



# Tracking Payments like a Campus Champion

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Dude Solutions

# Agenda

- » Analyzing fee structures
- » Area type and Organization type setup
- » Creating Fee Tables
- » Applying Fee Tables to a Schedule
- » Creating an Invoice using Fee Tables
- » Posting Payments
- » Online Payments

# Analyzing Fee Structures

## » What is a fee structure?

- » A chart or table that is established by an organization showing the charges for use of facilities at their locations.
- » Typically set up based on the type of space be requested and the type of group doing the requesting.

## » Why is this important?

- » Certain fee structures may not able to utilize the fee table component
  - » Charges must be consistent for each space (Area) and group (Organization Type) for the duration of the event
  - » Can be flat or hourly rates
- » All fee structures can utilize the manual invoicing component

# Example #1



	Organization Type		
	Non-profit	For-profit	Internal
<b><u>Rental Space</u></b>			
Classroom HS	\$15/hr	\$20/hr	\$5/hr
Classroom MS	\$10/hr	\$15/hr	\$5/hr
Classroom ES	\$7.50/hr	\$12/hr	\$5/hr
Gym HS	\$55/hr	\$60/hr	\$30/hr
Gym MS	\$45/hr	\$50/hr	\$20/hr
Gym ES	\$35/hr	\$40/hr	\$10/hr
Cafeteria HS	\$20/hr	\$25/hr	\$10/hr
Cafeteria MS	\$15/hr	\$20/hr	\$10/hr
Cafeteria ES	\$10/hr	\$15/hr	\$7.50/hr
Auditorium HS	\$80/hr	\$100/hr	\$60/hr
Auditorium MS	\$65/hr	\$75/hr	\$45/hr
Auditorium ES	\$40/hr	\$50/hr	\$30/hr
<b><u>Personnel Fees</u></b>			
Custodial	\$25/hr	\$25/hr	\$25/hr
Food Service	\$25/hr	\$25/hr	\$25/hr
Stage Technician	\$25/hr	\$25/hr	\$25/hr
<b><u>Equipment Fees</u></b>			
Stage Lighting	\$100/flat	\$100/flat	\$100/flat



# Example #2





Rate Changes

Area

<u>Room</u>	<u>Fees</u>		
	maximum 2 hours		Per additional hour
HS Auditorium	\$200.00		\$50.00
MS Auditorium	\$150.00		\$50.00
Classrooms	\$50.00		\$50.00
HS Gym	\$200.00		\$50.00
MS Gym	\$150.00		\$50.00
ES Gym	\$75.00		\$50.00
Softball/Baseball Fields	\$150.00		\$50.00
Soccer Field	\$100.00		\$25.00
Football Stadium	\$1500.00/event		
<b><u>Personnel Fees</u></b>			
Custodial	\$25.00/hour/person		
Food Service	\$25.00/hour/person		
Auditorium Tech	\$25.00/hour/person		
Field Tech	\$25.00/hour/person		

# Area and Organization Types

- » Key part of Fee Tables
- » Area type: defines the type of space for each Room
  - » Ex: HS Classroom, MS Cafeteria, Conference Room
  - » Must be attached to the ROOM

Location 	Building 	Zone 	Area 	Room 
Star City High School			Cafeteria	Cafeteria
Star City High School			Classroom (High)	Classroom 100
Star City High School			Classroom (High)	Classroom 200
Star City High School			Gym (High)	Main Gym

# Organization Types

- » Organization type: defines the type of group for each Organization
  - » Ex: Non-profit, Internal, Community User
  - » Must be attached to the Organization

**Organization Name** Star City Athletic Association

**Address** 1234 Main St.

**Invoice Type**  Charge back  Payment  No charge

**Payment Type**  Invoice  Contract

**DO NOT RENT?**  Reason

**Organization Type** Community Group [Add New Organization Type](#)

**FEIN**

**Sales Tax Exemption No.** Tax Exempt?  Yes  No

**Notes**

Check here if you need this Organization to show on Facility Scheduling.



# Creating Fee Tables

- » Only fill out:
  - » Description
  - » Organization Type
  - » Area Type
  - » Day of the week
  - » Charges
- » Each Area type must have fee tables
- » No fee tables needed for no charge groups

Add/Update Fee Table

**Fee Table Description**

**Table Active**  Yes  No (Click here to view fee table selection rules.)

**Organization Type**

**Area Type**

**Location**

**Building**

**Room**

**Budget**

Select All  
  Weekend  
  Weekday  
 Saturday  
  Sunday  
 Monday  
  Tuesday  
  Wednesday  
  Thursday  
  Friday

Charge Classification	Charge Type	Flat/ Hourly	Apply Charge To	Minimum Hours	Amount	Taxable?
<input type="text" value="Facility Use Fee"/>	<input type="text" value="Gym Rental"/>	<input type="radio"/> Flat	<input type="text" value="Room"/>	<input type="text" value="0"/>	<input type="text" value="\$60.00"/>	<input type="checkbox"/>
<input type="text" value="-- Select Charge Classification --"/>	<input type="text" value="-- Select Charge Type --"/>	<input checked="" type="radio"/> Hourly	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
<input type="text" value="-- Select Charge Classification --"/>	<input type="text" value="-- Select Charge Type --"/>	<input type="radio"/> Flat	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
<input type="text" value="-- Select Charge Classification --"/>	<input type="text" value="-- Select Charge Type --"/>	<input checked="" type="radio"/> Hourly	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
<input type="text" value="-- Select Charge Classification --"/>	<input type="text" value="-- Select Charge Type --"/>	<input type="radio"/> Flat	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
<input type="text" value="-- Select Charge Classification --"/>	<input type="text" value="-- Select Charge Type --"/>	<input checked="" type="radio"/> Hourly	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
<input type="text" value="-- Select Charge Classification --"/>	<input type="text" value="-- Select Charge Type --"/>	<input type="radio"/> Flat	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
<input type="text" value="-- Select Charge Classification --"/>	<input type="text" value="-- Select Charge Type --"/>	<input checked="" type="radio"/> Hourly	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>

# of Org. Types  
 X  
 # of Area Types  
 =  
 # of Fee Tables!!!



# Applying Fee Tables to a Schedule

- » Find the schedule or create it
  - » Responsible for Billing and Waiting to be Invoiced
- » Facility Use Fees page

A screenshot of a software interface showing a menu with the following items: Add, Update Schedule, Approval Process, Events, Event Dates, Facility Usage Agreement, Facility Use Fees (highlighted with a red arrow), File Attachments, Invoicing, Organization Info, and Payments. The 'Facility Use Fees' item has a red checkmark and a red arrow pointing to it.

Responsible for Billing

Waiting to be Invoiced  
2

Waiting to be Invoiced

Filter on:  Inactive  Pending

Event / Organization				
Route To	Location Room / Zone	Begin / End	Begin/End Time Recurrence	Setup Begin Time Setup End Time
<b>Star City Basketball Game / Star City Athletic Association</b>				
Niki Dobbins				
<b>Usage Fee</b>	Star City High School Main Gym /	4/20/2017	3:00PM - 6:00PM Non-recurring	3:00PM- 6:00PM
<b>Create Invoice</b>				
<b>Billing Comment</b>				

# Facility Use Fees

## » NOT AN INVOICE!

- » Define Terms
- » Define Deposit if needed
- » Use Predefined Fee Tables

## » See the charges that you can pull into an invoice

## » Add additional charges if needed

Facility Use Fees
Print facility use fees  
 List All events

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Location  
Event Time  
Event Title  
Area  
Organization  
 Terms  
Terms Period  
Deposit Amount  
PO Number  
Contract Number  
Facility Use Fee Option

Star City High School

Begin: 3:00PM End: 6:00PM (activated)  
Note: Event dates appear below once a fee option has been selected.

Star City Basketball Game

**Building(s)|Room(s):** Main Gym

Star City Athletic Association

30 days ▼ or add new

30

0   Apply deposit to first invoice balance?

Use predefined fee tables  Define fees by event  
Click here to view fee table selection rules.

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Event Charges Shortcuts

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Event

1 of total 1 events « First Event « Previous Event Next Event » Last Event»

Colored rows indicate predefined fees used.

1 - 1 of total 1 listed « Previous 10 Next 10 »

Delete	Edit	Charges Applied To	Location Building Room	Rate	Hourly/Flat Min Hour	Qty Amount	Tax Rate Tax Amt	Total Fees
		Gym Rental Per Room	Star City High School Main Gym	\$60.00	Hourly 0	3 \$180.00	Non-taxable \$0.00	\$180.00
<b>Total Fees</b>								<b>\$180.00</b>

# Creating an Invoice Using Fee Tables

» Always a 2 step process!

» Facility Use Fees must be filled out FIRST

» Create Invoice link

Create Invoice

» Copy Event Fees

## Copy Event Fees

1. Select the Event

- Select Event -

4/20/2017 3:00PM, Star City Basketball Game

(Note: Hold down the CTRL key to make multiple selections. Maximum 5 events can be selected.)

2. Check the box if you want this invoice to override the invoice that will be created with batch invoicing.

3. Click the Copy Fees button to copy the schedule event fees to the invoice:

Copy Fees to Invoice

# Invoices

## INVOICE

**Remit Payment To:**  
Niki Dobbins Test Account  
  
North Carolina 27518

DATE	INVOICE NO
4/17/2017	184
DUE DATE	
5/17/2017	

**Contact:**

**Phone No:**

<b>BILL TO</b>	
<b>Star City Athletic Association</b>	<b>Email</b> coachd@starcitybball.com
Coach Dobbins	<b>Phone No</b> 999-999-9999
1234 Main St.	<b>Fax No</b>
<b>Sales Tax Exemption No.</b>	<b>FEIN</b>

COMMENT			
DEPOSIT	DOCUMENT NUMBER	PO NUMBER	TERMS
\$0.00			30 days

**Schedule ID:** 1142

**Location:** Star City High School



**Area:**

**Room(s):** Main Gym

**Building(s):**

<b>Event:</b> 4/20/2017	<b>3:00PM - 6:00PM</b>	<b>Star City Basketball Game</b>				
Quantity	Description	Hours	Rate	Amount	Tax Amount	Total
1	Gym Rental	3	\$60.00	\$180.00	\$0.00	\$180.00
<b>Event Total Costs</b>				<b>\$180.00</b>	<b>\$0.00</b>	<b>\$180.00</b>

<b>Invoice Total</b>	<b>\$180.00</b>
<b>Total Sales Tax</b>	<b>\$0.00</b>
<b>Total Payments</b>	<b>\$0.00</b>
<b>Total Due</b>	<b>\$180.00</b>

<b>Total Sales Tax</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$180.00</b>
<b>Deposit Applied</b>	<b>\$0.00</b>
<b>Total Payments</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$180.00</b>
<b>Post Payment</b>	
<b>Email Invoice</b>	

# Manually Posting Payments

## » From?

- » Invoice
- » Schedule
- » Payment list

## » Multiple payments per schedule


- » Deposits
- » Budget codes

### Add/Update Payment

(View Event Schedule)


Schedule ID **1142**

Invoice Number

Payment Type  

Check Number

**IMPORTANT:** For security reasons, please do not save credit card numbers in FSDirect. The application was not intended for that purpose and therefore does not provide the security needed to protect credit card information from hackers while in transmission over the Internet wires. Storing credit card information in FSDirect places the cardholder's account at risk.


Payment Date  

Payment Notes

Invoice Total

Amount Paid-To-Date

Current Outstanding

Payment Amount  

Budget Code

Apply Deposit (Deposit Available:\$0.00)


Close Invoice

# Online Payments

## » ReliaFund

- » Payment processor
- » Accepts Credit Card and ACH transactions
- » Must fill out an application and provide the necessary documentation



<b>Total Sales Tax</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$180.00</b>
<b>Deposit Applied</b>	<b>\$0.00</b>
<b>Total Payments</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$180.00</b>
<b>Post Payment</b>	
<b>Email Invoice</b>	
<b>Merchant Account Required!</b>	

# Online Payments and CYU

Allow Community Users to pay invoices online?  Yes  No [Go to merchant account portal](#)

Schedule ID	Status	Location	Recurrence	Total Invoiced
Title	Schedule State	Room	Start Date	Total Paid
No Of Events	Organization		End Date	
	Declined Reason		Event Date(S)	
1718	Approved	R2I2	Non-recurring	<a href="#">View Invoices &amp; Pay Online</a>
Mentor/Mentee	Activated	Conference Rooms   The Pee	3/25/2017	\$850.00
Empowerment Conference	Dreams Imagination & Gift	Dee Room - B-201 B		\$850.00
1	(digdp.org)			



[Pay Now](#)

124	20252776	Sky High Dance Online Payment	11/9/2016	\$175.00	\$0.00
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# Credit Card Transaction

## Payer Information

Name On Card	<input type="text"/>
Billing Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="-"/>
Zip	<input type="text"/>

## Payment Information

Payee	<input type="text"/>
Card Number	<input type="text"/>
Expiration Date	<input type="text" value="-"/> <input type="text" value="-"/>
CVN	<input type="text"/>
Amount	<input type="text" value="1.00"/>
Convenience Fee	<input type="text" value="0.04"/>
Total Due	<input type="text" value="1.04"/>

A convenience fee of 3.95% applies to the amount being paid per transaction. The convenience fee has been added to your payment and reflects in the total due.



# ACH Transaction

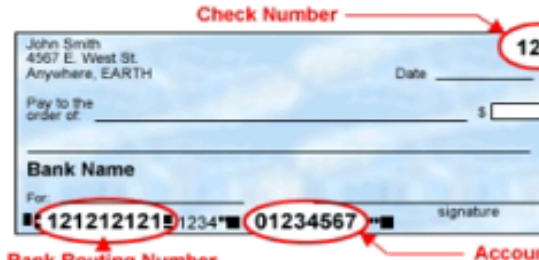
**Payer Information**

Payer Name   
Address   
City   
State   
Zip

**Payment Information**

Payee	<input type="text" value="Richland School District Two"/>
Account Type	<input type="text" value="Personal Checking"/>
Routing Number	<input type="text"/>
Account Number	<input type="text"/>
Re-Enter Account Number	<input type="text"/>
Check / Reference #	<input type="text"/>
Amount	<input type="text" value="236.25"/>
Convenience Fee	<input type="text" value="2.36"/>
Total Due	<input type="text" value="238.61"/>

A convenience fee of 1.00% applies to the amount being paid per transaction. The convenience fee has been added to your payment and reflects in the total due.



The image shows a check with several fields circled in red and labeled with arrows. The 'Check Number' is circled and labeled '1234'. The 'Bank Routing Number' is circled and labeled '121212121'. The 'Account Number' is circled and labeled '01234567'. The check is from John Smith, 4567 E. West St., Anywhere, EARTH. The date is blank. The payee is blank. The amount is blank. The bank name is blank. The signature is blank.



SAN DIEGO  
MARCH 18-21  
2018

SAVE THE DATE!

**DON'T FORGET!**

**IN THE APP:**

**SESSION SURVEYS  
& REQUEST MORE INFO**