

Financial- How to setup a convenience/service fee for electronic payments

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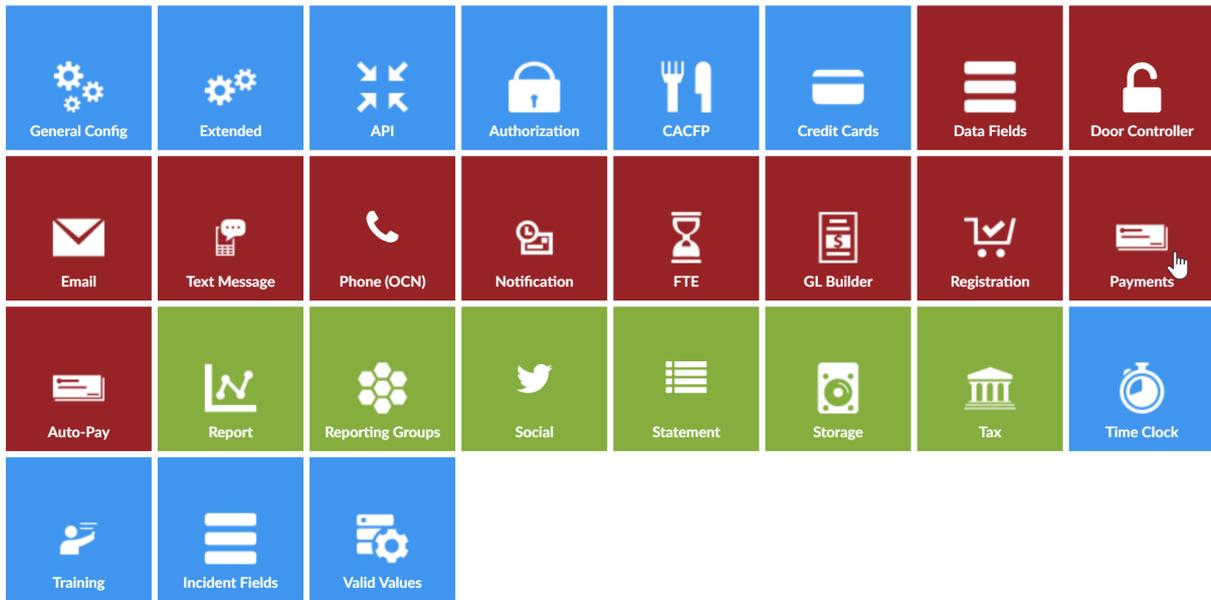
To add a convenience/service fee for electronic payments go to the Setup menu, then select system config-

The screenshot shows a software interface with a top navigation bar containing a search field and the text 'Business Level - DCW - Transactional'. Below the navigation bar is a menu with options: Home, Family, Payments, Attendance, Lessons, Meals, Connect, Approvals, Reports, Staff, Setup, and a search icon. The 'Setup' menu is open, displaying a list of options: Semester, Classroom, Classroom Summary, Rates, Fees, Vacation, Third Party, Schedule, Bus, Health, Checklist, Daily Sheets, Admins, and System Config. A mouse cursor is pointing at 'System Config'. In the background, a 'Classroom List' table is visible, showing columns for Center and Classroom, with five rows of data. A dashboard on the left contains various widgets: Information, Schedules, Semester, Birthday, Billing, Pending, Registrations, Changes, New Family, Waitlist, Program Changes, Live Ratios, and Scheduled FTE.

Center	Classroom
DCW Transactional- Center 1	AM, Bef
DCW Transactional- Center 1	Flexible
DCW Transactional- Center 1	Flexible
DCW Transactional- Center 1	PM, Afte
DCW Transactional- Center 1	Prescho

Select the Payments option-

Setup -> System Config



Enter the amount parents should be charged when electronic payments are charged-

Setup -> [System Config](#) -> [Payment Configuration](#)

Payment Configuration	
General	
Allow payment method sharing between parents:	Yes <input style="font-size: 8px; border: none; border-radius: 50%;" type="button" value="?"/>
Admin - Auto-Pay Batch	
Show outstanding families w/o active statements:	Yes <input style="font-size: 8px; border: none; border-radius: 50%;" type="button" value="?"/>
POS Payments	
Display ACH Option First on POS Payment Screen:	No <input style="font-size: 8px; border: none; border-radius: 50%;" type="button" value="?"/>
Connect Portal	
Maximum Online Payment Allowed:	<input type="text"/> Leave blank for no limit
Display ACH Option First on One-Time Screen:	No <input style="font-size: 8px; border: none; border-radius: 50%;" type="button" value="?"/>
Display ACH Option First on Auto-Pay Screen:	No <input style="font-size: 8px; border: none; border-radius: 50%;" type="button" value="?"/>
Portal One-Time Payment Label for ACH:	<input type="text" value="E-Check"/>
Portal One-Time Payment Label for Cards:	<input type="text" value="Credit Card"/>
Portal Auto-Pay Label for ACH:	<input type="text" value="ACH"/>
Portal Auto-Pay Label for Cards:	<input type="text" value="Credit Card"/>
Deposits	
Associate Classroom and Fee to Deposits:	No <input style="font-size: 8px; border: none; border-radius: 50%;" type="button" value="?"/>
Convenience Fees	
Fee Amount/Percent Per Transaction:	<input type="text"/> Leave blank for no added fee

[View Payment Processor Settings](#)

Once an amount is entered into the Fee Amount field additional fields will display-

- Fee Transaction Type
 - Dollar
 - Percentage
- Charge Different Conv. Fee for ACH- if a different amount should be charged for ACH transactions
- Add Fee to One-Time Payments (Family Entered)
- Add Fee to One-Time Payments (Staff- Entered)
- Add Fee to POS Payments (Staff-Entered)
- Add Fee to Auto-Payments (All)

Associate Classroom and Fee to Deposits:

Convenience Fees

Fee Amount/Percent Per Transaction: Leave blank for no added fee

Fee Transaction Type:

Charge Different Conv. Fee for ACH:

Add Fee to One-Time Payments (Family-Entered): [?](#)

Add Fee to One-Time Payments (Staff-Entered): [?](#)

Add Fee to POS Payments (Staff-Entered): [?](#)

Add Fee to Auto-Payments (All):

SAVE

Be sure to save before exiting the screen, the changes will be immediate.