SETTING THE STANDARD
Rapattoni
98 West Cochran Street, Simi Valley, California 93065

Rapattoni Magic Training Guide

Part 4 – Charge Codes

Instructions:

The following exercises concentrate on the Charge Code. As part of the accounting setup, the charge code defines business rules such as the price of an item or service, whether it is taxable, what general ledger account it belongs to, etc. Refer to Chapter 1 of the Accounting Supplement manual for more information. Complete the following exercises and review your progress with your supervisor:

Create New Charge Codes

☐ The association has decided to offer some new products in their store. Charge codes need to be set up for each item before they can be sold. Set up a charge code for each of the following items. Make sure to attach the charge code to the correct category. Use the system defaults with the following exceptions:

Paper Weight with Realtor Logo

G/L Acct	= 0032100000
Member Price	= $10.00
Non-Member Price	= $12.00
Taxable	= Y

Business Card Holder

G/L Acct	= 0032100000
Member Price	= $9.50
Non-Member Price	= $10.00
Taxable	= Y

Magnetic Sold Sign

G/L Acct	= 0032100000
Member Price	= $6.00
Non-Member Price	= $7.00
Taxable	= Y

Enter the Charge Codes here:_____

☐ The Multiple Listing Service (MLS) has a new fee that it needs to bill all its active members for. This fee is prorated over the year based on the quarter that the member joins in. Create a prorated charge code for the following service fee. Use the system defaults with the following exceptions:

Platinum Service Package

G/L Acct	= 0036100000
Member Price	= 01/01 – 03/31 = $100
	04/01 – 06/30 = $75
	07/01 – 09/30 = $50
	10/01 – 12/31 = $25
Taxable	= N

Enter the Charge Code here:_____

Print and attach a Charge Code Report

Reviewed By: _____ Date:_____

Trainee: _____