

Set Up Charges and Payments

In the Charges/Payments window, you can view current group and activity names and descriptions for charges. You can also add, delete, combine, and reorder group and activity names. On the File menu, click **Setup > Charges/Payments**.

To view all options for all list items, click **Open All**. You can modify a group or activity name by selecting it, then modifying the information in the fields below the list.

Additional Field Information

Add

Select to add a new group name or a new Charge/Payment activity name. Inserts the new item under the selected item in the list.

Delete

Select the charge/payment description(s) to delete, and click **Delete/OK**.

Reorder

Select the group name or activity name and move it using the up and down arrows. To sort alphabetically, click **Sort**. Click **Save/OK**.

Combine

Select a description to change, select what to change that description to, and add the change to the list. Click **Combine/OK**.

Note



You cannot combine a Charge type with a Payment type.

Related Topics

[Set Up Your Program Options](#)