

# How to Default Common Recurring Charges

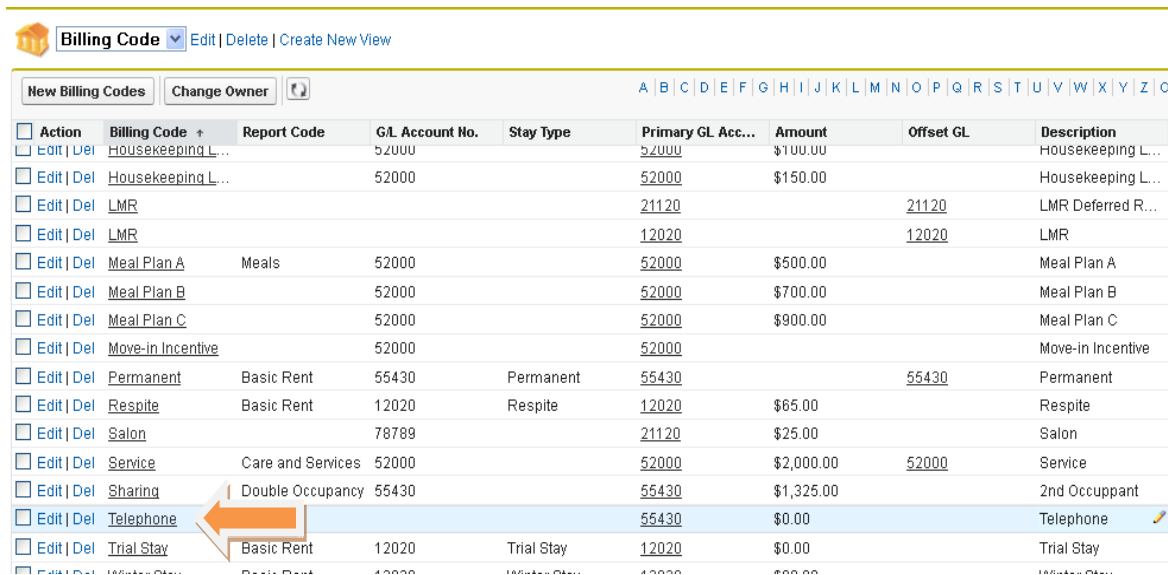
## Description

Use this function to set up common Recurring Charges to begin charging automatically upon move-in. This is done if there are recurring charges that all residents within a community subscribe to automatically, such as telephone or cable.

Note: Recurring Charges are associated with Primary Residents. Do not enter Recurring Charges in a Sharing Resident's profile.

## Step by Step

- 1** Navigate to the Billing Codes tab. If this tab does not appear at the top of your screen, click the plus sign (+) to the right of your tabs for a complete list of tabs.
- 2** Click on the **Billing Code** you would like to default



Action	Billing Code +	Report Code	GL Account No.	Stay Type	Primary GL Acc...	Amount	Offset GL	Description
<input type="checkbox"/> Edit   Del	Housekeeping L...		52000		52000	\$100.00		Housekeeping L...
<input type="checkbox"/> Edit   Del	Housekeeping L...		52000		52000	\$150.00		Housekeeping L...
<input type="checkbox"/> Edit   Del	LMR				21120		21120	LMR Deferred R...
<input type="checkbox"/> Edit   Del	LMR				12020		12020	LMR
<input type="checkbox"/> Edit   Del	Meal Plan A	Meals	52000		52000	\$500.00		Meal Plan A
<input type="checkbox"/> Edit   Del	Meal Plan B		52000		52000	\$700.00		Meal Plan B
<input type="checkbox"/> Edit   Del	Meal Plan C		52000		52000	\$900.00		Meal Plan C
<input type="checkbox"/> Edit   Del	Move-in Incentive		52000		52000			Move-in Incentive
<input type="checkbox"/> Edit   Del	Permanent	Basic Rent	55430	Permanent	55430		55430	Permanent
<input type="checkbox"/> Edit   Del	Respite	Basic Rent	12020	Respite	12020	\$65.00		Respite
<input type="checkbox"/> Edit   Del	Salon		78789		21120	\$25.00		Salon
<input type="checkbox"/> Edit   Del	Service	Care and Services	52000		52000	\$2,000.00	52000	Service
<input type="checkbox"/> Edit   Del	Sharing	Double Occupancy	55430		55430	\$1,325.00		2nd Occupant
<input type="checkbox"/> Edit   Del	Telephone				55430	\$0.00		Telephone
<input type="checkbox"/> Edit   Del	Trial Stay	Basic Rent	12020	Trial Stay	12020	\$0.00		Trial Stay

- 3** Hover over Prices in the baby words at the top of the page
- 4** Click **New Prices**
- 5** In **PR Name**, enter a description. If you are setting up prices for multiple communities, include the name of the community in the description (e.g., Telephone Palm Springs)
- 6** Specify the **Community**

- 7** Enter an **Amount**
- 8** Click the **Default** checkbox
- 9** Click **Save**
- 10** Repeat steps 3-9 for each community