

# Account Class (Setup / Account) - New Convenience Fee Feature (20116)

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A new optional **Convenience Fee** feature has been added for Manual Payments, with setup established on the Account Class. To support this, the following changes were made:

## Account Class Setup

Three new settings associated to Convenience Fees were added:

- **Manual Pay Convenience Fee Type**
  - This can be set to None, Percentage, or Flat Amount.
- **Manual Pay Convenience Fee Amount**
  - Text entry field to enter the amount associated with the selected fee type.
- **Manual Pay Convenience Fee Charge Code**
  - The specific charge code the convenience fee is billed under.

## AR History

If convenience fee settings are enabled, the **Apply Convenience Fee** checkbox is displayed and is selected by default.

The image shows two overlapping screenshots from a software application. The background screenshot is the 'UPDATE ACCOUNT CLASS' screen, specifically the 'Payment Processing' tab. It lists various fee settings, with the 'MANUAL PAY CONVENIENCE FEE' section highlighted in yellow. The foreground screenshot is the 'AR HISTORY' screen, showing a 'POST A PAYMENT' modal. This modal displays a table of payment history and a summary of fees, with the 'APPLY CONVENIENCE FEE' checkbox checked and highlighted in yellow.

**UPDATE ACCOUNT CLASS - Payment Processing Tab**

Setting	Value
ENABLE CUSTOMER PORTAL PAY PROCESSING FEE	<input checked="" type="checkbox"/>
ENABLE MANUAL PAY PROCESSING FEE	<input checked="" type="checkbox"/>
ENABLE AUTO PAY PROCESSING FEE	<input type="checkbox"/>
ENABLE ORDER PAY PROCESSING FEE	<input type="checkbox"/>
DISABLE ACCOUNT WALLET	No
CREDIT CARD PROCESSING FEE TYPE	%
CREDIT CARD FEE AMOUNT	5
CREDIT CARD PROCESSING FEE CHARGE CODE	Credit Card Fee
ECHECK PROCESSING FEE TYPE	Amount
ECHECK FEE AMOUNT	10
ECHECK PROCESSING FEE CHARGE CODE	ACH Fee
<b>MANUAL PAY CONVENIENCE FEE TYPE</b>	<b>%</b>
<b>MANUAL PAY CONVENIENCE FEE AMOUNT</b>	<b>10</b>
<b>MANUAL PAY CONVENIENCE FEE CHARGE CODE</b>	<b>Convenience Fee</b>
AUTO PAY DECLINED FEE CHARGE CODE	
AUTO PAY DECLINED FEE AMOUNT	10.00
BILLING AUTO PAY AMOUNT	Invoice Amount

**AR HISTORY - POST A PAYMENT Modal**

INVOICE	DATE	DUE DATE	AMOUNT	BALANCE	PAY AMOUNT	APPLY
948702	01/12/26	01/22/26	\$ 1,836.56	\$ 1,836.56		<input checked="" type="checkbox"/>

**Summary:**

Item	Amount
Invoice Subtotal	\$ 1,836.56
Prepayment Amount	\$ 0.00
APPLY CREDIT CARD FEE	\$ 73.46
<b>APPLY CONVENIENCE FEE</b>	<b>\$ 183.66</b>
<b>Total</b>	<b>\$ 2,093.68</b>

**Payment Method:** New Credit Card

**Card Information:** NAME ON CARD, CARD NUMBER, MONTH, YEAR, POSTAL CODE, CVV

☐ Save to Wallet

Pathway: Setup > Account > Account Class > Payment Processing [tab]

Article: [Apply Convenience Fee](#)