

Setup > Room, Room/Program-Extra Fee Setup

Last Modified on 12/03/2018 1:07 pm EST

The Extra Fee Setup allows administrators to add an additional fee to a room. Extra fees could be used to charge for any required materials for a specific room or t-shirt orders.

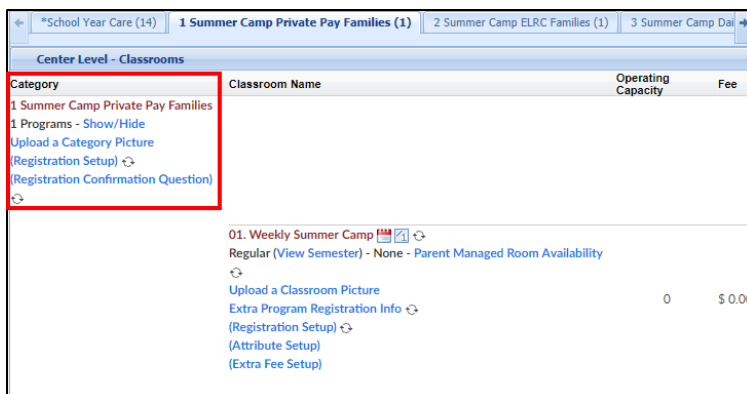
Please Note: In the family's financial ledger, the fee type will be "EFEE"

To Setup the Extra Fee:


1. To navigate to the Extra Fee Setup screen, click Setup from the menu
2. Select Classroom
3. Select the correct Semester



4. Locate the correct Category



5. Locate the Classroom and click Extra Fee Setup

Category	Classroom Name	Operating Capacity	Fee
1 Summer Camp Private Pay Families			
1 Programs - Show/Hide			
Upload a Category Picture			
(Registration Setup) ↻			
(Registration Confirmation Question) ↻			
↻			
01. Weekly Summer Camp  ↻			
Regular (View Semester) - None - Parent Managed Room Availability			
↻			
Upload a Classroom Picture			
		0	\$ 0.00
Extra Program Registration Info ↻			
(Registration Setup) ↻			
(Attribute Setup)			
(Extra Fee Setup)			

6. Fill out the Room Extra Fee under the fees box

Room Extra Fee
Description: <input type="text" value="T-Shirt Fee"/>
Long Description: <input type="text"/>
Optional? <input type="radio"/> Yes <input checked="" type="radio"/> No
Taxable? <input type="radio"/> Yes <input checked="" type="radio"/> No
Allow Quantity Selection? <input checked="" type="radio"/> Yes <input type="radio"/> No
GL Code: <input type="text"/>
Minimum Quantity: <input type="text" value="1"/>
Maximum Quantity: <input type="text" value="2"/>
Amount per Extra: <input type="text" value="10.00"/>
Display Order: <input type="text" value="0"/>
<input type="button" value="SAVE"/>

- Description - enter the Description of the fee, this will only be displayed on the family's financial ledger
- Long Description - enter a detailed description, this will be displayed during registration
- Optional
 - Yes - the extra fee is not required for registration for the classroom
 - No - the extra fee is required for registration for the classroom
- Taxable
 - Yes - the extra fee is taxable. This section does require tax information to be setup first
 - No - the extra fee is not taxable
- Allow Quantity Selection
 - Yes - parents are able to purchase multiples of the item
 - No - multiples cannot be purchased

- GL Code
- Minimum Quantity - enter the minimum amount of this item the parent can purchase
- Maximum Quantity - enter the maximum amount of this item the parent can purchase
- Amount per Extra - enter how much each of the extra fees will cost
- Display Order - if there are multiple fees, enter the order the fee will be displayed for the classroom

7. Click Save

8. Once a fee has been added, it can be deleted or edited

01. Weekly Summer Camp - Extra									
	Extra	Opti...	Taxa...	Quantity Sele...	Minimum Qu...	Maximum Qu...	Fee per E...	GL Code	
<input checked="" type="checkbox"/>	T-Shirt Fee	N	N	Y	1	2	10.00		<input type="checkbox"/>

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