

# Sage 100 ERP Tips and Tricks:

## Set Up Restocking Charges for Customer Returns (MAS90/200)

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Restocking charges are administrative charges that may be charged to the customer to return merchandise through the RMA module. These charges appear on credit memos to offset the credit amount issued to the customer.

### To set up restocking charges

Select Sales Order Setup menu > Miscellaneous Item Maintenance.

Create a miscellaneous charge code for restocking charges (for example, RESTCK).

The screenshot shows the 'Miscellaneous Item Maintenance' window for item 'RESTCK'. The window title is 'Miscellaneous Item Maintenance (ABC) 7/29/2016'. The 'Item Code' field contains 'RESTCK', 'Item Type' is set to 'Charge', and 'Description' is 'RESTOCKING CHARGE'. There are three tabs: '1. Main', '2. Accounts', and '3. History'. The 'Main' tab is active, showing various fields and checkboxes. The 'Standard Unit Price' and 'Standard Unit Cost' are both set to '.00'. 'Sales Tax Class' and 'Purchases Tax Class' are both set to 'NT'. The 'Accounts Receivable' section has 'Allow Use in Accounts Receivable' and 'Post Sales by Division' unchecked. The 'Sales Order' section has 'Allow Use in Sales Order' checked, with an 'IT Item...' button. The 'Purchase Order' section has 'Allow Use in Purchase Order' and 'Allocate Landed Cost' unchecked. The 'Bill of Materials' section has 'Allow Use in Bill of Materials' and 'Setup Charge' unchecked. At the bottom, there are buttons for 'Accept', 'Cancel', 'Delete', a printer icon, and a help icon.

Select Return Merchandise Authorization Setup menu > RMA Options.

Click the Main tab and then select the Calculate Restocking Charges check box.

Default General Ledger Accounts for Special and Miscellaneous Items			
Scrap Account	116-00-00		Inventory-Scrap
Repairs in Process	117-00-00		Inventory-Repairs in Process
Repairs Clearing	118-00-00		Inventory-Repairs Clearing

At the Restocking Charge Code field, enter the default charge code to calculate the restocking charges (this is required when the Calculate Restocking Charges check box is selected).

To change restocking charges that are automatically calculated in RMA Receipts Entry and RMA Entry, select the 'Allow Changes to Restocking Charges' check box. Restocking charges can be overridden only with the proper security setup.

To consolidate restocking charges during the generate transactions process, select the 'Consolidate Restocking Charges During Generation' check box.

Click Accept.

Restocking charges are set up.

For more information or assistance with Sage 100 ERP (MAS 90/200), contact us now at [info@llbgroup.com](mailto:info@llbgroup.com) or **267.457.4700**.

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