Miscellanous Charge

Module Guide: Miscellaneous Charge

Module Location

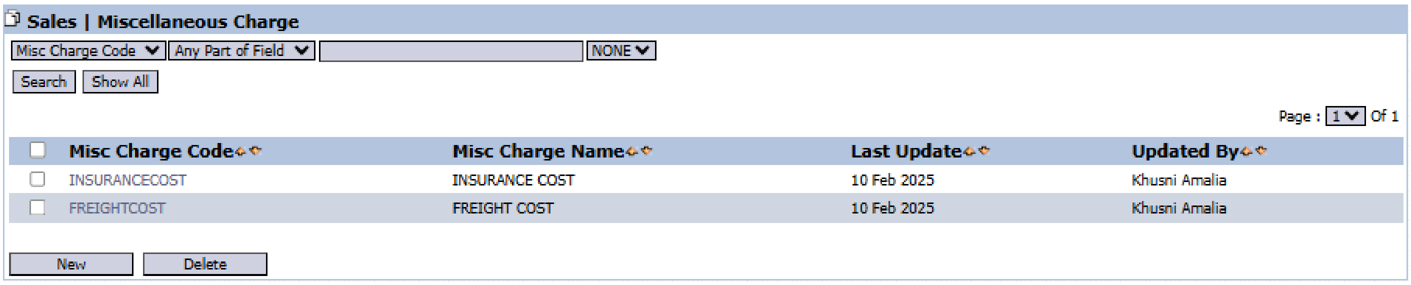
Sales > Miscellaneous Charge

Module Objective

The **Miscellaneous Charge** module serves as the master data hub for creating and managing types of additional charges that can be applied in sales transactions. Besides defining the name of the charge, this module is also crucial for setting up the **accounting link (GL Linking)**, which determines the debit and credit accounts that will be used automatically when the charge is recorded.

1. Main View (Charge List)

The main page of this module displays a list of all the additional charge types that have been created.



View Explanation

This page is for viewing and managing all existing types of additional charges.

- **Filter**: You can search for a specific charge using the search bar based on the **Misc Charge Code**.

- **Charge List**: The table below displays a summary of each charge type, with columns for **Misc Charge Code** and **Misc Charge Name**. Existing examples are "INSURANCE COST" and "FREIGHT COST".

Button Functions

- **New**: The primary button to create a new charge type.

- **Delete**: To delete a selected charge type.

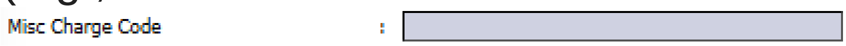
2. Steps to Create a New Charge

Step 1: Create a New Charge

From the Main View, click the **New** button to open the **Add Miscellaneous Charge** form.

Step 2: Fill in Charge Details

On the form that appears, fill in the required details:

- **Misc Charge Code**: Enter a unique code for this charge (e.g., HANDLINGFEE).
  

- **Misc Charge Name**: Enter a descriptive name for this charge (e.g., HANDLING FEE).
  

Step 3: Set Up the Account Link (GL Linking)

This is the most crucial step to ensure the integration with accounting functions correctly:

- **Debit Type**: Select the account from the dropdown that will be **debited** when this charge is used in a transaction.

- **Credit Type**: Select the account from the dropdown that will be **credited** when this charge is used.

Step 4: Save the Data

After all data is filled in, click the **Save** button to save the new charge type.

Tips & Important Notes

- The **Debit Type** and **Credit Type** settings must be coordinated with the **Accounting team** to ensure the automated journaling that occurs in the system is correct.

- The charges you define here will become options that can be added to sales documents like **Sales Invoices** to bill customers for additional costs (e.g., insurance or freight charges).

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