

Changing Absorption Rates

Last Modified on 21/09/2016 2:18 pm AEST

Quick Steps: Subscriptions > Options > Tax & Charge Options

Your organisation has the option to absorb the SportsTG transaction fee or pass this along to your members. This will be automatically set up in most cases to absorb the fee, but you can make changes to this at any time.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Options** from the left menu.
2. Click **Edit** at the top of the screen.
3. This will open in the **Tax & Charge Options** tab. The absorption rate can then be set from any amount from 0% up to the amount of your organisation's charge rate. Set it at your organisation's charge rate (which is shown in the same tab) to ensure no extra cost is passed along to your members.

Charge Amount = charge absorbed by the Organisation (EG. If your charge rate is 4% and you set your absorption rate to 4%, then your club will absorb all of SportsTG's charge, if you set to 2%, you will absorb half and your members will pay an admin fee of 2%)

SportsTG - Sample System

Logged in as: System Administrator

Log Off

Home Website Members Subscriptions Shop Auctions TicketDesq Events Registrations Results Competitions Tools Administration SportsTG Noticeboard

Generate Subscriptions
Manage Subscriptions
Transactions
Instalments
Subscriptions - Types
Subscriptions - Categories
Subscriptions - Tags
Options

Subscriptions Options

Save Cancel

Tax & Charge Options Financial Status Email Dates

Tax

Option: GST Inclusive

Rate: 10.00%

Administration Charge

Rate: 4.40 % (GST Inclusive)

Absorption Rate: 4.40

The amount of the above Administration Charge shown that you do not wish to pass onto your members.
This amount must be in the range of 0.00 to 4.40.

4. Once you've made changes, click **Save**.

Note: The absorption rate is able to be set from 0% up to the full charge rate for your

organisation. This means that you can choose to pass some of the cost onto members but take on some of the cost yourself.

In not absorbing the transaction fee, the administration charge will apply to all transactions (manual and online), not just credit card payments.

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