

# Invoice Charges

There are a number of charges that applies to the invoice as a whole and are visible as invoice totals.

These fees are setup in [Customer Charges](#) as shown below under Miscellaneous Charges

Miscellaneous Charges	
Per Invoice Administration Fee	\$25.00
Per Invoice Minimum Fee	\$800.00
WarehouseCharges Minimum Fee	\$1,000.00

These will be calculated as follows

<b>Per Invoice Administration Fee</b>	A flat fee added to each invoice
<b>Per Invoice Minimum Fee</b>	The minimum amount for the entire invoice. If the total is less than the set minimum, then an invoice totals line item will be added with a fee bringing the total up to the minimum.
<b>Warehouse Charges Minimum Fee</b>	The minimum amount the <b>Pick Pack Income</b> and <b>Storage Income</b> should add up to. If the amount is less than the set minimum, then an invoice totals line item will be added with a fee bringing the total of the warehouse charges up to the minimum.

And appear as invoice totals against the invoice

Invoice Totals				
<input type="button" value="+ Add Invoice Total to Invoice"/>		<input type="button" value="⚙ Recalculate All Totals"/>		
Classname	Name	Description	Income	Expense Action
Freight Income	Freight	Charges for Freight	\$0.00	\$0.00
Pick Pack Income	Pick Pack	Charges for Pick and Pack	\$708.50	\$0.00
Fuel Levy Income	Fuel Levy	Charges for Fuel Levy	\$0.00	\$0.00
Storage Income	Storage	Charges for Storage	\$128.00	\$0.00
Banking Income	Administration Fee	Invoice Administration Fee	\$25.00	\$0.00
Misc Income	Warehouse Minimum Fee	Difference between Minimum and actual Warehouse charges	\$163.50	\$0.00

To have these totals appear in the downloaded invoice summary a settings needs to be enabled for the [Customers](#)

See below section in the Invoice tab when you edit a customer

Invoice Summary (Excel Sheet)

When displaying Manifests within the Invoice Summary, show all consignments from within that Manifest, even if they are not being invoiced on that particular Invoice.

Show Complete Manifests

Show all invoice totals on the cover sheet of the Invoice

**Date Shown on Sale Orders**  
Date Added ▾

**Date Shown on Purchase Orders**  
Date Added ▾

## When does a consignment get Invoiced?

The setting for when a consignment will be invoiced is found under the Customer Charge >> Details tab, that the Customer has been assigned to.

### View Customer Charge

Customer Charges >> Brisbane Sydney Default Rate

Details | Adhoc Charges | Storage Charges | Handling Charges | Rate Cards | Customers

**Brisbane Sydney Default Rate**

Click edit at the bottom of the screen and scroll to the Transport charges section to find the Consignment Invoice Level Option

Warehouse Charges		Transport Charges	
<b>Sale Order Charge Scheme</b>	Standard	<b>Consignment Charge Scheme</b>	Use Rates
Sale Order Charge	\$0.00	COD Collection Charge	\$0.00
Urgent Order Charge	\$0.00	Charge Consignment Groups	No
Outbound SKU Charge	\$0.00	<b>Consignment Invoice Level</b>	<b>Only Invoice once Completed</b>
Minimum SKU Charge	\$0.00	Charge For Returns	No
Sale Order Minimum Charge	\$0.00	Consignment Minimum Charge	\$0.00
Sale Order Parser Charging Enabled:	No	Apply Fuel Levy to Minimum Charges	No
Picking Charge Option	Default (Scale to Highest Unit Of Measure)	<b>Manifest Charge Scheme</b>	Pickup Charge
Customer Order Charge Scheme	Standard	Manifest Pickup Charge	0.00

**Consignment Invoice Level**

Only Invoice once Completed ▾

**Charge For Returns**

No ▾

Click Here

There are 4 options to choose from;

1. Invoice regardless of Delivery Status
2. invoice once with On Forwarder, or Completed
3. Only Invoice once Completed
4. Invoice once in warehouse