

Manage Payment Settings

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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%.

The screenshot displays the KidKare Accounting interface. On the left is a navigation menu with options like Kids, Food Program, Claims, Expenses, eForms, EasyPay, Income, Accounts, Stripe Dashboard, Settings, Reports, Setup, Messages, Get Help, and Logout. The main area shows 'Participant Account Details' for 'Baby Carrot'. There are sections for 'Contacts' (Fresh Carrot Guardian, Edler Carrot Other) and 'Agencies' (State Texas). A 'Payment Settings' modal is open, showing 'Percentage' selected with input fields for 'Fresh Carrot' (25%) and 'State Texas' (75%). Below it is a 'Default Rate' section with '\$ 15 per Hour'. To the right, 'Contact Details' for 'Fresh Carrot' are visible, including name, phone, email, and billing address. At the bottom, an 'Invoices' table is shown with columns for Date, Invoice #, Payer(s), Status, Amount, Payer Balance, and Total Balance. The table lists three invoices from 09/30/2020, with statuses 'Unpaid' and 'Deleted'. A summary bar above the table shows Received \$804.00, Pending \$50.00, Balance \$2,954.91, and Total \$3,808.91.

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.

Participant Account Details
Baby Carrot

Contacts

- Fresh Carrot Guardian (789) 555-1233 **Payor**
- Edler Carrot Other 7895551234 **Inactive**

Agencies

- State Texas 9401234567 **Agency Payor**

Contact Details

Name: Fresh Carrot
 Phone: Home (789) 555-1233
 Email: freshCarrot@yopmail.com
 Billing Address: 12 Fridge Way, TX 60111

Payment Settings

Percentage | **Amount**

Fresh Carrot \$ 100.00
 State Texas \$ 300.00

If the invoice total exceeds the amounts listed above, what should happen?

- Apply charges to Fresh Carrot
- Apply charges to State Texas

per Hour

Invoices

Received \$804.00 Pending \$50.00 Balance \$2,954.91 Total \$3,808.91

Date	Invoice #	Payer(s)	Status	Amount	Payer Balance	Total Balance
09/30/2020	10079	Fresh Carrot	Unpaid	\$15.00	\$15.00	\$15.00
09/30/2020	10078	Fresh Carrot	Unpaid	\$15.00	\$15.00	\$15.00
09/30/2020	10075	Fresh Carrot	Deleted	\$195.00	\$195.00	\$195.00

Display 3 records Showing 1 to 3 of 36 entries.

Credits of Fresh Carrot

7. When finished, click **Save**.