

# Adding Automatic Surcharges (Environmental Fees etc.) + to Specific Departments

1. Step One: Settings → CouchDB
2. Couch will default open to: SmrtSettings\_BID\_primary
3. Search for text: “invoice\_due\_days”.
4. Copy and paste this thread under “invoice\_due\_days”.

---

```
"Automatic_surcharges":  
[  
  {  
    "surcharge_id": "COPY SURCHARGE ID IN HERE",  
    "conditions": []  
  }  
],
```

---

5. Make sure to get the surcharge ID from the surcharge doc in couch
  - a. You can find this in CouchDB by searching exactly: Surcharge and selecting the “List Docs” button. **\*EXAMPLE BELOW\***

**SMRT** < >  
CouchDB

|

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Listing docs (ASC)  
Surcharges\_657\_primary

Document: Surcharges\_657\_primary

```
{  
  "_id": "Surcharges_657_primary",  
  "_rev": "3-8da3f6803272fbd809e5b18308d67017",  
  "type": "Surcharges",  
}
```

6. Copy the string within the quotation marks in the “id” row as seen highlighted below. This is the id string you will paste into the snippet at the top.

```
{
  "_id": "Surcharges_657_primary",
  "_rev": "3-8da3f6803272fbd809e5b18308d67017",
  "type": "Surcharges",
  "bid": 657,
  "items": {
    "07a7191c-74a4-4e5c-b0de-7faec0558e3": {
      "name": "Rush Fee",
      "type": "cash",
      "id": "07a7191c-74a4-4e5c-b0de-7faec0558e3",
      "disabled": false,
      "price": "5",
      "taxable": false,
      "discountable": false,
      "priority": 1
    },

```

If you want to filter the surcharge to a specific department  
FOLLOW BELOW:

1. You get the specific department ID from FinancialDepartment in couch as seen in the screenshot below.

Document: FinancialDepartments\_625\_primary

```
{
  "_id": "FinancialDepartments_625_primary",
  "_rev": "163-43adb5ad0386efe96f2ddbe319b9ff5d",
  "type": "FinancialDepartments",
  "bid": 625,
  "departments": {
    "4010": {
      "name": "Dry/Wet Cleaning",

```

2. Then make sure that the surcharge looks a little like this after department id's have been added.

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```
"items": {
  "69a4ca0d-5313-4cc5-a7cb-827b1ee973f5": {
    "name": "Enviro Fee",
    "type": "percent",
    "id": "69a4ca0d-5313-4cc5-a7cb-827b1ee973f5",
    "disabled": false,
    "price": "3",
    "taxable": false,
    "discountable": false,
    "applyToDepartments": [
      "4010",
      "4011"
    ],
    "priority": 1
  },
}
```

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