

## Re-Leased Discover Webinar - Audience Q&A

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### Creating and Approving Service Charge Budgets

#### General

**Q. If I enter a budget part way through the year from our previous system, can we bring the income/expense in via a journal?**

Re-Leased does not use journals. However, you can implement paid income expenses on, to reflect the costs prior to going live on Re-Leased. This exact question is addressed in our Service Charge Guide.

**Q. Sometimes when I approve the budget and use the Service Charge template, a second template gets created. Why would this be occurring and should I leave both templates existing at the same time or delete one of them?**

When approving the budget, select 'Replace Line Item'. This should override the current template. It may create a secondary template if there is an end date in the previous charge. We encourage customers to reach out to [support@re-leased.com](mailto:support@re-leased.com) with an example so that cases like these can be assessed individually.

*Have another question? Get in touch with your Implementation Consultant or Customer Success Manager, and we'll be happy to help.*