

# CHARGES

Charges are important because they are used as line items on your transactions, such as invoices.

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 “Childcare Fee”.

This tipsheet will walk you through:

- Create a charge
- Delete a charge
- Inactivate a charge
- Searching for charges
- Troubleshooting

## Summary

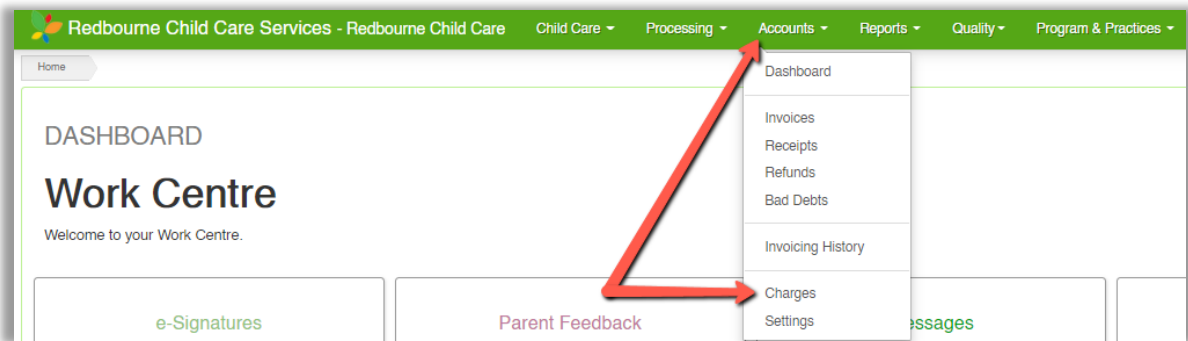
1. Click on Accounts
2. Click on Charges
3. Click on Create New Charge
  - a. Enter name
  - b. Select GL Account
  - c. Enter Price excluding tax
  - d. Enter tax percentage
  - e. Enter description
  - f. Tick or untick if it is a taxable item
  - g. Tick or untick option to make charge available on invoices
  - h. Click Save

# CHARGES

## Detailed

### Create a Charge

From the Accounts menu select Charges:



Click the Create New Charge button and the following window will be displayed:

### Charge

Name	GL Account
<input type="text"/>	Select... <span>▼</span>
Price Exc. Tax	Tax Percentage
<input type="text" value="0"/>	<input type="text" value="10"/>
Description	<input checked="" type="checkbox"/> Taxable Item
<input type="text"/>	<input checked="" type="checkbox"/> Active
	<input type="checkbox"/> Make Available On Invoices

**Name:** Enter a name for the charge.

**GL Account:** Select a General Ledger account from the drop-down menu. The same general ledger account can be used on multiple charges and the charge name can be different to the GL Account name.

## Detailed cont.

**Price Exc. Tax:** Only enter the price excluding 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.

***NOTE:** This description will not display on the invoice.*

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.

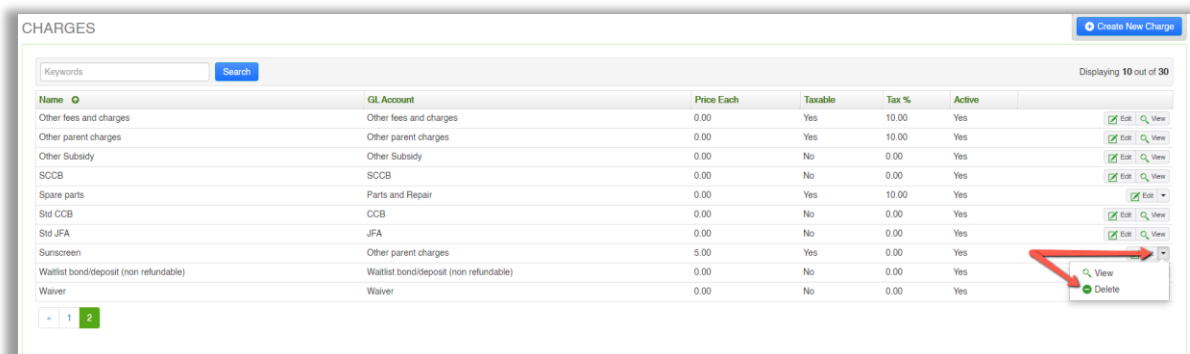
The **Make Available On Invoice** check box should be checked (or ticked) if you want this charge to be available for invoices.

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

### Delete a Charge

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.

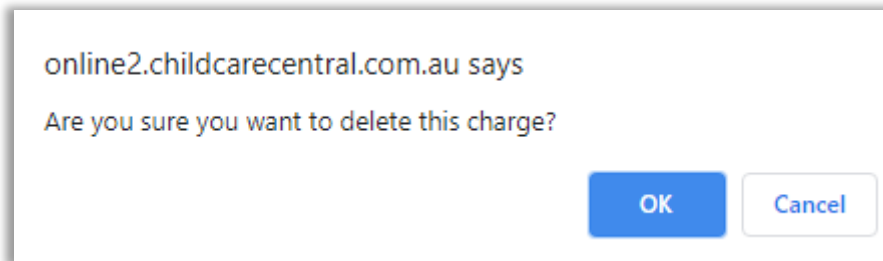
From the list of charges, click the  **Down Arrow** and select **delete**:



Name	GL Account	Price Each	Taxable	Tax %	Active	
Other fees and charges	Other fees and charges	0.00	Yes	10.00	Yes	
Other parent charges	Other parent charges	0.00	Yes	10.00	Yes	
Other Subsidy	Other Subsidy	0.00	No	0.00	Yes	
SCCB	SCCB	0.00	No	0.00	Yes	
Spare parts	Parts and Repair	0.00	Yes	10.00	Yes	
Std CCB	CCB	0.00	No	0.00	Yes	
Std JFA	JFA	0.00	No	0.00	Yes	
Sunscreen	Other parent charges	5.00	Yes	0.00	Yes	
Waitlist bond(deposit (non refundable)	Waitlist bond(deposit (non refundable)	0.00	No	0.00	Yes	
Waiver	Waiver	0.00	No	0.00	Yes	

## Detailed cont.

A small window will be displayed requesting you to confirm the deletion. Do this by clicking OK:

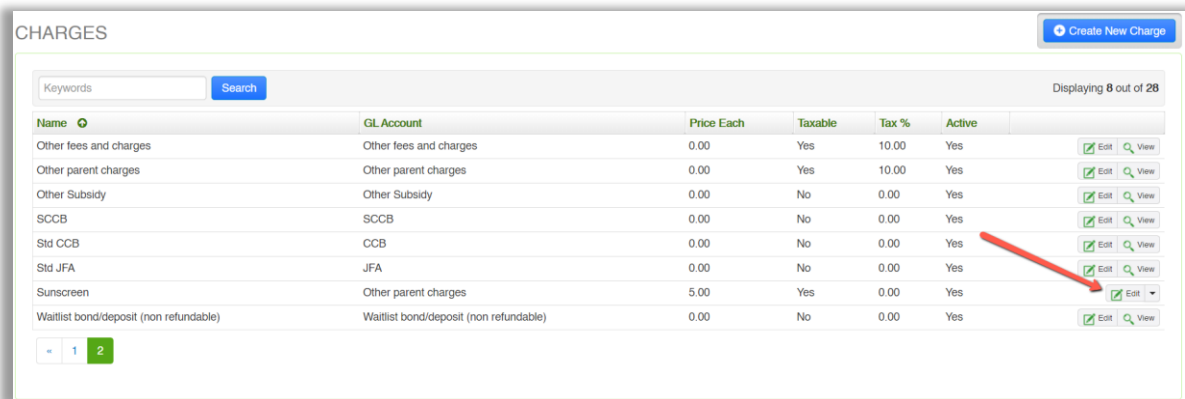


The debt will then be removed from the list.

### Inactivate a Charge

Although you may not be able to 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** button for the required charge:

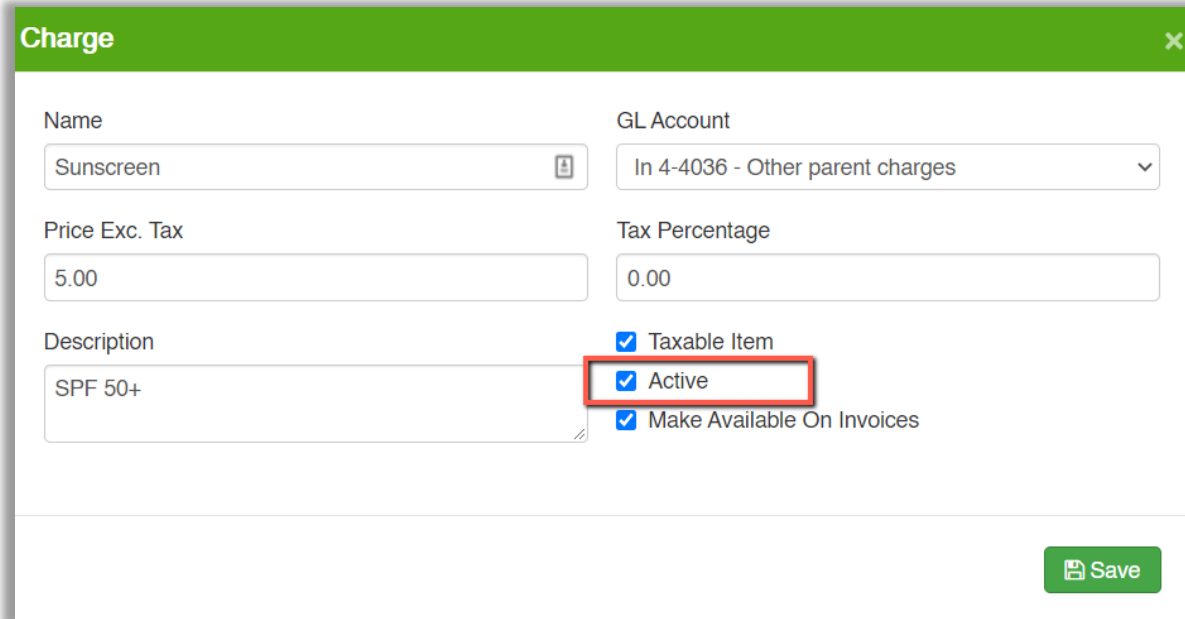


A screenshot of a web application interface showing a table of charges. The table has columns for Name, GL Account, Price Each, Taxable, Tax %, and Active. A red arrow points to the 'Edit' button in the 'Active' column for the 'Std JFA' row.

Name	GL Account	Price Each	Taxable	Tax %	Active	
Other fees and charges	Other fees and charges	0.00	Yes	10.00	Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View
Other parent charges	Other parent charges	0.00	Yes	10.00	Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View
Other Subsidy	Other Subsidy	0.00	No	0.00	Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View
SCCB	SCCB	0.00	No	0.00	Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View
Std CCB	CCB	0.00	No	0.00	Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View
Std JFA	JFA	0.00	No	0.00	Yes	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> View
Sunscreen	Other parent charges	5.00	Yes	0.00	Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View
Waitlist bond/deposit (non refundable)	Waitlist bond/deposit (non refundable)	0.00	No	0.00	Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View

The following window will open:

## Detailed cont.



**Charge** [X]

Name: Sunscreen [📄]

GL Account: In 4-4036 - Other parent charges [v]

Price Exc. Tax: 5.00

Tax Percentage: 0.00

Description: SPF 50+

Taxable Item  
 **Active**  
 Make Available On Invoices

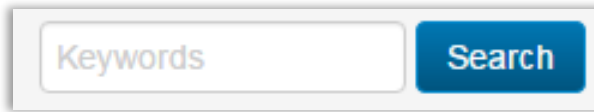
[Save]

Untick the **Active** checkbox.

Click the **Save** button.

### Searching charges

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.



Keywords [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 then click the **Search** button.

The following sample window shows the result of the search.

# Detailed cont.

CHARGES + Create New Charge

other  Displaying 5 out of 5

Name	GL Account	Price Each	Taxable	Tax %	Active	
Nanny Subsidy	Other Subsidy	0.00	No	0.00	Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View
Other fees and charges	Other fees and charges	0.00	Yes	10.00	Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View
Other parent charges	Other parent charges	0.00	Yes	10.00	Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View
Other Subsidy	Other Subsidy	0.00	No	0.00	Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View
Sunscreen	Other parent charges	5.00	Yes	0.00	Yes	<input type="checkbox"/> Edit

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To remove the search filter, clear the text in the keyword field and click the search button or reload/refresh your page.

# CHARGES

## Troubleshooting

**Issue:** I have created a charge for the wrong amount.

**Resolution:** You may edit the charge by following the below process:

1. Click on Accounts
2. Click on Charges
3. Find the charge and click on edit.
4. Make the changes required
5. Click on Save

**Issue:** I cannot delete the charge as I am getting an error

**Why?** Charges cannot be deleted if they have been used previously on an invoice.

**Resolution:** In this case, you may make it inactive.

1. Click on Accounts
2. Click on Charges
3. Find the charge and click on edit.
4. Untick the active box
5. Click on Save