System Config > Valid Values, Type - Fee Setup

Last Modified on 06/29/2020 12:34 pm EDT

How to Setup a Type - Fee Valid Value: The **Type – Fee** valid value allows centers to setup fees or charges that will be assigned to a parent's financial ledger. Setting up a **Type – Fee** valid value is necessary for coupons to be able to determine what charge will be applied against the coupon's discount.

By default, the system already has several **Type - Fee** valid values that are already setup; however if a new **Type - Fee** valid value is saved, this will override the defaults and display only the **Type - Fee** valid values that have been setup by an administrator. **Type - Fee** valid values can also be assigned specific role based security that can limit who can post a transaction with the **Type - Fee** valid value and how large the transaction can be.

Click on the **Setup** tab on the main toolbar, *indicated by the red square*. Then, click on the **System Config** tab, *indicated by the blue square*.
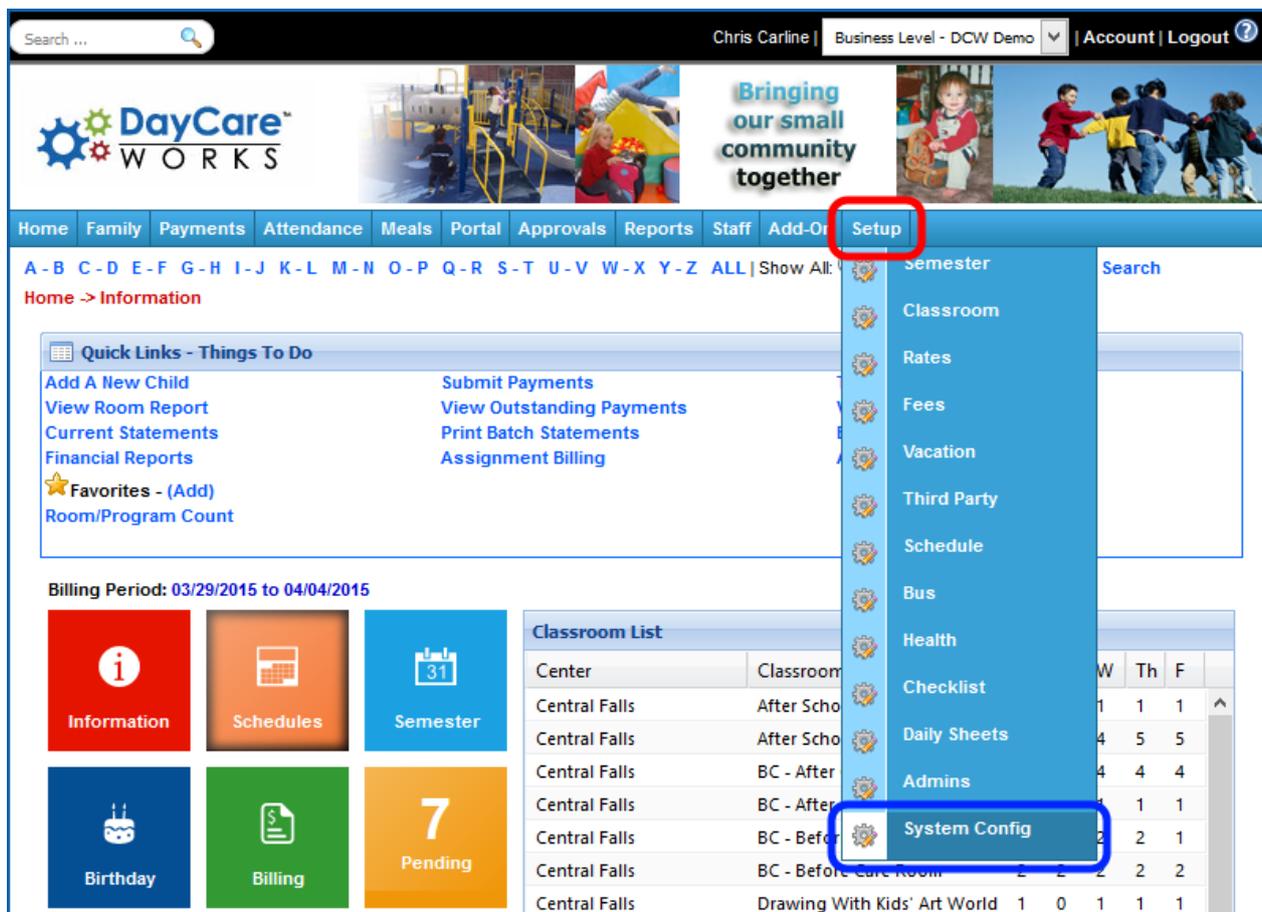
Click on the **Valid Values** tile.
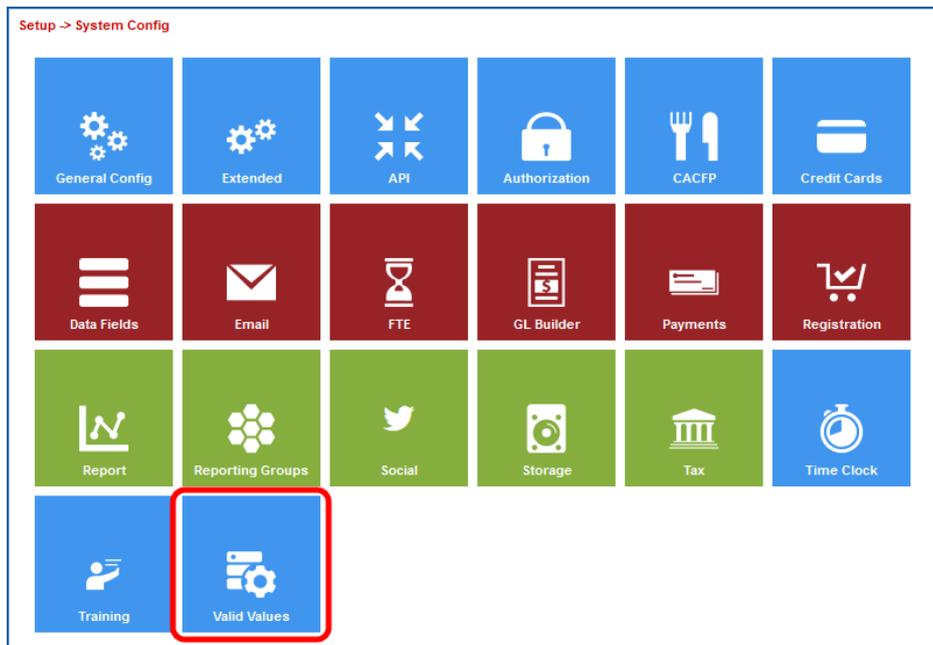
Next, scroll down to the **Valid Value** section at the bottom of the screen.

Then, enter the name of the type-fee in the **Description** text box.

Next, enter an abbreviated name for the type-fee in the **Short Name (Abbr)** text box.

Then, select **Type - Fee** in the **Value Type** drop down list. After selecting **Type - Fee**, the screen will refresh, displaying additional fields for the valid value.

Next, enter the general ledger code for the **Type - Fee** in the **GL Code** text box. If the **GL Builder** is going to be used in the system, the **GL Code** for the **Type - Fee** valid value must correspond to the **GL Code Segment** entered on the **GL Builder**.

Click here for Additional GL Settings

If necessary, enter a description for the general ledger code in the **GL Description** text box.

If the business uses offsetting accounting, enter the offsetting general ledger code for the **Type - Fee** in the **Offset GL Code** text box.

Then, if necessary, select the revenue type assigned to the **Type - Fee** in the **Revenue Type** drop down list. **Revenue Type** is a valid value and must be setup in the valid value section.

If necessary, enter the display order for **Type - Fee** in the **Display Order** text box.

Next, select **Yes** in the **Credit Adjustment Link Required** drop down list if a credit adjustment for the **Type - Fee** requires an association to a previously created adjustment.

Then, select **Yes** in the **Adjustment Link Required** drop down list if an association to a previous adjustment is required for any adjustment with this **Type - Fee**.

Next, select if the adjustment is required to be associated to a child in the **Adjustment/Child Student Link Required** drop down list.

If the **Type - Fee** valid value will be used to adjust revenue in the system, select the adjustment type in the **Revenue Adjustment Type** drop down list. This drop down list determines if the **Type - Fee** valid value will appear in the **Charge** section or **Reduce Revenue** section in the **Change/Reduce Revenue** section on a family's financial ledger. If this section will not be used, this section can be ignored.

- If the fee will be able to be charged and reduced by an administrator using the **Charge/Reduce** revenue section, select **Charge Revenue**.
- If the fee will only be able to be reduced by an administrator but will not be able to be charged using the **Charge/Reduce Revenue** section, select **Reduce Revenue**.
- If the fee will only be able to be used to write off outstanding balances and will not be able to charge revenue, select **Write-Off Family Bad Debt**.

If the **Type - Fee** valid value is associated to a specific valid value and has a default adjustment amount, select **Yes** in the **Auto-Fill Indicator** drop down list. This is typically used to setup a default auto-fill indicator for registration fees in the system. If **Yes** is selected in the **Auto-Fill Indicator** drop down list, the **Charge/Reduce Revenue** section will have the **Adjustment Amount** grayed out, preventing the administrator from entering an amount. The text box will auto-populate based on

the adjustment selected.

If the **Type - Fee** valid value is deferrable, select **Yes** in the **Deferrable** drop down list. By selecting **Yes** in the **Deferrable** drop down list, when a **Type - Fee** valid value is associated to a semester for a child, the amount charged will be spread out amongst the entire semester associated to the fee. This could be used to spread the charge of a registration across the entire semester for accounting purposes.

Then, select **Yes** in the **Active** and **Display** drop down lists to make the valid value active and visible in the system.

If the **Type - Fee** valid value will be used to edit a third party agency's outstanding balance during a third party reconciliation, select **Yes** in the **Display on Reconcile** drop down list.

When finished, click on the **Save** button.

After clicking on the **Save** button, the screen will refresh, displaying the new **Type - Fee** in the valid values section.

Next, click on the **Role icon** for the valid value. This will setup role security around the **Type - Fee** valid value.

Next, select the administrator role that will be assigned this security in the **Role** drop down list. These roles are assigned to administrators in the system using the **Setup Admin** section.

Then, enter the minimum and maximum amount that can be applied by an administrator of this role in a single transaction in the **Min Amount** and **Max Amount** text boxes.

Next, enter the maximum amount that an administrator can post of this transaction in the **Max Sum Amount** text box and then enter the total number of days to calculate the **Max Sum Amount** in the **Max Sum Days**.

For example, if an administrator is only allowed to post $100.00 of a **Type - Fee Credit** to all families in the system in a 5 day span, enter $100.00 in the **Max Sum Amount** text box and then enter 5 in the **Max Sum Days** text box.

Then, select if the administrator is able to post a transaction using this **Type - Fee** valid value in the **Allowed** drop down list. If a specific **Type - Fee** valid value is not allowed to be posted by a specific role type, select the role in the **Role** drop down list and then select **No** in the **Allowed** drop down list.

When finished, click on the **Save** button. When finished, the screen will refresh, indicating a successful save. If necessary, repeat **Step Six** and **Step Seven** to add additional role security to the **Type - Fee**.

Example

*In this example, a administrator assigned to role of **Staff Admin** is only allowed to post a **Type - Fee Tuition** of between $0.00 and $500.00 on a family's financial ledger. In a span of 7 days, the administrator is only able to post a total of $1500.00 **Type - Fee Tuition** to all financial ledgers. This will not let the **Staff Admin** post a credit to the family's financial ledger for **Tuition**.*