Setup Surcharges

Click Setup, Default Prices and Select Surcharges
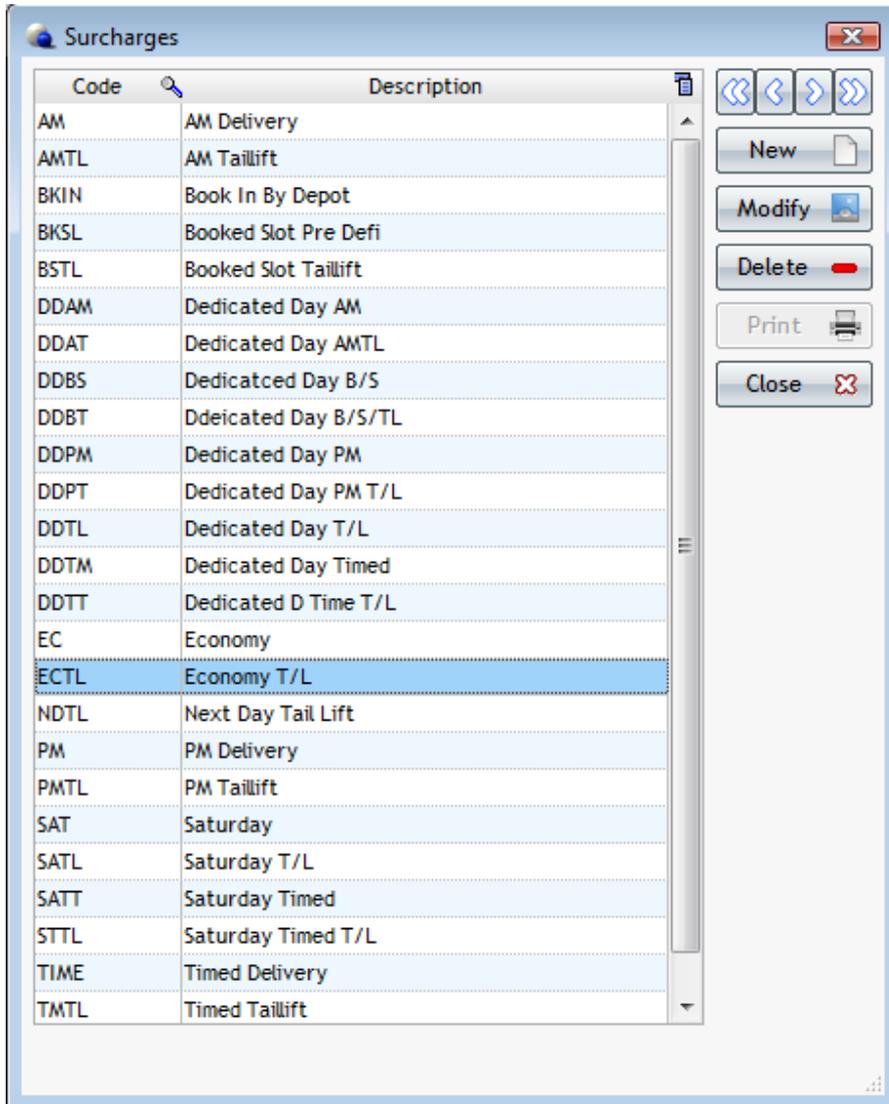
Click **New** to add a new record or **Modify** to alter the highlighted record
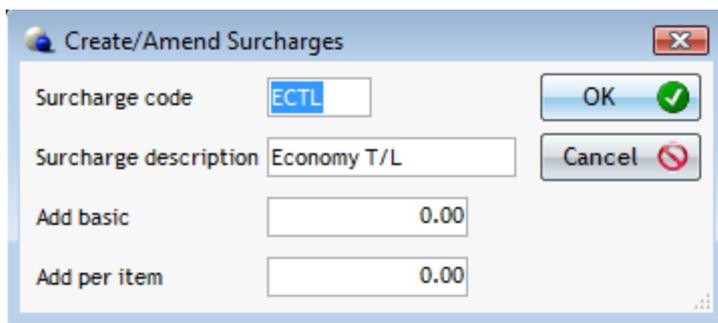
Enter a **Surcharge Code**

Enter a **Surcharge Description**

Enter **Basic Cost**

Enter **Per Item Amount**, if required

Click **OK** [OK ✓] to finish.

Setup TPN Service & Surcharge Cross Reference

Click Setup, Networks, TPN Legacy, TPN Service & Surcharge XRef and Select Browse
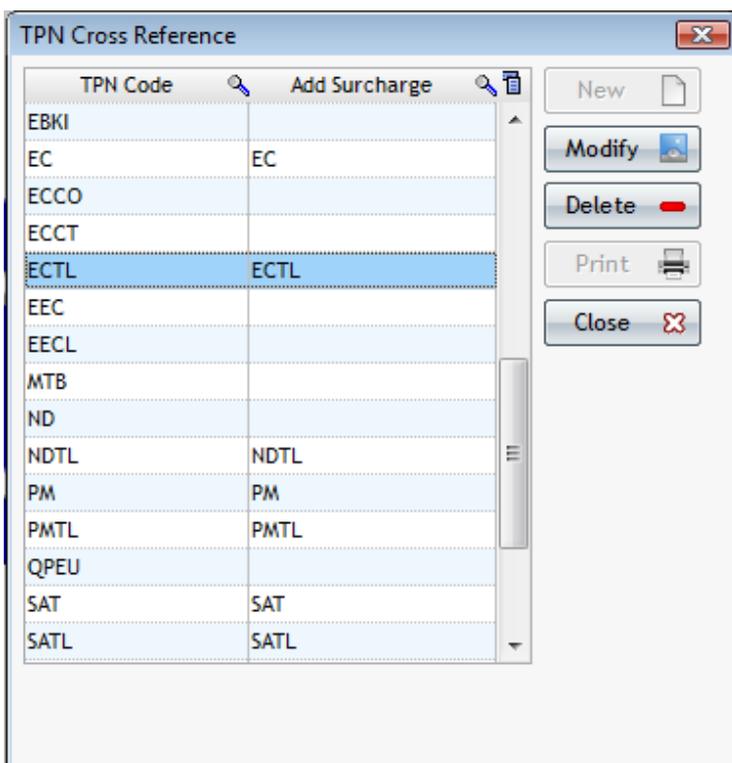
Click **Modify** to alter the highlighted record.
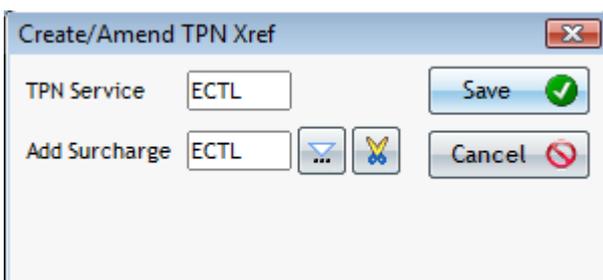
Add a **Surcharge** to a **TPN Service** by clicking on the following button. [▼...]

Click **Save** [Save ✓] to finish.