

Website sales where charge is applied at time of sale

Some services used for accepting payments online make a charge to the seller at the time of sale. This charge is deducted from the selling price with the seller receiving the remainder.

This guide will show how to record the total selling price minus the transaction charge.

1. Set up the item being sold in your Items and Services list

The 'Edit Item' dialog box is shown with the following fields and values:

- Type:** Non-stock Part (dropdown menu)
- Item Name/Number:** Bracelet (text field)
- Price:** 10.00 (text field)
- Account:** Sales (dropdown menu)
- Description:** Homemade bracelet (text field)
- Buttons:** OK, Cancel, Custom Fields, Spelling
- Checkboxes:** Subitem of, This item is used in assemblies or is purchased for a specific customer:job, Item is inactive

2. Create an expense account for the transaction charges in your Chart of Accounts.

The 'Edit Account' dialog box is shown with the following fields and values:

- Account Type:** Expense (dropdown menu)
- Account Name:** Transaction Charges (text field)
- Optional fields:** Description, Note (text fields)
- Buttons:** Save & Close, Cancel
- Checkbox:** Account is inactive

3. Set up the merchant account into which payment is received as a bank account.

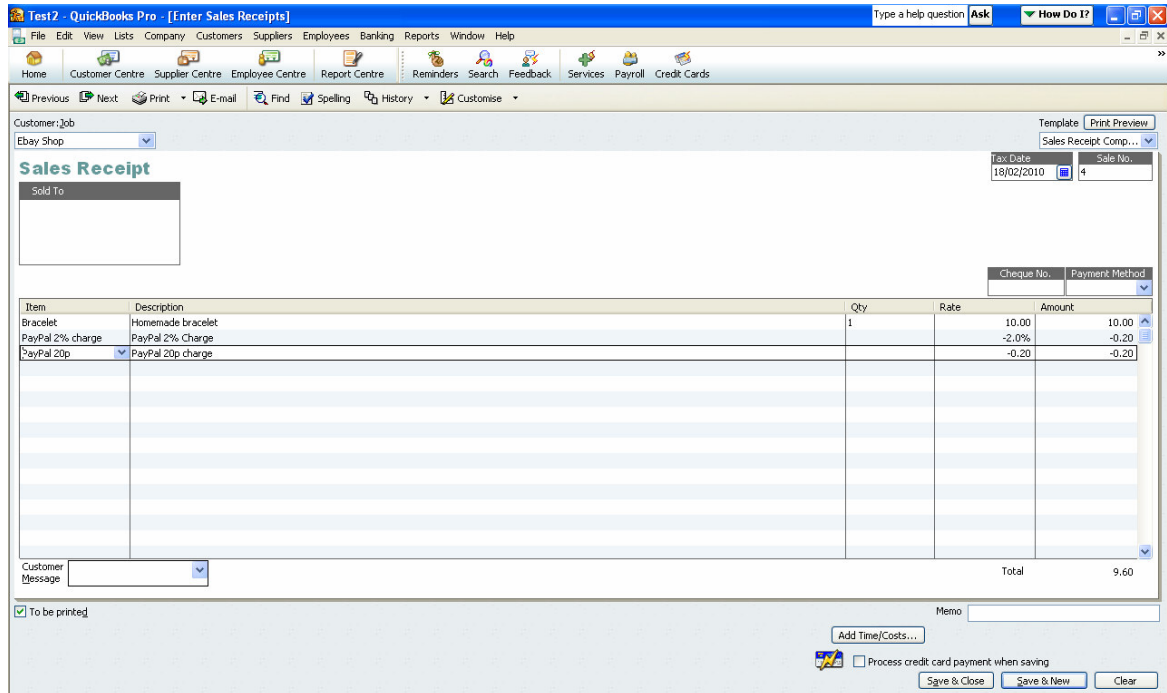
4. Set up the transaction charges in your Items and Services list. There may be two separate elements; a percentage charge and a fixed charge. These would be set up as expense accounts.

a) Percentage charge. If a 2% transaction charge is made enter -2% as the amount. Choose the Transaction Charges expense account to record this charge.

b) Fixed charge. If there is a fixed charge per transaction enter the amount of this charge, e.g if a 20p charge per transaction enter -0.2. Choose the Transaction Charges expense account to record this charge.

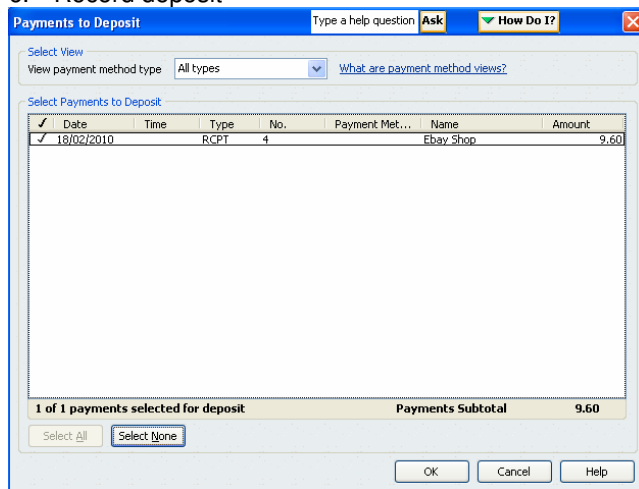
5. Used Sale Receipt to record a sale made.
Add the item sold.
Add each of the transaction charges applied to the sale.

The total will show the amount the seller will receive for the sale.

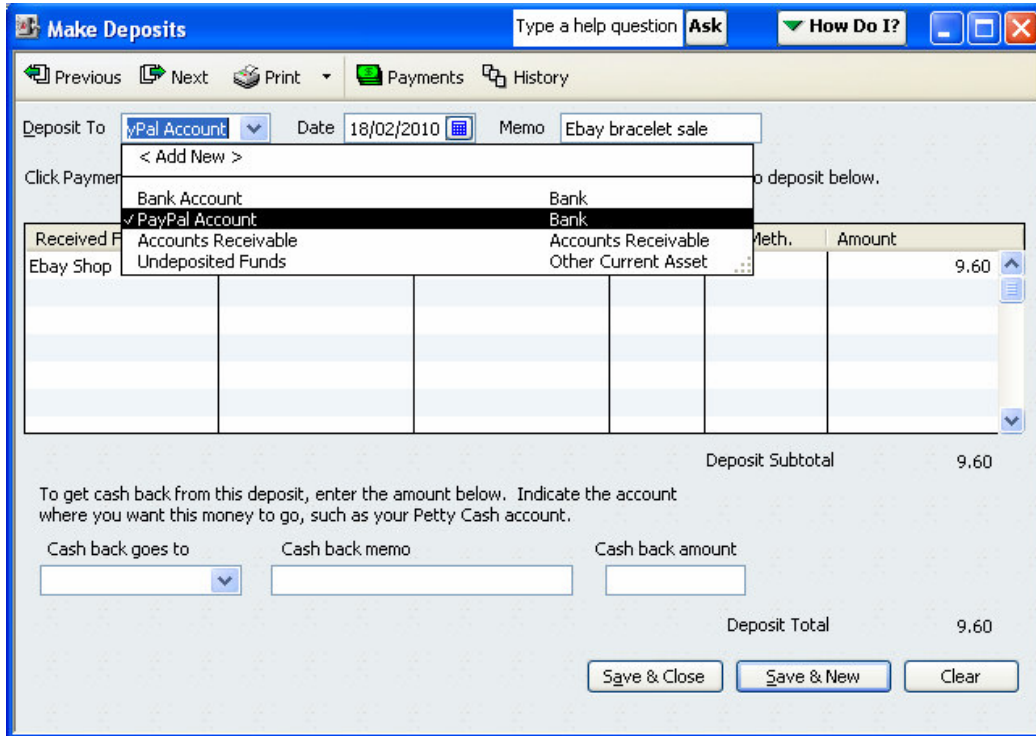


Save and Close the Sales receipt.

6. Record deposit



Deposit to the merchant account to which the payment is received.



Save and close

- Profit and loss report will now show total value of sales and transaction charges.

Test2
Profit & Loss
1 - 18 February 2010

◇ 1 - 18 Feb 10 ◇

Ordinary Income/Expense	
Income	
Sales	10.00
Total Income	<u>10.00</u>
Expense	
Transaction Charges	0.40
Total Expense	<u>0.40</u>
Net Ordinary Income	<u>9.60</u>
Profit for the Year	<u><u>9.60</u></u>