

Fee Management

This form allows you manage all of your categories for your business, here you can Add, Edit and Delete Categories as well as Add, Edit and Delete Sub-Categories. To create a New Category select the Add Category button when entered click Save then Exit. To add a new Sub-Category first select the Category that relates to you Sub-Category such as “Materials”

Sub-Category “ Drywall” when opened select your category then enter your Sub-Category click Save and then Exit, be sure to select the refresh button then Exit.

Click on Fee Category to Add/Edit/Delete Categories and SubCategories

