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Charges are Catalog Items other than Products and Services which can be offered for sale. Charges are usually intangible (i.e. service fees, discounts, feature charges, shipping & handling fees, configuration/setup/installation fees) Charges cannot be recorded in inventory. Charges can be associated with Services and Offers Procedure to follow when creating Charges:

- ? On the Actions group box, click on the 'Add Charge' link.
- ? Fill out the General Section of the Charge information page (Name, Description, Category),
- ? Populate the Commission-able check-box if Sales Commissions can be earned on the sales of the Charge,
- ? Populate the Resale check-box if you intend to track purchases of items relating to this Charge from a Supplier.
- ? Fill out the Charge information section
- ? Populate the Charge information (Name, Type, Currency)
- ? Populate the Taxable/Non-Taxable information.
- ? Populate the G/L Accounting Code with the respective G/L Account
- ? Populate the Price & Cost information (amount, flat fee or per-unit price)
- ? If you wish to display or hide zero-price items on the invoice, check or un-check the 'Display Zero' check box.
- ? Fill out the 'Billing Identifiers' section.
- ? Click the [Save] button.

http://wiki.smartbilling.ca/index.php/File:Catalaog_Creation_2.mp4

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