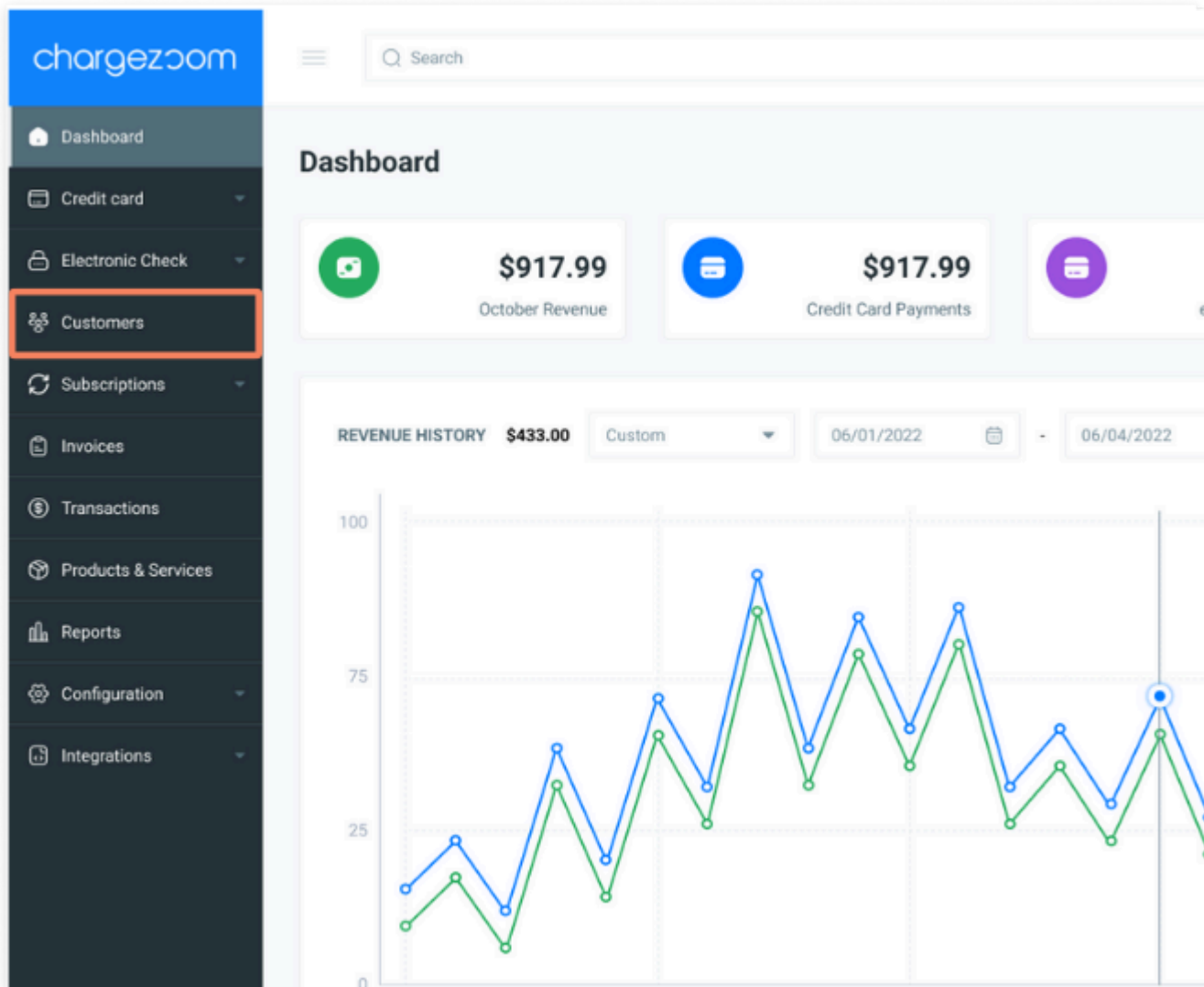


## How do I include a Surcharge during a batch process?

When applying a batch payment to a customer's invoices, you can include a Surcharge fee with one click.

Navigate to the **Customers** tab and find the customer that you want to process payment for



On the Customer Profile page, scroll to the **Invoices** tab. Here you can easily view the status of all of your customer's invoices.

Invoices

Transactions

Products & Services

Reports

Configuration

Integrations

Phone:812-670-0446

Primary Contact:Frank Christie

Added On:Mar 08, 2022 - 04:20 PM

Status:Deactivate

Payment Info:View/Update +Add New

Customer Portal:Pending Resend

frank@newportplanes.com

SHIPPING ADDRESS

Frank Christie

812-670-0446

frank@newportplanes.com

INVOICES

TRANSACTIONS

SUBSCRIPTIONS

EMAIL HISTORY

NOTES

Q Search

Open

Batch Process

+ Add Invoice

Invoice	Due Date	Balance	Status	Action
CHZ100322	Aug 27, 2022	\$1.70	Partial	Select
CHZ100317	Aug 26, 2022	\$1.70	Partial	Select
CHZ100316	Aug 25, 2022	\$1.70	Partial	Select
CZ2101669	Mar 22, 2022	\$6.54	Overdue	Select

Rows per page: 10

1-4 of 4 items

< 1 >

Go to 1

If you would like to process multiple invoices for the customer, click the **Batch Process** button.

Invoices

Transactions

Products & Services

Reports

Configuration

Integrations

Phone:

812-670-0446

Primary Contact:

Frank Christie

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Mar 08, 2022 - 04:20 PM

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frank@newportplanes.com

INVOICES

TRANSACTIONS

SUBSCRIPTIONS

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NOTES

Q Search

Open

Batch Process

+ Add Invoice

Invoice	Due Date	Balance	Status	Action
<a href="#">CHZ100322</a>	Aug 27, 2022	\$1.70	Partial	Select
<a href="#">CHZ100317</a>	Aug 26, 2022	\$1.70	Partial	Select
<a href="#">CHZ100316</a>	Aug 25, 2022	\$1.70	Partial	Select
<a href="#">CZ2101669</a>	Mar 22, 2022	\$6.54	Overdue	Select

Rows per page: 10

1-4 of 4 items

1

Go to 1

The **Process Invoices** window will appear. Click the checkbox next to the invoice(s) that you wish to process payment for. If your customer has payment methods stored in their profile, a dropdown menu of options will be shown. If a customer does not have a payment method stored, an entry form for Credit Card Number will be displayed.



PROCESS INVOICES

Gateway: NMI Select Card: New Card

Percentage: 3.00 ☒ Surcharge

<input type="checkbox"/>	Invoice	Due Date	Amount	Payment
<input type="checkbox"/>	CZ2101669	Mar 21, 2022	6.54	\$6.54
<input type="checkbox"/>	CHZ100316	Aug 24, 2022	1.70	\$1.70
<input type="checkbox"/>	CHZ100317	Aug 25, 2022	1.70	\$1.70
<input type="checkbox"/>	CHZ100322	Aug 26, 2022	1.70	\$1.70
Total Payment				\$0.00

Credit Card Number:

EXP Date: MM/YY  Security Code (CVV):

☐ Do not save Credit Card

BILLING ADDRESS

Address Line 1:

You can opt to apply a Surcharge to any invoices being paid by an eligible credit card. If your business has Surcharging enabled for all invoices, this box will be checked by default and include the determined amount.



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Was this article helpful?

Yes

No

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## Related articles

How do I add a surcharge to a one-off payment?

How do I create User Roles?

How can I batch-process multiple invoices for a single customer?

How to use Text to Pay?

How do I enable Surcharging?

Live Support

