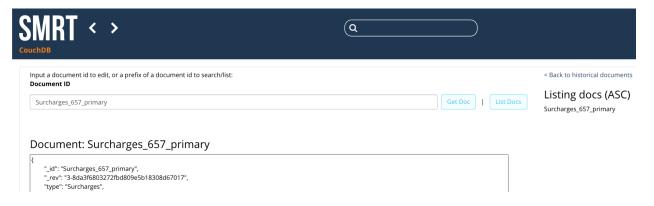
Adding Automatic Surcharges (Environmental Fees etc.) + to Specific Departments

- **1.** Step One: Settings \rightarrow 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".

- 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*



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.

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

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