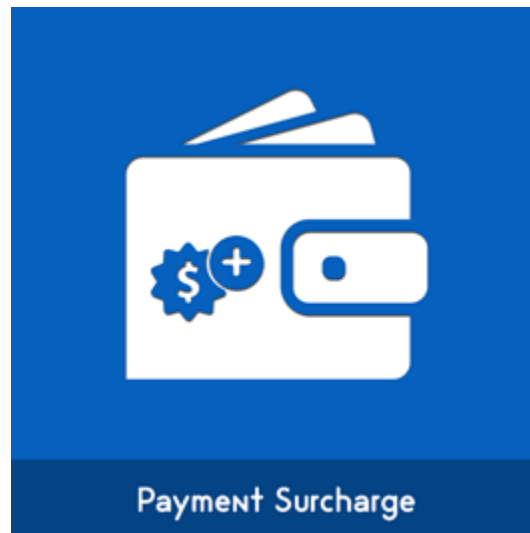


Payment Surcharge extension User Manual



Magento Payment Surcharge Extension by MageComp allows store owners to charge fees on specific payment methods to encourage customers to a pick cost-effective payment method to avoid payment provider fee.

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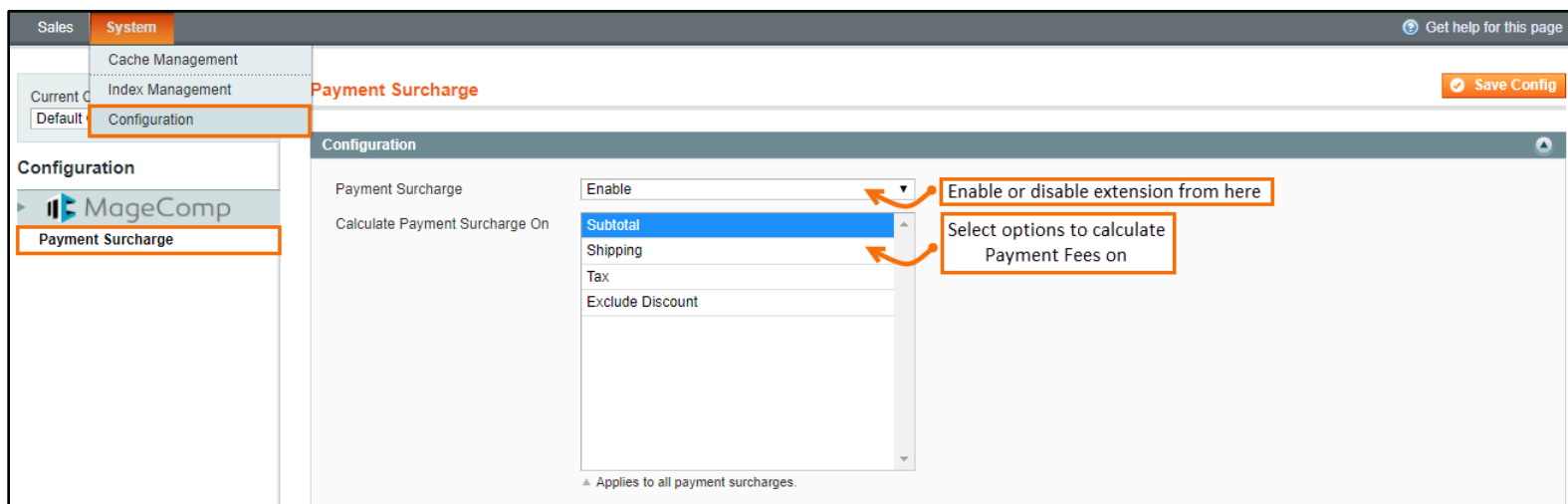
1. Extension Installation Guide

- Go to My downloadable products. The file that you download normally is a zip or tgz file.
- It's required to disable cache in the administration panel of your site. Go to System/Cache Management. Choose all caches and take action "Disable" then submit. Also disable the Compilation if it is ON. So, make sure that Caching and Compilation is disabled before installing the extension, you can enable it again after the installation.
- Use FTP client (such as Filezilla, WinSCP, cuteFtp) to upload or copy all folders in the zip package to your Magento site root folder. This will not overwrite any existing files, just add new files to the folder structure.
- You will need to install the extension in your custom theme if you are using. Just make sure about these files to be uploaded in custom theme.
- app/design/frontend/default/default to app/design/frontend/YourThemeFolder/PackageFolder
- skin/design/frontend/default/default to skin/design/frontend/YourThemeFolder/PackageFolder
- After uploading is done, enable the Cache and if you keep Compilation On then re-run the Compilation.
- Navigate to System/Configuration, if you can see the extension tab, it is installed properly.
- Now if you get Access denied error when click on the extension tab, you need to log out admin panel and log in again.
- Go to front-end and try to process, make sure that everything is OK.

2. Configuration

Once you have successfully installed the extension, go to **System** → **Configuration** → **Payment Surcharge** to configure the extension for use.

- **Payment Surcharge:** Option to enable or disable the extension.
- **Calculate Payment Surcharge On:** Select options to calculate Payment surcharge on.



The screenshot shows the Magento System Configuration page for the Payment Surcharge extension. The left sidebar contains the navigation menu with 'System' selected and 'Configuration' expanded. The main content area shows the 'Payment Surcharge' configuration. The 'Payment Surcharge' dropdown is set to 'Enable'. The 'Calculate Payment Surcharge On' dropdown is set to 'Subtotal'. Two callout boxes with arrows point to these dropdowns: 'Enable or disable extension from here' points to the 'Payment Surcharge' dropdown, and 'Select options to calculate Payment Fees on' points to the 'Calculate Payment Surcharge On' dropdown. The 'Calculate Payment Surcharge On' dropdown also lists 'Shipping', 'Tax', and 'Exclude Discount' as options. A 'Save Config' button is visible in the top right corner.

3. Payment Surcharge 1

Payment Surcharge can be applied on orders to charge fees on use of various payment methods. Here, you can add 5 Payment Surcharges based on 5 different settings and conditions.

- **Enable:** Select YES to enable payment surcharge.
- **Payment Methods:** Select payment methods to apply payment surcharge on.
- **Payment Surcharge Type:** Select payment surcharge type.
- **Payment Cost (%):** Enter payment cost in percentage.
- **Payment Cost (Fixed):** Enter payment cost as fixed amount.
- **Payment Surcharge Description:** Enter label to show payment surcharge in frontend.
- **Apply Group Filter:** Select YES to apply group filter on this Payment surcharge type.

Payment Surcharge 1
You can configure 5 payment surcharge from here
▲

Enable	Yes	▼	Select YES to enable surcharge on payment methods
Payment Methods	<div style="border: 1px solid #ccc; padding: 2px;"> Credit Card (saved) Check / Money order No Payment Information Required Purchase Order Bank Transfer Payment Cash On Delivery Credit Card (Authorize.net) PayPal Express Checkout Paypal Credit PayPal Payments Pro </div>	▲	Select payment methods to apply surcharge on
Payment Surcharge Type	Percent	▼	Charge payment surcharge in
Payment Cost(%)	10	▼	Enter payment surcharge in percentage
Payment Cost(Fixed)	12	▼	Enter payment surcharge in fixed amount
Payment Surcharge Description	COD Surcharge	▼	Enter payment surcharge title
Apply Group Filter	No	▼	Select YES to enable payment surcharge based on customer groups
Only for Customer Groups	<div style="border: 1px solid #ccc; padding: 2px;"> Not Logged In General Wholesale Retailer </div>	▲	Select customer groups to enable payment surcharge on

Payment Surcharge 2
▼

Payment Surcharge 3
▼

Payment Surcharge 4
▼

Payment Surcharge 5
▼

4. Payment Surcharge in Frontend

Based on various payment fees set on various payment methods, you can see them applied on order total.

CHECKOUT

1 BILLING INFORMATION Edit

2 SHIPPING INFORMATION Edit

3 SHIPPING METHOD Edit

4 PAYMENT INFORMATION Edit

5 ORDER REVIEW

PRODUCT	PRICE	QTY	SUBTOTAL
PAYMENT SURCHARGE 2	\$120.00	1	\$120.00
Subtotal			\$120.00
Shipping & Handling (Flat Rate - Fixed)			\$5.00
COD Surcharge			\$12.00
Grand Total			\$137.00

PLACE ORDER

Forgot an Item? [Edit Your Cart](#)

Payment Surcharge applied on order based on payment method selection in checkout page

COD Surcharge \$12.00



5. Payment Surcharge in Backend

Once the payment surcharge is applied to order, it can be seen in order view backend.

Items Ordered										
Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total	
Payment Surcharge 2 SKU: Payment Surcharge 2	Ordered	\$120.00	\$120.00	Ordered 1	\$120.00	\$0.00	0%	\$0.00	\$120.00	

Comments History	Order Totals														
Add Order Comments Status <input type="text" value="Pending"/> Comment <input type="text"/> <input type="checkbox"/> Notify Customer by Email <input type="checkbox"/> Visible on Frontend <input type="checkbox"/> Dec 1, 2017 3:58:57 AM Pending Customer Notified <input checked="" type="checkbox"/>	<table border="1"> <tr> <td>Subtotal</td> <td>\$120.00</td> </tr> <tr> <td>Shipping & Handling</td> <td>\$5.00</td> </tr> <tr> <td>COD Surcharge</td> <td>\$12.00</td> </tr> <tr> <td>Grand Total</td> <td>\$137.00</td> </tr> <tr> <td>Total Paid</td> <td>\$0.00</td> </tr> <tr> <td>Total Refunded</td> <td>\$0.00</td> </tr> <tr> <td>Total Due</td> <td>\$137.00</td> </tr> </table>	Subtotal	\$120.00	Shipping & Handling	\$5.00	COD Surcharge	\$12.00	Grand Total	\$137.00	Total Paid	\$0.00	Total Refunded	\$0.00	Total Due	\$137.00
Subtotal	\$120.00														
Shipping & Handling	\$5.00														
COD Surcharge	\$12.00														
Grand Total	\$137.00														
Total Paid	\$0.00														
Total Refunded	\$0.00														
Total Due	\$137.00														

Payment Surcharge in order details in backend

6. Deactivation of Extension in Case of Emergency

- Manually delete all the files and content from following folders in your Magento root:
 - ✓ var/cache/*
 - ✓ var/session/*
- Make sure you've uploaded all files from the downloaded package.
- Go to `app/etc/modules/Magecomp_Paymentsurcharge.xml` and replace `<active>>true</active>` with `<active>>false</active>`
- Then repeat Step 1 and if something goes wrong, please contact us at <https://magecomp.com/support/>

7. FAQs

- What if I get "Access denied" error after installation of the extension?**
Whenever you get Access denied error while clicking on the extension tab after installation, log out admin panel and re-login.

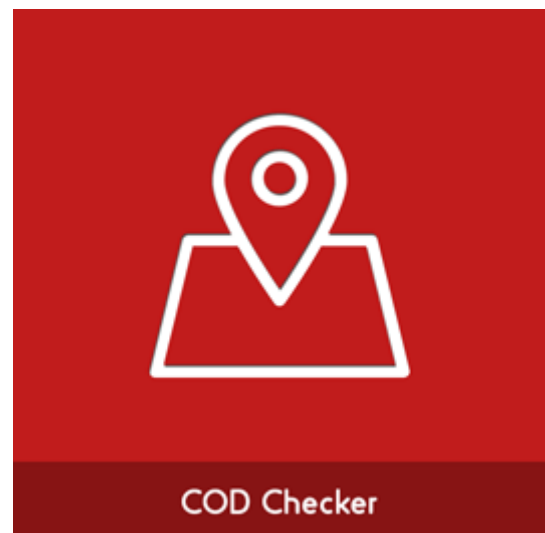
Thank You!

Take a look at our other feature rich extensions:



Magento Indian GST extension helps applying Indian GST, calculates tax rates and shows in frontend.

[Know More...](#)



Magento COD Checker lets your customers know about the COD method availability from the product page and restrict the Cash on Delivery.

[Know More...](#)

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