

Services Charges and Penalties

✔ This article is for Drake Accounting 2018. To view this article for Drake Accountint 2019, click [here](#).

Add and remove service charges and penalties to individual customer invoices.

Service Charge and Penalty transactions write automatically to the journal when the Drake Accounting bookkeeping is used.

✔ You will need to set up any service charges or penalties in the General Ledger before visiting the Receivables > Payments screen.

Transaction Date: 7/20/2018
Payment Received:
Payment Type:
Check Number:
Service Charge: 25.00
Penalty: 50.00
Credit:
Note:

Transactions
Payment:
Service Charge: SC Service Charge
Penalty: (dropdown menu open showing PN Penalty)
Credit: PN Penalty

See "[How to Customize General Ledger Account Setup](#)" for more information.

Transaction Date: 7/20/2018
Payment Received:
Payment Type:
Check Number:
Service Charge: 50.00
Penalty: 75.00
Credit:
Note:

Transactions
Payment:
Service Charge: (dropdown menu open showing SC Service Charge)
Penalty: (dropdown menu open showing PN Penalty)
Credit:

Entering Service Charges and Penalties

1. Go to **Receivables > Payments**.
2. Select the customer from the **Customer list**.
3. Select the invoice with the service charge or penalty.
4. Click the  in the **Transactions** section.
5. Enter the date of the service charge or penalty using the **Transaction Date** field.
6. Enter the amount of the service charge in the **Service Charge** field and select the transaction code from the Service Charge drop list.
7. Enter the amount of the penalty in the **Penalty** field and select the transaction code from the Penalty drop list.
8. Enter a note for informational purposes (optional).
9. Click **Save**.

Reversing Service Charges and Penalties Line Items From Individual Customer Invoices

1. Go to **Receivables > Payments**.
2. Select the customer from the **Customer list**.
3. Select the invoice with the service charge or penalty to be reversed.
4. Click the  in the **Transactions section**.
5. Enter the date of the reversal using the **Transaction Date** field.
6. Enter the amount of the service charge to reverse in the **Service Charge** field and select the reversing transaction code from the Service Charge drop list.
7. Enter the amount of the penalty to reverse in the **Penalty** field and select the reversing transaction code from the Penalty drop list.
8. Select the appropriate transaction type from the **Refund/Credit** drop list.
9. Click **Save**.

Connect With Us!

Visit our [Drake Accounting website](#)

Visit the [Drake Software website](#)

