



# Childcare Sage Payment Services Version 19.1



ChildCare Sage Payment Services uses SafeSave payment processing to provide your center a comprehensive suite of payment collection options. It includes the ability to automatically collect or draft payments from parent credit card or bank accounts (Tuition Direct,) a parent payment portal (CloudPay,) credit card swipe functionality in the timeclock (CheckInPay), and credit card swipe functionality in the main program (Pay Now). Both credit card (CC) and electronic check (ACH) payments are supported (both of these payment types fall under electronic funds transfer (EFT.))

There are many reasons why you should offer and encourage your childcare families to pay you electronically:

- 1) more convenient- parents can pay your center automatically, online anytime, or through the timeclock,
- 2) more secure- can't be misappropriated like cash or lost like checks,
- 3) safer- your center won't have to keep cash until it is deposited,
- 4) faster funding- your funds will be automatically available in your bank account the next business day,
- 5) fewer headaches- your staff won't have to remind parents to pay their balances,
- 6) less time consuming- your staff won't have to go to the bank to deposit cash and checks, or swipe parent credit cards,
- 7) less costly- lower transaction costs than Square and Paypal,
- 8) better for enrollment- gives your center a competitive advantage, and
- 9) can increase revenue and profitability- parent don't miss payments because they can pay you with their credit card even if they don't have available funds.

The ChildCare Sage makes it easy to sign up and start using payment processing at your center. The difference between Tuition Direct, CloudPay, CheckInPay, and Pay Now is how the payment is made, and whether the parent or the staff at the center start and complete the payment. All of our payment methods are safe and secure because the ChildCare Sage never stores any account numbers and is PCI compliant.

With Tuition Direct, the ChildCare Sage schedules and charges the parent's credit card or bank account. You can setup how often the payments are charged, including which day of the week, and you can add multiple credit card or bank accounts for each family. Once payments are scheduled, the system will automatically post them (with your permission.) In addition, you can also manually post payments, check for ACH returns (insufficient funds, closed account, etc.) and charge returned check fees.

With CloudPay, parents make online payments through a website at their convenience using their phone, tablet or computer. Parents get to the website by either clicking on a link in their emailed bill, or by clicking on a link on your website. All payments are then automatically downloaded and applied to the corresponding family accounts in ChildCare Sage.

With CheckInPay, parents use the TimeClock to pay their bill (credit card only.) To make the process fast, you can connect a credit card swipe reader to the TimeClock computer. All payments are then automatically downloaded and applied to the corresponding family accounts in ChildCare Sage.

With Pay Now, parents give their credit card to a staff person who then enters the payments into the ChildCare Sage. To make the process fast, you can connect a credit card swipe reader to a computer that has the ChildCare Sage installed on it.

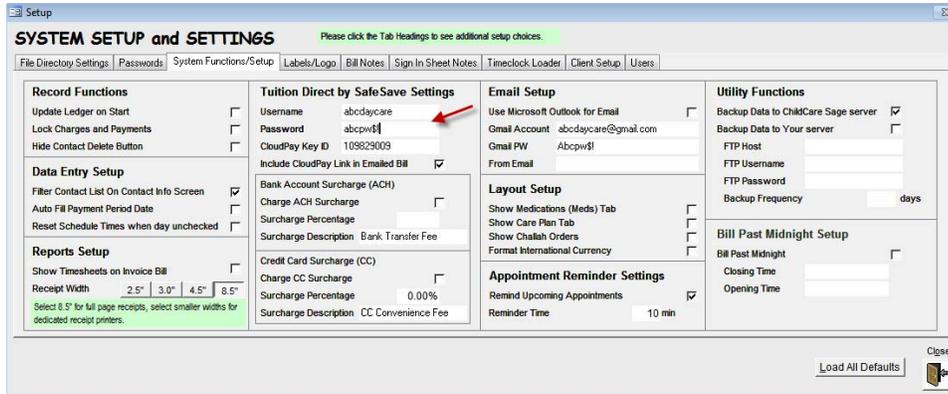
To start using ChildCare Sage Payment Services, the first step is to sign up with SafeSave. We selected SafeSave because they do not charge any sign-up or monthly service fees. In addition, their fees are low and are only charged when you process payment transactions. To sign up, click the SafeSave icon at the bottom left of the Child Billing or Child Payment menus in ChildCare and follow the instructions. After you sign up, you will be emailed the username and password for your SafeSave account (generally within 3 business days.)

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## Setting Up Tuition Direct / CheckInPay / Pay Now

Once you have received your username and password from SafeSave, please enter it into the System Functions tab of the Setup screen (to open the screen, click Setup Menu at the bottom right of the Main Menu, then System Setup at the top left.)

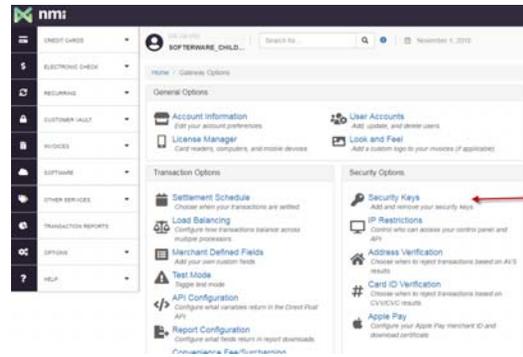
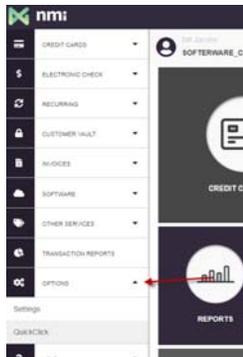


## Setting Up CloudPay

Your CloudPay webpage setup is automatically started when you sign up for SafeSave. To complete the setup, go to [www.safesavepayments.com](http://www.safesavepayments.com), click Merchants Login at the top, and enter your Username and Password (after you receive your SafeSave username and password.)

After you login, please follow the steps below to finish setting up your CloudPay webpage:

- 1) click Options, then click Settings
- 2) click Security Keys



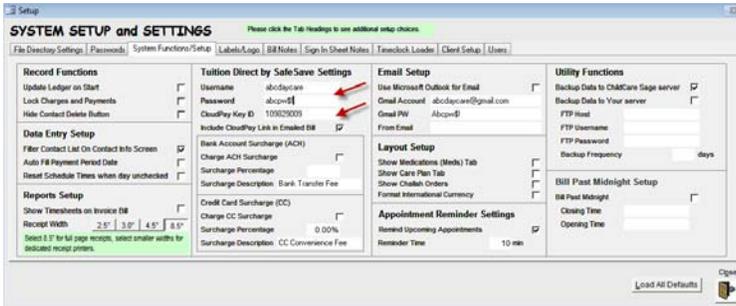
- 3) write down the Key ID



### Security Keys

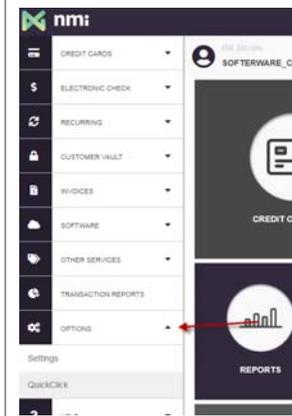
Description	User	Source	Key ID	Key
Default: Cart Key [delete]	ABC Day	Cart	28271919	8278279212616ab6882a67272a

- 4) open Childcare Sage, go to the Main Menu, then the Setup Menu (bottom right), then the System Setup screen (top left), then the System Functions tab (top center.) Enter the KeyID from 3) above in the KeyID box, and make sure that the username and password that you received from SafeSave are filled in. Then check the Include Cloudpay Link in Emailed Bill box. If you will be using a Gmail account, uncheck the use Microsoft Outlook box and fill in your gmail account (email address,) and password.



5) on the left side of the screen, click Options, then QuickClick

6) click Look and Feel

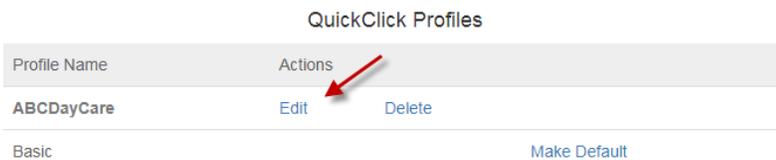


The QuickClick ordering system allows you to create order buttons and/or order forms for your website. When customers are ready to check out, they will be forwarded to Gateway Services to enter their billing information. Therefore, you will not need a secure certificate to utilize the QuickClick system. Please email support@nmi.com to retrieve the QuickClick integration specifications.

You can customize the look and functionality of the QuickClick system by using the configuration options below.

- Button Generator**  
Create order buttons that customers can click to begin a sale.
- Look and Feel** ←  
Create custom display profiles to change the format of the QuickClick ordering system to match your website and branding.
- Customer Information**  
Change the customer information fields that are required and/or included.
- Payment Methods**  
Change the payment methods accepted by the QuickClick system.
- Security**  
Disable or enable key verification in the QuickClick system.
- Tax**  
Configure your tax preferences.
- [Show More](#)

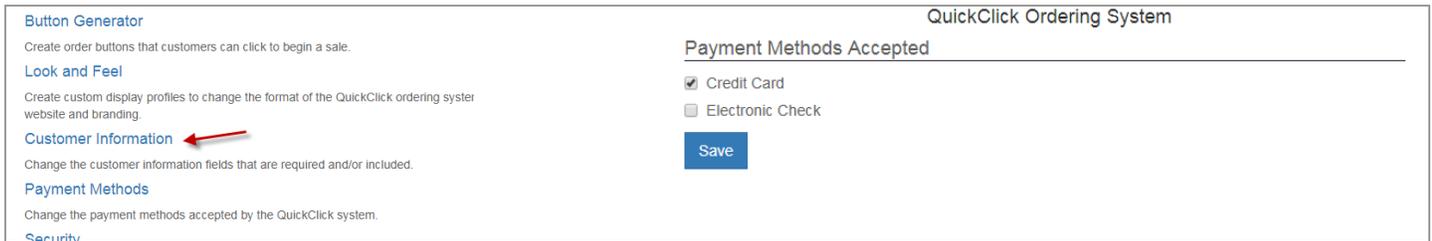
7) click Edit in the QuickClick profile



8) make your desired changes to the center name in the Header Text, and the color scheme, then click Save



9) by default, Cloudpay can accept both Credit Cards and ACH, to change this, click Options on the left side of the screen, then QuickClick, then Payment Methods, make any changes, then click Save



You are done with the online setup.

To add a link on your website, or to send a link to parents, add the following address to any link on your website:

[https://secure.networkmerchants.com/cart/cart.php?action=process\\_variable&key\\_id=\\*KeyID\\*](https://secure.networkmerchants.com/cart/cart.php?action=process_variable&key_id=*KeyID*)

(ie: [https://secure.networkmerchants.com/cart/cart.php?action=process\\_variable&key\\_id=28271919](https://secure.networkmerchants.com/cart/cart.php?action=process_variable&key_id=28271919))  
(KeyID is from 3) above)

## Using Tuition Direct

After a family agrees to use payment services, go to the child's record (if there are siblings, and they are billed together, you only need to set up Tuition Direct for one of them,) and click Use Tuition Direct at the bottom left of the Pymts tab. Next, select which day the parent wants to be charged on, and how often (figure 1).

Payment Day: which day to schedule payments. This is usually when payments are due at the center (Friday, Monday,) but it can be tailored for each family to match the day a parent gets their direct deposit from work.

Pay Every: how often the parent pays. This can be weekly, biweekly, or monthly, and generally corresponds to how often the center bills.

Figure 1:



The next step is to manually enter the first transaction. Make sure that the account name is descriptive enough to select one account over another (visa card, checking account, etc.) You only need to enter transactions manually 1 time for each new account (credit card, checking, savings, etc.) To manually enter a transaction, click Add Tuition Direct Account.

You can also charge accounts without storing any of the transaction details by clicking Pay Now.

### ACH First Charge

Figure 2:

### Credit Card First Charge

Figure 3:

After you have posted the manual transactions, and it is approved, you will see the account name listed. If you have multiple accounts listed, you can select which one to charge by checking the box next to that account.

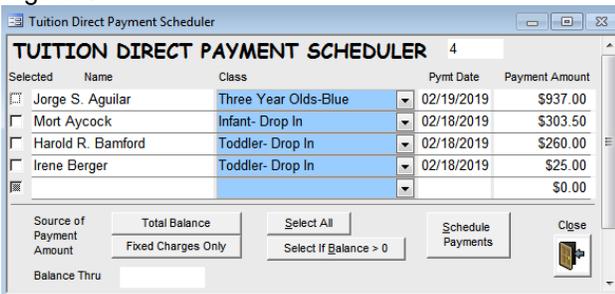
Figure 4:



## Scheduling Payments

To schedule EFT Payments, click Schedule Payments on the Child Billing or Child Payment menus. On the Tuition Direct Payment Scheduler screen, you can select who to schedule payments for, and you can change payment dates and amounts. The date for each payment is based on the Payment Day and Pay Every boxes at the bottom of the Pymt tab of each child. Once you have selected which payments to schedule, click Schedule Payments.

Figure 5:



Many centers use EFT payments for fixed charges, and collect other charges such as late payments, late pickups, registrations, etc by physical check or cash. To only schedule EFT payments for fixed charges, click Fixed Charges Only. If you enter charges into family records in advance, you can enter a Balance Thru date to only look at charges up to that date.

Select All: checks all the payments for scheduling

Select if Balance>0: only checks payments who have a positive balance (debit)

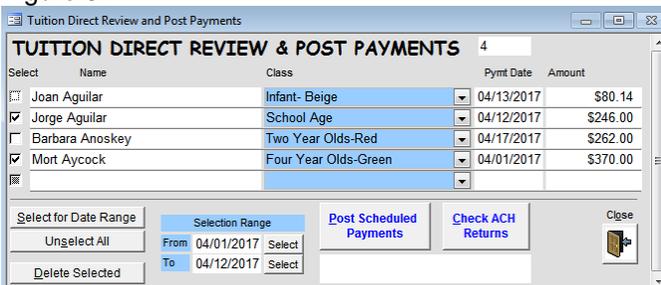
Schedule Payments: schedules the selected payments (keep in mind that this only schedules the payments, payments are posted on the Review Scheduled Payments screen (Figure 6).

## Reviewing and Posting Payments

After you schedule payments, the ChildCare Sage will automatically remind you that payments are waiting to be posted when you start the system. If you click Yes to post them, the Tuition Direct Review and Post Payments screen will open. All payments scheduled for today or earlier will automatically be checked.

### Review Scheduled Payments

Figure 6:



You can also manually select payments to post by entering a Payment Date range, or manually checking payments. Once payments are selected, click Post Scheduled Payments.

Select for Date Range: check off payments whose payment date is between the From and To dates in the Selection Range box.

Select All: check off all payments

Delete Selected: delete the checked payments (this is permanent and will remove the payment from the EFT scheduling list in the Childcare Sage.)

Post Scheduled Payments: posts (uploads) the selected payment information to the EFT Merchant Processor.

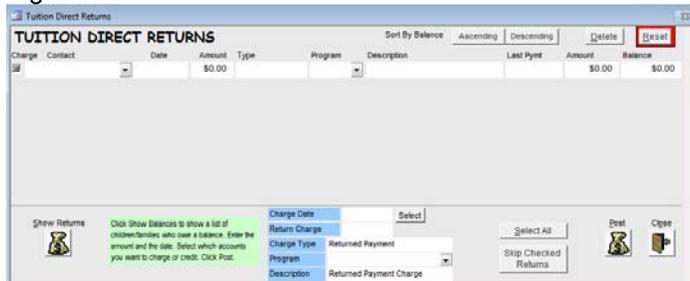
Check ACH Returns: checks all submitted ACH transactions for returns. If returns are found, the original payment amount is set to 0 and the Tuition Direct Returns screen opens. We recommend that you check for returns each day when you post ach payments.

## Processing Returns

If ACH returns are found, the Tuition Direct Returns screen lets you charge a returned check charge to accounts which have had a return.

## EFT Returns

Figure 7:



Show Returns: shows returned ACH transactions

The Charge Date/Return Charge/Charge Type/Program/Description let you set up the returned ACH charge entry. When you fill in this area, the values you enter are automatically copied into the corresponding columns for the returned ACH transactions.

Select All: select all accounts to charge

Skip Checked Returns: the system will keep showing returned ACH transactions until you charge a returned ACH fee, or skip the return

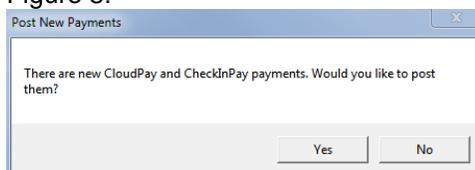
Post: charge the returned ACH fee to the selected accounts

## Using CloudPay

After you finish setting up CloudPay, parents can begin to make payments online. Once payments are made, the ChildCare Sage will automatically download and show you those payments.

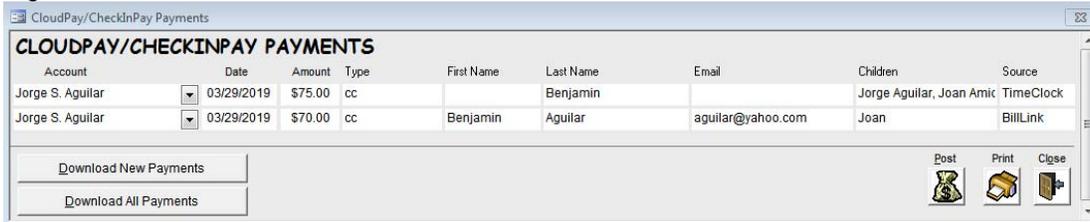
If there are new CloudPay payments, a message will pop up when you start the system.

Figure 8:



When you click Yes, the CloudPay/CheckInPay Payments screen will open.

Figure 9:



ChildCare Sage will try to match the payments with accounts through a Parent ID (if the parents clicked a link in their bill,) or by the parents TimeClock ID (which the parents enter when making their payment.) If neither of these are present, the account column will be blank and you can simply select which child/account the payment is for. Once all of the payments are matched to an account, click Post to post the payments into their ChildCare Sage account.

Download New Payments: downloads new payments since the ChildCare Sage was started today

Download All Payments: downloads all payments that haven't been posted into the ChildCare Sage

## CloudPay Webpage

Figure 10:

ABC Daycare

[Secure Transaction](#)

**Billing Information**

First Name: John

Last Name: Smith

Address: 123 main st

City: Rockville

State/Province: Maryland

Zip/Postal Code: 20904

Phone Number: 301-555-1212

Email Address: jsmith@gmail.com

**Additional Information**

TimeClock Pincode: 2342

Child/ren Names: Stan

Figure 11:

ABC Daycare

**Payment Information**

**Billing Information**

John Smith  
123 main st  
Rockville MD 20904  
P: 301-555-1212  
E: jsmith@gmail.com

[Edit Address Information](#)

**Order Information**

Order Amount: [\(Edit Payment\)](#) 1.00

[Secure Transaction](#)

**Credit Card**

Card Type: Visa

Credit Card Number:

Credit Card Expiration: 02/2019

Card Security Code:  (What is this?)

I'm not a robot

reCAPTCHA  
Privacy - Terms

## Using CheckInPay

After you setup CheckInPay, parents can begin to pay their bill through the timeclock. To use CheckInPay, the parent simply enters their timeclock ID or pincode and then touches Pay Bill.

Figure 12:



Figure 13:

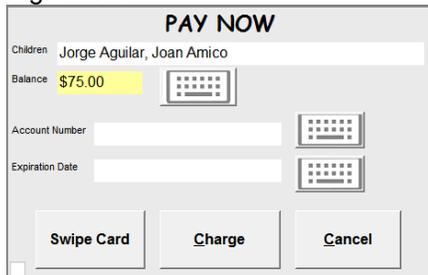
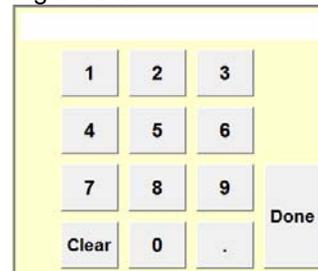


Figure 14:



After a parents touches Pay Bill, the Pay Now screen will open. ChildCare Sage will automatically copy the parent's balance into the balance box. The keyboard button next to the balance, account number, and expiration date boxes let the parent change the corresponding values.

Parents can immediately swipe their card after the screen opens, **but** if the parent changes the amount, they will have to touch swipe card before swiping their card.

Swipe Card: gets the screen ready to read a credit card (if a parent changes any of the values, they need to click or touch Swipe Card before swiping their card)

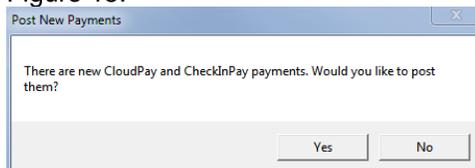
Charge: charges credit card

Cancel: closes screen

For swipe functionality, we recommend the MagTek 21040145 (about \$25 on ebay.)

Once parents start to make payments through CheckInPay, the ChildCare Sage will automatically download and show you those payments. If there are new CheckInPay payments, a message will pop up when you start the system.

Figure 15:



When you click Yes, the CloudPay/CheckInPay screen will open.

Figure 16:

Account	Date	Amount	Type	First Name	Last Name	Email	Children	Source
Jorge S. Aguilar	03/29/2019	\$75.00	cc	Benjamin			Jorge Aguilar, Joan Arnic	TimeClock
Jorge S. Aguilar	03/29/2019	\$70.00	cc	Benjamin	Aguilar	aguilar@yahoo.com	Joan	BillLink

Buttons: Download New Payments, Download All Payments, Post, Print, Close

ChildCare Sage will display all downloaded payments with the account they will be posted into. If the account column is blank, you can simply select which child/account the payment is for. Once all of the payments are matched to an account, click Post to post the payments into their ChildCare Sage account.

Download New Payments: downloads new payments since the ChildCare Sage was started today

Download All Payments: downloads all payments that haven't been posted into the ChildCare Sage

## Using Pay Now

Once you setup Pay Now, parents can present a credit card to charge. Pay Now does not store the credit card, so the parent will have to present the card each time they want you to charge it. To charge the card, and post the payment, go into the record for a child in that family.

Click the Pymts tab, and then click TD Pay Now at the bottom right.

Figure 17:

Tuition Direct by SafeSave  Visa- 4736

Use Tuition Direct

Payment Day: Tuesday

Pay Every: Week

Buttons: Add Tuition Direct Account, Edit Tuition Direct Accounts, Post Manual Tuition Direct Payment, TD Pay Now

On the Tuition Direct Pay Now screen, you can either enter the credit card information, or click the box at the bottom and swipe the card in a reader. If you want to use a swipe reader, we recommend the MagTek 21040145 (about \$25 on ebay.)

Figure 18:

**TUITION DIRECT PAY NOW**

Initial Charge Amount: [Yellow Box]

**Payment Information Settings**

Description: Payment

Paid By: [Dropdown]

Transaction Type:  Check  Credit/Debit Card

**Credit Account Information**

Account Number: [Text Box]

Expiration Date: [Text Box]

Security Code: [Text Box]

Click in Box Below to Swipe Card

Figure 19:



Once the Amount and Account Information is filled in, click Post.