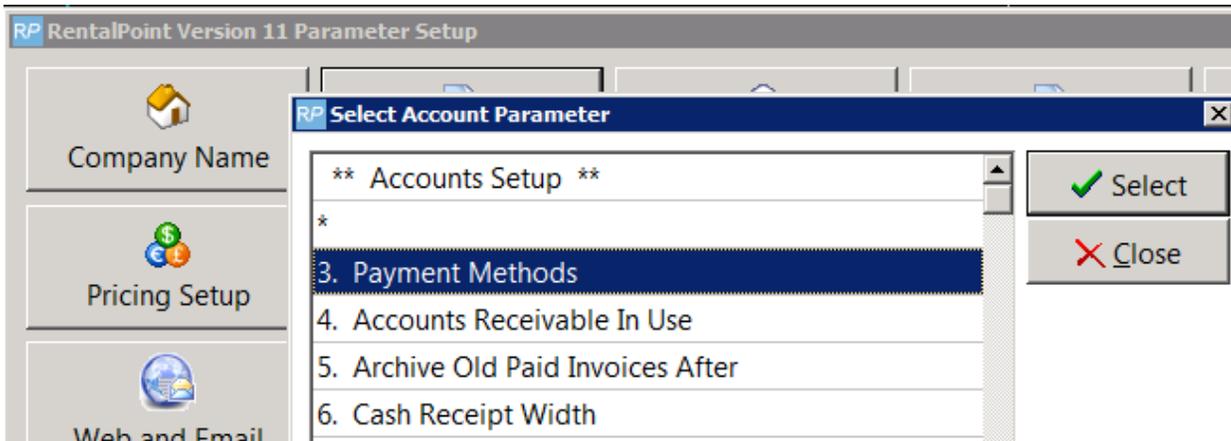


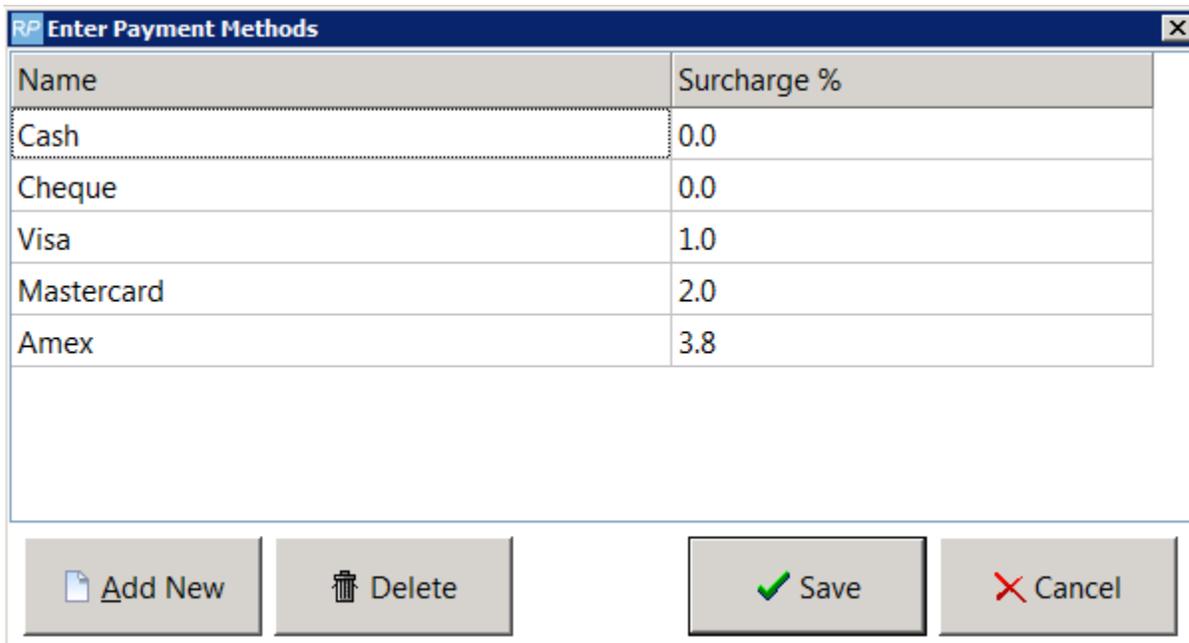
## Adding Credit card processing fees to RentalPoint

In some countries companies are allowed to charge a credit card processing or surcharge to their invoices if the client elects to pay using this method, please check the regulations applicable to your country before implementing this feature.

To activate this feature, in RentalPoint navigate to the setup menu -> parameters -> Accounts -> “No. 3 Payment methods” as below.



Click the select button and the following window will open.



If you have a credit card type entered already then enter the processing / surcharge fee percentage in the surcharge % column. If you don't have the credit card type already you may add it by clicking the Add new button and typing in the name of the card type (Visa,Mastercard,Amex) and the percentage for the surcharge/processing fee.

Then click the save button and close the setup window, close the main window and re-open.

## Invoice Templates

The next step is to add the credit card surcharge fee insert field to your templates.

## RTF Templates

The next step is to add the credit card surcharge fee insert field to your templates, the RTF insert field is called `&csuramtN:14:2&`, please note the 14 in the insert field is the fixed size of the field you wish to print :2 is the number of decimals to be used. If you do not include the size of the field, for example - `&csuramtN&` then the field size used will be variable / depend on the number of digits.

To add the insert field to your RTF templates go to the invoicing window, select a booking to invoice, click the template to modify and click the "edit" button. Edit the Word document and insert the field where you want it to print.

The screenshot shows a Word document template for an invoice. It contains a table with the following structure:

The renter acknowledges that the equipment is NOT covered by insurance and that additional rental charges will be made if the equipment is returned late. All blown globes must be returned, speaker cone damage must be paid for on return, any theft must be reported to the police.		Rental	&equipTN:14:2&
Renter or duly authorized agent of Renter		Rental Discount	&discamtN:14:2&
Please Print Name		Sales	&saletotN:14:2&
		Sales Discount	&SDISCAMN:14:2&
		Sundries	&sundtotN:14:2&
		Delivery Pickup	&TOTDELN:14:2&
		Tech Labor	&labourN:14:2&
		Credit card fee	&saletaxN:14:2&
		Total	&csuramtN:14:2&
			&TotalN:14:2&

A red arrow points to the 'Credit card fee' row in the table.

If you need help with this process then search your Knowledge base for relevant documents.

## Fast Reports Templates

If you are using Fast reports to print your documents then refer this to your Fast reports developer, if you have sufficient knowledge of Fast reports you may add the field `tblbookings.creditsurchargeamount` to your Fast report, see the screen shots below for an example -

The first screenshot shows the 'RP Expression Editor' window. The 'Variables' tab is selected, and a list of variables is shown. The variable `creditsurchargeamount` is highlighted in blue.

The second screenshot shows the 'RP Rich Editor' window. It contains a list of `[FormatMC(<Booking.>,"1,<Booking.>")]` functions. The function `[FormatMC(<Booking.>,"1,<Booking.>creditsurchargeamount")]` is highlighted in blue.

Once the insert field and the description for it, ie "Credit card fee", save the template, you may have to repeat this action for each template that requires the fee. For times when a credit card processing fee is not added to a booking, use a template which does not have the insert field, so that the fee is not shown when not applicable.

## Adding the Credit card surcharge to bookings

On the "payments" tab of the booking, select the payment method for the credit card type the client is going to use, as below.

**RP Modify booking**

Out 20/12/10 0800 In 24/12/10 0900 AME1

Customer | Calendar | Equipment

Payment

Payment Terms  
\*Cash on delivery

Payment Options  
Prompt for Payment on Invoicing

Payment Method | Surcharge %  
 Visa | 1.00  
 Cash  
 Cheque  
 Visa  
 Mastercard  
 Amex

The fee will then be added to the booking and the invoice total will increase, see below, this is a screen snippet of the booking -> equipment tab.

**RP Modify booking**

Out 20/12/10 0800 In 24/12/10 0900 AMER1100001

Customer | Calendar | Equipment | Crew

Products Tree | Pricing | Product Info

Code	Description	Quantity
UR4D-Q5	Shure UR4D-Q5 Dual Chanr	1
UR4D-Q5	Shure UR4D-Q5 Dual Channel I	4
UR4D-Q5	Shure UR4D-Q5 Dual Channel I	1
TB-MAST	Talkback master station	3
TB-MAST	Talkback master station	1

Credit Card Surcharge 29.16 Rental discount @ 0.00 0.00

Total Rental 2,916.00

Del/Pickup 0.00

Then save the booking, next time you print the invoice with the template you used then the credit card surcharge will be included, an example is below.

		Rental	2,916.00
The renter acknowledges that the equipment is NOT covered by insurance and that additional rental charges will be made if the equipment is returned late. All blown globes must be returned, speaker cone damage must be paid for on return, any theft must be reported to the police.		Sales	0.00
		Sundries	0.00
		Delivery Pickup	0.00
		Tech Labor	0.00
_____ Renter or duly authorized agent of Renter	_____ Date		
_____ Please Print Name		 Credit card fee	29.16
		<b>Total</b>	<b>\$2,945.16</b>

End of doc.