

Charges Setup Tab (2019)





This article is for Drake Accounting 2019.

Use the **Charges Setup tab (Receivables > Options)** to establish penalties and service charges to apply to receivables invoices. Once set up and you've created an invoice, you can apply the charges under **Receivables > Payments**. For more information, see "[Service Charges and Penalties](#)".

Penalties are fees for not paying a balance due promptly for a service or product, while **service charges** are additional charges related to the purchase of a product or service.

Code	Type	Amount	Based On
Service Charge	Service	50.00	Dollars/Cents
Penalty	Penalty	25.00	Dollars/Cents

To establish service charges and penalties to apply to receivables invoices:

1. Go to **Receivables > Options > Charges Setup tab**.
2. Click the  button to create a new charge or penalty.
3. Enter a description of the penalty or charge in the **Code** field.
4. From the **Type** drop down, select Service or Penalty
5. In the **Based On** field, select to base the charge or penalty off **Dollars/Cents** or **Percents**.
6. Enter the amount in the **Amount** field.
 - If basing the charge on a percent, be sure to enter this amount as a percent in decimal form (e.g., enter 5% as .05)
7. To delete a service charge or penalty, click on it and press .
8. Click **Save** when finished.

Connect With Us!

Visit our [Drake Accounting website](#)

Visit the [Drake Software website](#)

