



Assigning a Recurring Charge in VeraSMART 8.1

1. Assign a recurring charge code. Navigate to the Call Accounting/Charges menu and select **Charge Codes**. On the Charge Codes screen, click **Create Recurring Charge Code**. On this screen you will enter a code, description, cost, and expense type for your recurring charge. Then click **Save**.
2. Navigate to the Call Accounting/Charges menu and select **Recurring Charges**.
3. Filter or scroll to locate the appropriate Charge Code, then click **Next**.
4. Select the start date, end date, and location (if desired) for the recurring charge, then click **Next**.
5. Choose assignment type (personnel, cost center, inventory item, or authorization code), then click **Next**.
6. Add more details for the items to which you have chosen to apply this Charge, then click **Next**.
7. On this summary screen, confirm that you have the correct items and costs assigned, then click **Finish**.
8. You should then see a dialog toward the top of the screen with a message indicating success.

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