

# Creating a Service Fee

1. [Log In](#) to Administration. (Image 1)

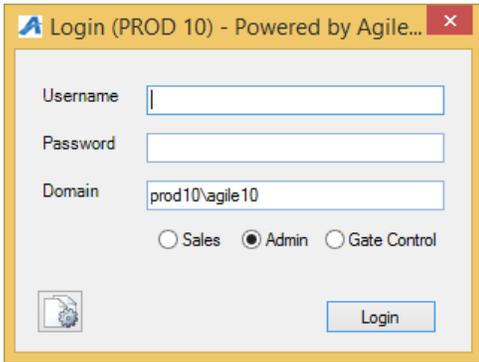


Image 1

2. Select the corporate organization . Open **Pricing** folder and select the **Service Fee** icon. (Image 2)



Image 2

3. Right click in the **Service Fee** area and select **New**. (Image 3)

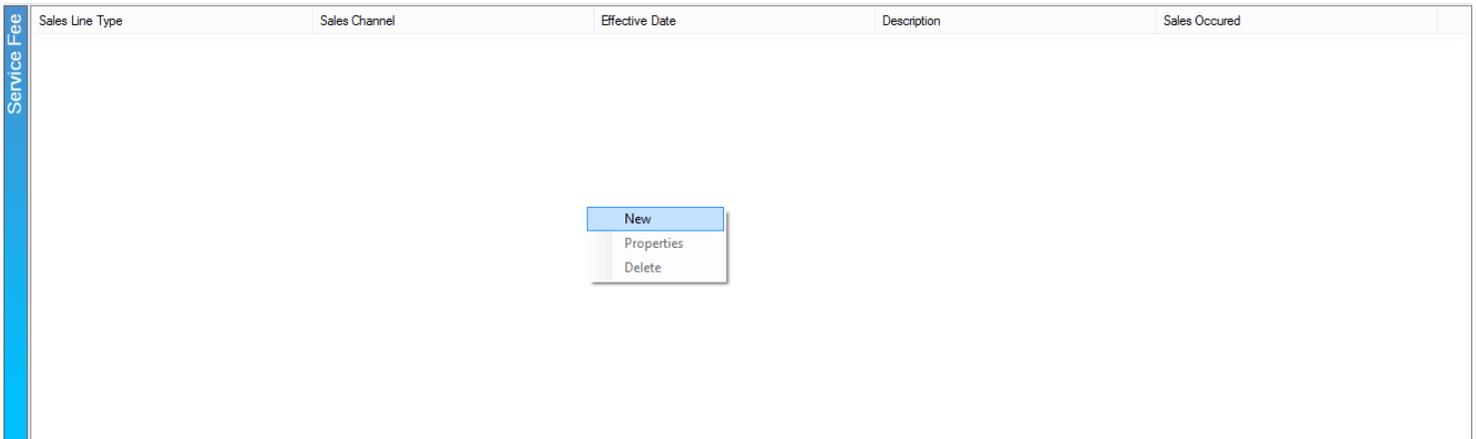


Image 3

4. In the new screen you will need to select **Sales Line Type**, **Buyer Type**, and **Description**. Once those fields have been filled out right click in the lower area and select **Add Price Point**. (Image 4)

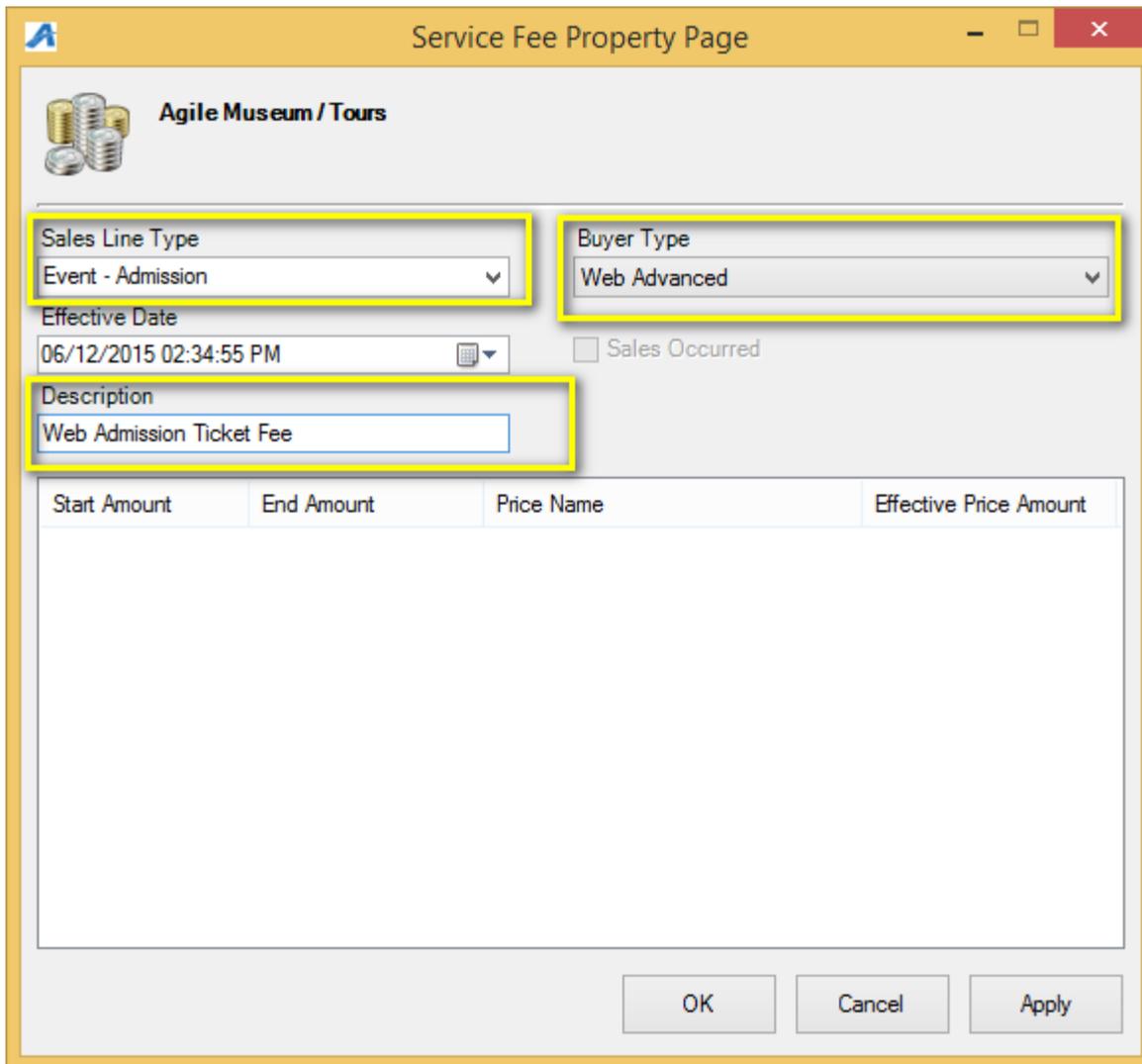
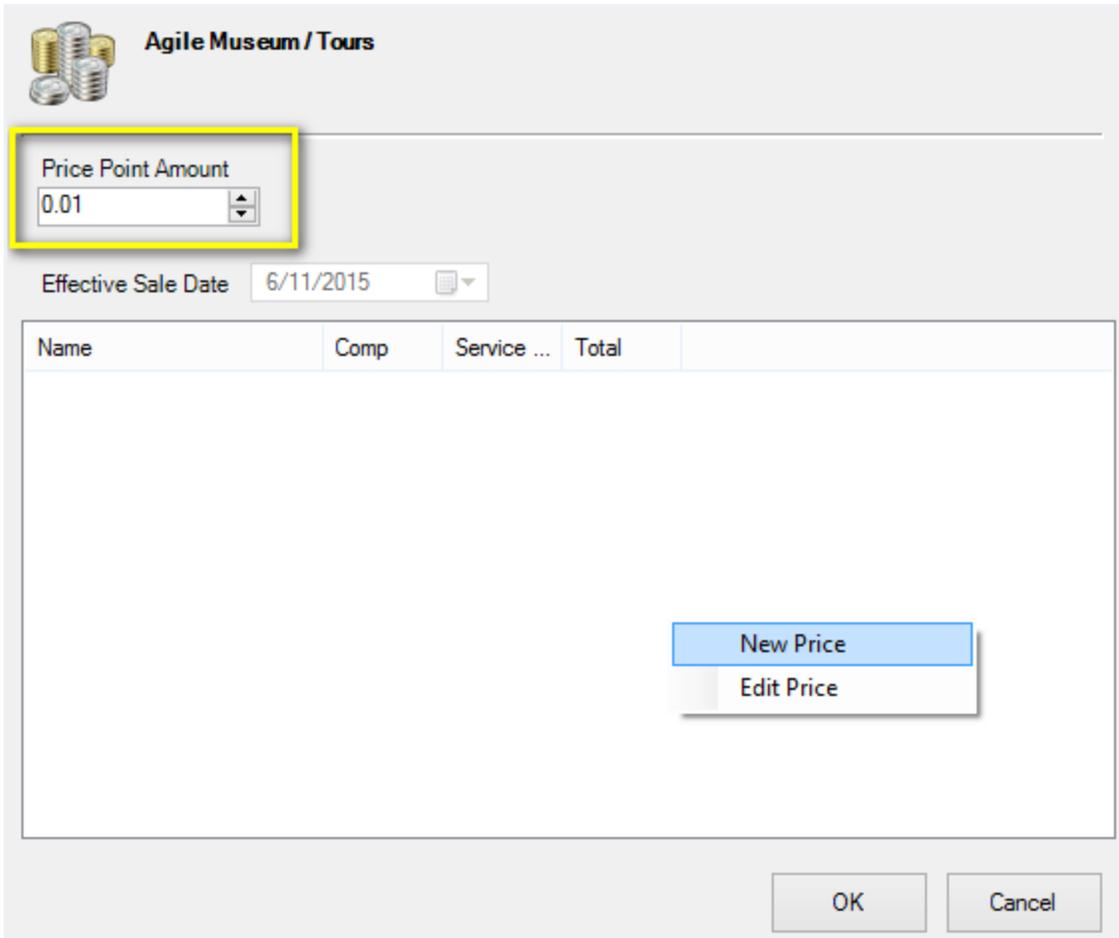


Image 4

5. In the next screen you will need to add the beginning **Price Point Amount**. Right click in the window and select **New Price**. (Image 5)



Agile Museum / Tours

Price Point Amount  
0.01

Effective Sale Date 6/11/2015

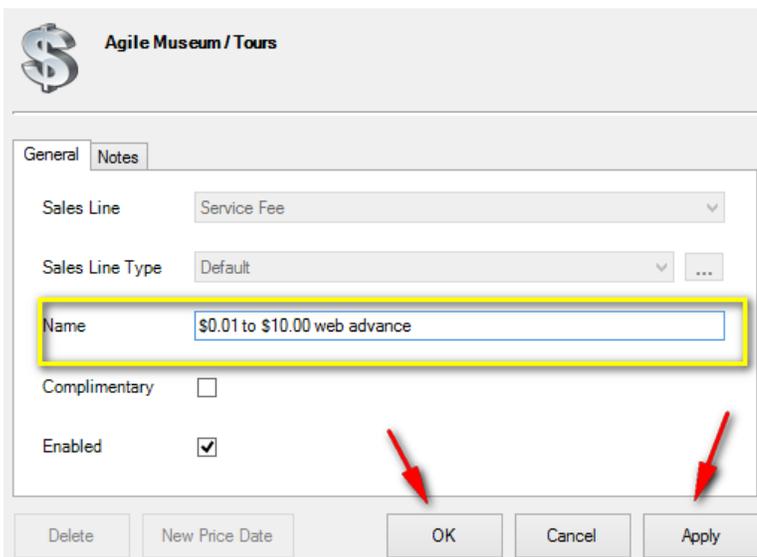
Name	Comp	Service ...	Total
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New Price  
Edit Price

OK Cancel

Image 5

6. A new screen will appear and this is where you will name you new price. You will then click **Apply** and **OK**. (Image 6)



Agile Museum / Tours

General Notes

Sales Line Service Fee

Sales Line Type Default

Name \$0.01 to \$10.00 web advance

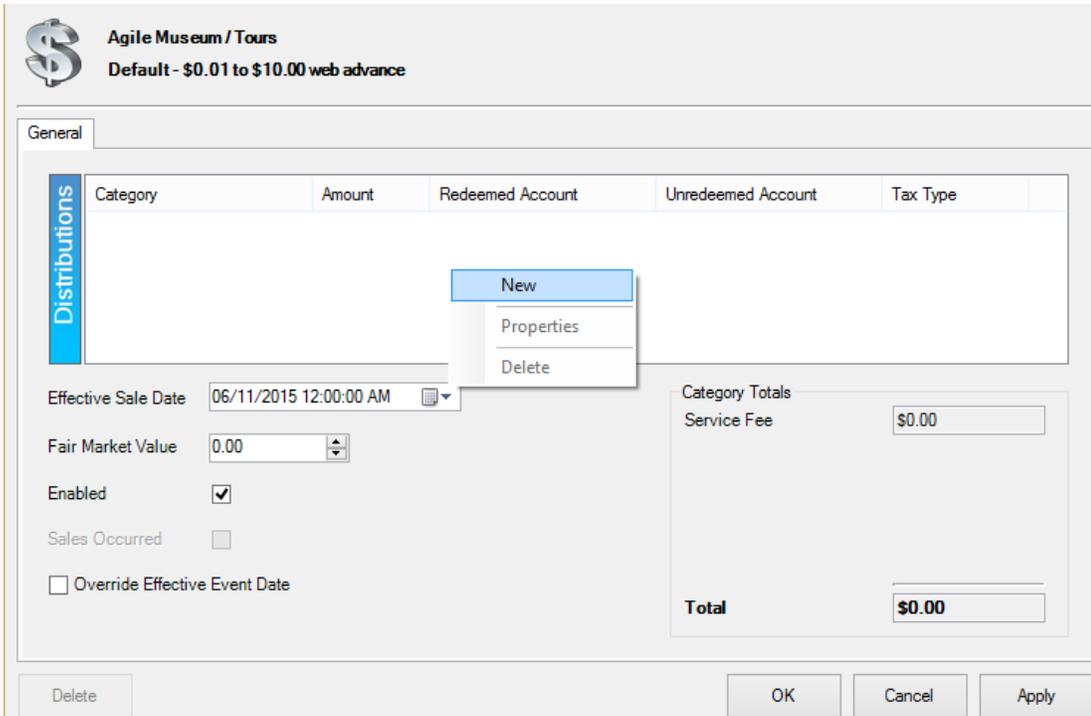
Complimentary

Enabled

Delete New Price Date OK Cancel Apply

Image 6

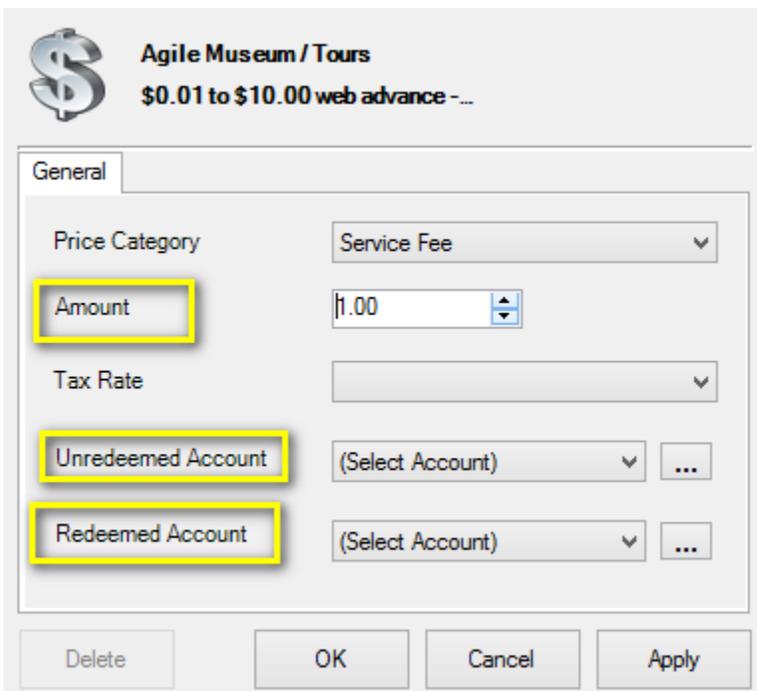
7. The **Price Distribution** screen will appear open. Right click within the window and select **New**. (Image 7)



The screenshot shows the 'Price Distribution' screen for 'Agile Museum / Tours' with a default range of '\$0.01 to \$10.00 web advance'. The 'General' tab is active, displaying a table with columns for 'Category', 'Amount', 'Redeemed Account', 'Unredeemed Account', and 'Tax Type'. A context menu is open over the table, with 'New' selected. Below the table, there are fields for 'Effective Sale Date' (06/11/2015 12:00:00 AM), 'Fair Market Value' (0.00), 'Enabled' (checked), 'Sales Occurred' (unchecked), and 'Override Effective Event Date' (unchecked). A 'Category Totals' section shows 'Service Fee' at '\$0.00' and a 'Total' of '\$0.00'. Buttons for 'Delete', 'OK', 'Cancel', and 'Apply' are at the bottom.

Image 7

8. Enter the **Amount**, and select the **Unredeemed Account** and **Redeemed Account**. You will then click **Apply** to save and **Ok** to close the screen. (Image 8)



The screenshot shows the 'Price Distribution' screen for 'Agile Museum / Tours' with a default range of '\$0.01 to \$10.00 web advance'. The 'General' tab is active, displaying the 'Price Category' dropdown set to 'Service Fee'. The 'Amount' field is highlighted in yellow and contains '1.00'. The 'Tax Rate' dropdown is empty. The 'Unredeemed Account' and 'Redeemed Account' fields are also highlighted in yellow and both show '(Select Account)'. Buttons for 'Delete', 'OK', 'Cancel', and 'Apply' are at the bottom.

Image 8

9. You will now be able to see your price set up in the **Price Distribution** screen. Click **OK** to close the screen. (Image 9)

Price Distribution: New

Agile Museum / Tours  
Default - \$0.01 to \$10.00 web advance

General

Category	Amount	Redeemed Account	Unredeemed Account	Tax Type
Service Fee	\$1.00	Fees	Fees	

Effective Sale Date: 06/11/2015 12:00:00 AM

Fair Market Value: 1.00

Enabled:

Sales Occurred:

Override Effective Event Date

Category Totals

Service Fee	\$1.00
<b>Total</b>	<b>\$1.00</b>

Delete OK Cancel Apply

Image 9

10. You will see the first price point in your **Service Fee** list if you need to add another price point repeat steps 4 through 8 to add additional pricing . (Image 10)

Service Fee	Sales Line Type	Sales Channel	Effective Date	Description	Sales Occured
		Event - Admission	Web - Advanced	6/11/2015 1:56:05 PM	Web Advance

Service Fee Price Point	Start Amount	End Amount	Price Name	Effective Price Amount
		\$0.01		\$0.01 to \$10.00 web advance

Image 10