Charges

Definition:

> **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 **<u>Services</u>** and **<u>Offers</u>**

Procedure to follow when creating Charges:

- On the 'Products and Services' page, click on the 'Add Charge' link.
- Fill out the General Section of the **Charge** information page (Name, Description, Category),
    - Populate the Commissionable 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

Once you have created a new **Charge**, you may associate various mandatory and/or optional **Sub-Charges** to the **Charge** as you deem appropriate, by clicking on the 'Add Sub-Charge' link.