

Surcharge on Credit Card Payments

Last Modified on 06/06/2023 11:04 am CDT

A processing fee surcharge may be applied to customers in Agvance. This surcharge is based on the *Pay Method* type set up for each location.

Using surcharges this way is only available for regular Payments on Account and Quick Tickets. In order for surcharges to be applied on Prepay Payments, Budget Payments, or Roll Thru Payments, see [Surcharge - Payments](#).

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.

Key Account Codes	Pay Methods
<Cash on Hand> 1100000-00	
<Accounts Rec.> 1200000-00	
<Sales Discount> 4100000-00	
<Sales Tax> 2600000-00	
<AP - Estimated> 2010000-00	
<Accounts Payable> 2000000-00	
<Estimated Freight> 2100000-00	
<A/P Discount> 4100000-00	
<AR Prepay>	
<AP PO> 9999000-00	

Pay Method	<G/L Account>	Acct ID	Inactive	Surcharge	Rate
1 Check	Undeposited Cash	1100000...	<input type="checkbox"/>	<input type="checkbox"/>	0.00
2 Cash	Undeposited Cash	1100000...	<input type="checkbox"/>	<input type="checkbox"/>	0.00
3 Credit Card	Credit Card Clearing	1102000...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.50
4 Debit Card	Credit Card Clearing	1102000...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.50
5 Adjustment	Clearing Account	9999000...	<input type="checkbox"/>	<input type="checkbox"/>	0.00
6 JDF Multi-use	Clearing Account	9999000...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.50
7 AMEX	Credit Card Clearing	1102000...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00
8 Visa	Credit Card Clearing	1102000...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.50
9 MasterCard	Credit Card Clearing	1102000...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.50
10 Discover	Credit Card Clearing	1102000...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.50
11 Budget DNU	Budget Billing Receivable	1220000...	<input type="checkbox"/>	<input type="checkbox"/>	0.00
12 Cash Back	Undeposited Cash	1100000...	<input type="checkbox"/>	<input type="checkbox"/>	0.00
13 Gift Cert	Gift Certificates	2730000...	<input type="checkbox"/>	<input type="checkbox"/>	0.00

<State Code> IL
<Adj Code> Safety
<Default Checking Account> 1010000-00 <Cash In Bank> 1010000-00

On the *Preferences* tab, select a *Surcharge Product*.

Edit Location - 00MAIN SSI Farm Services - IL

Profile G/L Posting Preferences Remit Address Transfers

<Finance Charge Item> Finance Charge
Sales Tax Multiplier 0
<Commission Item>
<Surcharge Product> Surcharge

Note: Each location utilizing the surcharge functionality should have this information setup.

After setup, the *Accounting / A/R / Payments / 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 Accounts

Date: 06/06/2023 Payment Number: 120283

<Customer ID>: 238673 Nestor Ackroyd

Payment Amount: 500.00 Regular

Surcharge Amount: 7.50

Payment Collected: 507.50

Discount Amount: <Disc Acct>: 4100000-00

Total Credit: 507.50 Control #:

Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1 Credit Card		500.00	7.50	<input checked="" type="checkbox"/>	507.50
2				<input type="checkbox"/>	
3				<input type="checkbox"/>	

Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control #
1 01/19/2023	1200857	02/15/2023	12250.00	12000.00	Expired	0.00	500.00	N15	

Regular Prepay U/A Cash Budget

Before 12000.00 6.02 0.00 0.00

After 11500.00 6.02 0.00 0.00

Description: Clear Locks

Sort Invoices by: Standard Use U/A Cash Auto Apply

Apply Untag All Print Form Totals: 0.00 500.00 View Invoices

Print on Save Issue Check Save Cancel

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

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