

Invoice Breakdown Document – December 2022

STATEMENT

Monday 04:00:00 29/11/2021 to Monday 03:59:59 06/12/2021

Details

1	Total card orders	174
2	Total card value (excluding service charge)	£2455.40
3	Total cash orders	23
4	Total cash value (excluding service charge)	£310.20
5	Total orders net	£2765.60
6	Total orders gross	£2765.60
7	Total own delivery charges	£478.50
8	This week you will receive	£2582.08

INVOICE #10881

Monday 04:00:00 29/11/2021 to Monday 03:59:59 06/12/2021

Detail	Quantity	
9	Total Delivery Commission	187 orders @ 7% £217.22
10	Total Collection Commission	10 orders @ 7% £9.97
11	Total Service Charges	197 orders @ 50p £98.50
12	Net Total	£227.19
13	VAT	197 orders & 197 service charges @ 20% £65.13
14	Amount Paid	£292.32
15	Amount Due	£0.00

Statement & Invoice – Key

- 1 – This shows the total number of orders (174) that have been paid for by card.
- 2 – This shows the total value of those card orders (£2455.40). This is the total that the customer has paid, **minus both the service charges and the delivery fees**. In our January update the bracketed text will change to “excluding service and delivery charges” for clarity on this.
- 3 - This shows the total number of orders (23) that have been paid for by cash.
- 4 - This shows the total value of those cash orders (£310.20). This is the total that the customer has paid, **minus both the service charges and the delivery fees**. In our January update the bracketed text will change to (excluding service and delivery charges) for clarity on this.
- 5 - This shows the total net value of the card and cash orders which you can work out by using the formula of: 2+4-(difference between 5 and 6) on these items.
- 6 – If the outlet is VAT registered (and a VAT number has been added to the system) then they have an option to add a VAT rate against each individual item on the system. The total of this is 2+4. If VAT has not been added per item, then this will match 5 identically (vast, vast majority).
- 7 – This is the total value of the delivery charges for deliveries completed by the outlet (£478.50). If a delivery is completed via network delivery (Stuart or, once launched the RedBox managed delivery software) then the value of that delivery will not be part of this total as it will be shown separately. Stuart fees will only be shown if the outlet is paying Stuart directly.
- 8 – This states how much the outlet will receive as their payment (£2582.08) for this period (the period is listed at the top of the statement).
- 9 – This shows the total number of orders (187) that have been delivery orders, it also shows the percentage commission charged (7% here rather than 7.5% - for demonstration purposes) on those orders and then the total value of that commission charged (£217.22). In our January update we will be adding a value to the orders as well as the total order number e.g. £XXXX.XX (187 orders) @ 7%.
- 10 - This shows the total number of orders (10) that have been collection orders, it also shows the percentage commission charged (7% here rather than 7.5% - for demonstration purposes) on those orders and then the total value of that commission charged (£9.92). In our January update we will be adding a value to the orders as well as the total order number e.g. £XXX.XX (10 orders) @ 7%.
- 11 – This shows the total number of orders (197) and value of the service charges on each of those individual orders (£0.50) as well as the total value of those service charges (£98.50).
- 12 – This shows the net total of the charges made to the outlet. It is the sum of 9+10. It is not the sum of 9+10+11, as 11 is removed from the order totals at source, before commission is calculated – in line with the agreement in outlet contracts.
- 13 – This shows the VAT charged to the outlet and what they have paid the VAT on (197 orders & 197 service charges) it also shows the percentage VAT that has been charged (@ 20%) and the total of that VAT (£65.13).
- 14 – Shows the total that the outlet has paid (£292.32) and it is simply the sum of 12+13.
- 15 - Shows the total that is owed by the outlet, this will always be £0.00 as the system deducts the total owed from their payout.

Useful Calculations

Please note that the numbers in these calculations refer to the fields on the invoice.

The ‘-’ symbol is used to represent ‘minus’.

-To get an overall ‘Order total value’ (what the customer has paid) the outlet must use the following calculation: $2 + 4 + 7 + 11$

If the outlet is running network deliveries, then the total of those must also be added to this calculation in place of ‘total own delivery charges’ – which is 7 on this example..

-To get from the overall order total (above) to ‘you will receive’, the calculation requires ‘cash already received’ to be included on the invoice.

You will notice that ‘cash already received’ is not a field on the invoice, this will be added to the invoice in our January update to allow this calculation to be performed.