Sub-Charges

Definition:

> **Sub-Charges** are associated with the primary charges found within the **<u>Products</u>** and **<u>Charges</u>** Catalog Items.
>
> > Sub-Charges have the same attributes as **Charges**, in that they are *usually* intangible (i.e. *discounts, feature charges, shipping & handling fees, configuration/setup/installation fees*)
> > Sub-Charges cannot be recorded in inventory.
> > Sub-Charges can only be associated with **<u>Products</u>** and **<u>Charges</u>**

Procedure to follow when creating Sub-Charges:

- On the Add or Edit screens for a specific 'Product' or 'Charge' , click on the 'Add Sub-Charge' link.
- Fill out the General Section of the **Sub-Charge** information page (Name, Description, Category),
  - ♦ Populate the Commissionable check-box if Sales Commissions can be earned on the sales of the Sub-Charge,
  - ♦ Populate the Resale check-box if you intend to track purchases of items relating to this Sub-Charge from a Supplier.

- Fill out the Sub-Charge information section
  - ♦ Populate the Sub-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

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