

Making a No Charge Entry on the Log

There are two ways to make a no charge entry:

Flat Amount Value code set at zero:

You may have a nc code in your database. Try it, it is a flat amount code set at zero. When you use it the hourly rate becomes zero. To create or edit the nc code go to Codes in the main menu, then to the Flat Amount Value Codes tab. The default rate for any value codes zero. If you already have a nc code and you want to change the description, you can do it on this screen.

Override the amount on the Log with \$0.00.

Make a normal entry, enter the hours then delete the amount and put in a zero.

End