

# How to Add Fees to a Sales Order

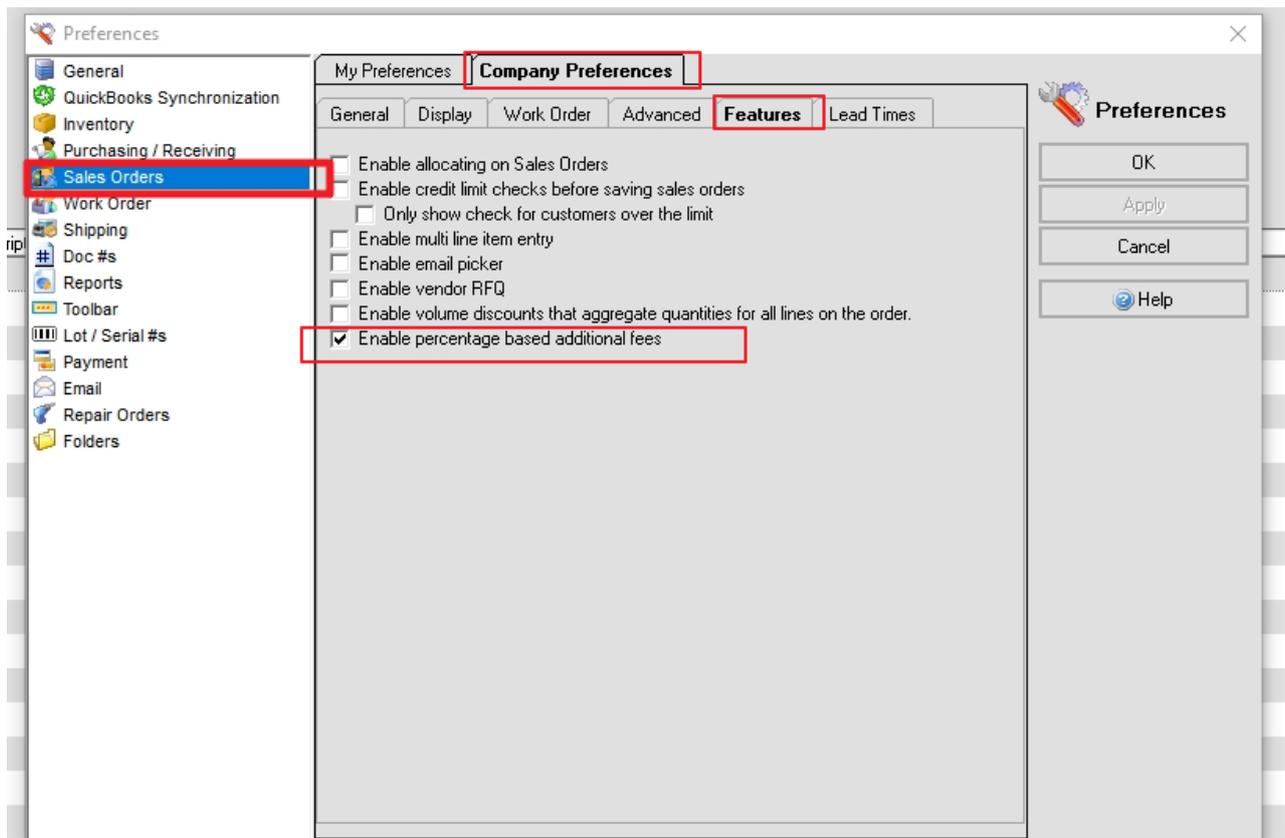
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If you want to add an additional Percentage based Fee to a Sales Order here are the steps:

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)

Item List | Purchase Order List | Home | **Item Groups** | Sales Order List | Sales Order

Save | Reset | Cancel | Delete | Print | Custom Fields | Cascade

Assembly Group  
Costumes- Made  
Costumes- Purchased  
**Fees**  
Jobs Group  
Kits Group  
Non-inv Group  
Other Charge Group  
Parts Group  
Services Group  
Snacks

Name: Fees  
Short: Fee (Limit 5 Characters)  
Item Type: Other Charge  
Item Group type is inactive  
 Is default group for this item type

Default Item Properties  
Price Level:

Default Accounts  
Income Account: 48900 - Shipping and Delivery Income  
Expense Account: 63300 - Insurance Expense

Primary UOM: Each

Is Sold Sold As:  Conversion:   
 Is Used  
 Is Purchased

Cost Properties  
 Cost As Entered  
 Default Vendor's Cost

Is Additional Fees

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

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

Group: Fees Name/Number: Keri's Special Fee

General | Purchasing | Related Items | Customer #s | Other

Type: Other Charge QuickBooks Type: Other Charge Primary UOM: Each

Sales Information:  
Sales Description:  
Special Fee

Percentage: 5.00  
Income Account: 48900 - Shipping and Delivery Income  
Expense Account: 63300 - Insurance Expense

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

