

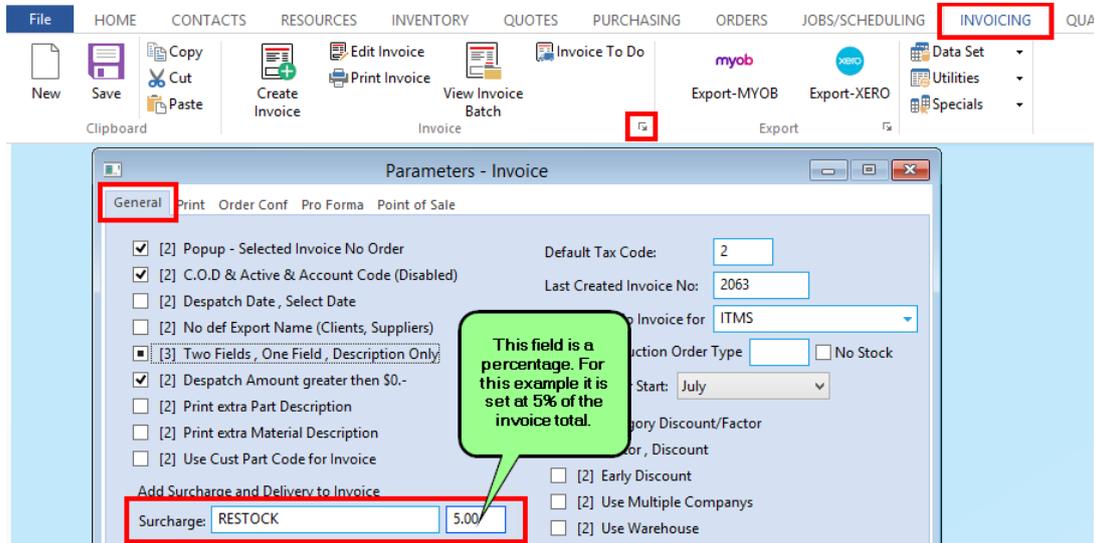
Add Restocking Fee to Credit Adjustment Invoice.

Overview:

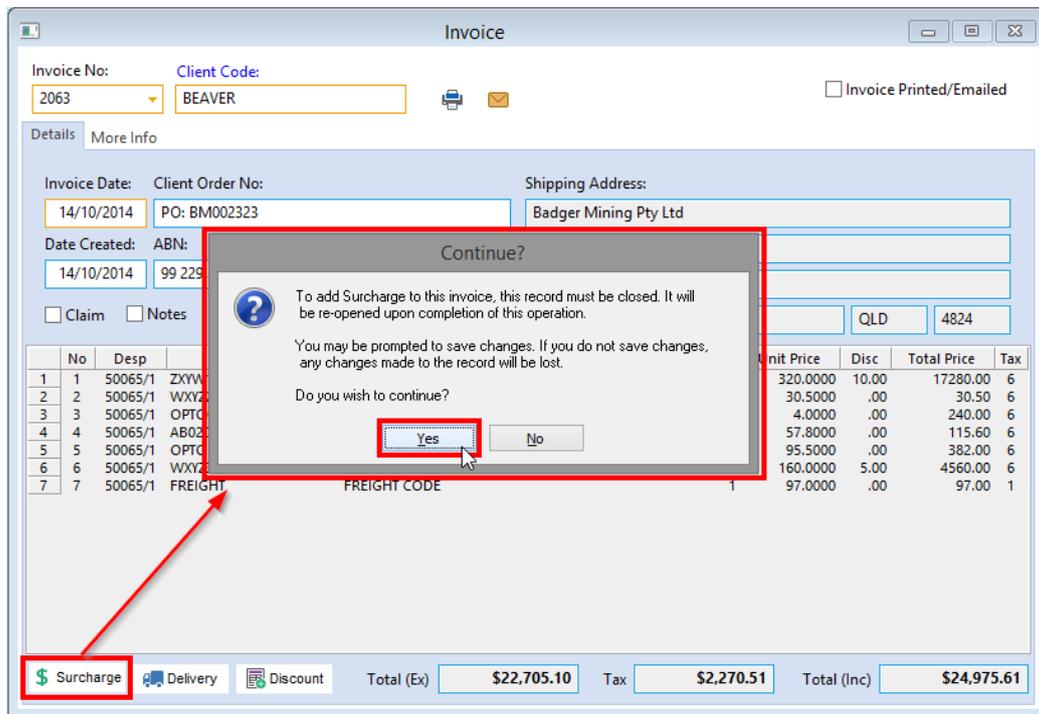
This procedure explains how to add a Restocking fee to a Credit Adjustment Invoice for a Client.

Click on the 'Invoicing' tab in the OPTO Ribbon and select the Parameters icon (circled below). In the 'Parameters – Invoice' window, click in the "Surcharge" field and type RESTOCK and an amount.

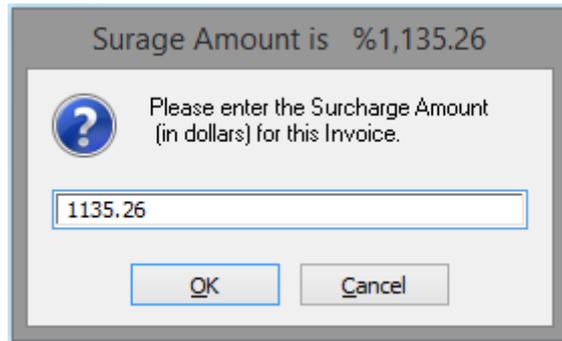
Press <F9> to save.



The Credit Adjustment will have already been created, despatched and invoices. Open the invoice via 'Edit Invoice' and click on the **Surcharge** button.



A message appears and the USER will be prompted to save the invoice, click on **Yes**. The Surge window opens – OPTO has worked out the 5% Restocking fee and displays the amount at the top of the message. Enter the calculated amount or another amount and click **OK**.



Press <F9> to save the Invoice.

Invoice

Invoice No: Client Code: Invoice Printed/Emailed

Details | More Info

Invoice Date: Client Order No: Shipping Address:
 Date Created: ABN: Int No: Division:
 Claim Notes Size Cost Acc Rev

No	Desp	Part Code	Description	Qty	Unit Price	Disc	Total Price	Tax
1	1	50065/1 ZYVW100	Part 1 INV NSTK One Material & WC1	60	320.0000	10.00	17280.00	6
2	2	50065/1 WXYZ200	Part 2 INV NSTK One Sub-Part & WC1	1	30.5000	.00	30.50	6
3	3	50065/1 OPTO01	Material 2 INV NSTK use and buy each	60	4.0000	.00	240.00	6
4	4	50065/1 AB02001111	Material 3 INV STK used by meter buy in Lengths	2	57.8000	.00	115.60	6
5	5	50065/1 OPTO171111	Heavy Duty Rim 17inch	4	95.5000	.00	382.00	6
6	6	50065/1 WXYZ300	Part 3 INV STK One Material & WC1	30	160.0000	5.00	4560.00	6
7	7	50065/1 FREIGHT	FREIGHT CODE	1	97.0000	.00	97.00	1
8	8	50065/1 RESTOCK	RESTOCK	1	1135.2600	.00	1135.26	1

Surcharge Delivery Discount