Payment Fee for Magento 2
User Guide
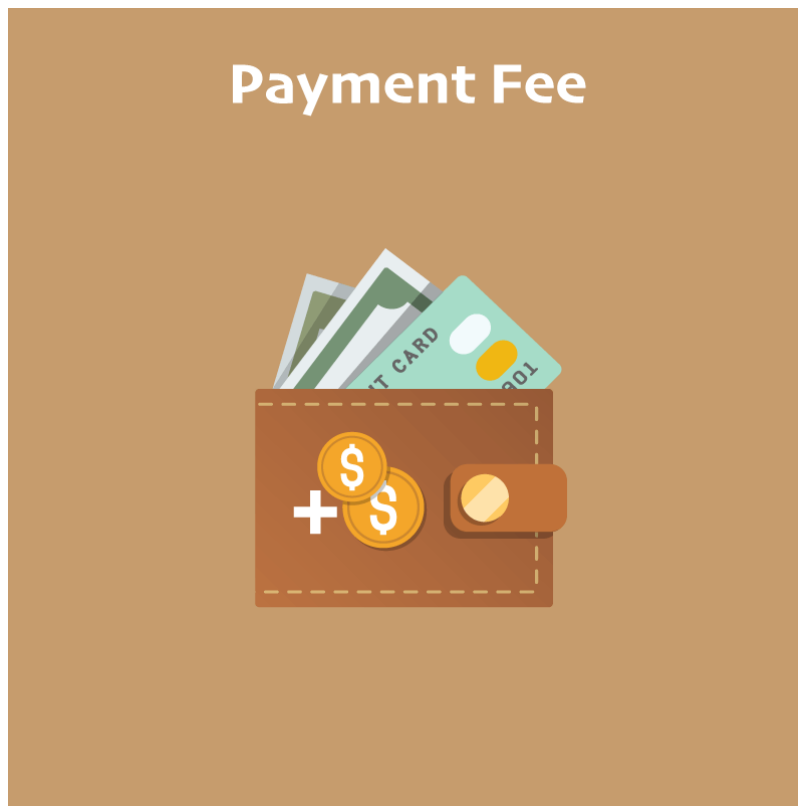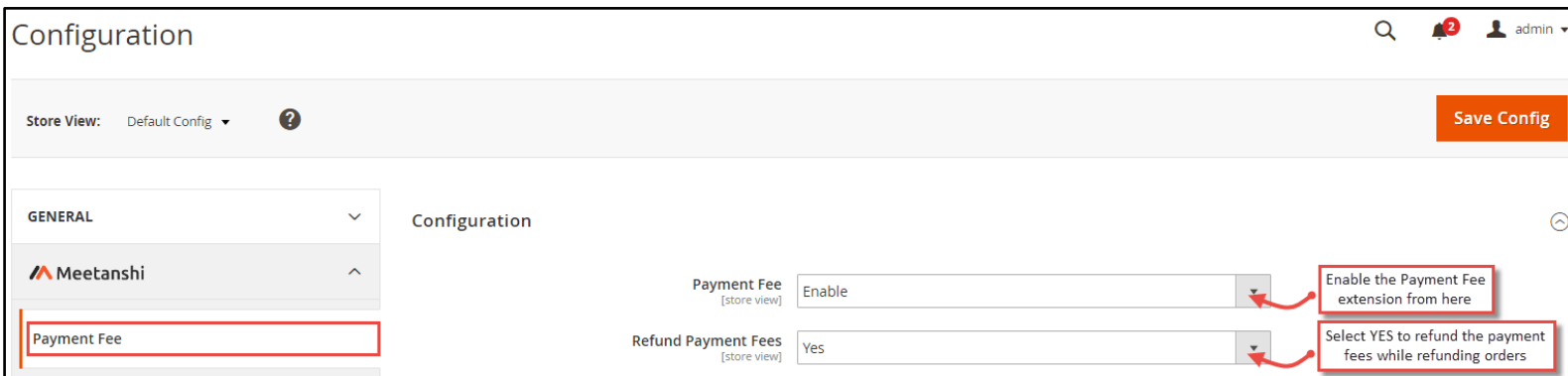

Table of Content

1. Extension Installation

- Create a folder structure in Magento root as app/code/Meetanshi/PaymentSurcharge
- Download and extract the zip folder and upload our extension files to the app/code/Meetanshi/PaymentSurcharge via FTP.
- Login to your SSH and run below commands step by step:
  - php bin/magento setup:upgrade
  - For Magento version 2.0.x to 2.1.x - php bin/magento setup:static-content:deploy
  - For Magento version 2.2.x & above - php bin/magento setup:static-content:deploy –f
  - php bin/magento cache:flush

2. Configuration

For configuring the extension, login to Magento 2, move to **Stores → Configuration → Payment Fees** where you can find various settings to enable the extension.

- **Payment Fee:** Enable the Payment Fee extension from here.
- **Refund Payment Fees:** Set YES to refund the fees while refunding orders.

3. Tax Settings

From here, you can configure tax settings to add tax on payment fees.

- **Apply Tax for Payment Fees:** Select YES to apply tax on payment fees.
- **Set Tax Class for Payment Fees:** Select the tax class for payment fees.
- **Display Payment Fees:** Select how you want to display payment fees with the tax on the frontend.

- **Assign Tax Class to Products**
  Once you have selected the tax class to apply on payment fees, make sure to assign the same tax class to the products. It will than calculate tax on payment fee.

4. Manage Payment Fees

The extension facilitates a backend grid where all the payment fee details are saved. Go to **Sales → Manage Payment Fees** to see the list of already created and saved payment fees. Any new payment fee can be added by clicking the "**Add New Fee**" button. Admin can activate or deactivate any payment fees for Magento 2 store from here.

5. Add New Fee

On click of the "**Add New Fee**" button from "**Manage Payment Fees**", you can see the following settings to add a new payment fee.

- **Fee Title:** Add payment fee title.
- **Status:** Set the status to enable to activate the payment fee.
- **Amount:** Add the fee amount.
- **Fee Type:** Select the fee type from the dropdown.
- **Payment Methods:** Select the payment methods to apply fee on.

  - **Store View:** Select the store view.
  - **Customer Groups:** Select the customer groups to enable payment fees for.

New Fee

← Back to register or connect an account   Reset   Save and Continue Edit   **Save Fee**

PAYMENT FEE INFORMATION

Fee Info ✏️

Payment Fee Information

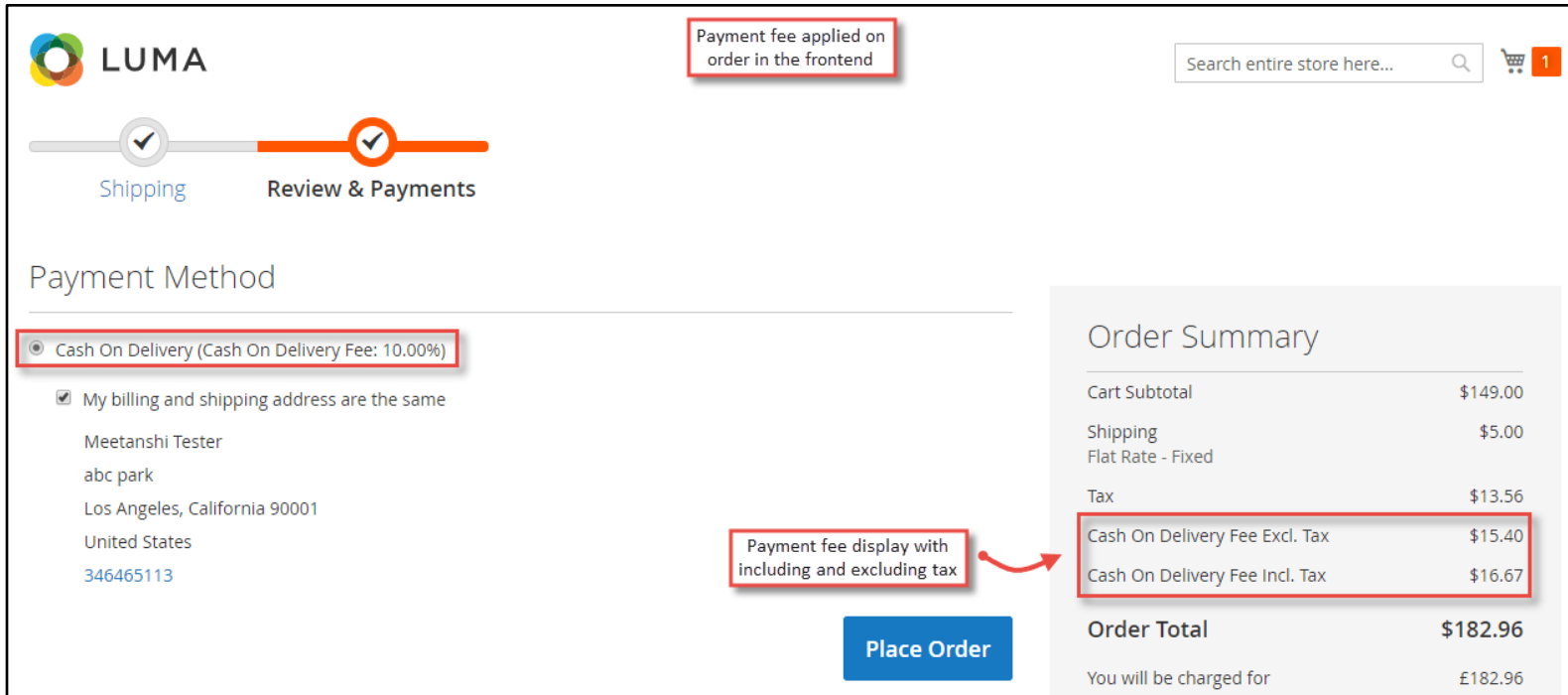|		
Fee Title *	Fee on COD	Add payment fee title
Status *	Enabled ▾	Select to enable this fee
Amount *	10	Add fee amount
Fee Type *	Percent ▾	Select fee type
Payment Methods *	Amazon Pay Credit Card (Braintree) Credit Card Direct Post (Authorize.net) Offline - Bank Transfer Payment Offline - Cash On Delivery Offline - Check / Money order Offline - No Payment Information Required Offline - Purchase Order PayPal (Braintree) Paypal - Credit Card	Select payment methods to apply fee on

Store View *	All Store Views
	Main Website
	  Main Website Store
	    Default Store View
		Select the store view

Customer Groups *	NOT LOGGED IN General Wholesale Retailer	Select customer groups to enable payment fee for

6. Payment Fee in Frontend

Once configured, the payment fee gets applied on the order in frontend.

- **Payment Fee Applied on Order in Checkout Page**
  Customers can see the payment fee applied on order on the checkout page in frontend. Here, the Cash on Delivery payment method is selected and hence its fee is charged and added to the order total. Also, tax is applied on the payment fees based on the settings and it's displayed based on the selected option.

- **Payment Fee in My Account**
  The extension also displays the payment fee details in order view section under "**My Account**", as shown below.

7. Payment Fee in Order View Backend

After the successful order, payment fee details can also be seen in the **Sales → Orders → Order View** in the backend.

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← Back   Cancel   Send Email   Hold   Invoice   Ship   Reorder   **Edit**

Payment Fee details in order view backend

Payment & Shipping Method

Payment Information

Cash On Delivery (Cash On Delivery Fee: 10.00%)

The order was placed using USD.

Shipping & Handling Information

Flat Rate - Fixed £5.00 [$5.00]

Items Ordered

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Woodland Import Black Leather Belt SKU: Woodland Import Black Leather Belt	Ordered	£149.00 [$149.00]	£149.00 [$149.00]	Ordered 1	£149.00 [$149.00]	£12.29 [$12.29]	8.25%	£0.00 [$0.00]	£161.29 [$161.29]

Order Total

Notes for this Order

Status

Pending ▾

Comment

☐ Notify Customer by Email

☐ Visible on Storefront

Submit Comment

Order Totals

Subtotal	£149.00 [$149.00]
Shipping & Handling	£5.00 [$5.00]
Tax	£13.56 [$13.56]
Cash On Delivery Fee Excl. Tax	£15.40 [$15.40]
Cash On Delivery Fee Incl. Tax	£16.67 [$16.67]
Grand Total	**£182.96** [$182.96]
Total Paid	£0.00 [$0.00]
Total Refunded	£0.00 [$0.00]
Total Due	£182.96 [$182.96]