

Clearent Receipts Report Surcharge

Introduction

The **Receipts** system report now includes additional columns for surcharge details from Clearent. The additional columns are:

- Surcharge \$
- Surcharge %

The screenshot shows a software window titled "Receipts - Report". The main area displays a table of receipts. The table has the following columns: RD Number, Receipt Date, Receipt Type, Received From, Check/Auth Number, Owner, Vehicle, Receipt \$, Surcharge \$, and Surcharge %. The data rows are as follows:

RD Number	Receipt Date	Receipt Type	Received From	Check/Auth Number	Owner	Vehicle	Receipt \$	Surcharge \$	Surcharge %
5211	11/9/2023	Cash					500.00		
5243	11/7/2023	Cash					500.00		
5263	11/7/2023	Cash					400.00		
5265	11/5/2023	Cash					0.00		
5268	11/3/2023	Cash					500.00		
5268	11/3/2023	Insurance Check					2,200.00		
5271	11/1/2023	American Express					2,432.00		
Grand Total:							7	6,532.00	0.00

On the right side of the window, there is a "Filters" panel with sections for "Locations", "Date Range", and "Category". The "Date Range" is set to "This Quarter-to-Date" with a "From" date of 10/01/2023 and a "To" date of 12/11/2023. The "Category" is set to "All".

Note: Surcharge data will populate on the report only when processing CCC ONE receipts through Clearent and a surcharge is returned by Clearent.

Access the Receipts Report

This report is only available to shops licensed with **Repair Order Management** features. The user must also have security access to view **Accounting – View account** reports.

To access this Report:

Step	Action
1	In the desktop application, select the Reports menu.
2	Select Find Report , then select the Accounting .
3	Under System Reports , select Receipts .

Note: Support for the new report columns does not require a new desktop client version.