

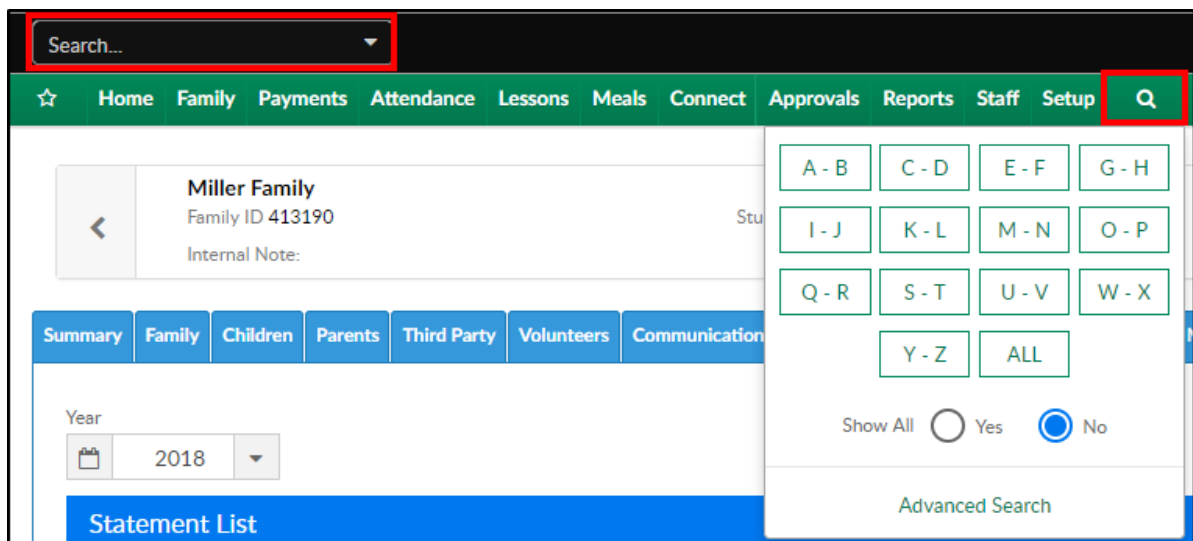
Family Record, Financials Tab - Pickup Fee

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

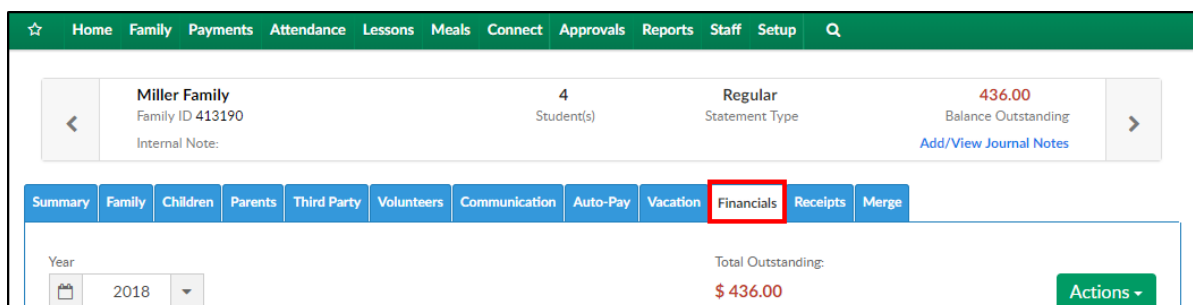
Late Pickup Fees allow a center to add rules to how a family should be charged if a student is picked up after center hours. Late Pickup Fees must be setup prior, click [here](#) for instructions.

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



2. Select the Financials tab



3. The click Actions and select Pickup Fee

Vacation Financials Receipts Merge

Total Outstanding:
\$ 356.00

Actions ▾

- Adjustments/Add Fee
- Charge/Reduce Revenue
- Make Payment
- Deposit Correction
- Coupons
- Pickup Fee**
- PrePay Deposit
- Transfer Balance
- Voided Payments

	Fee
W Transactional-	
Cub Scouts Zoo Trip - lar Activities 2018 - gistration Fee	20.00
W Transactional-	
18 to 12/31/2018 -	20.00
W Transactional-	
51.00	

4. Complete the Late Pickup Fee section

Late Pickup Fee

Student/Child: *
 None ▾

Total minutes late for pickup: *

Adjustment Amount: *
 \$

Date of late pickup: *

Notes:

- 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

	dcw_jhennig	01/11/2019	Michael Miller - Center Registration Fee Late Pickup (14 min.)	16.00	
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