

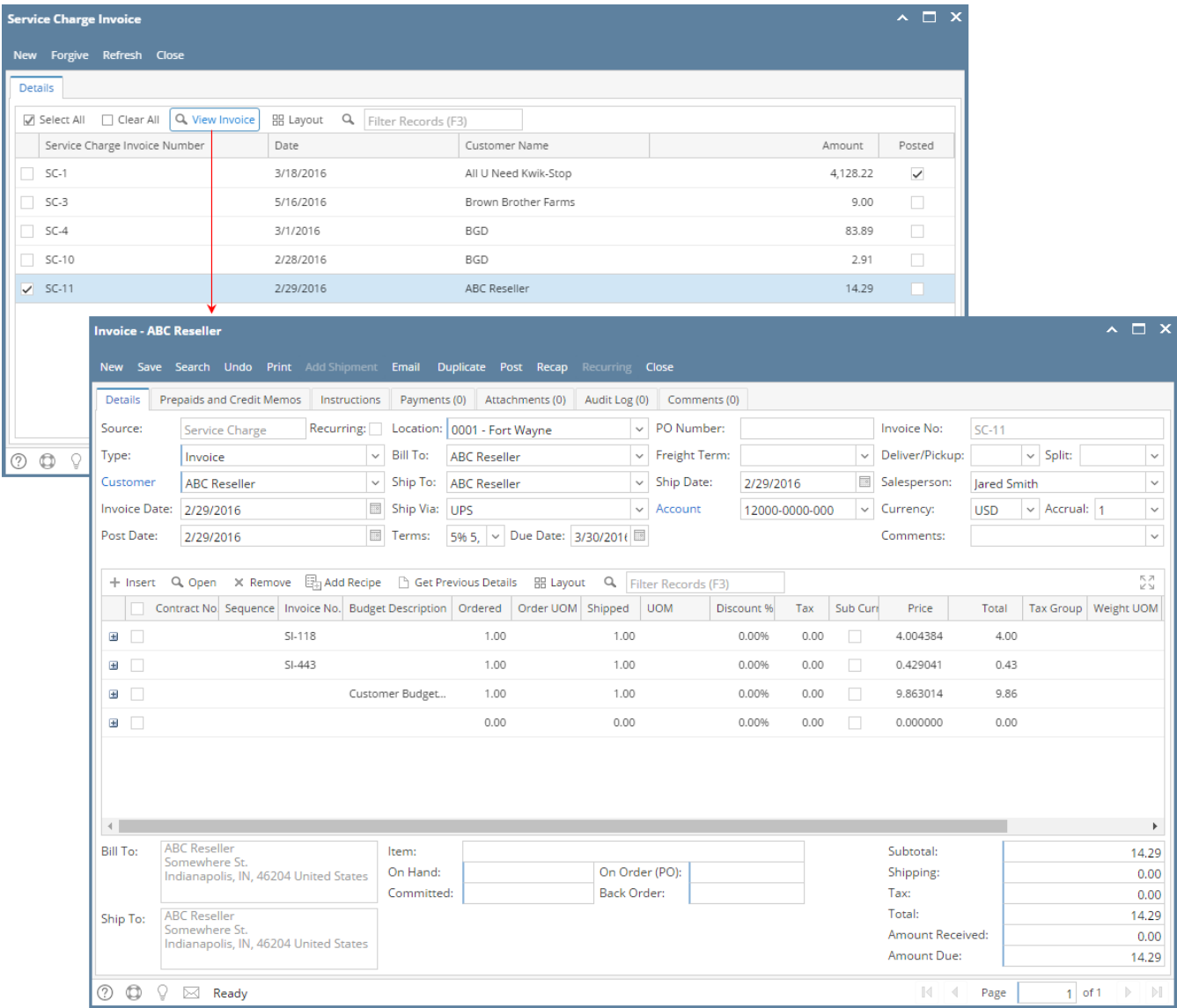
# How to View and Post Service Charge Invoice

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.

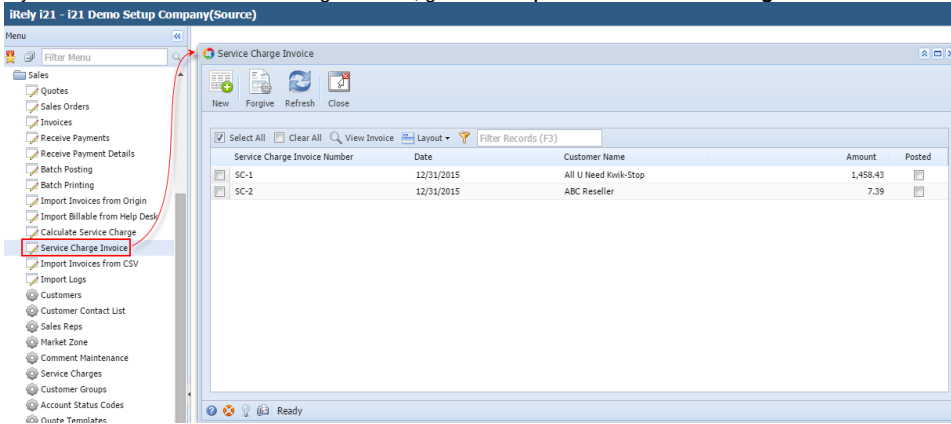


Service Charge invoices are not normally displayed on Invoice search grid. The **Service Charge Invoice** screen lists down all service charge invoices, and you can open a record from there.

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.

