

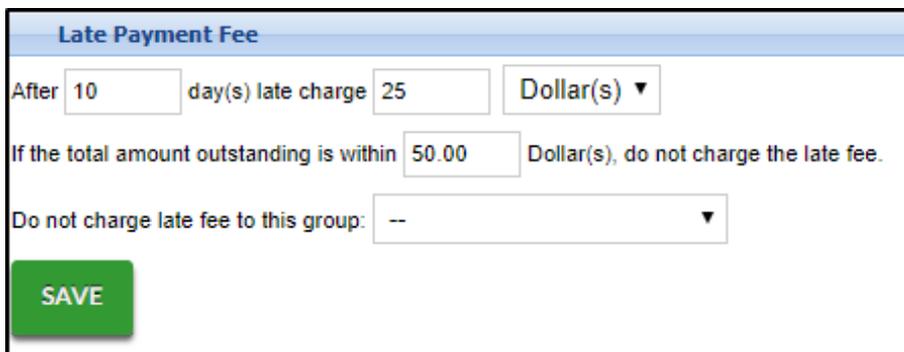
Setup > Fees, Late Payment Fee

Last Modified on 05/22/2019 1:22 pm EDT

Late Payment Fees and Overrides

Late Payment Fees allow users to add a fee associated with families holding an outstanding balance on their financial ledger. To view current Late Payment Fees and Create Overrides, follow the steps below:

1. The Late Payment Fees section will display the current late fees setup in the system. Enter any necessary changes



Late Payment Fee

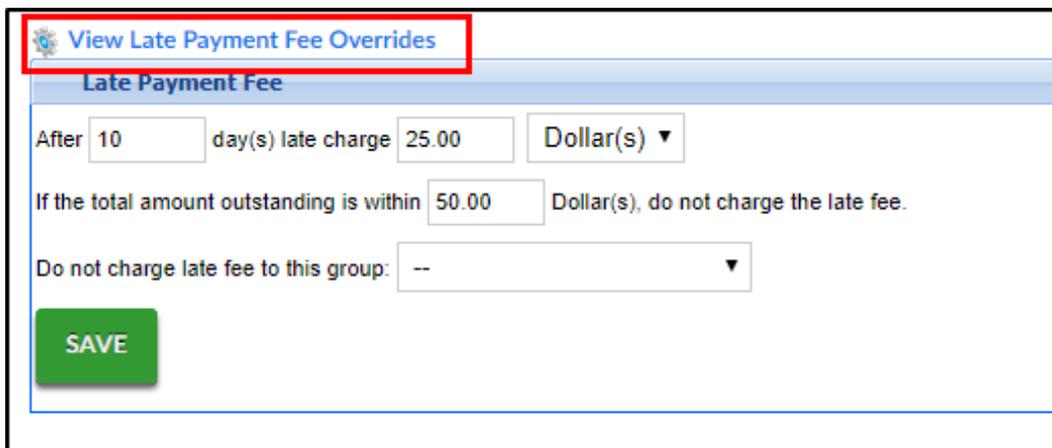
After day(s) late charge ▼

If the total amount outstanding is within Dollar(s), do not charge the late fee.

Do not charge late fee to this group: ▼

SAVE

2. Click Save
3. Click View Late Payment Fee Overrides



View Late Payment Fee Overrides

Late Payment Fee

After day(s) late charge ▼

If the total amount outstanding is within Dollar(s), do not charge the late fee.

Do not charge late fee to this group: ▼

SAVE

4. The current late payment fees click the magnifying glass to view current override list

Late Payment Fees				
	Center	Late Fee	Leniency Amount	# of Days Late
DCW - Defined Billing		\$25.00	\$50.00	10

- The Late Payment Fee Override List will display current overrides

Late Payment Fee Override List										
		Late Fee	Leniency		# Late Days	Company	State	Brand	Division	District
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10.00	D	100.00	D	20	DCW - Defined B...			

- To edit the override, click the modify icon
- To delete the override, click the red X

5. Click the + sign to add an override

Late Payment Fees					
Center	Late Fee	Leniency Amount	# of Days Late		
DCW - Defined Billing	\$25.00	\$50.00	10		

6. Complete the Late Payment Fee Override Information section

Late Payment Fee Override Information

Late Fee Amount:

Late Fee Type: ▼

Leniency Amount:

Leniency Type: Dollars

Number of Days Late Allowed:

Center: ▼

- Enter the Late Fee Amount in dollars or percent depending on the next selection
- Select Dollar or Percent
- Enter a balance amount to not charge a late fee. For example, if 30 is entered, a late fee will not be charged if the family has a balance below \$30
- Select a center or business level from the Center drop-down

7. Click Save

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.

