

# Surcharge - Payments

Last Modified on 03/07/2022 2:14 pm CST

There is a method available to assess surcharges on Pay Methods subject to those surcharges.

Rather than an AR Invoice being created and paid for the surcharge, this method assesses the surcharge and adds the amount to the Pay Method subject to the surcharge. The surcharge posts to the GL account specified for the surcharge Pay Method.

The surcharge does not affect the customer's balance.

This applies to the standard *Payment on Accounts (Regular, Prepay, and Budget)*, the standard *Roll Thru* payment, and the optional *Display Amount due on roll thru POA* window.

When the preference is turned on, all payments subject to surcharges will function as stated above. There will be no mixture of the previous way and this method when adding payments.

## Preference

- **FTM-2055 / Surcharge Method** – This method, *Surcharges - Payment Only*, can be enabled at *Accounting / Setup / Preferences / A/R* in the *Payments* section.

Selection of the Pay Method is required when this preference is checked.

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

The Payment Receipt default label for surcharges is *Credit Card Surcharge Fee* but can be changed.

## Regular Payment on Account

- **FTM-2101 / Surcharges Regular Payment** – 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 3rd 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 - Surcharge Pay Method does not Display in Pay Method Grid

**Payment on Accounts**

Date: 02/22/2022 Payment Number: 120550

<Customer ID>: AdeJa James Ade

Payment Amount: 43.44 Regular

Surcharge Amount: 1.30

Payment Collected: 44.74

Discount Amount: <Disc Acct> 4100000-00

Total Credit: 44.74 Control #:

Clear Locks

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1	Visa		43.44	1.30	<input checked="" type="checkbox"/>	44.74
2					<input type="checkbox"/>	
3					<input type="checkbox"/>	

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control
1	<input checked="" type="checkbox"/> 04/29/2018	1200426	07/15/2018	43.44	43.44	Expired	0.00	43.44	N15	3

### Edit of Payment - Surcharge Pay Method Displays in Pay Method Grid

**Edit Payment on Account**

Date: 02/22/2022 Payment Number: 120550

<Customer ID>: AdeJa James Ade

Payment Amount: 43.44 Regular

Discount Amount: 0.00 <Disc Acct> 4100000-00

Total Credit: 43.44 Control #:

Clear Locks

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1	Visa		43.44	1.30	<input checked="" type="checkbox"/>	44.74
2	Surcharge		-1.30	0.00	<input type="checkbox"/>	-1.30
3					<input type="checkbox"/>	

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control
1	<input checked="" type="checkbox"/> 04/29/2018	1200426					0.00	43.44		3

### Roll-Thru Payment on Account

- **FTM-2102 / Roll-Thru Payment Window** - When the *Surcharge - Payment Only* preference is turned on, *Surcharge* columns display in the grid.

**Receive Payment(s) on Account**

Check which customers you are receiving payment from. These Payments will automatically be applied against the invoice you just created.

Payment Number: 120586

	ID	Name	Gross	Disc	Payment Total	Pay Method 1	Surcharge 1	Apply Surcharge 1	Pay Method Total 1	Payment Collected	Re
1	<input checked="" type="checkbox"/> 238736	Dominga Aavang	32.50	0.00	32.50	Visa	0.98	<input checked="" type="checkbox"/>	33.48	33.48	

### Change Due Roll Thru Payment on Account

- **FTM-2103 / Change Due Payment Window** – When the *Surcharge – Payment Only* preference is turned on, new *Surcharge* columns display in the grid.

Receive Payment on Account

Payment Number: 120586      Date: 02/10/2022

Customer: 235691      Ace Hardware

Invoice Subtotal: 90.00

Surcharge Amount: 2.70

Discount Amount: 0.00      <Disc Acct> 4100000-00

Amount Due: 92.70

Amount Tendered: 92.70

Change Due: 0.00

Control #:

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1	▶ Visa		90.00	2.70	<input checked="" type="checkbox"/>	92.70
2					<input type="checkbox"/>	
3					<input type="checkbox"/>	

Description:

Clear Locks      Apply

☐ Print Payment Document      Save      Cancel

## Payment Receipt

- **FTM-2054 / Surcharges on Payment Receipt** – When the *Surcharges – Payment Only* preference is turned on, the payment receipt is changed. The amount applied to the customer's account is indicated along with the surcharge amount and the total of the two.

**Payment      120550**

**SSI Farm Services - IL**  
140 E. South Street  
Shelbyville, IL 55555  
(800) 752-7912

Date: 02/22/2022  
Customer ID: AdeJa

**James Ade**  
2110 E 350 North Rd  
Pana, IL 62557  
UNITED STATES

Visa      44.74

Description	Amount
Payment Received	43.44
Discount Allowed	0.00
Total Credit to Account	<b>43.44</b>
Credit Card Surcharge Fee	1.30
Total Payment	<b>44.74</b>

Invoice #      Amount  
1200426      43.44

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