Overview

Kill Bill provides the ability to tag most object types (account, invoice, payment, subscription, etc.) in the system. A tag is a single value that you can attach to a record. In Kaui, you can view the available tags and also perform the actual tagging.

Kill Bill has two types of tags:

- **Control tags**—Also referred to as *system tags*, these tags modify the behavior of the system. You cannot add, change, or delete control tags. For a list of system tags, see the Tag Definition page.
- **User tags**—These tags are not interpreted by the system; they are a way for admins or third-party systems to annotate specific existing resources. For instance, the support team could tag account resources associated with a specific customer to group them.

NOTE	**Note:** Kill Bill does not include default user tags. To define user tags, use the API. For more information, see the "Tag Definition" section.

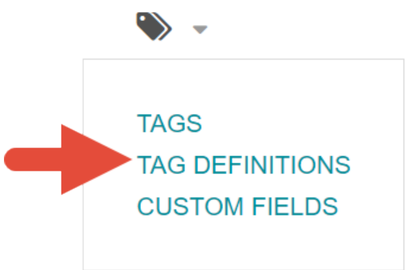
Additional Resources

API Reference:

- Tag
- Tag Definition

View Available Tags

To see a list of all available tags (control and user), select the tags icon at the top of the screen, then select Tag Definitions:



Tag Definitions

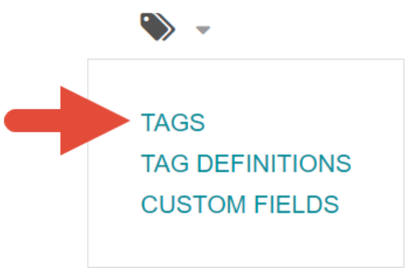
ID	NAME	DESCRIPTION	SYSTEM TAG?	APPLICABLE TYPES
00000000-...-000000000001	__PARK__	Accounts with invalid invoicing state	true	ACCOUNT
00000000-...-000000000001	AUTO_PAY_OFF	Suspends payments until removed.	true	ACCOUNT
00000000-...-000000000002	AUTO_INVOICING_OFF	Suspends invoicing until removed.	true	ACCOUNT
00000000-...-000000000003	OVERDUE_ENFORCEMENT_OFF	Suspends overdue enforcement behaviour until removed.	true	ACCOUNT
00000000-...-000000000004	WRITTEN_OFF	Indicates that an invoice is written off. No billing or payment effect.	true	INVOICE
00000000-...-000000000005	MANUAL_PAY	Indicates that Killbill doesn't process payments for that account (external payments only)	true	ACCOUNT
00000000-...-000000000006	TEST	Indicates that this is a test account	true	ACCOUNT
00000000-...-000000000007	PARTNER	Indicates that this is a partner account	true	ACCOUNT
00000000-...-000000000008	AUTO_INVOICING_DRAFT	Generate account invoices in DRAFT mode.	true	ACCOUNT
00000000-...-000000000009	AUTO_INVOICING_REUSE_DRAFT	Use existing draft invoice if exists.	true	ACCOUNT

View Assigned Tags

This section explains how to:

- See all objects for the tenant that have been assigned a tag
- See which tags have been assigned to a specific account or invoice

To see a list of *all* the objects that have been assigned a tag in the system, select the tags icon at the top of the screen, then select Tags:



Tags

Show 10 entries Search:

TAG ID	OBJECT ID	OBJECT TYPE	TAG DEFINITION NAME
1d3a0cd6-d9d4-4d93-8d57-a504c16ed1c8	1033706a-07de-4ed3-b0e0-0f1d09639b90	ACCOUNT	TEST
70ee7475-a38c-4837-aacc-08299b2a0ff7	b60d4bee-137e-41b8-bbb1-0adcbb6366ff	INVOICE	WRITTEN_OFF

Showing 1 to 2 of 2 entries

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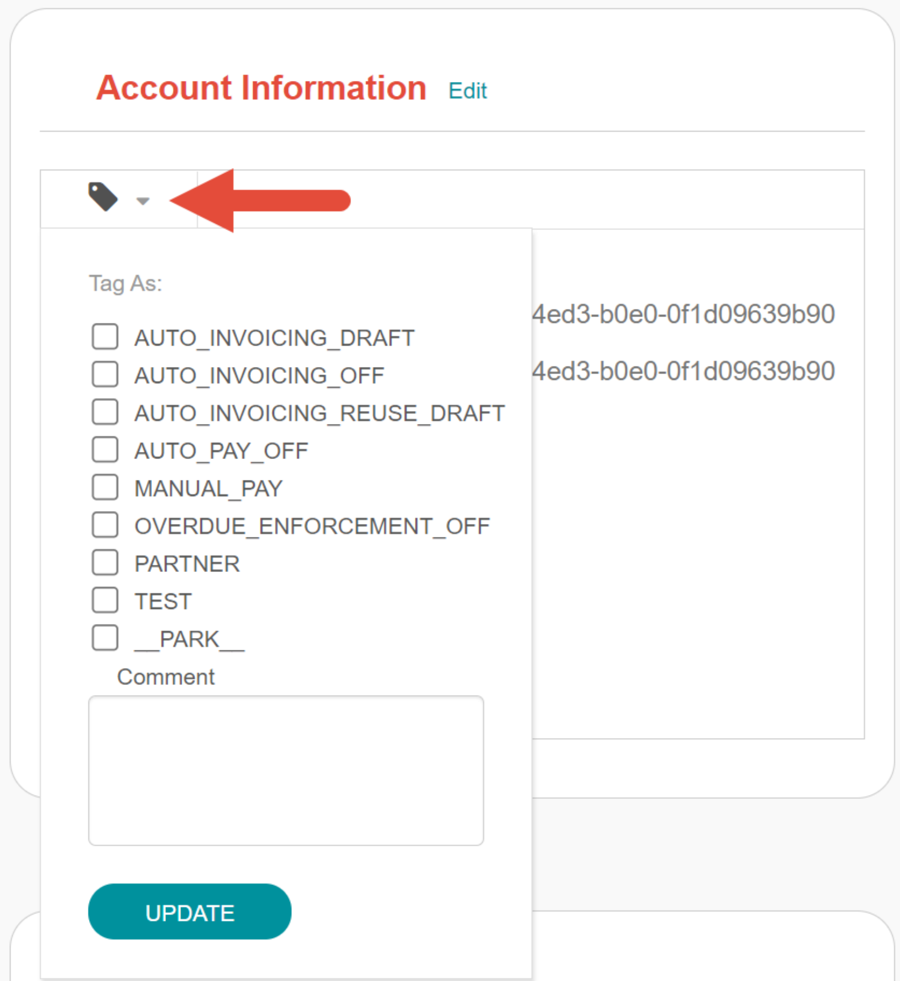
TIP	**Tip:** On the Tags page, you can open the object (account, invoice, etc.) by clicking on the link in the Object ID column.

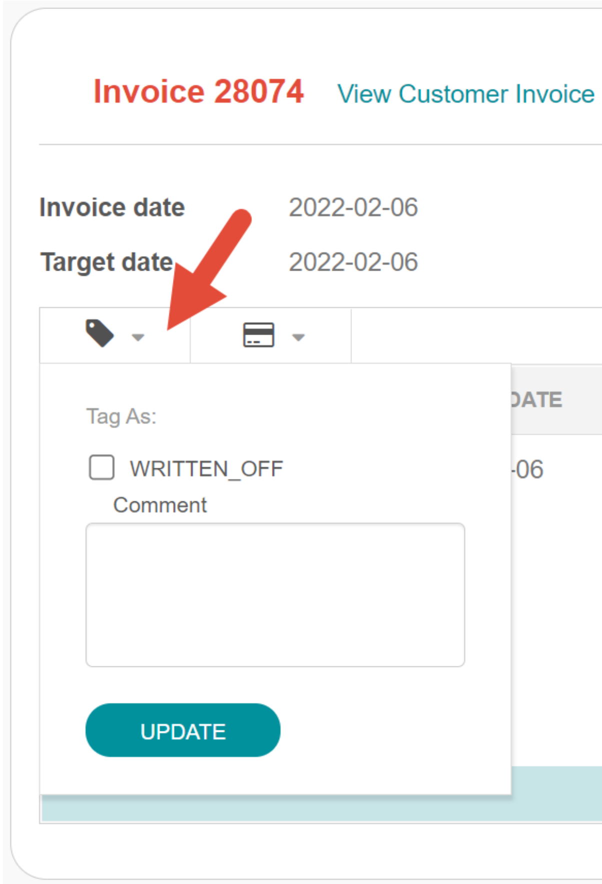
To see any tags assigned to an account (or invoices), open the account and click **Tags** on the sub-menu. The Tags page displays only the tags assigned to that account or invoice.

Attach or Remove a Tag for an Account or Invoice

To attach (or remove) a tag from an object type like an account or invoice:

1. Open the account on the Accounts page.
2. If necessary, click **Invoices** on the sub-menu and click to open the relevant invoice.
3. Click the tag icon:





4. To add a tag, select one or more checkboxes. To remove a tag, click to clear the relevant checkbox.
5. Add text to the **Comment** field (optional).
6. Click the **Update** button

