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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.
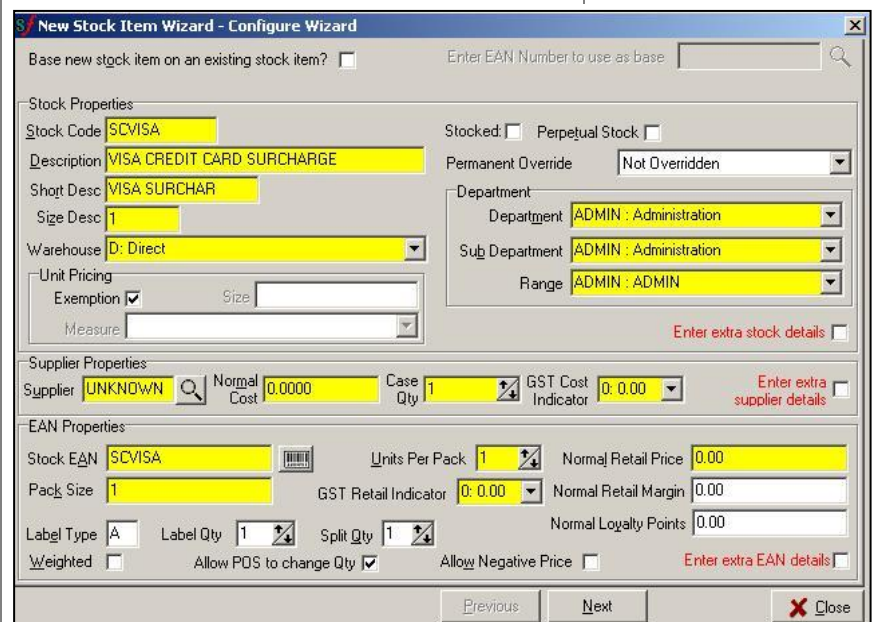

- **EFTPOS** is used for all other cards (no surcharge)
- If a card with a surcharge is selected, the customer is given the option to accept the surcharge or use a different tender type.

✓ **'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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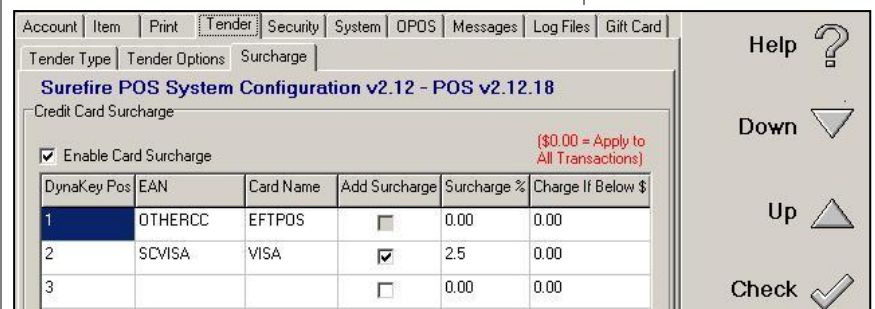
Hints and Tips

✓ 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.	To:	then:	
	add a surcharge	Go to step 7.	
	edit a surcharge	change the required field/s. Go to step 8.	
	disable a surcharge	unselect the **Add Surcharge** check box against the applicable **Card Name**. Go to step 8.	
	delete a surcharge	click the **Card Name** to delete. Click **Clear**. Click **Yes** to continue. Go to step 8.	

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.

8.	Click **Save**.

9.	Click **Yes** to continue *Or **Cancel** to return to the settings.*

10.	Click **OK.**

11.	Click **Close** to exit Location Setup screen.