Surcharges on Payments

Last Modified on 01/09/2025 3:55 pm CST

It is recommended to verify the local regulations for applying surcharges before using this function.

There are two methods that can be used when applying surcharges.

- Method 1 Based on the Pay Method set up for each Location. An AR Invoice is created and paid for the surcharge. This method is only available for regular Payments on Accounts and Quick Tickets.
- Method 2 Assesses the surcharge and adds the amount to the Pay Method subject to the surcharge rather than creating and paying an AR Invoice for the surcharge. The surcharge posts to the GL account specified for the surcharge Pay Method and does not affect the Customer's balance. This applies to the standard Payment on Account (Regular, Prepay, and Budget), the standard Roll Thru payment, and the optional *Display Amount due on roll thru POA*.

Setup

Add or edit a Location at Accounting / Setup / Locations and go to the G/L Posting tab. In the Pay Methods grid, select the Surcharge option for the pay methods that should include a surcharge, and enter a percentage in the Rate column.

Profile	G/L Posting	Preferences	Remit Addre	ess Transfers							
	Ke	y Account Coo	des PayM	ethods							
<	Cash on Hand>	1100000-0	0	Pay Method	<g account="" l=""></g>	Acct ID	Inactive	Surcharge	Rate		^
<a< td=""><td>Accounts Rec.></td><td>1200000-0</td><td>0 1</td><td>Check</td><td>Undeposited Cash</td><td>1100000</td><td></td><td></td><td>0.00</td><td></td><td>-</td></a<>	Accounts Rec.>	1200000-0	0 1	Check	Undeposited Cash	1100000			0.00		-
<s< td=""><td>Sales Discount></td><td>4100000-0</td><td>0 2</td><td>Cash</td><td>Undeposited Cash</td><td>1100000</td><td></td><td></td><td>0.00</td><td></td><td>_</td></s<>	Sales Discount>	4100000-0	0 2	Cash	Undeposited Cash	1100000			0.00		_
	<sales tax=""></sales>	260000-0	0 3	Credit Card	Credit Card Clearing	1102000		\checkmark	1.50		
<4	AP - Estimated>	2010000 0	4	Debit Card	Credit Card Clearing	1102000		\checkmark	1.50		
- 1	aunto Davables	2010000-0	5	Adjustment	Clearing Account	9999000			0.00		
ACCI		200000-0	0 6	JDF Multi-use	Clearing Account	9999000		\leq	1.50		_
<est< td=""><td>imated Freight></td><td>2100000-0</td><td>0 7</td><td>AMEX</td><td>Credit Card Clearing</td><td>1102000</td><td></td><td>\leq</td><td>2.00</td><td></td><td>_</td></est<>	imated Freight>	2100000-0	0 7	AMEX	Credit Card Clearing	1102000		\leq	2.00		_
		4100000-0	0 8	Visa	Credit Card Clearing	1102000			1.50		_
	<ar prepay=""></ar>	•	9	MasterCard	Credit Card Clearing	1102000			1.50		- 1
	<ap po=""></ap>	0000000 0	10	Discover	Credit Card Clearing	1102000			1.50		_
		9999000-0	<u> </u>	Budget DNU	Budget Billing Receivable	1220000			0.00		_
			12	Cash Back	Undeposited Cash	1100000			0.00		
			13	Gift Cert	Gift Certificates	2730000			0.00		*
						<state cod<="" td=""><td>e> IL</td><td></td><td></td><td></td><td></td></state>	e> IL				
						<adj cod<="" td=""><td>e> Safe</td><td>ty</td><td></td><td></td><td></td></adj>	e> Safe	ty			
					<	Default Checki Accour	ing 1010 nt>	000-00	<cash b<="" in="" td=""><td>ank> 1010000-00</td><td></td></cash>	ank> 1010000-00	

Method 1

With Method 1, the Surcharge - Payments Only option is unchecked on the A/R tab at Accounting / Setup / Preferences.

Aging Configuration	Statement Defaults Statement Defaults Statement Defaults Statement Terms Print Customer Location on Statements Print Location Heading on Statements Print Location Heading on Statements Combo Statement Standard Terms Statement Image Userverfile\AD_DC Att3Labels Total Amount Header Print 'Credit Balance-Do Not Pay' for credit balance Budget Billing Budget Payments ALSO Due ants Center Disable MFR Payments to n add te After Payment ng and Invoice Roll-Thru Payment Grid Payment Receipt Label Credit Card Surcharge Fee Pay Method List Price Accuracy	Credit Management First Credit Warning when ArR Balance is 90 % of Limit Warn If any Balance is 999 Days Past Due Stop Sale if any Balance is 999 Days Past Due Restrict Edit of Credit Action Entries Allow credit actions to be edited for 0 days after entry date (0=never) Invoice Credit Check Warn Only Delivery Credit Check Warn Only Blend Credit Check Warn Only Password Use Prepay amount in available credit Locking	Bookings Print Location Heading on Bookings Allow use of like products on bookings from other departments Disallow voiding a paid booking Import unpaid sales order terms Only allow import of unprocessed approved sales orders Exclude zero quantity items on booking documents Disallow edit of a signed booking Seller Signature Only From Logged In User Terms Default (None) ~ Start Date (None) ~ Design Booking Contracts Default the Post Finance Charge 'Invoices Due on or Before' to last used day of month Do not display expired quotes on transactions
Invoice Field Coordinates Check Warn Only ~ Pa	ssword	Tax Exemption Expiration	return DT is imported

A Surcharge Product also needs to be set up and indicated on the Location's *Preferences* tab, select a *Surcharge Product*.

Ec	dit Lo	ocation - 00N	1AIN	SSI Far	m Services -	IL	
Pr	ofile	G/L Posting	Pref	erences	Remit Addre	ess	Transfers
	<fina< th=""><th>ance Charge It</th><th>em></th><th>Finance</th><th>Charge</th><th></th><th></th></fina<>	ance Charge It	em>	Finance	Charge		
		Sales Tax Mult	tiplier	0			
		<commission th="" <=""><th>ltem></th><th></th><th></th><th></th><th></th></commission>	ltem>				
	<si< th=""><th>urcharge Prod</th><th>uct></th><th>Surchar</th><th>ge</th><th></th><th></th></si<>	urcharge Prod	uct>	Surchar	ge		

Note: Each Location utilizing the surcharge functionality should have this information set up.

After setup, the Payment on Accounts window displays additional surcharge options.

- 1. Enter the Payment Amount as the amount being paid not including the Surcharge Amount.
- 2. Select the appropriate *Pay Method*. The *Apply Surcharge* option will automatically be checked based on setup above and the *Surcharge* amount will be calculated.
- 3. Change the *Payment* amount in the grid to match the *Payment Amount* from Step 1.
- 4. Select Apply then choose Save.

🖳 Payment on A	ccounts												×
Date	06/06/2023	3	Payment Numbe	r 120283									
<customer id=""></customer>	238673	_	Nestor Ackroyd							Regular	Prepay	U/A Cash	Budget
Payment Amount	5	00.00	Decular						Before	12000.00	6.02	0.00	0.00
Payment Amount		7.50	Regular		~				Atter	11500.00	0.02	0.00	0.00
Surcharge Amount		7.50							I	Description			
Payment Collected	5	07.50							Clear Locks				~
Discount Amount			<disc acct=""></disc>	410000	0-00								\sim
Total Credit	50	07.50	Control #							Sort Invoices	by Standar	d	\sim
						1				Use U/A	Cash		
Pay Meth	od	Re	ef#	Pay Amou	int Surcharg	e Apply	Surcharge		l otal				Auto Apply
	ra -	~		500.	.00 7.5	, 			00.00				
2		×											
3		~											
Date	In	voice	# Due	Gross U	Inpaid Amt D	isc Date	<discount></discount>	Payment	Invoice Terms	Control #			
1 1 01/19	9/2023 12	00857	02/15/2023	12250.00	12000.00 E	cpired	0.00	500.00	N15				
												_	
-													View Invoices
Apply	Untag All		Print Form						Totals	C	0.00	500.00	
						Print on \$	Save 🗌	Issue Check	k			Save	Cancel

An Invoice will be created and paid for the surcharge amount.

Method 2

When the *Surcharge - Payments Only* option is checked on the *A/R* tab at *Accounting / Setup / Preferences*, selection of the *Pay Method* is required. The Payment Receipt default label for surcharges is *Credit Card Surcharge Fee* but can be changed.

Note: The Pay Method selected is not eligible for selection on Payment on Accounts windows.

eneral Inventory Inventory Purcha Aging Configuration By Invoice Date By Invoice Due Date Less (or =) to Days Label 30 1 - 30 31 - 60 9999 Calculate discount/due dates by fiscal month Payments Payments Paymente Description Calculate function Heading on Payme Payments Payments Payments Paymente Payme	se A/R A/P G/L Payroli Statement Defaults Statement Terms Terms Print Customer Location on Statements Center Print Location Heading on Statements Center Print Payment Ant on Summarized Struts Combo Statement Statement Image Wserverfile\AD_DC Alt 3 Labels Print 'Credit Balance-Do Not Pay' for credit balance Budget Payments ALSO Due nts Center Disable MFR Payments	Credit Management First Credit Warning when A/R Balance is 90 % of Limit Warn If any Balance is 999 Days Past Due Stop Sale if any Balance is 999 Days Past Due Restrict Edit of Credit Action Entries Allow credit actions to be edited for 0 days after entry date (0=never) Invoice Credit Check Warn Only Delivery Credit Check Warn Only Eleved Cordit Check	Bookings Print Location Heading on Bookings Allow use of like products on bookings from other departments Disallow voiding a paid booking Import unpaid sales order terms Only allow import of unprocessed approved sales orders Exclude zero quantity items on booking documents Disallow edit of a signed booking Seller Signature Only From Logged In User Terms Default (None) Expiration Date (None)
Default focus to payment amount Default focus to payment amount Default Column Layout for Bookin Surcharges - Payment Only Disable Surcharge Changes Do not Mark Reversing Invoices a Invoice Field Coordinates Check Warn Only Pas	t on add e After Payment Ing and Invoice Roll-Thru Payment Grid Payment Receipt Label Credit Card Surcharge Fee Pay Method Surcharge as Paid List Price Accuracy 2 issword	Warn Only Password Use Prepay amount in available credit Include Direct Ship PO's in Credit Checking Tax Exemption Expiration Allow	Design Booking Contracts Default the Post Finance Charge Invoices Due on or Before' to last used day of month Do not display expired quotes on transactions Only one ticket allowed when a return DT is imported

Regular Payment on Account

For *Regular*, *Prepay*, or *Budget* payments when Pay Method(s) are selected that are subject to a surcharge, the surcharge amount is calculated based on the surcharge percentage for the Pay Method. The surcharge displays in the *Surcharge Amount* in the header of the payment and in the *Pay Method* grid on the surcharged Pay Method(s).

Behind the scenes, the Surcharge Pay Method selected in the *Preference* section is added as a Pay Method for a negative amount but that Pay Method is not visible in the *Pay Method* grid on the add of the payment. (This is visible when the payment is edited.)

If a surcharged Pay Method is selected, the number of Pay Methods is restricted to two because the third Pay Method will be the Surcharge Pay Method.

Note: If the calculated surcharge amount is a negative, the surcharge Pay Method amount will be positive

If the Surcharge Pay Method (from Preferences) is not active for the location of the payment, the payment is stopped and the following message displays: You have selected a pay method that is subject to a surcharge. However, the surcharge pay method is inactive for the location of this payment. Please edit the surcharge pay method and set to Active.

Add of Payment

The Surcharge Pay Method does not display in Pay Method grid.

💀 Payment on Accounts

Date	10/18/2024	Payment Numbe	er 120394			
<customer id=""></customer>	AndBa	Barry Anderson	n			
Payment Amount	200.0	0 Regular	~			
Surcharge Amount	3.0	D				
Payment Collected	203.0	0				
Discount Amount		<disc acct=""></disc>	4100000-00	ס		
Total Credit	203.0	0 Control #				
Pay Metho	bd I	Ref#	Pay Amount	Surcharge	Apply Surcharge	Total
1 Credit Car	d 🗸		200.00	3.00	\checkmark	203.00
2	\sim					
3	\sim					

Edit of Payment

The Surcharge Pay Method displays in Pay Method grid.

🔡 Edit Paym	ent on Accou	nt					
D	ite 10/18/202	24 🔟	Payment Numb	er 120394	_		
<customer< th=""><th>D> AndBa</th><th></th><th>Barry Anderso</th><th>n</th><th>_</th><th></th><th></th></customer<>	D> AndBa		Barry Anderso	n	_		
Payment Amo	int	200.00	Regular		×		
Discount Amo	int	0.00	<disc acct=""></disc>	4100000-0	D		
Total Cre	dit 2	200.00	Control #				
Pay N	lethod	Re	ef#	Pay Amount	Surcharge	Apply Surcharge	Total
1 Credi	Card	\sim		200.00	3.00	\checkmark	203.00
2 Surch	arge	\sim		-3.00	0.00		-3.00
3		\sim					

Roll-Thru Payment on Account

When the Surcharge - Payment Only preference is turned on, Surcharge columns display in the grid.

Re	ceive Payment(s) on Account														
1	Check which customers you are receiving payment from. These Payments will automatically be applied against the invoice you just created.										Payment Nu	mber 12039	15	Date 10/18/2	2024
			ID	Name	Gross	Disc	Payment Total	Pay Method 1	Ref#	Use UAC	UAC Balance	Pay Amount	Surcharge 1	Apply Surcharge 1	Pay Method Total 1
1	•		AndBa	Barry Anderson	25.00	0.00	25.00	Credit Card 🗸	1		3000.00	25.00	0.38	\checkmark	25.38
4															>
4	Disc	Acc	t>41	00000-00										Clear	Locks Apply
	Desc	riptic	on							^ ↓ Cont	trol #		Print Receipts	Sa	ve Cancel

Change Due Roll Thru Payment on Account

When the Surcharge - Payment Only preference is turned on, new Surcharge columns display in the grid.

Receive Payment or	n Account										
Payment Number	120398		I	Date	10/18/2024						
Customer	AndBa	Barry	An	dersor	ı						
Invoice Subtotal		483.76									
Surcharge Amount		7.26									
Discount Amount		0.00	<	DiscA	cct> 41	000	00-00				
Amount Due		491.02			Pay Method	1	Ref#	Pay Amount	Surcharge	Apply Surcharge	Total
Amount Tendered	4	91.02		1	Credit Card			483.76	7.26		491.02
Change Due		0.00		2		\sim					
Control #				3		\sim					
										Classicalia	Annha
Description					^					Clear Locks	Арріу
					\vee		_			Save	Cancel
							\checkmark	Print Payment	Document	Save	Cancel

This window displays when the *Display amount due on roll thru POA window* option is enabled at *Accounting / Setup / Location Preferences* and *COD* is checked upon saving an Invoice.

🚽 Setup Accounting Locat	ion Preferences						
00MAIN V							
Invoice Invoice Printout	Delivery Ticket	A/R L	ogo Alt Logo	Inventory			
Direct Invoice Date Import from Tickets Date Invoice Due Date Market Cost Price By Terms Default Default Price To Check credit limit w Display Print Window Default Booking Print Disallow Lot Number Ba No Checking Stop Voids that will Amount On Hand of Business Influence	System Date System Date Terms None Products N15 Individual then invoicing Pric w on Void for CRI thethod lance to go Nega result in Negative inventoried Prod ence Bookings	<pre>> > ></pre>	Stop Invoice Display Prod Require Sale Allow Date of Default Reve Require sale Warn if invoi Ignore Blend Display Addi Include Sale: By Field, use Warn if invoi Do not honoi Allow differe Suppress w Allow Manuti Default barc Display amoi Require a ca Require a re	s that will result in N- luct selection Screen esperson ID on Invoic change on Reversing ersing Invoice Date to is tax exemption rea- ice has any line items Ticket Discount Terr tional Info Screen is Tax in Discount Bookings that are be from Customer and ice has any line items r quoted delivery tick ent customer paymer arning if control num factured Inventory D ode entry to quantity unt due on roll thru P ure on save of invoi esher on the quick tic ason when invoice is	egative Amount On bes o lowoice o Current Date son s with zero unit qua ms by Field Ship To s with zero unit price tet and blend ticket at terms on invoice ther is duplicated etailed Billing List oA window ce cket Timeout	Hand of Inventoried P Intity Re Subtotal Prepay S Used Sales Tax Amount Due	500.00 0.00 0.00 500.00 ☑ COD Next> Save
				Save to Location 00MAIN	✓ Save	•	Save Cancel

Payment Receipt

The amount applied to the Customer's account is indicated along with the surcharge amount and the total of the two.

		Payment	120394	
	Agvance.			
Barry And	lerson	Date 10/18/2 Customer ID AndBa	2024	
2220 N 10 Assumptio	100 Rd E m, IL 62510	Credit Card	203.00	
	Description		Amount	
	Payment Received Discount Allowed		200.00 0.00	
	Total Credit to Account		200.00	
	Credit Card Surcharge Fee		3.00	
	Total Payment		203.00	
Invoice #	Amount			
1200950	200.00			