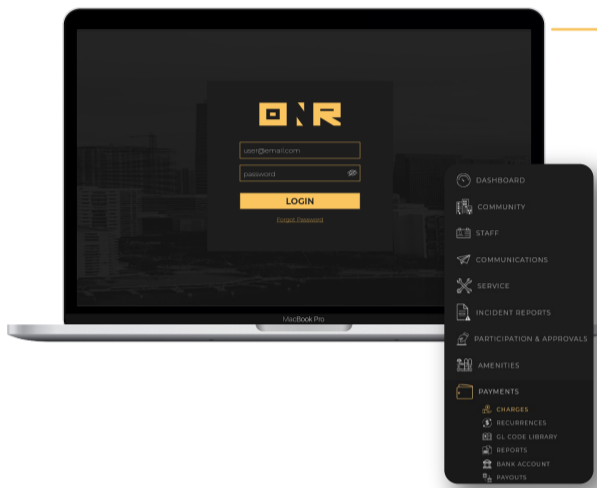




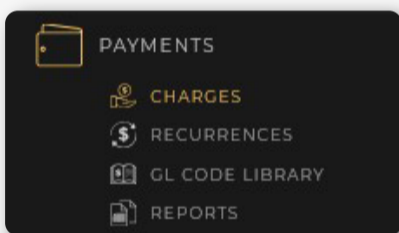
HOW TO CREATE CHARGES



1 Main Menu Options

After logging into Power Admin, locate **Payments** on the left menu. Hover over it to reveal the following options:

- Charges
- Recurrences
- GL Code Library
- Reports
- Bank Account
- Payouts



2 Create Charges

Accessing the Payment Module

A Click on **Charges** in the menu.

Option 1 · One Time Charges

A Click on **New Charge** and Select the type of charge **One Time Charges**.

B Fill in the required fields:

Assign Charge To: Choose either:

Unit: Select the unit from the drop-down menu. This means that any person associated with the unit will be able to complete the payment.

User: Select the user from the drop-down menu. Only this one individual will be able to complete the payment transaction.

Assign GL Code to Charge: Select the appropriate GL Code.

Title: Enter the title.

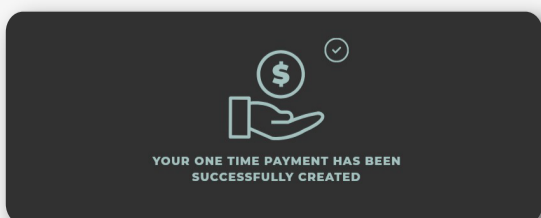
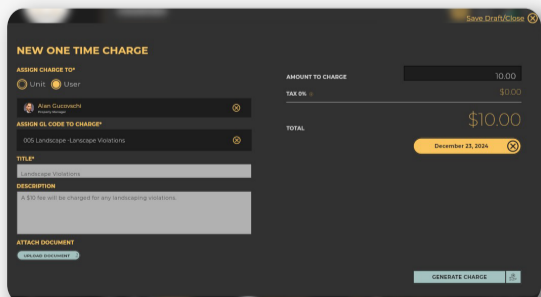
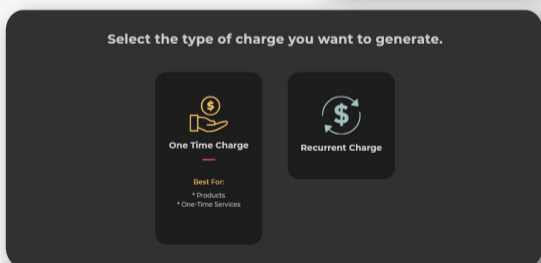
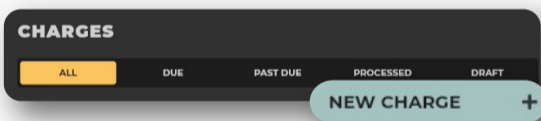
Description: Enter a description.

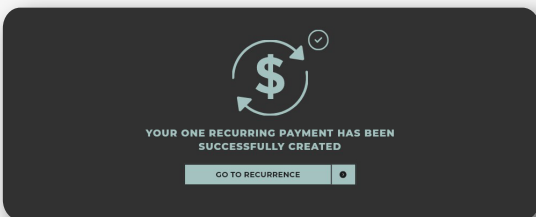
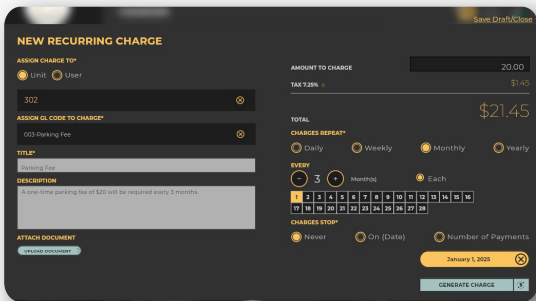
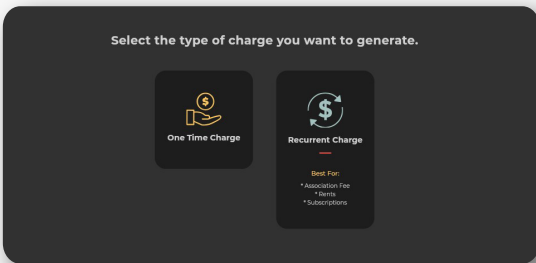
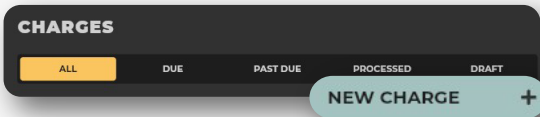
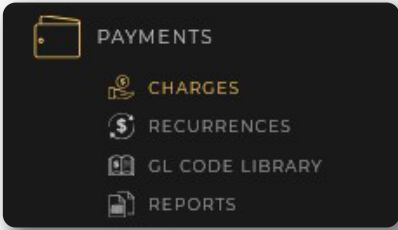
Attach Document: Upload any relevant documentation.

Amount to Charge: Enter the amount.

Due Date: Select the due date and click Done.

C Once completed, click **Generate Charge**.





Option 2 · Recurring Charges

A Click **Recurring Charges**.

B Fill in the required fields:

Assign Charge To: Choose either:

Unit: Select the unit from the drop-down menu.

User: Select the user from the drop-down menu.

Assign GL Code to Charge: Select the GL Code.

Title: Enter the title.

Description: Enter the description.

Attach Document: Upload any relevant document.

Amount to Charge: Enter the amount.

Charges Repeat: Select the frequency (Daily, Weekly, Monthly, or Yearly). Then, choose how often (e.g., Every 2 months, Every 4 months).

Each: Select a specific day (e.g., the 3rd of each month).

Charges Stop: Choose one of the following:

Never: Charges will continue indefinitely.

On (Date): Choose an end date from the calendar.

Number of Payments: Select the number of times this charge will occur.

First Due Date: Select when the first payment should be made.

C Once completed, click **Generate Charge**.

If you have any problems or need additional assistance, don't hesitate to reach out to our dedicated support team at support@onrapp.com