## Surcharge on Credit Card Payments

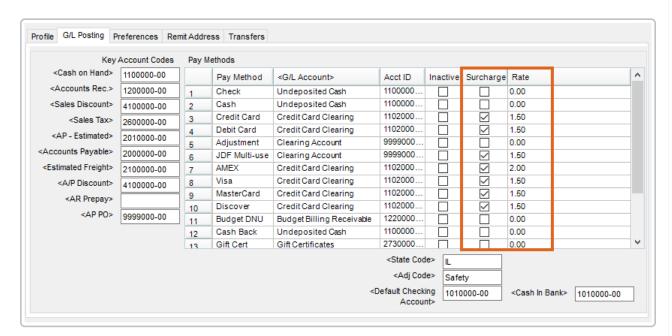
Last Modified on 06/06/2023 11:04 am CDT

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.



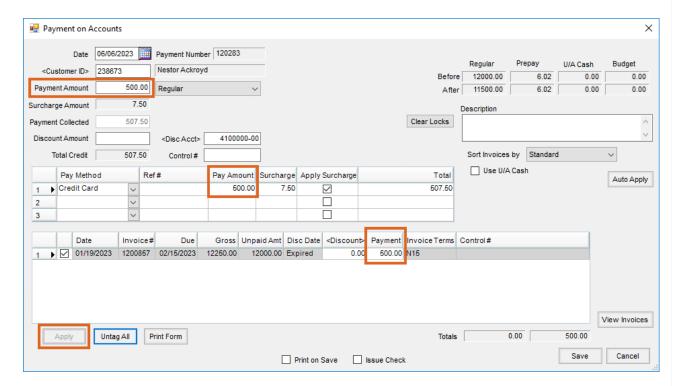
On the Preferences tab, select a Surcharge Product.



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.



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.