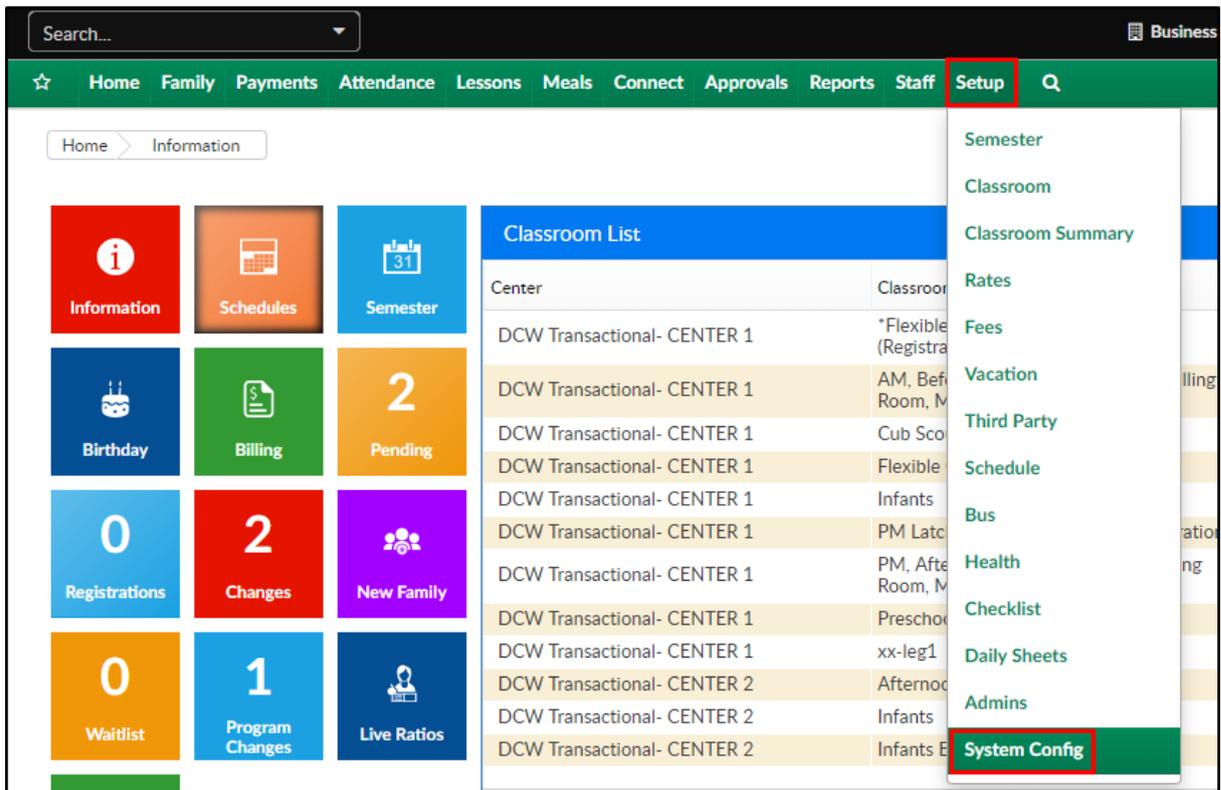# System Config > Valid Value, Adding Role Limits for Valid Values
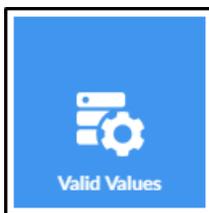
Last Modified on 06/29/2020 12:33 pm EDT

Adding role limits to valid value type - fees and type - payments allow a center to control access to values based on assigned user role. For example- if a role has the allowed field set to no, users assigned to the role will not be able to see the option from the adjustments menu (they will not be able to select it).

1. Click Setup, then select System Config



2. Select Valid Values



3. In the Valid Value List, scroll to the option to add role access/limits to; either Type - Fee or Type - Payment

**Valid Value List**

| Description | Short | GL Code | Offset GL | | | |
|---|---|---|---|---|---|---|
| **⊟ Type - Fee** | | | | | | |
| Activity Fee | ACTF | 4001 | 1200 | ☒ | ✎ | 👥 |
| Bookkeeping Fee | BKFE | 4002 | 1200 | ☒ | ✎ | 👥 |
| Center Registration Fee | CReg | 4003 | 1200 | ☒ | ✎ | 👥 |
| Convenience Fee (non-refundable) | SERV | 4004 | 1200 | ☒ | ✎ | 👥 |
| Late Fee | LFEE | 4006 | 1200 | ☒ | ✎ | 👥 |
| Late Fee Adjustment | LPKU | 4600 | 1200 | ☒ | ✎ | 👥 |
| Misc. Fee | MISC | 4010 | | ☒ | ✎ | 👥 |
| Normal Fee | NFEE | 4000 | 1200 | ☒ | ✎ | 👥 |
| Payment Write Off | FWO | 6100 | 1000 | ☒ | ✎ | 👥 |
| Prebill | PREB | 4000 | | ☒ | ✎ | 👥 |
| Re-Registration | RERE | 4003 | 1200 | ☒ | ✎ | 👥 |
| Registration | REG | 4003 | 1200 | ☒ | ✎ | 👥 |
| Security Deposit | SDEP | 4004 | 1200 | ☒ | ✎ | 👥 |
| Summer Tuition | suTu | 4005 | 1200 | ☒ | ✎ | 👥 |

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4.  Locate the correct fee and click the role icon



**Valid Value List**

| Description | Short | GL Code | Offset GL | | | |
|---|---|---|---|---|---|---|
| **⊟ Type - Fee** | | | | | | |
| Activity Fee | ACTF | 4001 | 1200 | ☒ | ✎ | 👥 |
| Bookkeeping Fee | BKFE | 4002 | 1200 | ☒ | ✎ | 👥 |
| Center Registration Fee | CReg | 4003 | 1200 | ☒ | ✎ | 👥 |
| Convenience Fee (non-refundable) | SERV | 4004 | 1200 | ☒ | ✎ | 👥 |
| Late Fee | LFEE | 4006 | 1200 | ☒ | ✎ | 👥 |
| Late Fee Adjustment | LPKU | 4600 | 1200 | ☒ | ✎ | 👥 |
| Misc. Fee | MISC | 4010 | | ☒ | ✎ | 👥 |
| Normal Fee | NFEE | 4000 | 1200 | ☒ | ✎ | 👥 |
| Payment Write Off | FWO | 6100 | 1000 | ☒ | ✎ | 👥 |
| Prebill | PREB | 4000 | | ☒ | ✎ | 👥 |
| Re-Registration | RERE | 4003 | 1200 | ☒ | ✎ | 👥 |
| Registration | REG | 4003 | 1200 | ☒ | ✎ | 👥 |
| Security Deposit | SDEP | 4004 | 1200 | ☒ | ✎ | 👥 |
| Summer Tuition | suTu | 4005 | 1200 | ☒ | ✎ | 👥 |

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5.  Any existing setup will display in the Valid Value Role table

6. To add or edit authorizations, complete the Valid Value Role ID section



   - ○ Role - choose the role from the drop-down
   - ○ Role Type -
   - ○ Min Amount (optional)
   - ○ Max Amount (optional)
   - ○ Max Sum Amount (optional)
   - ○ Max Sum Days (optional)
   - ○ Allowed
     - ■ Yes - users with this role will see the valid value
     - ■ No - users with this role will not be able to see the valid value

7. Click Save
   - ○ To edit, click the modify icon on the far left of the line
   - ○ To delete, click the red X on the far right of the line