## Setup > Fees, Returned Payment Fee

Last Modified on 12/27/2023 4:00 pm EST

## View/Edit Returned Payment Fees

Administrators can setup an automatic charge for any payments that are returned by the bank. Return payments include insufficient funds, an incorrect routing number, or a payment was stopped. To set up a fee for a returned payment, follow the steps below:

1. Click Setup, then select Fees

ŵ	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	٩
Bill	Home	07/01/2	on 018 to 07/31	/2018							Semes	ter
				rinia.	Cla	ssroom	List				Classn	oom Summary
Informa	Information		Schedules	Semester	Center			c	lassroon	Fees		
F											Vacati	on

2. Click View Returned Payment Fees

Setup -> Fees							
Fees							
<ul> <li>Setup Registration</li> <li>View Returned Pay</li> </ul>	Fee /ment Fees						
Late Pickup Fee							
For the first	minutes the late pickup fee is						
For every n	ninute(s) after charge						
Pickup Fee Type: Ac	tivity Fee 🔹						
SAVE							

3. A list of current Returned Payment Fees will display. **Please Note**: if additional fees and states

need to be added to the system, please contact support (scwsupport@procaresoftware.com).



4. To edit the fee, click the modify icon



5. Change the fee amount

Setup -> <u>Fees</u> -> Retu	Irned Payment Fees
Returned Payme	nt Fees
State	Fee Amount
мі	25 🖊
Update	Cancel

6. Click Update

**Key Point**: If this fee should be charged automatically, batch jobs must be set on the back end. Once values have been set on this screen, submit a ticket to the Care portal with the date and time the batches should begin to process.