

Fees

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List of Fees page

List of Fees page can be accessed through the side navigation pane by clicking **Setup > Fees**.

Baguio Teachers Camp

Admin / Fees [New Fee](#)

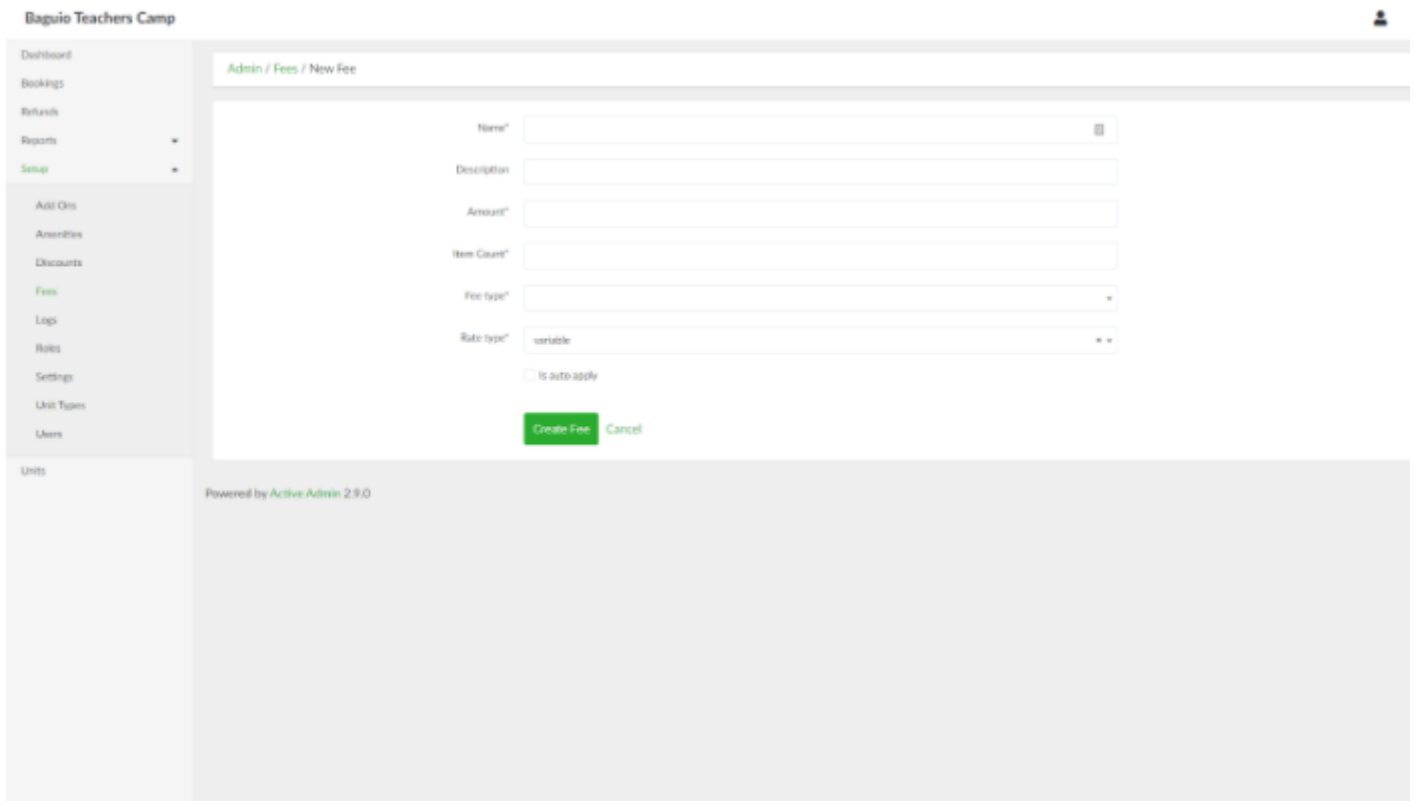
Name	Description	Amount	Item Count	Fee Type	Rate Type	Is Auto Apply	View	Edit
Service Fee	To better improve and maintain our services and facilities, a small portion of the total bill is added on-top.	10.0	booking	percent	fixed	<input checked="" type="checkbox"/>	View	Edit
Certification Fee	Certifies the holder of staying at Baguio Teacher's Camp.	300.0	pc	row	variable	<input checked="" type="checkbox"/>	View	Edit
Confirmation Fee	Fee to confirm booking.	10.0	booking	percent	variable	<input checked="" type="checkbox"/>	View	Edit
Collage Fee	Liquors and beverages bought outside are subject to collage fee.	2500.0	day	row	variable	<input checked="" type="checkbox"/>	View	Edit
Use of Telephone	NDD calls only.	5.0	call/Secs.	row	variable	<input checked="" type="checkbox"/>	View	Edit
Booking Fee	Tar reservations.	10.0	booking	row	fixed	<input checked="" type="checkbox"/>	View	Edit
Use of FAX Machine	Sending of one file through telefax.	40.0	pc	row	variable	<input checked="" type="checkbox"/>	View	Edit
Electricity Fee	Use of electricity.	340.0	day/1000watts	row	variable	<input checked="" type="checkbox"/>	View	Edit
Damage Fee	Charges due to property damages.	1.0	booking	row	variable	<input checked="" type="checkbox"/>	View	Edit
Transaction Fee	Usage fee of Magpie Checkout.	5.0	payment	row	fixed	<input checked="" type="checkbox"/>	View	Edit

Displaying all 10 Fees
Download: CSV, XML, JSON

Powered by ActiveAdmin 2.9.0

Adding a New Fee

To add a new fee, in the list of fees page, click the **New Fee** button. Provide the details of the fee in the respective fields. If the fee will be applied upon initial creation of booking entry, tick the *Is auto apply* check box.



The screenshot shows the 'New Fee' form in the Baguio Teachers Camp system. The form is located in the 'Admin / Fees / New Fee' section. It contains the following fields and options:

- Name***: A text input field with a search icon on the right.
- Description**: A text input field.
- Amount***: A text input field.
- Item Count***: A text input field.
- Fee type***: A dropdown menu.
- Rate type***: A dropdown menu with 'variable' selected.
- Is auto-apply**: A radio button option.
- Create Fee**: A green button to submit the form.
- Cancel**: A button to cancel the form.

The form is powered by Active Admin 2.9.0. The left sidebar contains a navigation menu with the following items: Dashboard, Bookings, Refunds, Reports, Setup, Add Ons, Amenities, Discounts, Fees, Logs, Rates, Settings, Unit Types, and Users.

When done, click the **Create Fee** button.

Viewing a Fee

In the list of fees page, select an amenity and click **View**.

Baguio Teachers Camp 👤

Dashboard
Bookings
Refunds
Reports
Setup
Add Ons
Amenities
Discounts
Fees
Logs
Roles
Settings
Unit Teams
Users

Admin / Fees / Certification Fee Edit Fee

Fee Details

Name	Certification Fee
Description	Certifies the holder of staying at Baguio Teacher's Camp
Amount	2000
Item Count	pc
Fee Type	new
Rate Type	variable
Is Auto Apply	off
Created At	September 15, 2025 10:00
Updated At	September 15, 2025 10:00

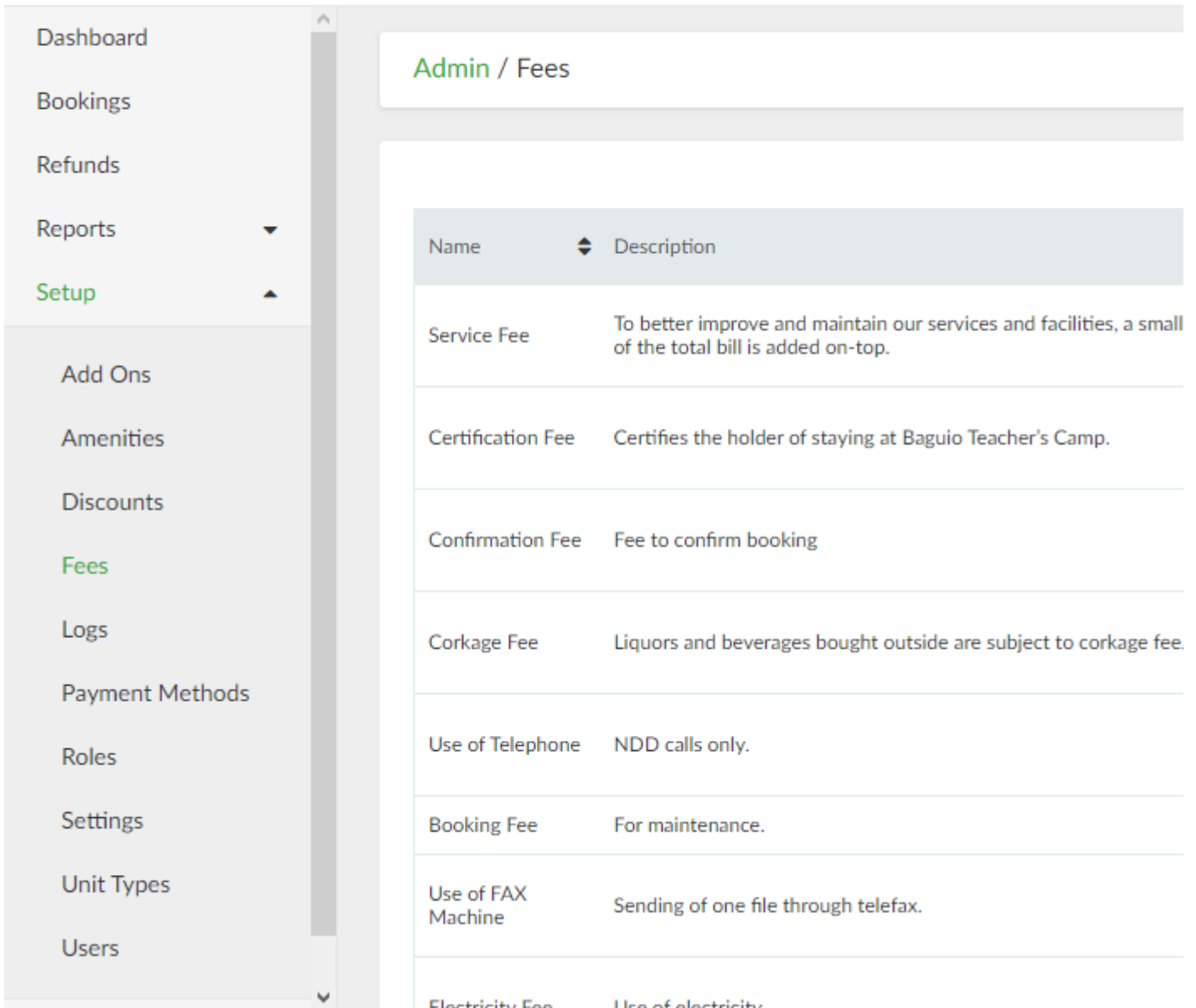
Powered by [Active Admin 2.9.0](#)

Units

Updating a Fee

In the list of fees page, select a fee and click **Edit**.

Baguio Teachers



The screenshot shows the 'Admin / Fees' page in the Baguio Teachers system. A left-hand sidebar contains a navigation menu with the following items: Dashboard, Bookings, Refunds, Reports, Setup (highlighted in green), Add Ons, Amenities, Discounts, Fees (highlighted in green), Logs, Payment Methods, Roles, Settings, Unit Types, and Users. The main content area displays a table of fees with the following data:

Name	Description
Service Fee	To better improve and maintain our services and facilities, a small of the total bill is added on-top.
Certification Fee	Certifies the holder of staying at Baguio Teacher's Camp.
Confirmation Fee	Fee to confirm booking
Corkage Fee	Liquors and beverages bought outside are subject to corkage fee.
Use of Telephone	NDD calls only.
Booking Fee	For maintenance.
Use of FAX Machine	Sending of one file through telefax.
Electricity Fee	Use of electricity

Baguio Teachers

Admin / Fees / Service Fee / Edit Fee

Dashboard

Bookings

Refunds

Reports

Setup

Add Ons

Amenities

Discounts

Fees

Logs

Payment Methods

Roles

Settings

Unit Types

Users

Name*	<input type="text" value="Service Fee"/>
Description	<input type="text" value="To better improve and maintair"/>
Amount*	<input type="text" value="10.0"/>
Item Count*	<input type="text" value="booking"/>
Fee type*	<input type="text" value="percent"/>
Rate type*	<input type="text" value="fixed"/>

Is auto apply