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Category	Technical
Course	POS Config.
Version	1.0
Client	Generic
Software	2.12.100

Configure a Credit Card Surcharge

You can configure POS to add a surcharge fee when a customer pays using a certain credit card, and/or the amount processed is less than a certain value e.g. \$10.

Procedure to Configure a Credit Card Surcharge

Hints and Tips

- ✓ If you configure a credit card surcharge, POS prompts the operator to select the card type.

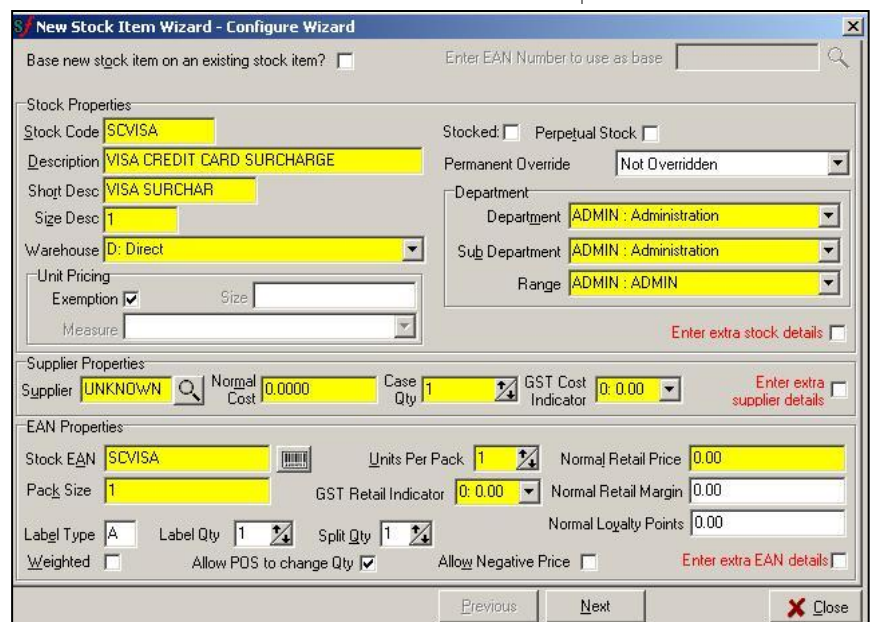


- EFTPOS is used for all other cards (no surcharge)
- If a card with a surcharge is selected, the customer is given the option to accept the surcharge or use a different tender type.

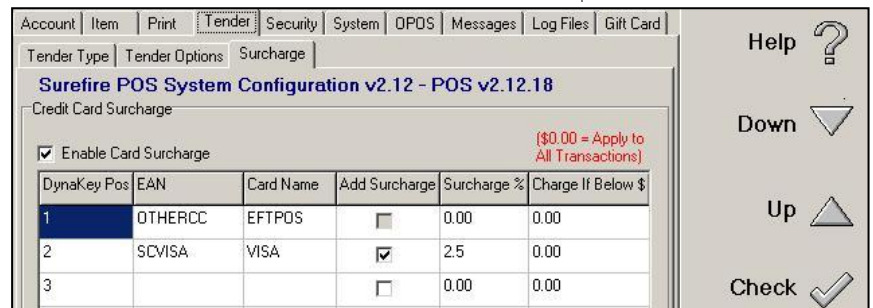


- ✓ 'EFTPOS' card name:
 - You must assign an EAN to it so that it displays at POS; the operator selects this option if the customer presents a card that doesn't attract a surcharge.
 - You can't add a surcharge.
- ✓ You can set a **surcharge %** amount between 0.01% and 99.9%.
- ✓ You can set the surcharge so that it's only charged if the credit card transaction is less than a certain dollar value.
- ✓ The **DynaKey POS** number determines the order that the credit card type is listed on the POS screen.

1. Create a Stock record for each card that will have a surcharge.
 Set GST to 0.00, and use an admin type department.
 The EAN is entered at step 7.



2. From the HOS/BOS System menu, select **Location Setup**.
3. If a Head Office user, select the Location that you want to define.
 You'll be defining the configuration for all stores at and below the level that you select.
4. Double-click the **Configure** icon.
 If a Head Office user, click Yes to continue.
5. Click the **Tender -> Surcharge** tabs.



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- Hints and Tips**
- ✓ If you're a Head Officer user, the saved configuration is transmitted to the store/s when **HOS Export** and **HOS Import** are next run.
 - ✓ The configuration is applied to the registers when **File Transfer/POS Import** next runs (usually every few minutes).
 - ✓ There isn't a specific report on credit card surcharge income. You can run the Department Details report for the surcharge stock code/s.

6.	<p>To: add a surcharge</p>	<p>then: Go to step 7.</p>	
	<p>edit a surcharge</p>	<p>change the required field/s. Go to step 8.</p>	
	<p>disable a surcharge</p>	<p>unselect the Add Surcharge check box against the applicable Card Name. Go to step 8.</p>	
	<p>delete a surcharge</p>	<p>click the Card Name to delete. Click Clear. Click Yes to continue. Go to step 8.</p>	
7.	<p>Complete the following steps to add a surcharge:</p> <ul style="list-style-type: none"> • If not already selected, select the Enable Card Surcharge check box. • If not already completed, type the EAN for the EFTPOS card type. • In the EAN field, type the EAN of the surcharge that you created in step 1. • In the Card Name field, type the name of the credit card that will attract the surcharge. • Select the Add Surcharge check box. • In the Surcharge % field, type the amount of the surcharge; e.g. type [2] for 2%. • If applicable, in the Charge If Below \$ field, type the value that will attract the surcharge; e.g. type [10] for \$10.00. • Repeat these steps if there's another card that will have a surcharge. • Go to step 8. 		
8.	<p>Click Save.</p>		
9.	<p>Click Yes to continue <i>*Or Cancel to return to the settings.*</i></p>		
10.	<p>Click OK.</p>		
11.	<p>Click Close to exit Location Setup screen.</p>		