# Create Charges and Discounts for a Dependent Care Session

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Tool Search: Dependent Care Dashboard

This guide explains how to create account charges, such as schedule change or NSF check fees, and discounts to apply to student dependent care accounts.

## Before you start

This step is the second step in creating a dependent care session.

- Dependent Care billing preferences have been set.
- Session dates and parameters have been defined.
- Tool Rights statement (we need to add a reusable tool rights statement here and links to the tool rights catalog)

## Create charges

1. Click **Add.**
2. Select the **Charge Type**.
    a. Registration charges are selected when the student's registration is processed, and are charged on the first invoice.
    b. Late Pickup, Late Payment, and Miscellaneous charges can be charged to the account by administrators as needed, and are charged on the next invoice.
3. Enter the **Charge Name**. This will be seen on invoices, so should be descriptive
4. Select the **Calculation Method** for late pickup charges.
    a. Registration, Late Payment and Miscellaneous charges can only be fixed amounts.
5. Enter the **Charge Amount**./li>
6. Mark the **Active** checkbox to allow the charge to be selected and applied to student accounts.
7. Click **Save**.

## Create discounts

1. Click **Add.**
2. Enter the **Discount Name**.
3. Select the **Calculation**. Discounts may be an amount of percentage of the total.
4. Enter the discount **Amount.**
5. Select the **Sequence** when this discount is applied to the invoice in relation to other discounts.
6. Mark the **Active** checkbox to allow the discount to be selected and applied to student accounts.
7. Click **Save**.

# What's next

- Create sections of dependent care sessions
- Process student registrations
- Assign charges or discounts to student accounts.