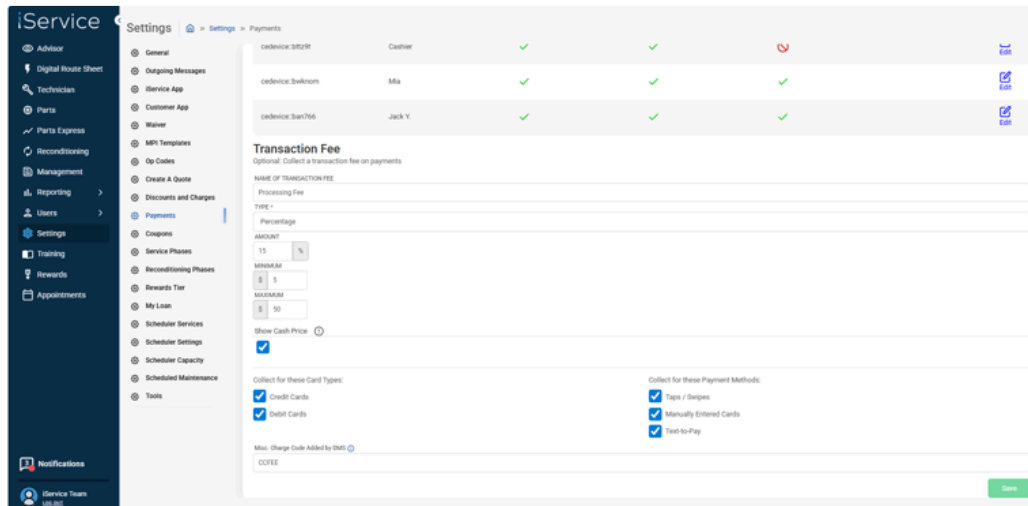


Setup: General Settings

Payment Settings are configured in iService under *Settings > Payment Settings*. If you're unsure about your iService URL, it's the page that pops up after you click *Pay* in Lightyear.



Settings for Processing Fees are at the bottom of the page.

Configuration Options

You can configure:

1. The fee name

If you use iService for quoting, this is what customers see on estimates. The *Show Cash Price* checkbox is useful in certain states for regulatory compliance; it labels the price with processing fee “Card Price” and the non-fee price “Cash Price”.

2. Amount

Choose whether it's a percentage or flat-fee (ex. \$3.00), and then the amount. If you choose percentage-based, you have the option to set a minimum and/or maximum.

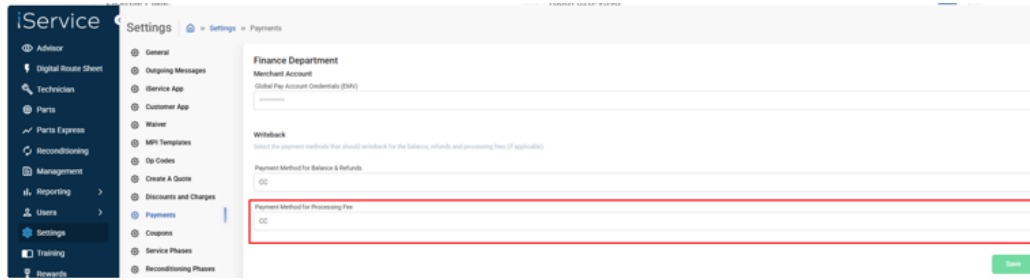
3. When It Applies

You can conditionally apply the fee based on card type (credit/debit) or payment method (taps/swipes, manual entry, text-to-pay). If you don't wish to pass through a processing fee, unselect all of these options.

Writeback

For Service & Parts, one distribution writes back with the full transaction amount (including the processing fee). A Miscellaneous Charge in the DMS moves the portion that's the processing fee to its own G/L account; see the next Help Article for more details.

Finance Payments writeback receipts with 2 payment methods (one for the balance paid and one for the processing fee). When you start passing through a processing fee, you must configure which payment method it should write back. This setting is near the top of the Payment Settings page:



Enter the code of the desired Receipt Type from Lightyear.