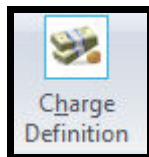
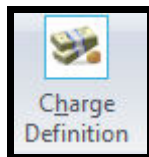


### Charge Definition (Alt + H)

Charge Definition Module enables user to create additional charges which will be available to user for selection during transactions.



On clicking the  option or on pressing the shortcut (Alt + H), a popup will be displayed to user as shown below:

### **NOTE: -**

- 1) The Charge definition will vary from Company to Company.
- 2) That means the Charge definition defined under one Company will not be displayed in the other Company.



**3) Also, the Charge definition defined will remain same for all the branches falling under one single company**

List of added charges will be displayed on the screen under the view tab.

Shortcuts for any detail is displayed under the quick access keys section in the top right corner of the screen, user can press the shortcut key to open the screen or can simply double click on the label.

User can perform below activities on the list of charges.

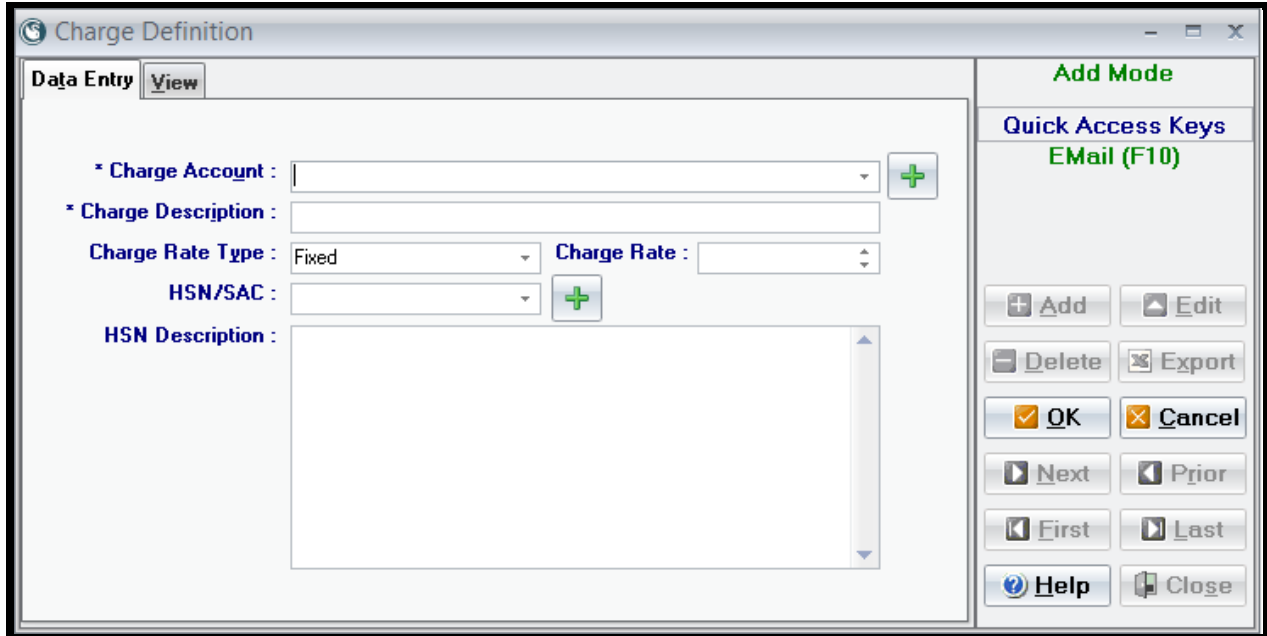
**Charge Account:** - User requires an account where all the charges can be stored.

**Charge Description:** - User can enter the charge description (example: - surcharge, maintenance charge etc.) in this category. Any additional charge in supplier's invoice i.e., freight cost, insurance cost, etc. are the various charge description.

**Charge Rate Type:** - User can select how to charge via two methods fixed or percentage. By fixed mode, the charge will be uniformly applied, whereas by percentage mode the charge will be applied in percentage.

[Add \(Alt + A\)](#)

User needs to click on Add (Alt + A) button to add new charge. Screen as below will appear:



User needs to add the required charge details and click on Save (Alt + V) button to save the charge or can cancel the added charges by clicking on Cancel (Alt +C) button.

**Note:** Field marked with \* are mandatory fields.

### Edit (Alt + E)

User needs to click on Edit (Alt + E) button to edit existing charge.

User needs to update the charge details and click on OK (Alt + O) button to save the charge or can cancel the edited charge details by clicking on Cancel (Alt +C) button.

### Delete (Alt + D)

User needs to click on Delete (Alt + D) button to delete the existing charge.

On clicking the Yes button, the selected account will be deleted form the list of accounts and on Clicking No button the user will be taken to previous tab.



#### Export (Alt + P)

User needs to click on Export (Alt + P) button to export the list of added charges. On clicking Export button, user will be asked for the path to export the spreadsheet of charge list. User needs to specify the path and click on save button to export the charge list successfully.

#### Next (Alt + N)

On clicking the Next (Alt + N) button, user will be redirected to the next record in the list.

#### Prior (Alt + R)

On clicking the Prior (Alt + R) button, user will be redirected to the previous record in the list.

#### First (Alt + F)

On clicking the First (Alt + F) button, user will be redirected to the first record in the list.

#### Last (Alt + L)

On clicking the Last (Alt + L) button, user will be redirected to the last record in the list.

#### Close (Alt + S)

On clicking the Close (Alt + S) button, Charge definition tab will get closed.

#### Help (Alt + H)



On clicking the Help (Alt + H) button, user will be redirected to help manual of Charge Definition Tab.