

# Split Payments Between Payers

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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%.
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 the 'Payment Settings' section of the software. At the top, there is an 'Agencies' section with a green plus icon and an upward arrow. Below it, a grey box contains 'Texas State' and '5121234567', with a green 'Agency Payer' button to the right. The 'Payment Settings' section has a lightbulb icon and an upward arrow. It features two tabs: 'Percentage' (highlighted in blue) and '\$ Amount'. Below the tabs, 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 the question shows '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.