

# Audit4 – Tyro Surcharges

Version 23.1.0

Enabling **Tyro Surcharges** is possible in Audit4 v23.1 and beyond.

## Configuration

1. Surcharges are configured in the **TYRO Portal** - Tyro instructions are available here: <https://help.tyro.com/s/article/How-can-I-enable-surcharging#One>
2. Surcharges also must be enabled on the **Tyro Terminal** - Tyro instructions are available here: <https://help.tyro.com/s/article/How-can-I-enable-surcharging#Two>

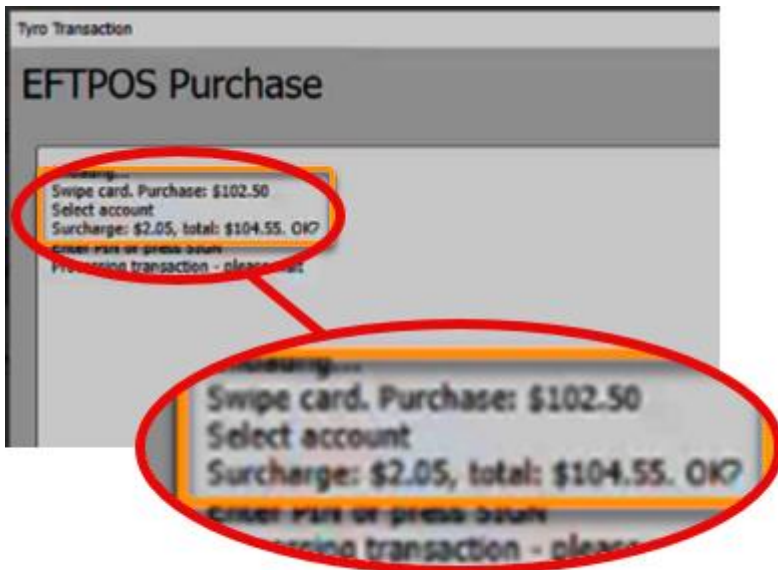
3. In Audit4:

- i. Open the **Billing Home** window
- ii. Click **Preferences, General**
- iii. Tick **Allow Tyro Surcharges**

The screenshot shows the 'Billing Home' sidebar on the left with 'Preferences' and 'General' highlighted. The main content area is titled 'Preferences / General' and contains several settings. The 'Allow TYRO Surcharges' checkbox is checked and highlighted with a yellow box. Other settings include 'Automatically Write-off underpaid DVA and Medicare Invoices' (unchecked), 'Default Accounting Method' (Accrual), 'Default Invoice' (Invoice), 'Default Business Account', 'Default Multiple Procedure Rule', 'Default Bulkbill DVA patient assign right to benefit / patient claim authorisation' (checked), 'Default to 'Pay Later' when creating Invoices for IMC (Charging no gap / not asking for gap payment immediately)' (unchecked), and 'Remove 'Confirm' checkbox when processing manual payments' (unchecked).

## Surcharge Details

Once Tyro Portal, Tyro Terminal and Audit4 configuration steps have been completed, Tyro transactions will include the surcharge details.



## Refunds / Account Credit

- When cancelling a paid invoice and refund is selected, the surcharges will be refunded. This means that any invoices with an associated surcharge will include the surcharge amount for any refund - whether TYRO or otherwise.
- When cancelling a paid invoice and Account Credit is selected instead of a refund - the surcharge is not included in the patient's credit total.