

ClickPOS Payment Surcharge Setup V1

Process:

1. Proceed to Stock → Product Maintain
2. Create a product line that embodies the credit card surcharge information that will be reflected on the customer tax invoice.
 - Ensure you tick 'Sell without Entry in Stock'

Products Bundle Link To Advanced

Add Edit Copy Details Search

Date Created	<input type="text" value="7/07/2014"/>	
Barcode *	<input type="text" value="CCSURCHARGE"/>	
Sup.Prod.Code *	<input type="text" value="CCSURCHARGE"/>	
Manufacturer	<input type="text"/>	Maintain Manufacturer & Colors
Product Name *	<input type="text" value="Credit Card Surcharge"/>	
Description	<input type="text"/>	
Colour	<input type="text"/>	
Category *	<input type="text" value="Service and Repairs (Servi"/>	Maintain Category Maintain Master Category
Supplier *	<input type="text" value="Internal"/>	Maintain Supplier
Web Description	<input type="text"/>	
Web Link	<input type="text"/>	
Purchase price \$	<input type="text" value="0"/>	<input type="checkbox"/> Add Tax on Purchase Price <input type="checkbox"/> Is Credit Note
Tax Free Amount \$	<input type="text" value="0"/>	<input type="checkbox"/> In house barcode <input checked="" type="checkbox"/> Sell Without Entry In Stock
Tax %	<input type="text" value="10"/>	<input type="checkbox"/> Very Important (VIP) <input type="checkbox"/> Serialized Product
RRP (Retail Price)	<input type="text" value="0"/>	<input type="checkbox"/> Display on Website <input type="checkbox"/> Website Special
Minimum RRP	<input type="text" value="0"/>	<input type="checkbox"/> Include In loyalty offer
Commission Percentage	<input type="text" value="0"/>	<input type="checkbox"/> Override category settings
Weight	<input type="text" value="0"/>	Is Bundle <input type="checkbox"/>
Height	<input type="text" value="0"/>	Include as speed button <input type="checkbox"/>
Width	<input type="text" value="0"/>	Button colour <input type="text" value="None"/>
Length	<input type="text" value="0"/>	
End Of Line (EOL)	<input type="checkbox"/>	

Discontinued **Branch Profile**

Standard

Min **Max**

3. Proceed to Maintain → System Admin → Pay Type → Payment Maintenance
4. Select the payment you wish to apply the surcharge to by clicking on the payment name
5. Tick the Active checkbox under the Payment Surcharge Section.
6. Input barcode textbox with the product barcode created in step 2.
7. Select percentage or flat fee for surcharge fee

Add Payment

Payment Type	MCARD	<input checked="" type="checkbox"/> Accounts
Payment Group	EFTPOS	<input checked="" type="checkbox"/> Administrator
Colour	Silver	<input checked="" type="checkbox"/> Store Manager
Order	3	<input checked="" type="checkbox"/> Store Rep
This item is cash (Notes and Coins)	No	
Base Rate %	0.00	
On Account	<input type="checkbox"/>	
Large Button	<input checked="" type="checkbox"/>	
Generic(EFTPOS)	None	
Credit Note	<input type="checkbox"/>	
Zero Value	<input type="checkbox"/>	
Reference is Mandatory	<input type="checkbox"/>	

Payment Type Surcharge

Active:

Barcode:

Charge By: % or \$

Payment Gateway

Provider:

Company Wide Select Branch only

UserName:

Key:

Currency:

Applying a Surcharge when tendering a transaction:

1. ClickPOS will automatically apply the surcharge value when tendering out the sale. The payment button will clearly indicate the total amount including the surcharge.

Cash	PxPay
Cash Fee(176.00)	PCEFTPOS(176.00)
EFTPOS	Visa
Cheque	Amex
Diners	Credit Note
ACCOUNT 30 DA	Nil Pay