USER GUIDE
Auto Cost Recovery

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What is Auto Cost Recovery

The Auto Cost Recovery feature allows you to automatically incorporate your software and credit card costs into the price of your items. This alleviates the financial strain on your district and schools

How it works?

Auto Cost Recovery can have two type of fees

<u>Fixed Fee</u>

Incorporates a flat dollar fee into the price of your items.

For example if the flat dollar amount is 50 cents then 50 cents is added to the item price as an added fee

Item Price	Added Fee	Total Charge
$ 5.00	$0.50	$ 5.50
$10.00	$0.50	$10.50
$20.00	$0.50	$20.50
$50.00	$0.50	$50.50
$100.00	$0.50	$100.50

Sample Flat Fee of 50 cents

Districts can also incorporate <u>tiered pricing for fixed fees</u> as shown in the table below.

In this example any item priced between $0 to $10 will have a fee of 10 cents automatically added to the item price.

Similarly any item priced between $10 and $20 will have a fee of 30 cents added to the item price and so on….

Price Tier	Added Fee
$0 to $10	$0.10
$10 to $20	$0.30
$20 to $30	$0.50
$30 to $40	$0.70
Over $40	$1.00

Sample Tiered Fixed Fee

Variable Fee

Variable Fee Incorporates a percentage fee based on the item's original price

For example if the variable fee is 1%, an amount equal to 1% of the Item price is added automatically as part of the cost recovery

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Item Price	Added Fee	Total Charge
$ 5.00	$0.05	$ 5.05
$10.00	$0.10	$10.10
$20.00	$0.20	$20.20
$50.00	$0.50	$50.50
$100.00	$1.00	$101.00

Sample Variable Fee of 1%

Districts can also incorporate a <u>tiered pricing for Variable Fee</u> as shown in the table below.

In this example any item priced between $0 to $10 will have an added fee of 0.5 % of the item's price automatically added to the item price.

Similarly any item priced between $10 and $20 will have a fee of 1% added to the item price and so on….

Price Tier	Added Fee
$0.00 to $10.00	0.5%
$10.00 to $20.00	1.0%
$20.00 to $30.00	1.5%
$30.00 to $40.00	2.0%
Over $40.00	3.0%

Sample Tiered Variable Fee

Round Ups

To avoid having unappealing prices, you can have items with cost recovery pricing rounded up to more standard formats

The different rounding options School Cash offers are shown below

As an example, if we assume the Round- up Option selected is $ 1

For an item with base price $ 29 and added variable fee of 3% the total price would be $ 29.87

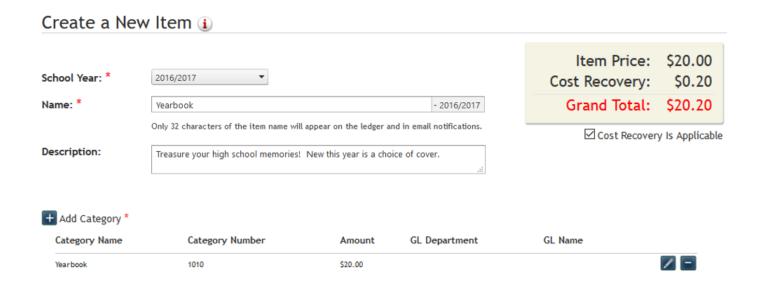Because the round-up option selected is $ 1, the total price would be rounded up to $ 30

Customizable Round-up Options
5¢
10¢
25¢
50¢
$1
$2
$5
$10
$20
$50
$100

Original Price

3% Fee

$1 Round Up

$29.00

$29.87

$30.00

Note: The decision on the Auto Cost Recovery options (variable, fixed, tiered) and rounding options need to be made by the District prior to implementation
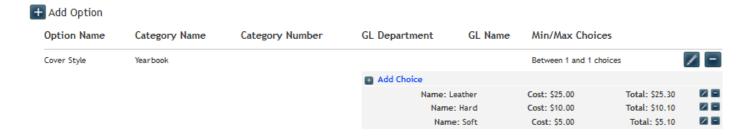
How to include Cost Recovery when Creating an Item in School Cash Catalogue

When creating an item in School Cash Catalogue, the bookkeeper will have the option to enable or disable cost recovery for an item by checking/unchecking the 'Cost Recovery is Applicable' in the 'Create Item' Page as shown in the screenshot below

If the 'Cost Recovery is Applicable' checkbox is enabled then the base price of the Item would automatically get updated to include the Cost Recovery amount based on how the Board has been setup (Variable Fee, Fixed Fee, Tiered, Round Up options) as shown in the screenshot below

Cost Recovery can also be applied on the prices for each of the Item Choice as shown in the screenshot below

Note: The Cost Recovery applied on the item choice amount will follow the exact same rules as the cost recovery applied to the base price.

Pre Requisites for Auto Cost Recovery implementation

1. Auto Cost Recovery implementation requires the district to have a separate 'Cost Recovery' Bank Account. The Cost Recovery amount for items (that have Auto Cost Recovery enabled) purchased in School Cash Online will go into the 'Cost Recovery' Bank Account.

2. Auto Cost Recovery implementation requires an associated 'Cost Recovery' Category and a corresponding 'Cost Recovery GL Name' and 'Cost Recovery GL Department' (if applicable).

   When an Item (with cost recovery enabled) is purchased via School Cash Register, the cost recovery amount goes into the separate cost recovery category mentioned above.