

Lesson 4 Billing a One-Time Charge

4.1 Prerequisites

For this Exercise:

- In a supported browser go to the BillingCenter URL
 - Username: **studentXX**
 - Password: **gw**

4.2 Exercise: Bill a Taxes charge



Activity

In this exercise, you add a policy with a Taxes charge to an existing account. The steps for adding a policy are listed in the exercise solution.

1. **Open the Millie Crane XX account.**
2. **Add a policy to the account with the following details:**
 - Policy #: PA01-MCRANE-XX
 - Product: Personal Auto
 - Payment Plan: **PP09**
 - Charges: Taxes for **\$103**
3. **Before looking at the invoices, go to the payment plan for the policy:**
 - a) What is the payment interval?
 - a) What do you think the periodicity of the resulting invoice stream will be?
 - b) What do you think the placement date for the Taxes invoice item will be?
 - c) What do you think the bill date of the only invoice will be?
4. **Return to the Millie Crane XX account on the Account tab and visit the Charges, Invoices, and Invoice Streams screens to verify your responses to the previous questions.**