

How to create a percentage or fixed surcharge

Create a surcharge for an additional transaction charge such as a convenience fee or other supported business charge.

Create the surcharge

1. Open **Settings > Surcharge**.
2. Select **New Surcharge**.
3. Enter a name and short symbol.
4. Choose **Percentage** or **Fixed**.
5. Enter the percentage or amount.
6. Configure how much of the charge is treated as profit.
7. Save the surcharge.

Use a clear customer-facing name. A percentage changes with the sale amount, while a fixed surcharge adds the same amount whenever it is applied.

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