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Category Technical
Course POS Config.

Version 1.0
Client Generic
Software 2.12.100

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.

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

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.*						
	S/ New Stock Item Wizard - Configure Wizard						
	Base new stock item on an existing stock item?						
	Stock Properties Stock Code SCVISA Stocked: Perpetual Stock Stocked: Perpetual Stock Stocked: Perpetual Stock Stocked: Stocked: Stocked: Perpetual Stock Stocked: St						
	Description VISA CREDIT CARD SURCHARGE Permanent Override Not Overridden ▼						
	Short Desc VISA SURCHAR Department						
	Size Desc 1 Department ADMIN : Administration ▼						
	Warehouse D: Direct Sub Department ADMIN : Administration ▼						
	Unit Pricing Exemption Size Range ADMIN : ADMIN						
	Measure Enter extra stock details						
	Supplier Properties						
	Supplier UNKNOWN ON Normal Cost Cost O.0000 Case GST Cost Indicator Cost Indicator Cost Supplier details						
	TEAN Properties						
	Stock EAN SCVISA Units Per Pack 1 2 Normal Retail Price 0.00						
	Pack Size 1 GST Retail Indicator 0: 0.00 ▼ Normal Retail Margin 0.00						
	Label Type A Label Qty 1 2 Split Qty 1 2 Normal Loyalty Points 0.00						
	Weighted ☐ Allow PDS to change Qty ✓ Allow Negative Price ☐ Enter extra EAN details ☐						
	Previous Next X Close						
2.	From the HOS/ROS Sustam manu select						
2.	From the HOS/BOS System menu, select Location Setup .						
3.	If a Head Office user, select the Location that						
	you want to define. Code SSS2_SUFERSTOR SUPERSTORE SUPERSTORE SUPERSTORE						
	*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.						
	Account Item Print Tender Security System OPOS Messages Log Files Gift Card Tender Type Tender Options Surcharge						
	Tender Type Tender Options Surcharge Surefire POS System Configuration v2.12 - POS v2.12.18						
	- Cradit Card Surebarge						
	Source Surcharge Down Down						
	DynaKey Pos EAN Card Name Add Surcharge Surcharge Charge If Below						
	1 OTHERCC EFTPOS © 0.00 0.00 Up						
	2 SCVISA VISA \$\overline{\pi}\$ 2.5 0.00						
	3 0.00 0.00 Check						
	100000000000000000000000000000000000000						
	Ms.						



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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.	To:	then:					
	add a	Go to step 7.					
	surcharge						
	edit a	change the required field/s.					
	surcharge	Go to step 8.					
	disable a	unselect the Add Surcharge	DynaKey Pos		Card Name	Add Surcharge	
	surcharge	check box against the	1 2	OTHERCC	VISA		
		applicable Card Name.	3	SCAMEX	AMEX		
		Go to step 8.	4				
	delete a surcharge	click the Card Name to delete.				Clear	
		Click Clear.	Confirm	Confirm You are about to Remove the AMEX Card fro All associated settings will also be removed Do you want to continue?			
		Click Yes to continue.					
		Go to step 8.			<u>Y</u> es	<u>N</u> o	

- 7. Complete the following steps to add a surcharge:
 - 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.

