

Overview of Configuring Vendor Fees

Version 1.2

Markets and Events tend to have a wide range of vendor fee schedules. As such, our platform is designed to support a comprehensive set of customizations in how you bill your vendors. They primarily fall into three main categories:

- 1) Fees in your application
- 2) Automated Vendor Fees
- 3) Custom Invoicing

We will walk you through all 3 below.

Note: Every vendor fee configured in the platform is completely independent of each other. If you find yourself adding the same fee to multiple sections please note that it is a mis-configuration and will not get you the desired outcome.

Vendor Fee Glossary

Please review the terms below before you get started.

Application Fee - An optional one-time fee charged to review a vendor's application

Approval Fee - An optional one-time fee charged when a vendor application is accepted.

Booth Fee - An optional fee that is attached to individual booths and charged when a vendor is assigned to that booth for an event day.

Vendor Type Fee - An optional fee that is added to a booth fee based on the type of vendor.

Vendor Tag Fee - An optional fee that is added to a booth fee based on an arbitrary tag name.

Category Type Fee - An optional fee that is added to a booth fee based on the type of product category sold.

Custom Fee - An optional fee that involves more advanced logic and is implemented as code with the assistance of the Marketspread team.

Manual Fee Invoicing - The ability to create manual invoices (not automatic invoicing)

Fees in your application

There are two types of automated fees you can invoice for as part of the vendor application process. Both are configured directly in your vendor application in your market dashboard.

Application Fees

The first type of fee is an Application Fee. This is a fee that you want to charge in order to review the vendor application regardless of whether you accept the vendor or not. With an Application Fee configured, the system will automatically invoice vendors when they submit their application. In the case where you have Credit Card payments enabled, and the vendor selects the Credit Card payment type, their card will automatically be billed for the Application Fee. You, as the market or event manager, will not be able to manually override this fee but you will always have the option to refund the fee.

Approval Fees

The second type of fee is an Approval Fee. This is a fee that you want to charge when you accept a vendor's application. The invoice for this fee is created when you mark the vendor as either **Accepted** or **Pre-Approved**. Unlike Application Fees, the market manager will be able to override the creation of this invoice when you **Approve** or **Pre-Approve** your vendors.

A full walkthrough on configuring Application and Approval Fees can be found in **Appendix 1**.

Automated Vendor Fees

In order to help streamline vendor fees, we have five options for automatic invoicing: **Booth fees, Vendor Type Fees, Vendor Tag Fees, Vendor Category Fees and fully customized fees**. Please read this section carefully and make sure you fully understand how these fees work before you configure them, as they will automatically generate vendor invoices based on actions and statuses. If you are unsure, or your market fees are based on specific rules not aligned with these configurations, read see **Custom Invoicing**.

Booth fees

A booth fee is a fee that you want to automatically charge every vendor assigned into a particular booth. It could be a single flat fee that applies to every booth, or each booth can have its own fee. For instance, if you have larger booths or booths with additional amenities you can configure them with higher fees. Remember that these booth fees will automatically generate invoices for vendors for each of the booths they are assigned.

For example:

If you have a booth fee of \$10.00 and you assign the vendor “Jack’s Farm” to 2 booths for June 15th they will automatically be invoiced for \$20.00.

If you unassign Jack’s Farm, the platform will ask you whether you want to refund the booth fees or whether you want to keep them. This is purely based on your own market rules. Either way, unassigning a vendor from a booth will always allow you to assign another vendor.

Booth fees can be modified after vendors are assigned in Scheduler via a **Price Override**. These are done on vendor by vendor basis and not globally. So for example:

If you wanted to discount Jack’s Farm for a Booth Fee on June 15th you could Price Override the fee in Scheduler from \$20.00 to \$10.00.

If you wanted to discount every vendor their Booth Fee on June 15th you would have to do it on a vendor by vendor basis. If you had 20 vendors assigned on that day you would have to override 20 individual Booth fees.

Note: If you do not wish to assign Booth fees simply put \$0 as the booth flat fee.

Vendor Type Fees

A Vendor Type Fee is one that can be used by itself, or automatically added to a base booth fee or other fee type. You can create a Vendor Type fee for as many vendor types as you would like. Once you create a Vendor Type Fee any vendor of that type will have that fee added for every booth they are assigned.

This is a really powerful way to control deltas between the fees you charge your vendors.

Example 1:

You want to charge all vendors of type **Farmer** \$20 a booth, and you have a Base Booth Fee of \$10.

To achieve this you could create a Vendor Type Fee for **Farmer** of \$10. Then for every booth you assign to a vendor with the Type **Farmer** the platform would invoice them for the base fee of \$10 and the Vendor Type fee of \$10 for a total of \$20 for that booth.

Example 2:

You want to charge all vendors of type **Farmer** \$20 a booth, and you do not have a Base Booth Fee.

To achieve this you could create a Vendor Type Fee for **Farmer** of \$20. Then for every booth you assign to a vendor with the Type **Farmer** the platform would invoice them the Vendor Type fee of \$20.

Vendor Tag Fees

Vendor Tag Fees can be created with an arbitrary name and value. Once you create a Vendor Tag Fee all you need to do is assign that tag to a vendor and they will be invoiced the fee for every booth they are assigned.

Vendor Tag Fees can be applied in 3 different ways:

1. Add Amount Per Booth

This tag value is added to each booth's calculated price when the tag is applied to a vendor. If other vendor fee types are configured this will add the tag fee to the other fees. In the case that more than one tag applies to the vendor the values will be added together to calculate the final price for the booth.

2. Override Amount Per Booth

The tag value is used to replace the calculated price per booth, meaning it doesn't matter what other fees you have configured, the tag value will always be used per booth. In the case that more than one tag applies to a vendor then the lowest value tag will be used.

Example:

This option could be used to tag a vendor so their booth price is always \$10 no matter what other pricing rules you have defined. When you assign that vendor to 4 booths they would then be invoiced \$40.

3. Override Overall Total

This tag value overrides the total value for a vendor on an event day, regardless of the number or type of booths the vendor was assigned. In the case that more than one tag applies to a vendor with this option, the lowest value tag will be used.

Example:

This tag action can be used to tag a vendor to zero out all other booth fees. For instance, if you had some vendors that you did not want your other automated booth fees to apply to you could create a vendor tag with the Override Overall Total and configure it to be \$0.

Category Type Fees

A Category Type Fee is one that can be used by itself, or with a base booth fee or other Type fee. When used in combination with other fees it is automatically added to them.

Category Type Fees work exactly the same as a Vendor Type Fees but are based on what categories a vendor is selling and not the top level Vendor Type.

Example:

If you wanted to charge every vendor selling **Baked Goods** \$20 per booth and your base Booth Fee is configured to \$10 you would create a Category Type Fee of \$10 for **Baked Goods**. Then every time you assign a booth to a vendor marked in their application as selling Baked Goods they will be charged the Base Booth Fee of \$10 and the Category Type Fee of \$10 for a total of \$20 (per booth assignment).

Custom Fees

If all other fee types cannot be configured in a way to meet your vendor pricing schedule the platform does support completely custom fee configurations. These are implemented as “code” via a special engagement with Marketspread. If you are interested in a custom pricing arrangement please contact us as info@marketspread.com

Note: Booth Fees, Vendor Type Fees, Vendor Tag Fees and Category Type Fees can be combined for much more advanced combinations. Also, note that they are completely optional.

For a full walkthrough on configuring Automated Vendor Fees please see **Appendix 2**.

Custom Invoicing

For markets that have more involved vendor fee schedules or prefer more traditional invoice management, **Custom Invoicing** is a great option. This method is also fully integrated into the platform and has many optimizations built-in to help streamline the invoicing process.

A good test of whether you should choose to use Custom Invoicing is:

1. Do you need more fine grain control over invoice line items and have a lot of variability in pricing from vendor to vendor and event to event.

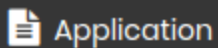
2. Do you have a vendor payment schedule that has more complicated rules that include discount tiers and other advanced logic. This could include fees that change based on the number of days a vendor attends your market for example. Or this could include fees for season leaseholders vs. fees for day booth vendors.

Custom Invoicing for Vendors allows you to create an invoice to route to any of your vendors, regardless of status, at any time. For markets using custom invoicing they can further streamline the process by predefining invoice line items and line item tags.

For step-by-step instructions on creating and using custom invoices please see **Appendix 3: Using Custom Invoicing**.


Appendix 1

Configuring Application Fees and Approval Fees



Application Fees and Approval Fees are configured directly in your application. From your market dashboard select **Application** under **Event Configuration** in the left-hand panel.


If this is your first application, click the blue **Add application template** button

Application templates						
Name	Public	Welcome message	Fees	# of documents	# of questions	
You currently have no application templates!						
				+ Add application template		

Or, if you are editing a pre-existing application, click the grey **pencil** icon to the right of the application listing.

2021 Summer Season	✓	✓	✓	3	5	  
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To add a new fee click the **+Add Fee** button at the bottom left of the Application and Approval Fees section.

Application and Approval Fees			
Add the required fees that a vendor must pay when applying and/or being accepted into your market. Application fee is charged to vendor when they apply to your market. Approval fee is charged when you approve the vendor into your market.			
Name	Type	Taxable	Price
+ Add fee 			

This will open up a new fee for you to fill in. Here you will name the fee, select the fee type (Application or Approval), select whether or not the fee is taxable, add the fee price, add any tags and an optional fee description. Remember that an Application Fee is invoiced when a vendor submits their application and an Approval Fee is invoiced when you Approve a vendor into your market. Approval fees can be overridden, Application fees cannot.

Application and Approval Fees

Add the required fees that a vendor must pay when applying and/or being accepted into your market. **Application fee** is charged to vendor when they apply to your market. **Approval fee** is charged when you approve the vendor into your market.

Name	Type	Taxable	Price
<input type="text" value="Name of the fee (required)"/>	Application	<input type="checkbox"/>	\$ <input type="text"/>
<input type="text" value="Market visible line item tags (ie. GL Codes)"/>	Application		
<input type="text" value="Description for the fee (optional)"/>			

Applies to:

- Farmer
- Food Truck
- Sponsor
- Farmer/Dealer
- Hot Served Food
- Fisher
- Dealer
- Material Goods/Craft/Flea/Art
- Service
- Specialty/Food Artisan
- Organization
- Entertainment

[+ Add fee](#)

After we configure an application fee it will look like the following:

Application and Approval Fees

Add the required fees that a vendor must pay when applying and/or being accepted into your market. **Application fee** is charged to vendor when they apply to your market. **Approval fee** is charged when you approve the vendor into your market.

Name	Type	Taxable	Price
Application Fee (non-refundable)	Application	<input checked="" type="checkbox"/>	\$ 25
application-fee x <input type="text" value="Market visible line item tags (ie. GL Codes)"/>			
<input type="text" value="Our non-refundable application fee."/>			

Applies to:

- Farmer
- Food Truck
- Sponsor
- Farmer/Dealer
- Hot Served Food
- Fisher
- Dealer
- Material Goods/Craft/Flea/Art
- Service
- Specialty/Food Artisan
- Organization
- Entertainment

[+ Add fee](#)

If we wanted to also configure an Approval Fee we would once again click the grey **+Add fee** button at the bottom of this section and repeat the steps above selecting Approval instead of Application.

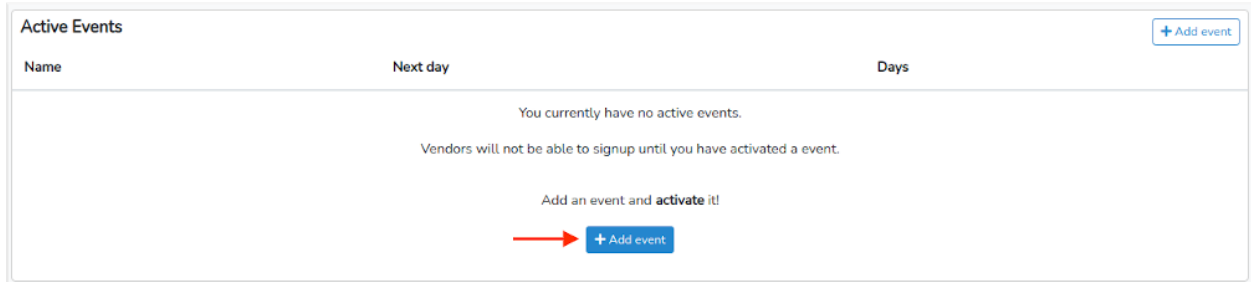
Note: Application and Approval fees are completely optional. You may also configure as many Application and Approval fees as you like.

Appendix 2

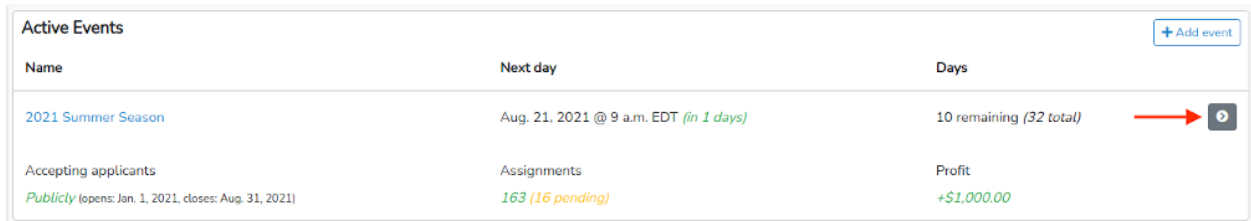
Automated Vendor Fees

Automated vendor fees are defined in your Events configuration. Select **Event** under **Event Configurations** from the left-hand toolbar to create or edit your Event or Event Season.

If this is your first event or event season, from the Event overview page click on the blue **+ Add event** button.

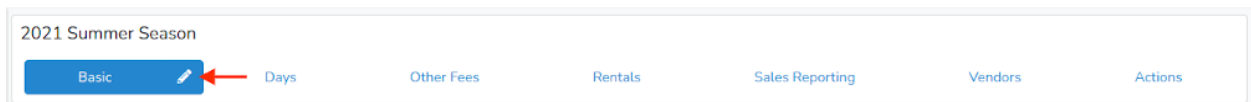


If you already have an event or event season configured, you can edit it by clicking the grey event overview button.



Configuring Booth Fees

to add or edit a Booth Fee, click on the pencil icon to the right of the **Basic** tab at the top of the screen.



Then scroll down to the section titled "Booth Fees" and select your pricing mode.

Booth Pricing has two basic modes,

Booth Fees

Pricing mode

Flat-rate (all booths same price) ▼

Choose pricing mode

Flat-rate (all booths same price)

Individual price per booth

1. Flat-rate (all booths same price) - one price assigned to all your booths
2. Individual price per booth - individual price per booth

For Flat-rate just enter a single value under your map image as seen below

Price

\$

For Individual price per booth you can set different prices for each booth.

ID	Area	Size (ft)	Amenities	Price (per day)
1	outdoor	10.0x10.0		\$ 20.00
2	outdoor	10.0x10.0		\$ 40.00
3	outdoor	10.0x10.0		\$ 10.00

In each mode you can also mark the fees as taxable by using the Taxable Booths toggle.

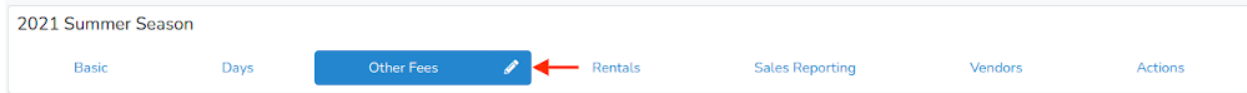
Taxable Booths ?

Tax rates are configured globally under **Settings -> Invoicing**.

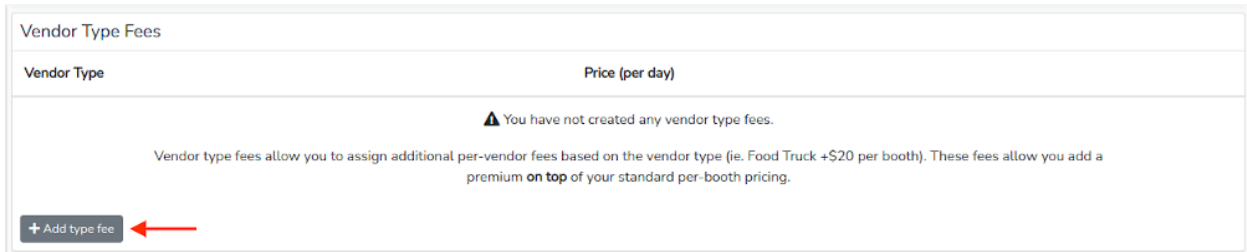
Remember that Booth Pricing is an automatic invoicing feature that will create an invoice each time you assign a vendor in a booth. If you do not want to use this feature select Flat-rate and add a price of \$0.

Configuring Vendor Type Fees

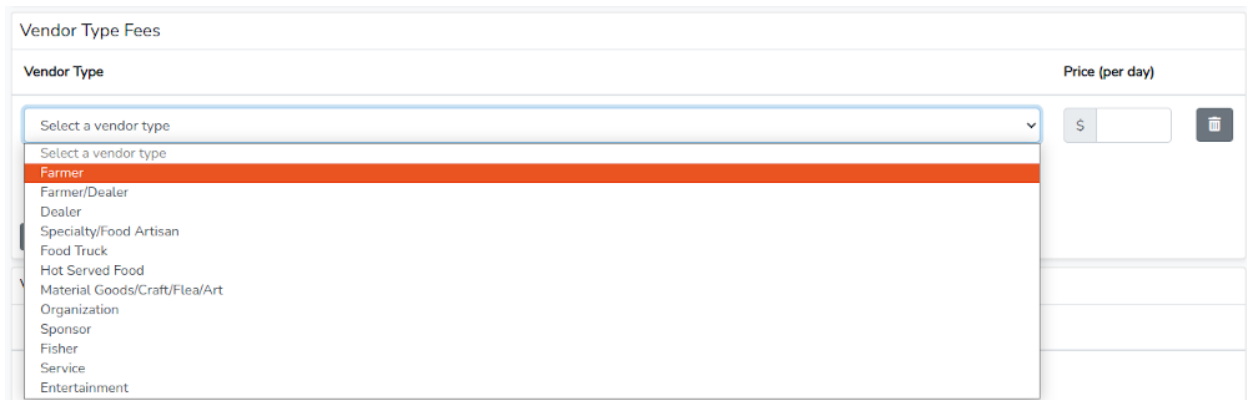
Vendor Type Fees can be added or modified by selecting the blue **Pencil** icon in the Other Fees tab in the top header of your Event configuration.



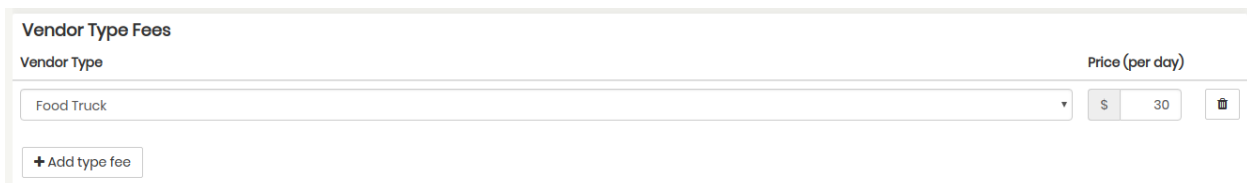
Then, to add a new Vendor Type fee click on the gray **+Add type fee** button at the bottom left.



Next, select the vendor type that you would like to associate the fee with.



In the example below we are going to add an additional \$30 fee to any vendor with the type Food Truck. This \$30 will be added to your booth fee if it is configured.



In the case you have a market that runs multiple days a week, and the price for a Vendor Type differs depending on the day, you can create multiple versions of the same Vendor Type, one for each day of the week where the price may be different. For example, if you have a market that

runs on a Wednesday and Saturday and you charge \$30 for Food Trucks on Wednesday and \$100 for Food Trucks on Saturday, you can configure the Vendor Type Fee as you see below:

Vendor Type	Price (per day)
Food Truck	\$ 30
Applies to:	
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Food Truck	\$ 100
Applies to:	
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
+ Add type fee	

You can also configure Vendor Type Fees for as many vendor types as you would like. To add a new fee, click on the **+Add Type Fee** button. In the example below we have configured 2 Vendor Type Fees, one for Food Trucks and one for Hot Served Food.

Vendor Type	Price (per day)
Food Truck	\$ 30
Hot Served Food	\$ 30
+ Add type fee	

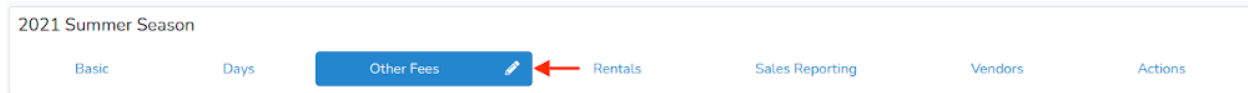
Note: Vendor Type Fees are added to any booth fees you may have configured. For example if you have a base booth fees of \$30 and Vendor Type Fees of \$30 each for Food Truck and Hot Served Food vendors they will be automatically invoiced for \$60 for every booth you assign them.

Configuring Vendor Tag Fees

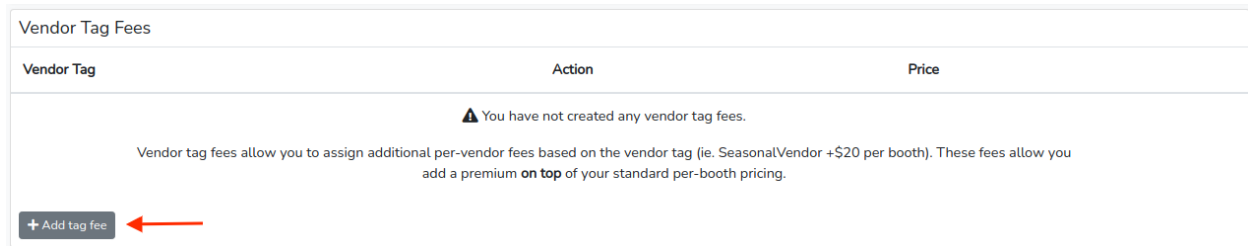
Vendor Tag Fees are completely open ended and are great for instances where you want to base a vendor fee on something not predefined. This could be a custom Vendor classification or

for defining a type of fee that might represent the commitment of the Vendor, like a “season leaseholder”.

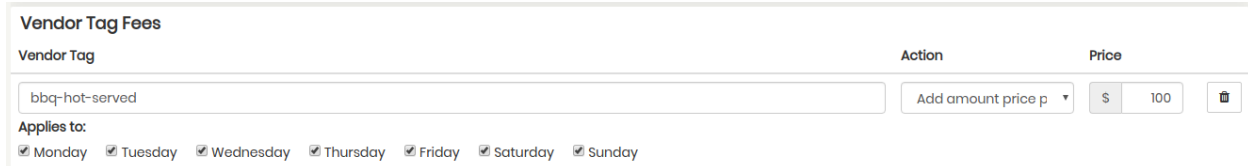
Vendor Type Fees can be added or modified by selecting the blue **Pencil** icon in the Other Fees tab in the top header of your Event configuration.



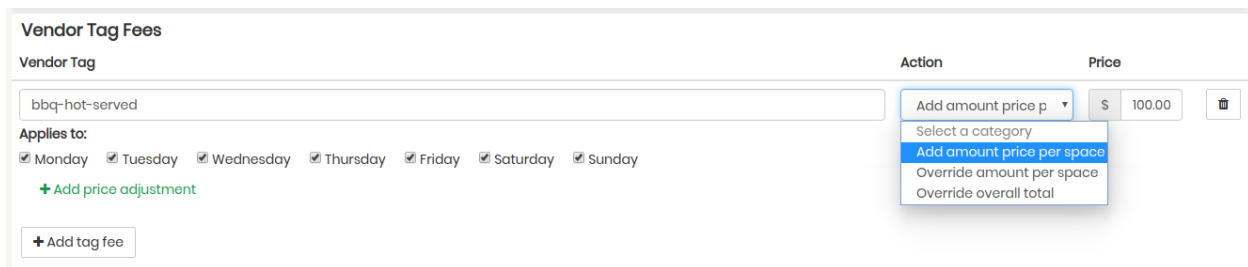
To add a Vendor Tag Fee, click on the **+Add tag** fee button at the bottom left of the Vendor Tag Fee section.



Vendor Tag Fees can be created as any arbitrary name/value pair that you would like. After you click the **+Add tag fee** button add the name of your tag and a price.



Vendor Tag Fees must have an action associated with them. Vendor Tag Fee Actions control the behavior of the Tag. The three action options are **Add Amount Price Per Booth**, **Override Amount Per Booth**, and **Override Overall Total** as seen in the screenshot below:



For more information on each of the three actions please see the Vendor Tag Fee section in the main body of this guide.

For each Vendor Tag you create you must specify at least one of these actions. In the case where you have multiple Vendor Tag Fees assigned to one vendor the lowest value one always wins.

In the example below, we created a tag called “bbq-hot-served” and assigned it a value of \$30 with the action type of **Add amount price per booth**. Also, note that we kept the default selection of that tag/price applying to every day of the week.



The screenshot shows a 'Vendor Tag Fees' configuration interface. At the top, there's a header 'Vendor Tag Fees'. Below it, there are three columns: 'Vendor Tag', 'Action', and 'Price'. The 'Vendor Tag' field contains 'bbq-hot-served'. The 'Action' dropdown is set to 'Add amount price per booth'. The 'Price' field is set to '\$ 30'. Below these fields, there's a section 'Applies to:' with checkboxes for each day of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. All these checkboxes are checked. At the bottom left, there is a '+ Add tag fee' button.

Alternatively, if you want to charge a vendor a different price based on the day of the week you can add the tag multiple times, one for each day/price combination. For example, if your market runs on every Wednesday and Saturday and you want to charge all bbq-hot-served vendors \$30 on Wednesday and \$100 on Saturday you could create the following Vendor Tag Fee configuration.

The screenshot shows a 'Vendor Tag Fees' configuration interface with two entries. The first entry has 'Vendor Tag' as 'bbq-hot-served', 'Action' as 'Add amount price per booth', and 'Price' as '\$ 30'. The 'Applies to:' section has checkboxes for Monday through Sunday, with only 'Wednesday' checked. The second entry has 'Vendor Tag' as 'bbq-hot-served', 'Action' as 'Add amount price per booth', and 'Price' as '\$ 100'. The 'Applies to:' section has checkboxes for Monday through Sunday, with only 'Saturday' checked. At the bottom left, there is a '+ Add tag fee' button.

In the above, the top bbq-hot-served tag will create a \$30 invoice for all vendors assigned that tag when scheduled on Wednesday and a \$100 invoice for all vendors assigned that tag when scheduled on Saturday.

To apply a Vendor Tag to a vendor first click on Vendors in your left-hand navbar, then select the vendor by clicking on the vendor name, or overview, or review icon to the far right. In the example below, we are selecting Bob’s Famous BBQ.

<input type="checkbox"/> Vendor (14)	Email	Phone	Type
<input type="checkbox"/> Bob's Famous BBQ	bob.jasons@marketspread.com		Hot Served Food 
<input type="checkbox"/> Butterfly Farms	jsmith@farmspread.com	+17326879982	Farmer 

Then, find the vendor tag section highlighted below.



Vendor: Bob's Famous BBQ ← → Print Request access

Name
Bob's Famous BBQ [\(view\)](#) [\(set alias\)](#) **Vendor Type**
Hot Served Food

Full Name
Bob Jasons **E-mail**
bob.jasons@marketspread.com Owner **Phone**
N/A


Mailing Address
450 Clermont Terrace, Union, NJ 07083, USA **Location Address**
450 Clermont Terrace, Union, NJ 07083, USA

Bio
Great BBQ

Tags
No tags  

And add the bbq-hot-served tag by clicking on the **pencil icon**, typing in the name of the new tag then clicking the blue **Save** button. Afterwards, it should look like the below.

Tags

bbq-hot-served 

Now anytime you schedule Bob's Famous BBQ in Scheduler, it will know to create an invoice with the prices as configured for that vendor tag.

Vendor Category Fee

Vendor Category Fees can also be added just below Booth fees. To add a Vendor Category Fee click on the **+Add type fee** button at the bottom left of the Vendor Category Fee section.

Product Category Fees

Category	Price (per day)
<p>⚠ You have not created any product category fees.</p> <p>Product category fees allow you to assign additional per-vendor fees based on the category of products they sell (ie. Prepared served +\$20 per booth). These fees allow you add a premium on top of your standard per-booth pricing.</p>	
<p>+ Add category fee ←</p>	

Vendor Category Fees work exactly the same as Vendor Type Fees but instead of being associated with the Vendor Type they are associated with the Vendor Category (type of product they are selling). After you click the **+Add category fee** button select the Vendor Category you would like to associate with a fee.

Select a category

- Alcohol
- Baked Goods
- Beverages
- Clothing
- Confections
- Crafts
- Dairy
- Eggs
- Entertainment
- Flowers
- Fruit
- Herbs
- Honey
- Maple
- Meat
- Nuts
- Organization
- Other
- Plants

Select a category

Applies to:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

[+ Add category fee](#)



In the example below we are going to add an additional \$10 fee to any vendor with the category of “Prepared Food - Served”. This \$10 will be added to whatever your base booth fee is set to.

Product Category Fees

Category	Price (per day)
Prepared Food - Served	\$ 10
<p>Applies to:</p> <p><input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday <input checked="" type="checkbox"/> Sunday</p>	
<p>+ Add category fee</p>	

If your market runs on more than one day a week, and you charge different pricing depending on the day, you can create multiple Vendor Category Fees of the same type with different values per day. For example, if your market runs on Wednesday and Saturday and you charge

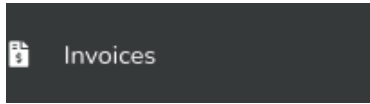
“Prepared Food - Served” vendors \$30 on Wednesday and \$100 on Saturday you can configure the Category Fee as shown below:

Product Category Fees	
Category	Price (per day)
Prepared Food - Served	\$ 30 
Applies to: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Prepared Food - Served	\$ 100 
Applies to: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
+ Add category fee	

Note: Vendor Category Fees are added to any booth fees you may have configured. For example if you have a base booth fees of \$30 and a Vendor Category Fee of \$10 each for Prepared Food -Served vendor they will be automatically invoiced for \$40 for every booth you assign them.

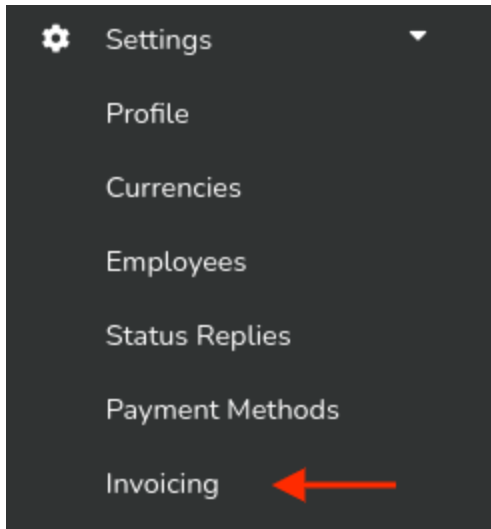
Appendix 3

Using Custom Invoicing



Custom invoicing can be used to create an invoice for any vendor at any time for any reason. To create and send manual invoices click on **Invoices** the left-hand toolbar of your dashboard.

Before creating custom invoices take the opportunity to preconfigure some useful options.



To help streamline the process of creating manual invoices you can:

- Pre-create line items
- Set re-usable invoice terms
- Configure your tax rate.

This can all be done under **Settings->Invoicing**.

All three of these configurations will be available to configure there as seen below.

Tax Settings		
Tax state	Not set	
Tax rate	Not set	
Invoice Items + Add line item		
Manage the collection of predefined line items for use in custom invoicing		
Name	Taxable	Price
No line items created.		
Invoice Terms + Add term		
Manage the collection of predefined terms for use in custom invoicing		
Name		
No terms created.		

- Tax Settings

Here you can set your Tax State and Rate. Any item or fee marked as taxable will pull from this configuration.

Tax Settings	
Tax state	Not set
Tax rate	Not set

In our example we will set it for NJ at a state Tax rate of 6.25%

Tax Settings	
Tax state	New Jersey
Tax rate	6.25%

- Invoice Items

Here is where you can create as many predefined line items as you would like. To create a line item click the **+Add line item** button at the top right.

Invoice Items		
Manage the collection of predefined line items for use in custom invoicing		
Name	Taxable	Price
No line items created.		

In our example we will create a line item for a table rental. First, click on the **+Add line item** button, then fill out the line item form fields shown below.

Add line item

Name
Name of item

Taxable

Price
Price

Tags
Market visible line item tags (ie. GL Codes)

Cancel Add

When finished click the blue **Add** button at the bottom right. Your new item will appear as a line in the configuration window.

Invoice Items		
Manage the collection of predefined line items for use in custom invoicing		
Name	Taxable	Price
Table rental table	No	10

- Invoice Terms

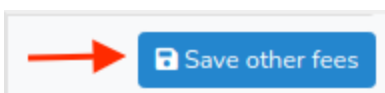
Here you can set predefined Invoice Terms that can be easily added to any invoice. You can create as many different Terms as you would like and choose which you would like added to your invoices as you create them.

To create a new Invoice Term click on the **+Add term** button at the top right.

Then fill out the Add term fields with the Term name and Term text.

When finished click the blue **Add** button at the bottom right. Your new term will appear as a new line in the main configuration window.

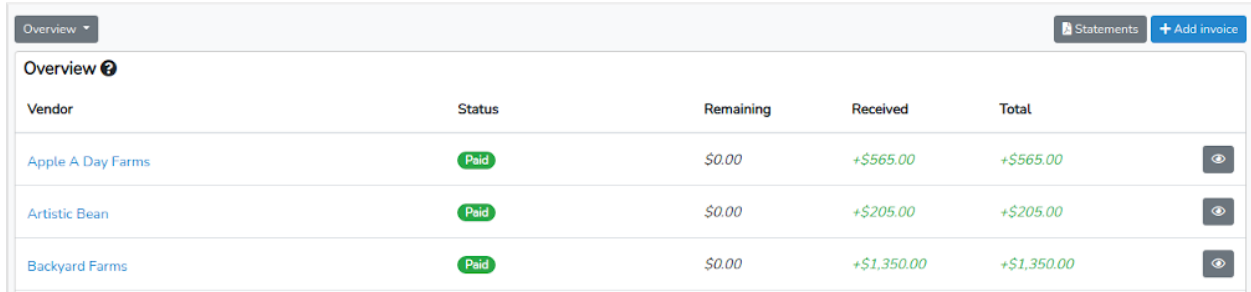
IMPORTANT: Remember to save any new or modify fees but clicking the blue **Save other fees** button at the bottom right.



Creating custom Invoices

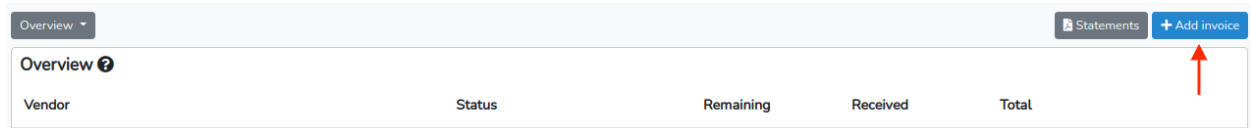
To create and manage custom Invoices click on Invoices in your left-hand toolbar.

Under Invoices, the top level page will show you a summary list of all your vendors.

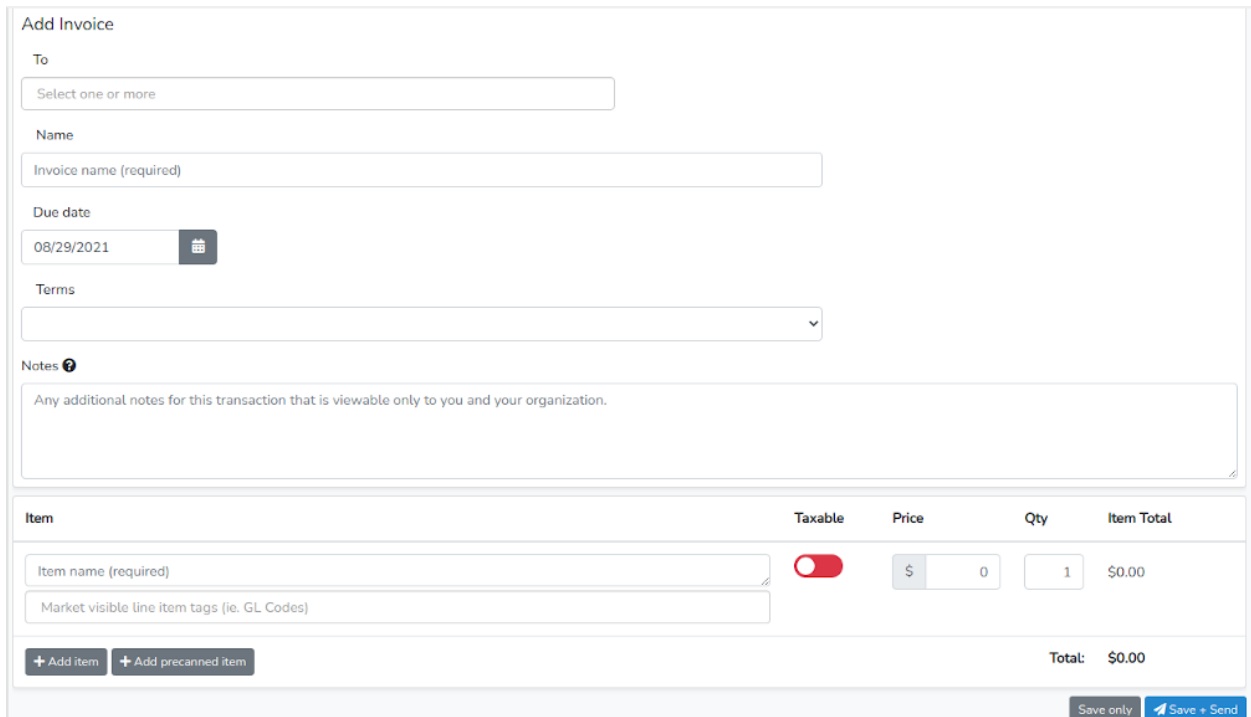


Vendor	Status	Remaining	Received	Total	
Apple A Day Farms	Paid	\$0.00	+\$565.00	+\$565.00	
Artistic Bean	Paid	\$0.00	+\$205.00	+\$205.00	
Backyard Farms	Paid	\$0.00	+\$1,350.00	+\$1,350.00	

To create a new invoice, click the blue +Add invoice button at the top right.



Then fill out the Invoice template.



The 'Add Invoice' form contains the following fields and sections:

- To:** A dropdown menu with the text 'Select one or more'.
- Name:** A text input field labeled 'Invoice name (required)'.
- Due date:** A date picker showing '08/29/2021' with a calendar icon.
- Terms:** A dropdown menu.
- Notes:** A large text area with the placeholder text: 'Any additional notes for this transaction that is viewable only to you and your organization.'
- Item Table:** A table with columns: Item, Taxable, Price, Qty, Item Total.
 - Item: 'Item name (required)' (text input), 'Market visible line item tags (ie. GL Codes)' (text input).
 - Taxable: A red toggle switch.
 - Price: '\$' (currency), '0' (value).
 - Qty: '1' (value).
 - Item Total: '\$0.00'.
- Buttons:** '+ Add item', '+ Add precanned item', 'Total: \$0.00', 'Save only', and 'Save + Send'.

The **To** field will automatically present you with a list of vendor names, you can select a single vendor or multiple vendors for bulk invoicing. The **Name** field is the name of your invoice as it appears for both you and your vendor.

The invoice **Due date** is the date that payment is due.

The invoice **Terms** is a selectable list of Terms that were created under **Settings->Invoicing**. Selecting a Term from the list will automatically add the Term details to the invoice.

The invoice **Notes** are private notes that you can add to an invoice which are only viewable to you and anyone associated with your account. Your vendors will NOT be able to view these notes.

The invoice **Items** are the line items for which you will add fees for payment. You can add one or more line items. Note that each line item can be marked as taxable and include a quantity as well.

If you created pre-canned line items under **Settings->Invoicing** you can click on the gray **+Add precanned items** to select these items to be added to your invoice.





Once the invoice is complete you can either Save it (**Save only**) or Save and Send it (**Save + Send**). Saving an invoice just creates a local copy that only you can see. Saving and Sending an invoice will save a local copy and send your vendor a copy via email and to the vendor dashboard as well.

Note: If you have enabled and been approved for Credit Card transactions your vendors will see a Pay button in their invoice emails and in their vendor dashboard where they can pay your invoice online. Any vendor invoice paid online will have that invoice automatically updated to a status of Paid and you will receive an email notifying you of the payment.

Reconciling payment against an invoice

To mark an invoice paid with an approved payment type:

Locate the vendor and click on the gray eye icon to the far right.

Overview 					
Vendor	Status	Remaining	Received	Total	
Apple A Day Farms	Pending	\$50.00	+\$565.00	+\$615.00	 
Artistic Bean	Paid	\$0.00	+\$205.00	+\$205.00	

Then, locate the invoice and click the grey icon to the far right.

Vendor: Apple A Day Farms Export + Add Invoice

Name	Total	Balance	Due on	Paid On	
Booth Fee	+\$50.00	\$50.00	Aug. 29, 2021	-	→ ⓘ
Invoice: FS0071638 To: Apple A Day Farms					
statement test invoice	+\$100.00	\$0.00	Aug. 19, 2021	Aug. 22, 2021	ⓘ
Invoice: FS0071614 To: Apple A Day Farms					

This will open the full invoice (top part shown below). To add a payment, click on the blue **+Add Payment** button at the top right.

Edit Delete Resend **+ Add Payment**

Invoice **FS0071638**

Name
Booth Fee

Status
Due

To
Apple A Day Farms

Due on
Aug. 29, 2021

This will display a dropdown of all configured payment types. Select the one you would like to use (in this example we will choose cash).

Edit Delete Resend **+ Add Payment**

- Cash
- Charge
- Custom
- altru
- Venmo

Then, enter the amount and click the blue **Add Payment** button at the bottom right.

Add Payment ×

FS0071638 \$50.00

Booth Fee

Cash Check Charge Custom

Amount

\$ 50.00

Cancel Add payment

This will update the payment Status to Paid and create a Paid on timestamp.

↩ Refund	
Invoice FS0071638	
Name Booth Fee	
Status	To
Paid ←	Apple A Day Farms
Due on	Paid on
Aug. 29. 2021	Aug. 22. 2021