Charges - AU

The **Charges** screen lists the current charges for a company with the following details:

Field	Description
Registration number	Maximum of 10 alphanumeric characters. This must be unique across all charges.
Charge date	This is the date the charge was created.
Type of charge	Fixed, floating or both.
Property description	Description of the charge property
Discharge date	(optional) The date the charge was discharged.

To add a charge

1. Select a client from **My List** and click **Corporate admin**.
2. Click the **Charges** tab.
3. Click **Add charge**.
4. Enter the following charge details:

Field	Description
Registration number	(Optional) This number must be a maximum of 10 alphanumeric characters and must be unique across all charges.
Charge date	(Optional) Enter the date of creation in the format dd/MM/yyyy or select the date from the drop-down calendar.
Type of charge	Choose whether the charge is fixed, floating or both.
Charge created by	Select how the charge was created from the drop-down list.

Field	Description
Charge created against	Select what the **Charge is created against** from the drop-down list. If you select **By other conduct**, you must enter the details in the **Other conduct description** field.
Liability description	Enter a liability description for the charge.
Maximum prospective liability	(Optional) Enter the maximum prospective liability amount.
Property description.	(Optional) if the charge is over a property, enter a description of the property.

5. In the **Chargee details**, select a contact from your **Contacts** list. If the contact doesn't exist, click **Create new contact** and fill in the details.
6. (Optional) If the Chargee receives any financial benefit, enter the amount in the **Financial benefit** field.
7. (Optional) If applicable, enter the discharge details..
8. Click **Add charge**. The charge appears in the company's **Charges** register.

To edit or delete a charge

1. Click on the registration number in the **Charges** tab. The **Update charge details** modal appears.
    - Make the required changes and click **Save changes**.
    - To delete the charge, click the **Delete** button.