

Surcharge on Quick Tickets

Last Modified on 03/07/2024 7:46 am CST

A processing fee surcharge may be applied to Quick Tickets in Agvance. This surcharge is based on the payment method type setup for each location.

Select the *G/L Posting* tab when adding or editing a Location at *Accounting / Setup / Locations*. In the *Pay Methods* grid, select the *Surcharge* option for the Pay Methods available on the *Quick Ticket* window that should include a surcharge, and enter a percentage in the *Rate* column.

Key Account Codes

<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>	2001000-00
<AP PO>	9999000-00

Pay Methods

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

<State Code> IL

<Adj Code> Safety

<Default Checking Account> 1010000-00

<Cash In Bank> 1010000-00

Save Cancel

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

<Finance Charge Item> Finance Charge

Sales Tax Multiplier 0

<Commission Item>

<Surcharge Product> Surcharge

Note: This information must be set up for each Location utilizing the surcharge functionality.

After setup, when adding a Quick Ticket, the *Pay Methods* grid displays additional surcharge options.

Add Transaction #120007 - Cashier ID: ABC

<Customer ID> AndBa ?	Regular	PrePay	UAC	Credit Limit	Invoice Date 03/07/2024
Name Barry Anderson	3625.00	12659.25	747.50	50000	Due Date 04/15/2024
<Comments>					Terms N15
					<Salesperson ID> Farbre

	<Product Name>	Quantity	Inv U	<Unit>	Pkg U	Total\$	Tax Status	Price Level	Tax Rate	Tax Amount	<State Tax Code>	<Adj Tax>
1	Old Rover Dog Food 50 Pound Bag	5.0000	Bags	60.00	Bags	300.00	Taxable	List	7.5000	22.50	IL	Safety

Bar Code Search (F5) Change Price (F11) Change Qty (F12) Set Discount %

☐ Allow Multiple Payment Types

	Pay Method	Ref #	Pay Amount	Surcharge	Surcharge Amount	Total Amount
1	Credit Card		322.50	<input checked="" type="checkbox"/>	4.84	327.34
2				<input type="checkbox"/>	0.00	0.00
3				<input type="checkbox"/>	0.00	0.00

Clear Locks

Subtotal	300.00
Discount	0.00
Sales Tax	22.50
Amount Due	327.34
Amount Tendered(F2)	327.34
Change Due	0.00

☐ Company Credit Charge Amount <Auth. Agt.> Cust PO #
☐ Show Lot Number ☐ Payment Only
☐ Lock Down Sales Tax
☐ Print Transaction
☐ Print Load Copy

Select Suspended Suspend Ticket Take Payment (F4) Cancel (ESC) Tender (F2) Save (F1)

When the Quick Ticket is saved, an additional line is added to the Invoice for the surcharge.

Note: It is recommended to verify the local regulations for applying surcharges prior to using this function.