

Notes on Credit Card Convenience Fee setup

Note: [This feature is available from 21.2 onwards](#)

Global/ Shared Configuration:

There are three (3) options in **Credit Card Convenience Fee** field. (Note: You may check first the page [How to set up Credit Card Processing](#))

- **Percentage**
- **Fixed Amount (Note: This is not currently available)**
- **None (Default)**

When your customers make payments via credit cards, they may be charged a processing fee depending on the credit card type and the fee setup. This fee setup can be set up by percentage and may be configured by a personnel via **System Manager | Company Configuration**. On the other hand, he/she can select the None option (None is selected by default) if no processing fee will be charged to customers.

The **Credit Card Convenience Fee** is related to the next section which is **Card Type**. In **Card Type**, the credit cards accepted by the company are listed. Examples are the following:

- Visa
- Mastercard
- American Express
- Discover
- Diners Club
- China Union Pay

Company Configuration

Save Close

Inter-Company

System Manager

Multi Currency

Document Management

General Ledger

Dealer Credit Cards

Inventory

Purchasing

Sales

Payroll

Contract Management

Risk Management

Ticket Management

Logistics

Manufacturing

Tank Management

Card Fueling

Store

Credit Card Processing

Credit Card Processing Type

Worldpay

Enable Credit Card Processing

☒

Merchant Id

117609002

Merchant Password

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Payment Server

https://hc.mercurycert.net/hcws/hcservice.asmx

Payment Portal

Credit Card Convenience Fee:

☒ Percentage
 ☐ Fixed Amount
 ☐ None

Card Type

Visa		
Mastercard		
American Express		
Discover		
Diners Club		
China Union Pay		

Fee General Ledger Account

Payments Location

The use of the above cards in terms of processing fee is determined by the option selected in Credit Card Convenience Fee.

Percentage:

If Percentage is selected, the Percentage column will be enabled while the Fixed Amount column will remain disabled.

None:

On the other hand, if None is selected, Percentage and Fixed columns should be both disabled.

Customer Setup:

The global or shared configuration discussed above applies to all customers who are using credit cards for payments. However, that setup may be overridden if we want to exempt a customer or some customers.

To exempt a customer, check the **Exempt from Portal Credit Card Fee** checkbox located in **Customer | Misc | Credit Details** section. This checkbox is unchecked by default.

NewSaveSearchDeleteUndoAdditionalClose

EntityCustomerGeneralLocationsContactsSplitHistoryMessagesActivities

DetailMiscPricingTaxingGrainAgriminePatronageLicenseHelp Desk

Credit Details

Credit Limit	0.000000	AR Balance	600.00
Credit Stop Days		Credit Limit Reached	
Credit Code			
Active <input checked="" type="checkbox"/> PO Required <input type="checkbox"/> Credit Hold <input type="checkbox"/>			
Exempt from Portal Credit Card Fee <input type="checkbox"/>			

The **Exempt from Portal Credit Card Fee**, when checked, will override the shared configuration (System Manager) mentioned above and the customer will not be charged a convenience fee when performing credit card payments.