

AR PAYMENT TYPE SURCHARGES

If you want to charge the customer “a little extra” for paying with a credit card (or any other kind of payment type), you can set up a negative discount for the credit card payment type, and customize the description of the charge on the payment receipt.

Note: Before using this process, please ensure that it does not conflict with your **Merchant’s Agreement** with the credit card company.

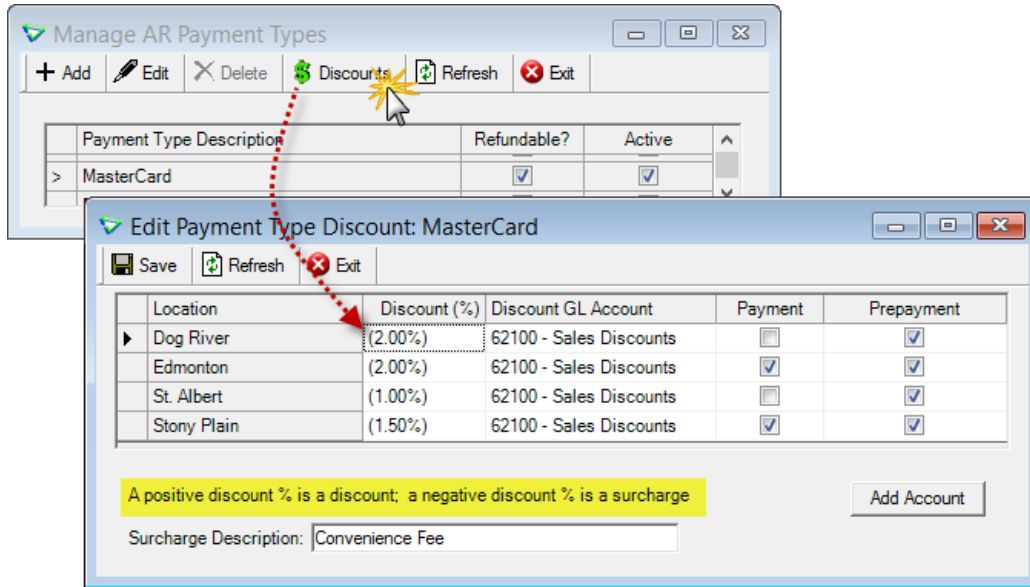
What you’ll find:

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Associate the Surcharge with the Payment Type

(one-time task)

From the menu choose *Accounts Receivable > Manage > AR Payment Types*



Accounts Receivable > Manage > AR Payment Types

Choose the payment type and click **Discounts**.

Type in a **negative percentage** (example: -2 for a 2% surcharge) and **select the GL** where the surcharge dollars will be posted.

Note: You may want to create a new GL just for this purpose.

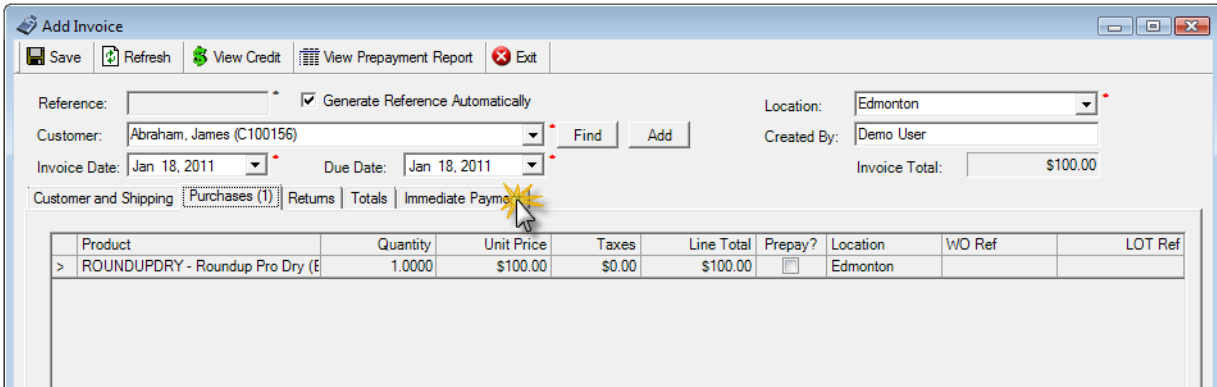
Check **Payment** and/or **Prepayment** to apply the surcharge to payments at that Location (either or both can be checked).

Type the **Surcharge Description** to appear on the payment receipt (this description will override the system default of "Convenience Fee").

How It Works

Immediate Payments

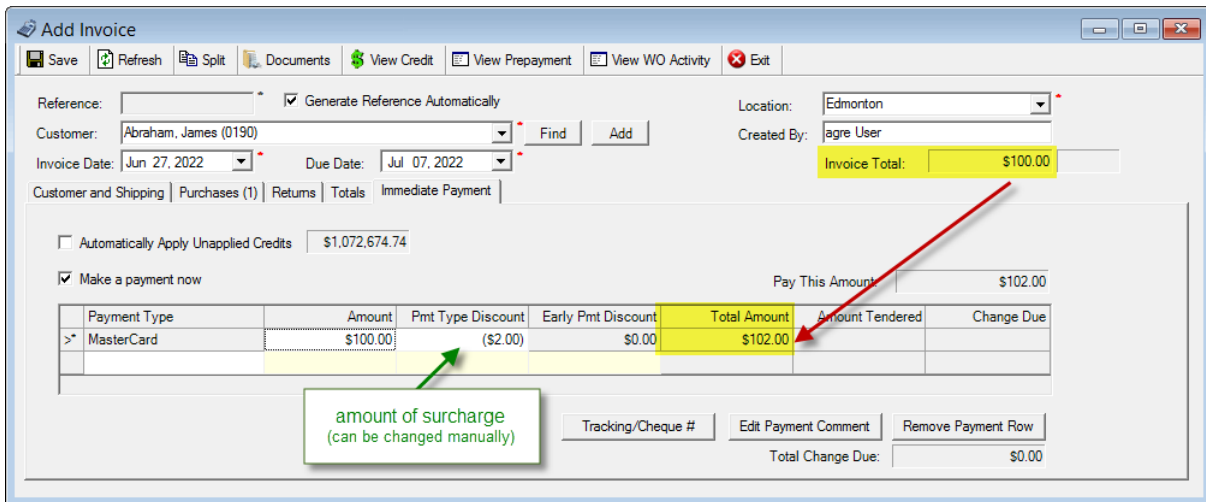
When you are selling to a customer that is paying right away, **add the products** they are taking to the invoice just as you normally would. Click on **Immediate Payment**.




As soon as you select the payment type, the **surcharge will display**. You can also choose to NOT apply the surcharge by manually typing a \$0 in the payment type discount field.

Example: customer buys \$100 worth of product in Edmonton and wants to pay with MasterCard

You'll need to charge **\$102.00** to their card.



The payment receipt will provide the details: payment type, surcharge description, and how much was applied to the invoice.

 **TSL Custom Ag & Fuel Inc. (Edmonton)**
1824 44 Avenue
Edmonton, AB T8N 6K4
Phone: 780.459.4477
Fax: 780.555.1414

Payment Receipt

Receipt No: Date: Page:

Abraham, James (C100156)
PO Box 12
Westlock, AB T0K 3L5

Payment Type: Mastercard
Convenience Fee: \$2.00

Description		Amount
Paid On Account		(\$102.00)
Invoice: INVE287		\$100.00

Payments on Account

Pay for Selected Items

When the customer comes in to make a payment on his account, as soon as you choose the **Payment Type**, you'll see the surcharge.

Example: customer wants to pay off a \$12,619.61 invoice with MasterCard

You'll charge **\$12,872.00** to their card.

Customer: **Abraham, James (0190)**
 PO Box 12
 Westlock, AB T0K3L5
 780-466-2345

Payment Process: Lump Sum Payment Pay for Selected Items

Customer: Abraham, James (0190) Find

Location: Edmonton

Payment Date: Jun 27, 2022

Tracking/Cheque #:

Reference: Generate Reference Automatically

Type	Reference	Date	Due Date	Original Chargeable	Current Chargeable	EPD Available	EPD	Pay This	Amount Applied
Invoice	EINV345	Jun 18, 2019	Jul 18, 2019	\$12,619.61	\$12,619.61		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$12,619.61
Invoice	EINV346	Jul 02, 2019	Aug 01, 2019	\$47.25	\$47.25		<input type="checkbox"/>	<input type="checkbox"/>	
Invoice	EINV356	Jul 09, 2020	Aug 31, 2020	\$1,102.50	\$1,102.50		<input type="checkbox"/>	<input type="checkbox"/>	
Invoice	EINV357	Jul 09, 2020	Aug 31, 2020	\$30.83	\$30.83		<input type="checkbox"/>	<input type="checkbox"/>	

Early Payment Discount: \$0.00 View Item Select All

Total for Selected Rows: \$12,619.61

Unapplied Credits: \$1,072,674.74 Apply Credits

Pay This Amount: **\$12,872.00**

How will this be paid for? **MasterCard**

2.00% surcharge applies (\$252.39)

The payment receipt will provide the details: payment type, surcharge description, and how much was applied to the invoice.

agré

TSL Custom Ag & Terminal Inc. - Edmonton
 24715 Yellowhead Trail West
 Edmonton, Alberta T6R 7L4
 Phone: 780.466.1273
 Fax: 780.465.1273
 Toll Free: 800.555.1212

Payment Receipt

James Abraham (0190)
 PO Box 12
 Westlock, AB T0K 3L5

Receipt Number: EPMT250
 Date of Payment: Jun 27, 2022
 Payment Type: MasterCard

Amount Received: \$12,872.00
 Convenience Fee: \$252.39

Payment Applied To	Date	Original Amount	Payment Applied	Total Applied
EINV345	Jun 18, 2019	\$12,619.61	\$12,619.61	\$12,619.61

Lump Sum Payments

Example: customer wants to pay \$15,000 with MasterCard

You'll charge \$15,000 to his card, but part of the total is going towards the surcharge, so the payment applies the remaining \$14,700 to his outstanding balance.

Customer: Abraham, James (0190)
 PO Box 12
 Westlock, AB T0K 3L5
 780-466-2345

Payment Process: **Lump Sum Payment** (selected) / Pay for Selected Items
 Customer: Abraham, James (0190) Find
 Location: Edmonton
 Payment Date: Jun 27, 2022
 Payment Received: \$15,000.00
 Payment Type: MasterCard (2.00% surcharge applies)
 PTD to apply: (\$300.00) Include Surcharge
 Tracking/Cheque #:
 Generate Reference Automatically

Type	Reference	Date	Due Date	Original Chargeable	Current Chargeable	EPD Available	EPD	Pay This	Amount Applied
> Invoice	DINV356	Dec 17, 2015	Jan 31, 2016	\$11.00	\$11.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	\$11.00
Invoice	DINV361	Jan 19, 2016	Feb 29, 2016	\$11.03	\$11.03	\$0.00	\$0.00	<input checked="" type="checkbox"/>	\$11.03
Invoice	EINV166	Mar 14, 2016	Apr 30, 2016	\$1,000.00	\$1,000.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	\$1,000.00
Invoice	EINV173	May 17, 2016	Jun 30, 2016	\$5,500.00	\$5,500.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	\$5,500.00
Invoice	EINV190	Aug 12, 2016	Sep 11, 2016	\$355,710.00	\$355,710.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	\$8,177.97
Invoice	10205	Oct 17, 2016	Nov 16, 2016	\$1,000.00	\$1,000.00	\$0.00	\$0.00	<input type="checkbox"/>	
Invoice	20453	Feb 28, 2017	Mar 30, 2017			\$0.00	\$0.00	<input type="checkbox"/>	

Total Payment: \$14,700.00
 Unapplied Payment: \$0.00
 Unapplied Credits: \$1,072,674.74

Note: Use the **Apply Automatically** button, and agrē will calculate the amount applied to each invoice for you starting from oldest to newest.

The payment receipt will provide the details: payment type, surcharge description, and how much was applied to the outstanding balance.

agré TSL Custom Ag & Terminal Inc. - Edmonton
 24715 Yellowhead Trail West
 Edmonton, Alberta T6R 7L4
 Phone: 780.466.1273
 Fax: 780.465.1273
 Toll Free: 800.555.1212

Payment Receipt

James Abraham (0190)
 PO Box 12
 Westlock, AB T0K 3L5

Receipt Number: EPMT251
 Date of Payment: Jun 27, 2022
 Payment Type: MasterCard
 Amount Received: \$15,000.00
 Convenience Fee: \$300.00

Payment Applied To	Date	Original Amount	Payment Applied	Total Applied
DINV356	Dec 17, 2015	\$11.00	\$11.00	\$11.00
DINV361	Jan 19, 2016	\$11.03	\$11.03	\$11.03
EINV166	Mar 14, 2016	\$1,000.00	\$1,000.00	\$1,000.00
EINV173	May 17, 2016	\$5,500.00	\$5,500.00	\$5,500.00
EINV190	Aug 12, 2016	\$355,710.00	\$8,177.97	\$8,177.97
			\$14,700.00	\$14,700.00

Example: customer wants to pay down \$15,000 of chargeable balance with MasterCard

1. Type **\$15,000** as *Payment Received*.

agrē thinks it should apply the regular credit card surcharge to this amount, so indicate this value needs to *include the surcharge*.

2. Check *Include Surcharge*.

agrē calculates the amount of the surcharge and adds it to the *Payment Received*.

This is the total amount to charge to MasterCard.

$$\begin{aligned} \text{Payment Received} &= (\text{amount to put towards outstanding balance}) * (1 + \text{surcharge}) \\ &= (\$15,000 * 1.02) \\ &= \$15,300 \end{aligned}$$

You'll need to **charge \$15,300 to MasterCard** to cover the payment on account *and* the surcharge so a full \$15,000 is applied to the outstanding balance.

Accept Payments for: Abraham, James (0190)

Customer: Abraham, James (0190)
PO Box 12
Westlock, AB T0K 3L5
780-466-2345

Payment Received: \$15,000.00 (before "Include Surcharge")
Payment Type: MasterCard (2.00% surcharge applies)
PTD to apply: (\$300.00) Include Surcharge

Payment Received: \$15,300.00 (after "Include Surcharge")
Payment Type: MasterCard (2.00% surcharge applies)
PTD to apply: (\$300.00) Include Surcharge

surcharge \$ amount is calculated and added automatically to the **Payment Received** (amount to charge to MasterCard)


after "Include Surcharge"

Type	Reference	Date	Due Date	Original Chargeable	Current Chargeable	EPD Available	EPD	Pay This	Amount Applied
> Invoice	DINV356	Dec 17, 2015	Jan 31, 2016	\$11.00	\$11.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	\$11.00
Invoice	DINV361	Jan 19, 2016	Feb 29, 2016	\$11.03	\$11.03	\$0.00	\$0.00	<input checked="" type="checkbox"/>	\$11.03
Invoice	EINV166	Mar 14, 2016	Apr 30, 2016	\$1,000.00	\$1,000.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	\$1,000.00
Invoice	EINV173	May 17, 2016	Jun 30, 2016	\$5,500.00	\$5,500.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	\$5,500.00
Invoice	EINV190	Aug 12, 2016	Sep 11, 2016	\$355,710.00	\$355,710.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	\$8,477.97
Invoice	10205	Oct 17, 2016	Nov 16, 2016	\$1,000,001.34	\$1,000,001.34	\$0.00	\$0.00	<input type="checkbox"/>	
Invoice	20453	Feb 28, 2017	Mar 30, 2017	\$53.97	\$53.97	\$0.00	\$0.00	<input type="checkbox"/>	

Total Payment: \$15,000.00
Unapplied Payment: \$0.00

Unapplied Credits: \$1,072,674.74

The payment receipt will provide the details: payment type, surcharge description, and how much was applied to the outstanding balance.



TSL Custom Ag & Terminal Inc. - Edmonton
 24715 Yellowhead Trail West
 Edmonton, Alberta T6R 7L4
 Phone: 780.466.1273
 Fax: 780.465.1273
 Toll Free: 800.555.1212

James Abraham (0190)
 PO Box 12
 Westlock, AB T0K 3L5

Receipt Number: EPMT252
Date of Payment: Jun 27, 2022
Payment Type: MasterCard
Amount Received: \$15,300.00
Convenience Fee: \$300.00

Payment Applied To	Date	Original Amount	Payment Applied	Total Applied
DINV356	Dec 17, 2015	\$11.00	\$11.00	\$11.00
DINV361	Jan 19, 2016	\$11.03	\$11.03	\$11.03
EINV166	Mar 14, 2016	\$1,000.00	\$1,000.00	\$1,000.00
EINV173	May 17, 2016	\$5,500.00	\$5,500.00	\$5,500.00
EINV190	Aug 12, 2016	\$355,710.00	\$8,477.97	\$8,477.97
			\$15,000.00	\$15,000.00