

# ACA Surcharge Overrides for Customers and Orders

Last Modified on 07/24/2020 2:00 pm CDT

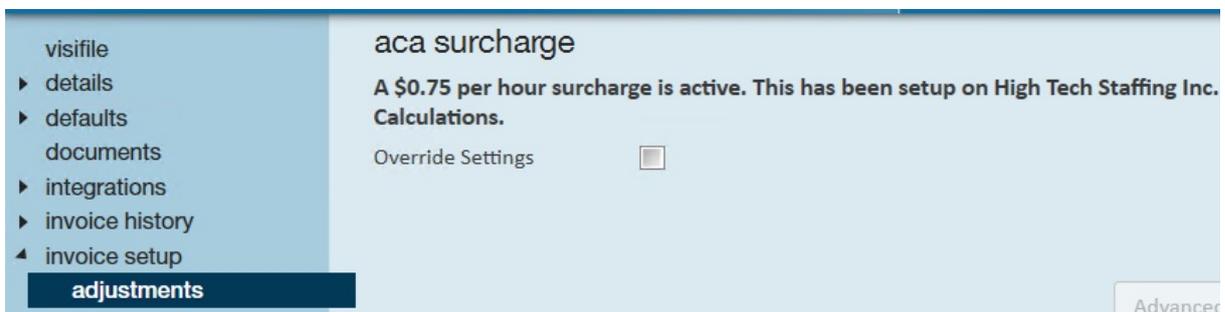
## Creating Customer Specific ACA Surcharges

Just like every customer is unique, every contract you negotiate and sign with them can be unique. To help accommodate this, you can override ACA surcharge settings that are set up at the FEIN/employer level in order to change settings or make a customer exempt from ACA surcharges.

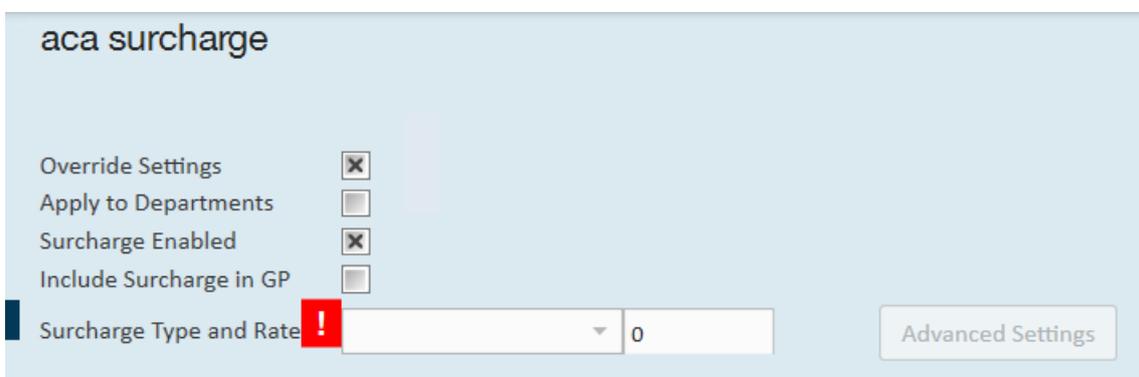
In order to override an ACA surcharge, surcharges must first be set up by an administrator for this FEIN/employer in the system. Check out [ACA Admin: Setting Up ACA Surcharges for Customers](#) for more information.

## Overriding ACA Surcharges

1. Navigate to the customer record you want to change ACA surcharge settings for
2. Select Invoice Setup > Adjustments on the left
3. The current ACA surcharge settings will be included in bold at the top. Choose the checkbox next to "Override Settings" to change the settings for this record



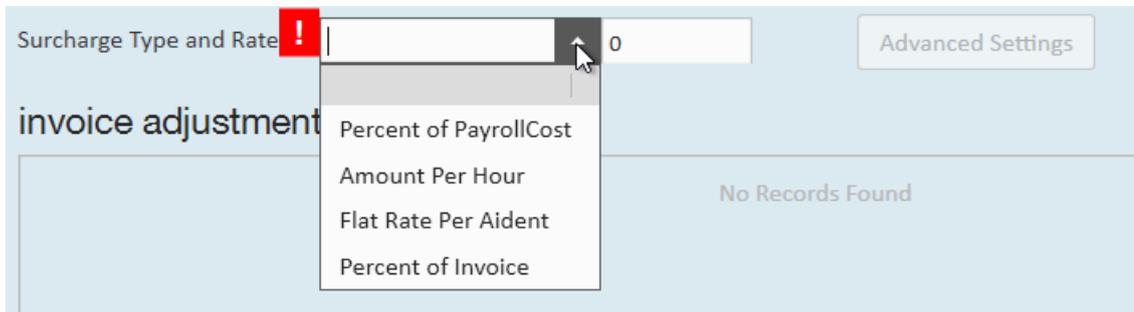
4. Once you select the checkbox to override the settings, new checkbox options will appear



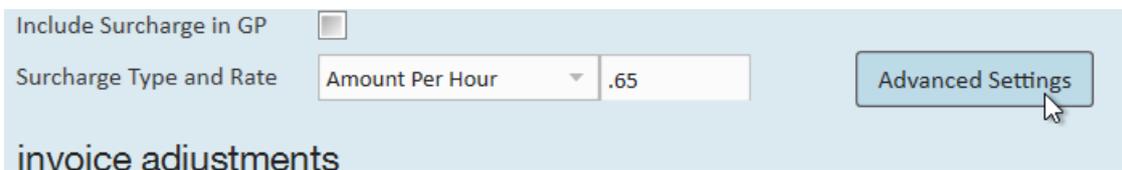
- **Apply to Departments:** If you are utilizing customer [departments](#), you can select this checkbox to apply to all departments under the current record. We recommend doing this from the primary customer record to ensure all departments are included.
- **Surcharge Enabled:** Uncheck this box if you do not want any ACA surcharge applied to this specific

customer

- **Include Surcharge in GP:** If you want this surcharge included in your gross profit reporting, check this box
- **Surcharge Type and Rate:** Select a type and set rate for your ACA surcharge for this customer



5. You can customize additional advanced settings by clicking on the advanced settings box



- Check out [ACA Admin: Setting Up ACA Surcharges for Customers](#) for more information on all the advanced setting options available

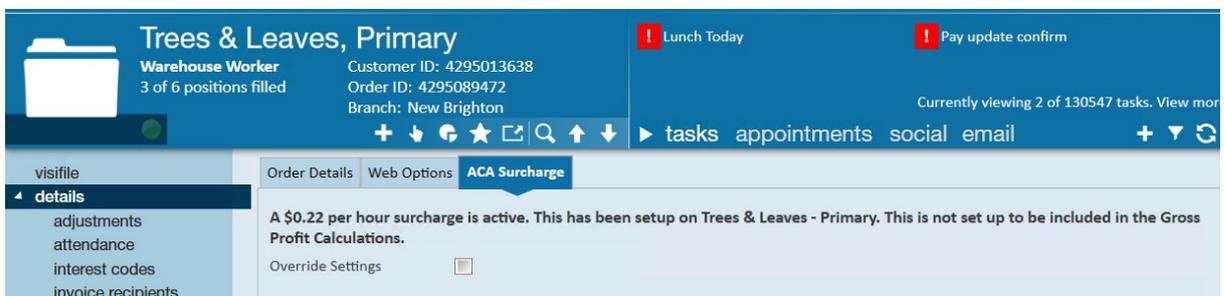
6. Select the save icon in the upper left to save your changes

Looking to set up other customer adjustments? Check out [Enterprise - Customer Adjustments and Invoice Processing](#)

## Overriding Surcharges on Orders

In addition to having customer specific surcharge overrides, you can also override an ACA surcharge from the order record.

1. On the order details, select the ACA Surcharge tab



2. The current ACA surcharge settings will be included in bold at the top. Choose the checkbox next to "Override Settings" to change the settings for this record
3. Follow the same steps as above to change the settings

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