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Category	Technical
Course	POS Config.
Version	1.1
Client	Generic
Software	2.18.6.39

Hints and Tips

- Contact the Linkly Support Team if you're not sure if the software on your terminal supports surcharging.
- Each terminal in your store needs to have the surcharge enabled. Do this manually on each POS lane.
 - Alternatively, the surcharge can be pushed to all terminals via a registry file update. Contact Surefire Support for instructions your I.T department can action, or to raise a chargeable CR to set and distribute the update to all terminals.
- A surcharge is an additional amount added on top of the final EFTPOS purchase amount. You can only pass on what it costs your business to process that specific type of payment.
- Refer to the latest information from the ACCC to understand the rules for charging a surcharge.
- If you want to set the same surcharge for all payment types, it must not be more than the lowest surcharge you would set for a single payment type.
- The surcharge gets calculated off the total transaction amount. This means that when the transaction includes items which attract GST, the surcharge is calculated off the GST-inclusive price.
 - GST is apportioned on the surcharge, based on the total taxable amount relative to the overall purchase amount.

Configure a Credit Card Surcharge

You can configure POS to add a transaction-based surcharge, through a Linkly surcharge-compatible terminal.

Procedure to Configure Surcharge Through Linkly Terminals

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TECH-2u Page 2 of 2

Hints and Tips

- NOTE: the top section of the Credit Card Surcharge section is not used, now that it's handled via Linkly. This will be removed in a future release.
- If you're a Head Officer user, the saved POS configuration is transmitted to the store/s when HOS Export and HOS Import are next run.
- The POS 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.
- POS only applies a surcharge when the card is presented on the EFTPOS terminal (PINPad). All messaging and approval is done through the terminal.
 - If the customer presses Cancel, the transaction will return to the POS payment screen to select an alternative tender.
 - If no surcharge is available, the terminal will complete the EFTPOS payment without prompting about a surcharge.
- Surcharge showing on the receipt:

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SUB TOTAL (Inc.	GST)		\$25.00
BFTFOS Surcharg	e		\$1.25
TOTAL (Inc GST)			\$26.25
1 Item			
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