

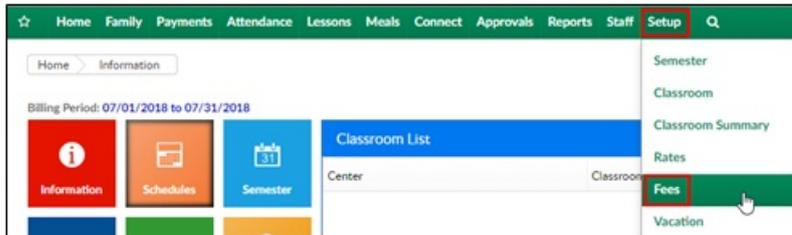
Setup > Fees, Returned Payment Fee

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

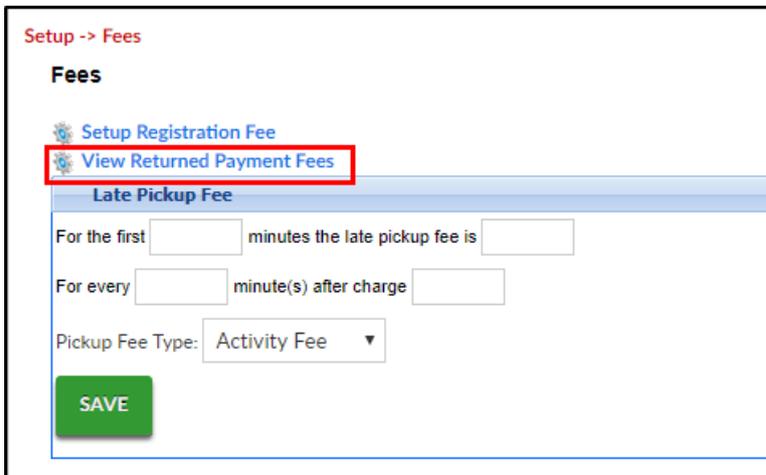
View/Edit Returned Payment Fees

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



2. Click View Returned Payment Fees



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 -> Fees -> Returned Payment Fees

| Returned Payment Fees | |
|-----------------------|--|
| State | Fee Amount |
| MI | 25 <input checked="" type="checkbox"/> |

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.
