



The main toolbar is active in ALL views.

## Fee Charge

Use the Fee Charge application to add an additional charge to an item or to a department.

- 1) To add a fee charge, click on the 'Fee Charge' button in your main accounts view.

A / R	Category	Collection	Deal	EOD	InvenCount	MOP	Prod Code	Tank Charts
A/R Invoice	Chart/Accts	Contacts	Dept's	EOD Gas	Master	Notes	Purchases	TimeCard
Blue Law	Checks		Employee	FeeCharge	Menu	PLU	Softkey	

- 2) Click on the Add button.
- 3) Fee Charge for a Bottle Deposit

Record: Fee Charge Main

Fee Charge Number

Description

Dept Number

Refundable?

End Amount Must be Greater Than the Sale Amount

Range	End Amount	Fee
1	<input type="text" value="1.69"/>	<input type="text" value=".05"/>
2	<input type="text" value=".00"/>	<input type="text" value=".00"/>
3	<input type="text" value=".00"/>	<input type="text" value=".00"/>
4	<input type="text" value=".00"/>	<input type="text" value=".00"/>
5		<input type="text" value=".00"/>

1 of 1

- a. Fill in the fields in the green section.
- b. In the bottom section the 'end amount' has to be more than the cost of the product.
- c. If you're adding a fee charge for bottle deposit, you could put 100.00 in the end amount, because all of the bottles would be less than that price.
- d. Under 'Fee' enter the fee amount you want to charge.

- 4) Adding a different fee charge to each money order depending on how much was spent.
- Say you want to add a \$1 fee charge if the money order is less than \$10, \$2 if less than \$20, \$3 if less than \$30, \$5 if less than \$50, and \$7 for any other amount.

Fee Charge Number: 1  
 Description: money order  
 Dept Number: 17 GENERAL MERCHAN  
 Refundable?: N

End Amount Must be Greater Than the Sale Amount

Range	End Amount	Fee
1	10.00	1.00
2	20.00	2.00
3	30.00	3.00
4	50.00	5.00
5		7.00

- You would put 10.00, 20.00, 30.00, and 50.00 amounts in the 'end amount' column and the corresponding fee in the fee column.

- 5) To add a fee charge to a PLU #

- Go to the Main Accounts view, click on the PLU button.

Ruby Setup

Sellable? Y  
 Returnable? N  
 Open PLU? N  
 Tax 1? N  
 Tax 2? N  
 Tax 3? N  
 Tax 4? N  
 Alcohol ID Ck? N  
 Tobacco ID Ck? N  
 Food Stamps? N  
 Product Code  
 Fractional Quantity? N  
 Fee Charge  
 Fee Charge Amount .00  
 Fee Charge is Bottle Deposit N  
 Special Discount N  
 Blue Law1 N  
 Blue Law2 N  
 Allow Commission N

- Go into Record Mode.
- Put into Edit Mode
- Click on the drop-down arrow next to Fee Charge and select the one you want.
- Type a 'Y' in the 'Fee Charge is Bottle Deposit' section if so.