How to Add Fees to a Sales Order

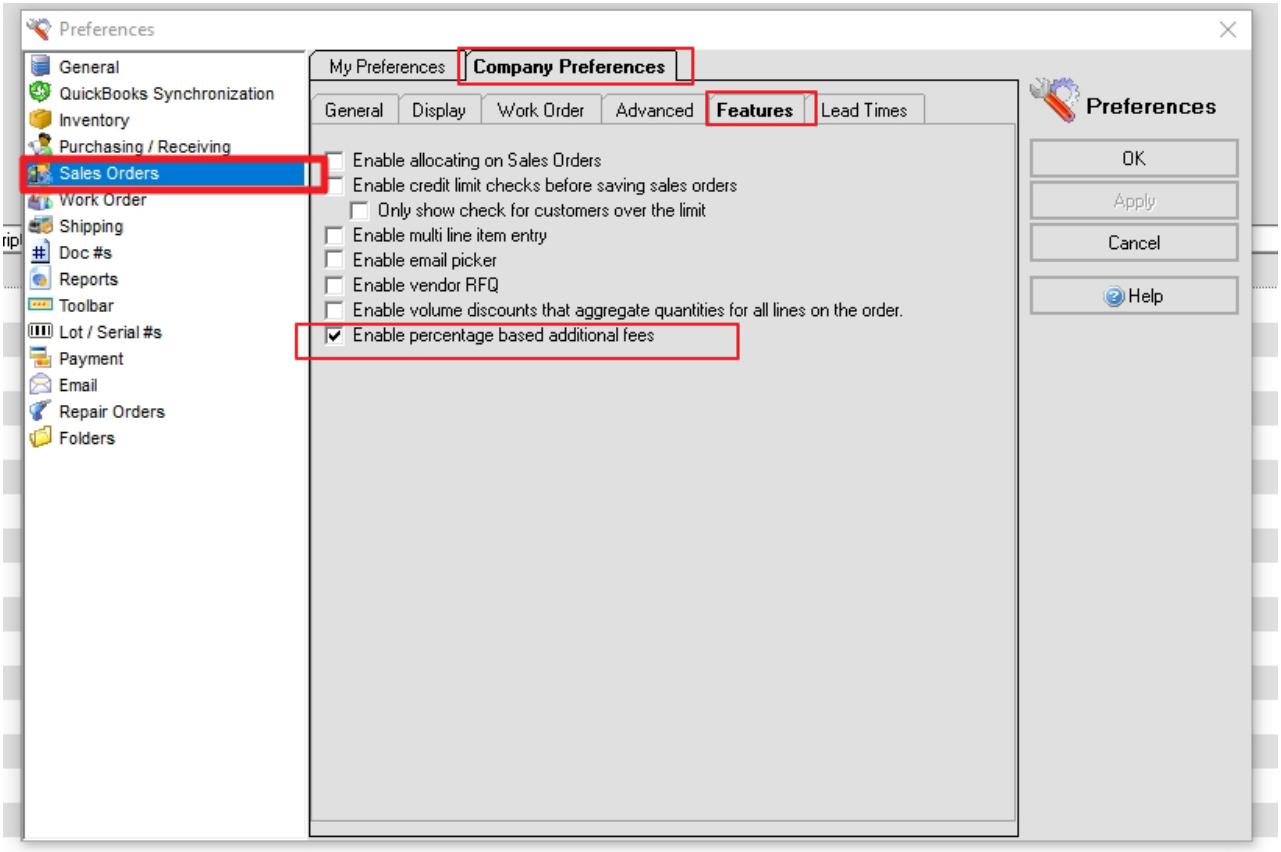
Last Modified on 03/31/2021 3:28 pm EDT

If you want to add an additional Percentage based Fee to a Sales Order here are the steps:

1. You must first turn on the option. Log into AllOrders as the admin.

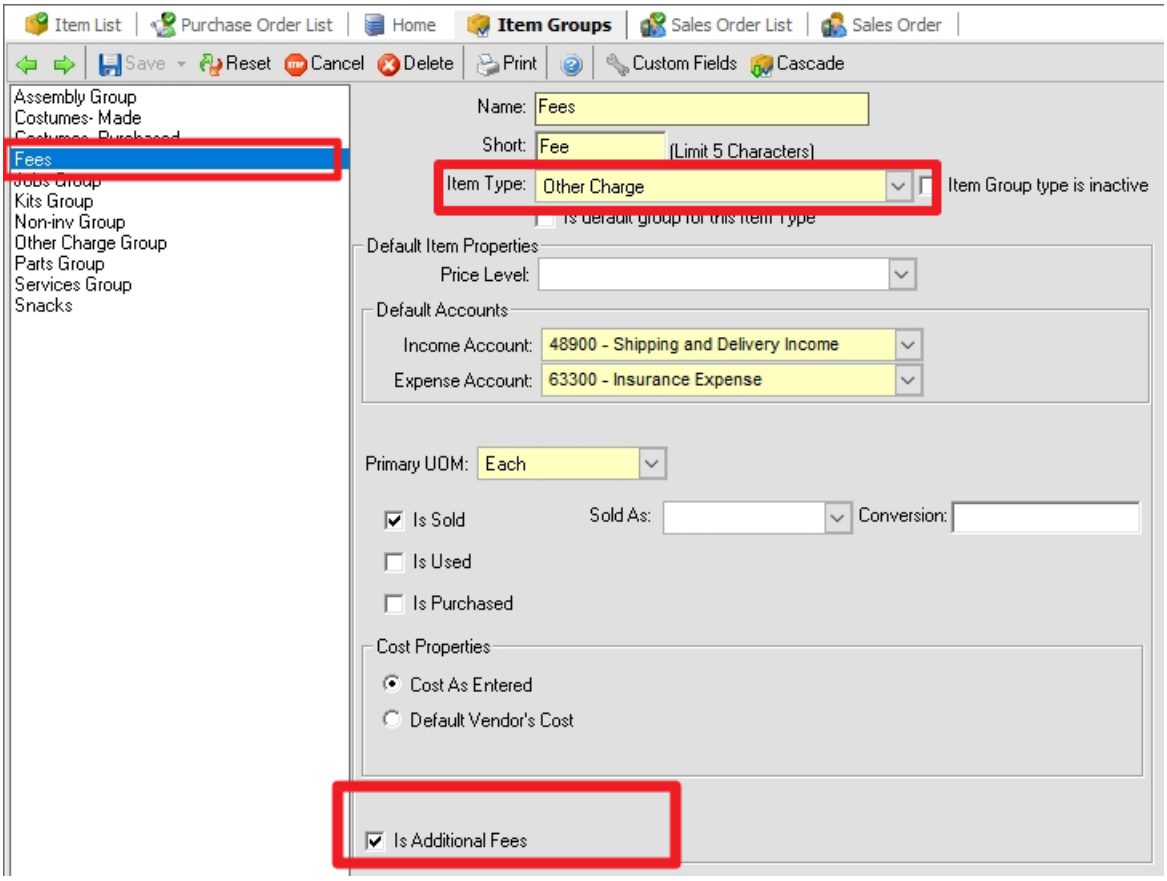
   Go to **COMPANY-->PREFERENCES-->SALES ORDERS-->Company Preference tab--> FEATURES tab**

   Check the box to **" Enable Percentage based additional fees"**



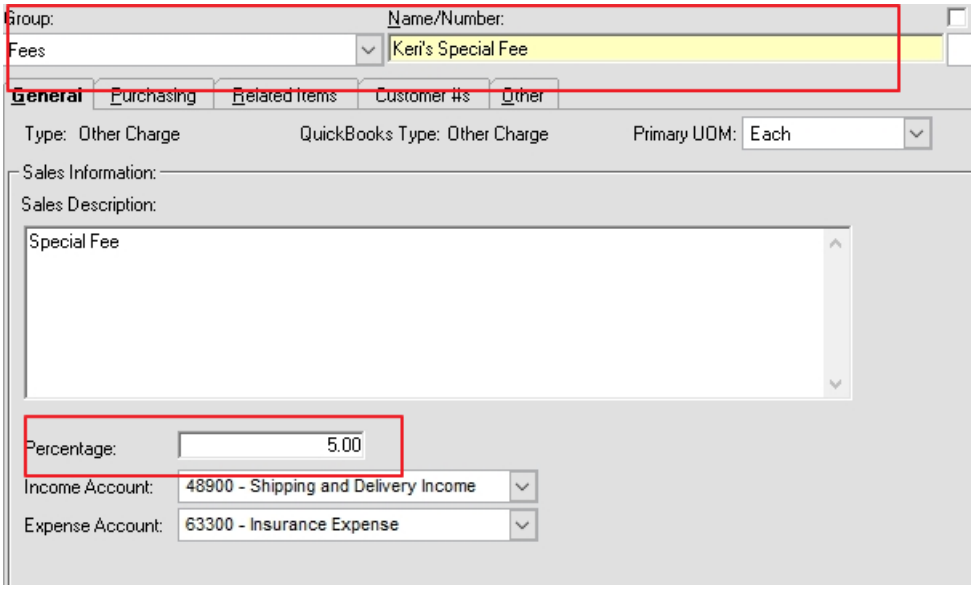
2. Create a new Item Group (Other Charge Group) called Fees (or any other name that you choose)

   *** Make sure to check the box that says " is additional fees" (this will make the options appear in the special field at the bottom of a SO)

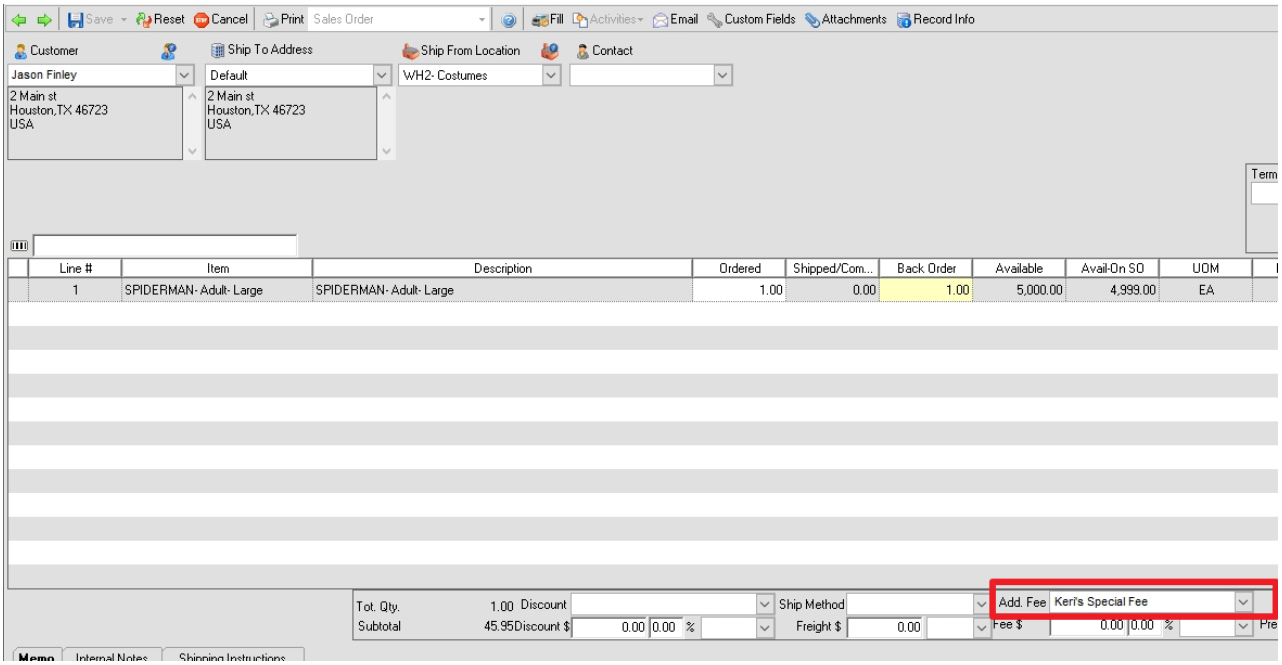


3. Now create an item and add it to that new Item Group.

***** note** this is a Percentage not an amount**



4. When you create a new Sales Order, you can now add that Fee Item on the bottom of the Order.


Save
Reset
Cancel
Print
Sales Order
Fill
Activities
Email
Custom Fields
Attachments
Record Info
Customer
Ship To Address
Ship From Location
Contact
Jason Finley
Default
WH2- Costumes
2 Main st
Houston,TX 46723
USA
2 Main st
Houston,TX 46723
USA
Line #
Item
Description
Ordered
Shipped/Com...
Back Order
Available
Avail-On SO
UOM
1
SPIDERMAN- Adult- Large
SPIDERMAN- Adult- Large
1.00
0.00
1.00
5,000.00
4,999.00
EA
Tot. Qty.
1.00
Discount
Ship Method
Add. Fee
Keri's Special Fee
Subtotal
45.95
Discount $
0.00
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%
Freight $
0.00
Fee $
0.00
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Memo
Internal Notes
Shipping Instructions