

Hot tip

When a Finance Charge Rate is applied to a transaction, the first rate charged will be applied monthly until the invoice is paid.

Don't forget

You must first have set up your finance rates and the date from which they are to be applied before you can use the Charges option on the Customer toolbar.

Hot tip

Use the Delete button on the Finance Charge Rates window to remove any unwanted charges.

Finance Rates

Finance rates need to be set up before any credit charges can be applied to your customers.

- 1 Select Configuration from the Settings menu and click on the Terms tab to bring up the Finance Charge Rates box
- 2 Click on Add to enter a new finance rate charge

The screenshot shows the 'Configuration Editor' window with the 'Terms' tab selected. The 'Customer Finance Rates' section is visible, showing a table of rates and an 'Add' button. A green arrow points to the 'Add' button.

Date From	Base Rate (%)	Additional (%)
01/01/2011	10.00	10.00
02/02/2010	20.00	20.00

- 3 Enter the date the charge is to be applied from
- 4 Enter the Base Rate as a percentage
- 5 Enter an additional charge if applicable

- 6 Click OK to save new finance rate or Cancel to return to the Finance Charge Rates box

The screenshot shows the 'Set Finance Charge Rate' dialog box with the following fields:

- Date Applying From: 28/04/2012
- Base Rate %: 5.00
- Additional %: 0.00

Buttons: OK, Cancel

- 7 Click Close to finish