Charges

Charges are important because they are used as line items on your transactions, such as invoices. For example, a timesheet invoice will contain a charge named "Child Care Fee" for each child.

When creating invoices, if you find yourself repeatedly selecting the same charge and changing the details, you may find it beneficial to create multiple similar charge entries which will save you time when creating future invoices.
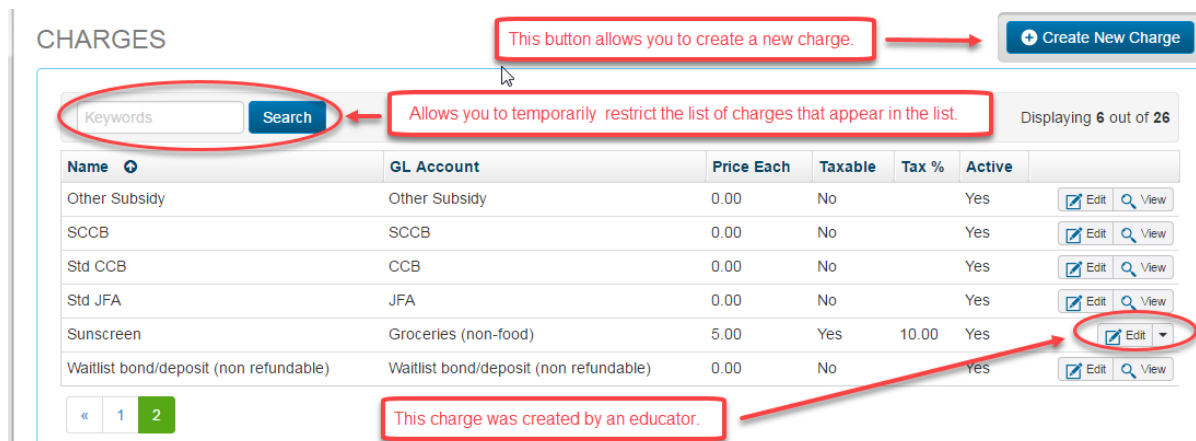
Although an extensive list of charges has been set up, you have the option of adding new charge entries to the list to enable you to provide more detail on your invoices. You can edit or delete the charges that you create, but you cannot change the standard list of charges, such as "Child Care Fee" which is used in timesheet invoices.

Many of the standard charges have the same name as the general ledger account that has been allocated to the charge. For example, a charge named "Excursion" has been allocated to the general ledger account named "Excursion". However, you can create multiple charge entries that are all allocated to the same general ledger account.

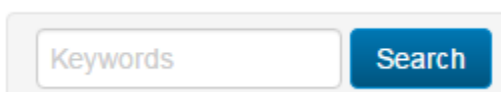## To display the list of charges

Click "*Accounts*"

Click "*Charges*"

To locate one or more charge entries in the list

The list of charges may become very large; however, apart from browsing through the list, you can change the view so you only see the charges that you are interested in by applying a keyword search.

For example, to see all the charges with the word "other" in their Charge Name or GL Account Name:

Type the text "**other**" in the "*keyword*" field at the lop left of the window. (It doesn't matter if you enter the text in upper, lower, or mixed case)

Click the "*Search*" button.

The following sample window shows the result of the search.

To remove the search filter

Clear the text in the "**keyword**" field at the lop left of the window.

Click "**Search**" button.

The complete list of charges will be displayed.

To create a new Charge

Click the *"Create New Charge"* button.

The following window will be displayed:

You must enter the "**Charge Name**" and select a "**GL Account**" before you can select the "**Save**" button to save the charge details.

NOTE:

The same general ledger account can be used on multiple charges and the charge name can be different to the GL Account name.

Only enter the "*Price Exc. Tax*" value if the price will always be the same. If the price will vary, leave the price set at $0.00 and you will be able to enter the price when you allocate the charge to an invoice.

If the charge attracts GST, enter the GST "*Tax Percentage*". For example, enter 10 for 10%.

NOTE:

If you do not enter the "Tax Percentage", GST will NOT be calculated for the charge when it is allocated to an invoice.

You must enter a "*Description*" for the charge.

The "*Taxable Item*" check box should be checked (or ticked) if the charge attracts GST; however, when you allocate the charge to an invoice, you can optionally stop GST being calculated for the charge on that invoice.

The "*Active*" check box should be checked (or ticked); otherwise, you won't be able to use this charge in future transactions, such as invoices.

The "*Make Available On Invoice*" check box should be checked (or ticked) if you want this charge to be available for invoices.

Once you have entered the details, click the **"Save"** button to save the charge details.

To delete a charge you have created

You can't delete any of the standard charges, but you can delete a charge that you have created, provided you haven't allocated that charge to any transactions, such as an invoice.

A menu, including the Delete option, is displayed when you click the "Down Arrow" button for a charge you have created.

From the list of charges, click the ▼ "*Down Arrow*" button.

Click the "*Delete*" menu option.

A small window will be displayed requesting you to confirm the deletion.

To inactivate a charge

Although you can't delete a charge that you created once you have allocated the charge to a transaction, you can mark the charge as "Inactive" to prevent you from using the charge in future transactions.

From the list of charges, click the 📝 Edit "*Edit*" button for the required charge and the charge details will be displayed.

Uncheck (or untick) the "**Active**" checkbox.

Click the "**Save**" button.