

## Objectives

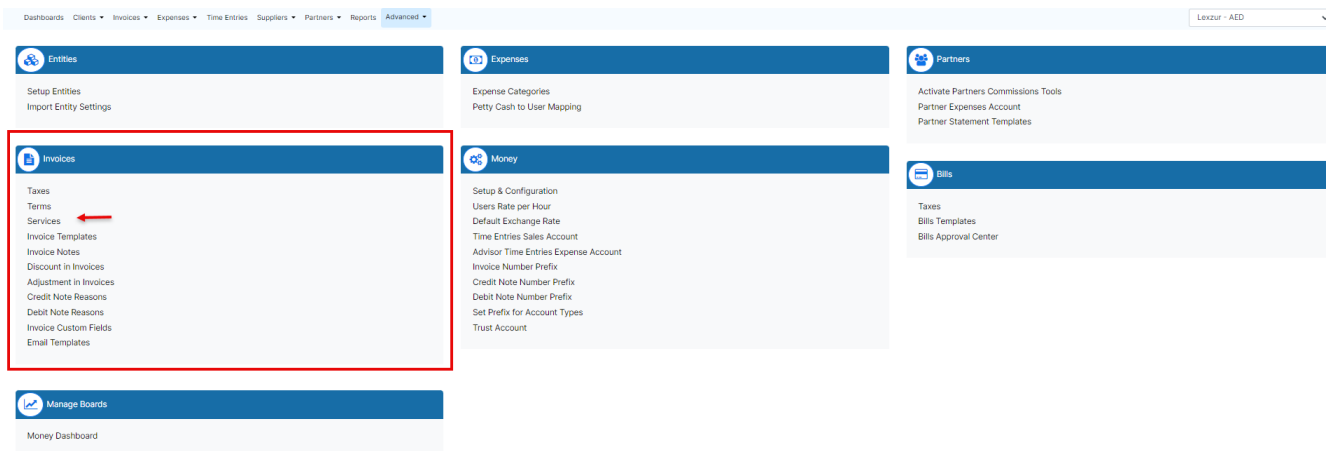
- Add/Edit/Delete Services on Invoices

## Steps

You can add or edit services for invoices from the Billing module settings. First, go to the **Billing Advanced Settings** from the navigation menu.















From the **Settings** page, choose the **Services** within the **Invoices** section. This will direct you to the **List of Invoice Services** page.



From the **List of Invoice Services** page, you can edit or delete an existing service using the green edit icon or the delete icon in the **Actions** section.

## List of Invoice Services

Choose One ▾

| Service Name (English) | Service Name (Français) | Service Name (العربية) | Related Account          | Description | Unit Price | Tax % | Actions   |
|------------------------|-------------------------|------------------------|--------------------------|-------------|------------|-------|---|
| Annual Legal Mgt.      |                         |                        | Other Income - USD (IN2) |             | 6000.00    | 0.00  |   |
| Consultancy            |                         |                        | Sales - USD (IN1)        |             | 500.00     | 0.00  |   |
| Consultation           | Consultation            | Consultation           | Sales - USD (IN1)        |             | 0.00       | 0.00  |   |
| Disbursement           |                         |                        | Sales - USD (IN1)        |             | 0.00       | 0.00  |   |
| fees                   |                         |                        | Sales - USD (IN1)        |             | 200.00     | 0.00  |   |
| Fixed Fees             |                         |                        | Other Income - USD (IN2) |             | 0.00       | 0.00  |   |

You also have the option to add a new service simply by clicking on the **Add New Invoice Service** hyperlink at the top of the page.

[Settings](#) / [Services](#) / [Add New Invoice Service](#)

## Add New Invoice Service

Service Name (English)\*

Related Account\*

Choose Account ▾

Service Name (Français)

Unit Price

Service Name (العربية)

Tax

Choose One ▾

Nest Service Under

Choose One ▾

Description

Save

To add a new invoice service, you have to fill in the necessary fields.

### There are two mandatory fields:

1. Service Name: specify the name of the new invoice service in English, French, or Arabic language (In our example English is the default language, and you can modify it from the Setup and Configuration in the Billing settings)
2. Related Account: specify the related account.

### The other fields are optional:

1. Nest Service Under: specify if this service is nested under other services.
2. Unit Price
3. Tax
4. Description: a short hint about the service.

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).  
Thank you!