

# Billing Tag

## *What are Billing Tags?*

Billing tags are a new feature recently added to the NocTel web portal. Billing tags allow account administrators to assign **one** Tag to each entity (phone number or extension) in their account from a list of pre-made, user-defined tags. Billing Tags work in conjunction with NocTel's new invoices, allowing for invoiced items to be grouped by the assigned Tags.

Example of Billing Tag Summary in new invoices:

### **Billing Tag Summary**

Tag	Service Charge	Usage Charge	Surcharge	Subtotal
TAG 1	\$15.00	\$0.14	\$0.00	\$15.14
TAG 2	\$16.00	\$0.04	\$0.00	\$16.04
None	\$25.00	\$4.66	\$0.00	\$29.66
<b>Total</b>	<b>\$56.00</b>	<b>\$4.84</b>	<b>\$0.00</b>	<b>\$60.84</b>

Example of Tag break down in new invoices:

Number	Description Device Type	Min In	Min Out	Service Charge	Usage Charge	Surcharge	Subtotal	Additional Comments
203	Lab 3 Poly	0	0	\$1.00	\$0.00	\$0.00	\$1.00	
400	Lab 4 Poly	0	0	\$1.00	\$0.00	\$0.00	\$1.00	
500	Lab 5 Poly	0	0	\$1.00	\$0.00	\$0.00	\$1.00	
600	Lab 6 Cisco ATA/SPA	0	0	\$1.00	\$0.00	\$0.00	\$1.00	
+18283603201	MURPHY, North Carolina	1	0	\$12.00	\$0.04	\$0.00	\$12.04	
<b>TAG 2 - Subtotal</b>		<b>1</b>	<b>0</b>	<b>\$16.00</b>	<b>\$0.04</b>	<b>\$0.00</b>	<b>\$16.04</b>	

## *Should I use Billing Tags?*

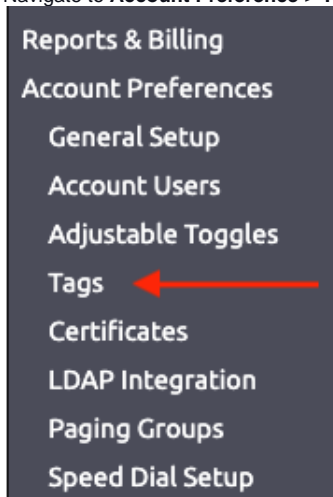
Billing Tags are great for larger accounts that want their invoices broken up by department or campus. They work well for school districts that need billing broken down via campus, school system, or other breakdowns. Billing Tags are open for use in all accounts.

## How Do I Use Billing Tags in my account?

To assign billing tags to entities, you first need to create a list of billing tags for the account, then assign them to an entity.

### Creating a Master Billing Tag List:

1. Navigate to **Account Preference > Tags**



2. Click **Add a Tag**"

**Tags**

Tags can be used to separate phone numbers and extensions into different operational or billing groups.

[Add a Tag](#) [View History](#)

Description
TAG 1
TAG 2

3. Enter a Description. This is your Tag's name. (We recommend that you keep it simple)

[Control Panel](#) → [Tags](#) → Edit Tag

**Edit Tag**

Description:

Color: Red

[Remove this tag](#)

4. Optional: you can assign a color block to the class to help distinguish it in the interface list. The color feature will be used more in future portal updates.
5. Click **Submit** to save.

### Assigning Billing Tags to a Number:

1. Navigate to a number's option page.
2. On the **Number** tab use the drop-down list for Billing Tag to select a tag.

**Number** **Cloud** **Emergency Address** **Class Assignment**

Number: +1 828.360.3200 - MURPHY

Description:

Classification: U.S. Local \$0.25/mo.

Inbound Usage: 3.5¢/min

Billing Tag: TAG 1  ←

Inbound Calls: ☒ Unlimited  
☐ Give busy signal after  concurrent call(s).

Route to Extension: [100] Conference Bridge

Caller ID Name:

Caller ID Status: Not Submitted

[Remove this number](#)

3. Click **Submit** to save.

### Assigning Billing Tags to an Extension:

1. Navigate to an extension's option page
2. Click the arrow (>) in the Tag widget to expand the option.

Tags

3. Use the Billing Tag drop-down list to select a tag. The selection is saved automatically. Click outside the widget to close it.

## Can I Bulk Set Billing Tags?

Currently, there is no way to bulk add Billing Tags to entities. The NocTel development team does have this on our list of recommended features.

### Related articles

- [Billing Tag](#)
- [Hold Music - Custom Ring Audio for Hunt Groups](#)
- [Panasonic Handset Registration](#)