

# 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 screenshot displays the 'Service Charge Invoice' application window. At the top, there's a menu bar with 'New', 'Forgive', 'Refresh', and 'Close'. Below it is a 'Details' tab. A grid lists several service charge invoices. A red arrow points from the 'View Invoice' button in the grid to the 'Invoice - ABC Reseller' window. This secondary window shows detailed information for invoice SC-11, including source, type, customer, dates, terms, and a table of line items. At the bottom right, a summary section shows the subtotal, shipping, tax, total, and amount due.

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"/>

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		

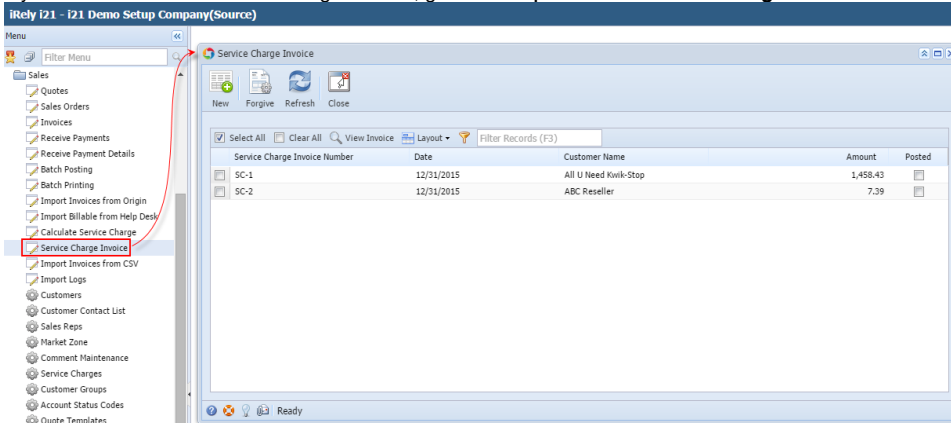
Bill To:	ABC Reseller Somewhere St. Indianapolis, IN, 46204 United States	Item:		Subtotal:	14.29
Ship To:	ABC Reseller Somewhere St. Indianapolis, IN, 46204 United States	On Hand:		Shipping:	0.00
		Committed:		Tax:	0.00
				Total:	14.29
				Amount Received:	0.00
				Amount Due:	14.29

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.

