

How to View and Post Service Charge Invoice

Service Charge invoices are not normally displayed on Invoice search grid. But listed on **Service Charge Invoice** screen.

There are two ways to open the Service Charge Invoice screen.

1. Screen is automatically displayed when you calculate the service charge. Refer to step 5 of [How to Calculate Service Charge](#). This screen will contain the generated invoices at the time of the calculation.
2. If you want to check existing service charge records, go to **Sales | Calculate Service Charge** menu. This menu will open the Service Charge Invoice screen where you can view or [forgive service charge invoices](#).

To open a service charge invoice record, select the record in the grid and then click **View Invoice** button. Once you are done reviewing the details, click the **Post** button on Invoice screen to post the record.

The image shows two overlapping screenshots from a software application. The top screenshot is the 'Service Charge Invoice' screen, which displays a table of service charge records. A red arrow points from the 'View Invoice' button in the toolbar to the 'Invoice - ABC Reseller' screen below. The 'Service Charge Invoice' table has the following data:

Service Charge Invoice Number	Date	Customer Name	Amount	Posted
<input type="checkbox"/> SC-1	3/18/2016	All U Need Kwik-Stop	4,128.22	<input checked="" type="checkbox"/>
<input type="checkbox"/> SC-3	5/16/2016	Brown Brother Farms	9.00	<input type="checkbox"/>
<input type="checkbox"/> SC-4	3/1/2016	BGD	83.89	<input type="checkbox"/>
<input type="checkbox"/> SC-10	2/28/2016	BGD	2.91	<input type="checkbox"/>
<input checked="" type="checkbox"/> SC-11	2/29/2016	ABC Reseller	14.29	<input type="checkbox"/>

The bottom screenshot is the 'Invoice - ABC Reseller' screen, showing the details for the selected invoice. The 'Details' tab is active, displaying the following information:

Source: Service Charge Recurring: Location: 0001 - Fort Wayne PO Number: Invoice No: SC-11
Type: Invoice Bill To: ABC Reseller Freight Term: Deliver/Pickup: Split:
Customer: ABC Reseller Ship To: ABC Reseller Ship Date: 2/29/2016 Salesperson: Jared Smith
Invoice Date: 2/29/2016 Ship Via: UPS Account: 12000-0000-000 Currency: USD Accrual: 1
Post Date: 2/29/2016 Terms: 5% 5, Due Date: 3/30/2016 Comments:

The 'Items' grid below shows the following data:

Contract No	Sequence	Invoice No	Budget Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Curr	Price	Total	Tax Group	Weight UOM
<input checked="" type="checkbox"/>		SI-118		1.00		1.00		0.00%	0.00	<input type="checkbox"/>	4.004384	4.00		
<input checked="" type="checkbox"/>		SI-443		1.00		1.00		0.00%	0.00	<input type="checkbox"/>	0.429041	0.43		
<input checked="" type="checkbox"/>			Customer Budget...	1.00		1.00		0.00%	0.00	<input type="checkbox"/>	9.863014	9.86		
<input checked="" type="checkbox"/>				0.00		0.00		0.00%	0.00	<input type="checkbox"/>	0.000000	0.00		

The summary section at the bottom right shows the following totals:

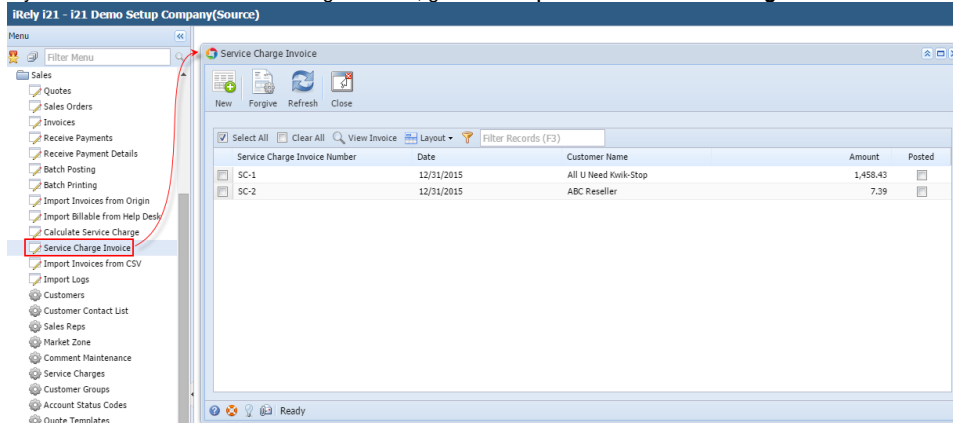
Subtotal:	14.29
Shipping:	0.00
Tax:	0.00
Total:	14.29
Amount Received:	0.00
Amount Due:	14.29

Service Charge invoices are not normally displayed on Invoice search grid. The **Service Charge Invoice** screen lists down all service charge invoices, and you can open a record from there.

There are two ways to open the Service Charge Invoice screen.

1. Screen is automatically displayed when you calculate the service charge. Refer to step 5 of [How to Calculate Service Charge](#). This screen will contain the generated invoices at the time of the calculation.

2. If you want to check all service charge records, go to **Sales | Calculate Service Charge** menu.



To open a service charge invoice record, select the record in the grid and then click **View Invoice** button. Once you are done reviewing the details, click the **Post** button on Invoice screen.

