

Manage Payment Settings

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CST

KidKare Accounting allows you to split payments between contacts and agencies, as needed. This allows you to divide payments between payers and agencies, agencies and agencies, or payers and payers. This division can be done on a percentage or dollar amount basis.

Note: You must have multiple contacts/agencies set as payers on a participant account before you can see this option.

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Participant Account Details page opens and displays information for the last participant you viewed.
3. Click the drop-down menu at the top of the page and select the participant to change.
4. In the **Payment Details** section, select **Percentage** or **\$ Amount**.
5. Enter the percentage or dollar amount each contact/agency is responsible for paying in the corresponding boxes. Percentage amounts must add up to 100%.

The screenshot shows the KidKare Accounting interface. The sidebar menu on the left includes options like Kids, Food Program, Claims, Expenses, eForms, EasyPay, Income, Accounts, Stripe Dashboard, Settings, Reports, Setup, Messages, Get Help, and Logout. The top navigation bar shows 'Center' and 'Administrator Center (rainstorm)'. The main content area is titled 'Participant Account Details' for 'Baby Carrot'. It includes sections for 'Contacts' (Fresh Carrot Guardian, Edler Carrot Other), 'Agencies' (State Texas), 'Payment Settings' (Percentage, \$ Amount, Fresh Carrot 25%, State Texas 75%), and 'Invoices' (Received \$804.00, Pending \$50.00, Balance \$2,954.91, Total \$3,808.91). The 'Invoices' section displays a table with columns for Date, Invoice #, Payer(s), Status, Amount, Payer Balance, and Total Balance. The table shows three entries: 09/30/2020, 10079, Fresh Carrot, Unpaid, \$15.00, \$15.00, \$15.00; 09/30/2020, 10078, Fresh Carrot, Unpaid, \$15.00, \$15.00, \$15.00; and 09/30/2020, 10075, Fresh Carrot, Deleted, \$195.00, \$195.00, \$195.00. The 'Payment Settings' section is highlighted with a red box, showing the 'Percentage' tab selected and the 'Fresh Carrot' and 'State Texas' payers with their respective percentages.

6. If you selected **\$ Amount** in **Step 4**, click the **If the Invoice Total Exceeds the Amounts List Above What Should Happen** drop-down menu and choose the contact/agency to whom to apply charges.

Center

Administrator Center (rainstorm)

Home

EasyPay

Participant Account Details

Baby Carrot

Kids

Food Program

Claims

Expenses

eForms

EasyPay

Income

Accounts

Stripe Dashboard

Settings

Reports

Setup

Messages

Get Help

Logout

Participant Account Details

Contacts

Fresh Carrot Guardian (789) 555-1233 Payor

Edler Carrot Other 7895551234 Inactive

Agencies

State Texas 9401234567 Agency Payor

Payment Settings

Percentage

\$ Amount

Fresh Carrot

State Texas

\$ 100.00

\$ 300.00

If the invoice total exceeds the amounts listed above, what should happen?

Apply charges to Fresh Carrot

Apply charges to State Texas

\$ 15

per Hour

Save

Contact Details

Name

Fresh Carrot

Phone

Home (789) 555-1233

Email

freshCarrot@yopmail.com

Billing Address

12 Fridge Way

Kitchen TX 160111

Remove Save

Contact Attributes

Role

Guardian

☒ Payer of invoices for participant care
 ☐ Authorized to pickup participant

Notifications

Language English

Received \$804.00

Pending \$50.00

Balance \$2,954.91

Total \$3,808.91

Invoices

Date	Invoice #	Payer(s)	Status	Amount	Payer Balance	Total Balance
09/30/2020	10079	Fresh Carrot	Unpaid	\$15.00	\$15.00	\$15.00
09/30/2020	10078	Fresh Carrot	Unpaid	\$15.00	\$15.00	\$15.00
09/30/2020	10075	Fresh Carrot	Deleted	\$195.00	\$195.00	\$195.00

Display 3 records Showing 1 to 3 of 36 entries.

Previous

1

2

3

4

5

...

12

Next

Credits of Fresh Carrot

7. When finished, click **Save**.