

## How to Enter a Restock Charge on Closing Screen

### How to Enter a Restock Charge

Enter returned items using a negative quantity on the line items screen. When finished with line item entry, press TAB to go to the Totals screen.

Press the Up Arrow key to move the cursor to the **"Other Charges"** field.

-----ORDER CLOSING-----					
Price Subtotal:	-231.51	Special:	0.00		
Discount:	-0.00	Discountable Amt:	-231.51		
Tax: 7.0000	-15.16	Labor:	0.00		
Deposits:	0.00	Freight:	0.00	Other Charges:	15.00
Allowance:	0.00	Taxable:	-216.51	Nontaxable:	0.00
		Tax Disc:	-0.00	FET:	0.00
Total:	-231.67	Sales:	0.00	Returns:	231.51
Balance Due:	-231.67	Cost:	Gross Profit %:		
Current Payment:	0.00	1 = CASH	2 = CHECK	3 = VISA/MC	
REC Method: 1 Amt:		4 = DISCOVER	5 = AMEX	6 = REFUND CHK	
Accts. Receivable:		REC Method:	Amt:		
Change	*****	*****			
F2=ENTER DISC F7=RETURN ENTER MORE F8=ACCUMULATE DISC TAB=TOTAL					

Enter the restock fee in the "Other Charges" field and press <Enter>. The cursor moves back down to the Current Payment field. You'll notice the "Total" and "Balance Due" now reflect the restock fee.

Take the payment as normal. When the order is closed and printed, the restock fee will print in the "totals" section at the bottom of the invoice. It is usually labeled "Misc Charges" or "Other Charges."