

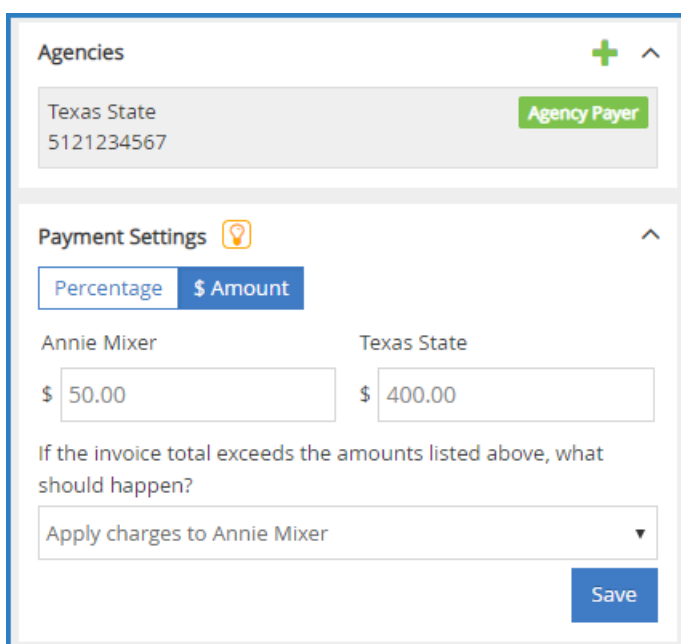
Split Payments Between Payers

Last Modified on 01/19/2022 11:45 am 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:
 - If you are a home childcare provider, click **Accounting**.
 - If you run a commercial childcare center, click **EasyPay**.
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%.
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.



The screenshot shows a software interface for setting payment details. At the top, there is a section titled "Agencies" with a green plus icon and an upward arrow. Below this, a card displays "Texas State" with the ID "5121234567" and a green "Agency Payer" button. Below the agencies section is a "Payment Settings" section with a lightbulb icon and an upward arrow. It features two tabs: "Percentage" and "\$ Amount", with "\$ Amount" selected. Underneath, there are two input fields: "Annie Mixer" with a value of "\$ 50.00" and "Texas State" with a value of "\$ 400.00". Below these fields is a question: "If the invoice total exceeds the amounts listed above, what should happen?". A dropdown menu below this question is set to "Apply charges to Annie Mixer". A blue "Save" button is located at the bottom right of the form.

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

Now, when you create an invoice for this participant, any payers designated on the account appear on the Add Invoice page. Note that all payers are selected by default, and their payment amounts display.