

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 has its own menu bar ('New', 'Save', 'Search', 'Undo', 'Print', 'Add Shipment', 'Email', 'Duplicate', 'Post', 'Recap', 'Recurring', 'Close') and multiple tabs ('Details', 'Prepays and Credit Memos', 'Instructions', 'Payments (0)', 'Attachments (0)', 'Audit Log (0)', 'Comments (0)'). The 'Details' tab is active, showing fields for Source, Type, Customer, Invoice Date, Post Date, Location, Bill To, Ship To, Ship Date, Ship Via, PO Number, Freight Term, Invoice No, Salesperson, Account, Currency, and Accrual. Below these fields is another grid showing line items with columns for Contract No, Sequence, Invoice No, Budget Description, Ordered, Order UOM, Shipped, UOM, Discount %, Tax, Sub Curr, Price, Total, Tax Group, and Weight UOM. At the bottom right, a summary section shows Subtotal, Shipping, Tax, Total, Amount Received, and Amount Due.

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

Contract No	Sequence	Invoice No	Budget Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Curr	Price	Total	Tax Group	Weight UOM
☒		SI-118		1.00		1.00		0.00%	0.00	☐	4.004384	4.00		
☒		SI-443		1.00		1.00		0.00%	0.00	☐	0.429041	0.43		
☒			Customer Budget...	1.00		1.00		0.00%	0.00	☐	9.863014	9.86		
☒				0.00		0.00		0.00%	0.00	☐	0.000000	0.00		

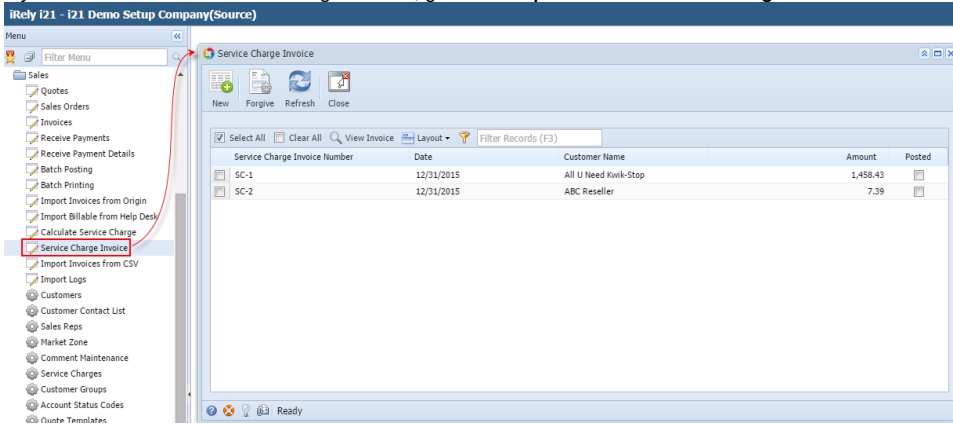
Field	Value
Subtotal:	14.29
Shipping:	0.00
Tax:	0.00
Total:	14.29
Amount Received:	0.00
Amount Due:	14.29

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.

