## Family Record, Financials Tab -Pickup Fee

Last Modified on 01/11/2019 11:34 am EST

Late Pickup Fees allow a center to add rules to how a family should be charged if a student is picked up after center hours. Late Pickup Fees must be setup prior, click here for instructions.

## Adding a Late Pickup Fee to a Student

1. Search for the family by entering the last name into the Search box or using the magnifying glass

Se	earch			•										
☆	Hon	ne Fam	ily Payn	nents A	ttendance	Lessons	Meals	Connect	A	pprovals	Reports	Staff	Setu	p Q
	<	Fan	<b>ller Famil</b> nily ID 413 ernal Note:	190				Sta		A - B I - J	C - D K - L	E -	N	G - H O - P
	mmary	Family	Children	Parents	Third Party	Volunte	ers Co	mmunicatio		Q - R	S - T Y - Z	AL		W - X
	Year 2018 ▼ Statement List								Sho	All O	Yes ed Sear	Č	No	

2. Select the Financials tab

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<	Miller Family Family ID 413190 Internal Note:			190		<b>4</b> Student(s)		<b>Regular</b> Statement Type		436.00 Balance Outstanding Add/View Journal Notes				>			
Summa	ary	Family	Children	Parents	Third Party	Volunteers	Communicati	on Auto-Pay	Vacation	Financ	cials Rec	eipts	Merge				
Year		2018	•							Total C <b>\$ 436</b>	)utstandin 5.00	g:				Actio	ons <del>-</del>

3. The click Actions and select Pickup Fee

Vacation Financials	Receipts	Merge
Total Outsta <b>\$ 356.00</b>	nding:	Actions -
	Fee	Adjustments/Add Fee Charge/Reduce Revenue Make Payment
W Transactional- Cub Scouts Zoo Trip - lar Activities 2018 - gistration Fee	20.0	Deposit Correction Coupons Pickup Fee
W Transactional- 18 to 12/31/2018 -	20.0	PrePay Deposit Transfer Balance
CW Transactional-	51.0	Voided Payments

4. Complete the Late Pickup Fee section

Late Pickup Fee	
Student/Child: *	
None	-
Total minutes late for pickup: *	Adjustment Amount: *
0	\$
Date of late pickup: *	Notes:
<u> 01/11/2019</u>	<b>=</b>

- Student/Child select the student from the drop-down
- Total minutes late for pickup enter the total number of minutes the student was picked up late
- Adjustment amount this field should auto-fill based on the Late
  Pickup Fee setup
- Date of late pickup select the date the student was picked up late
- Notes enter any additional notes
- 5. Click Save. The fee will be added to the family's financial ledger

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