## **Courtesy Pay Setup**

The Courtesy Pay Setup selection can be used by credit unions offering "Courtesy Pay" to their members. This can be used to charge members coded "yes" for Courtesy Pay (under Member Information) that are overdrawn on a share draft suffix (70-74) for a specific number of days. The fees are automatically posted with End of Day processing for draft suffixes that meet the criteria. To print a **Notice Only** and no fee for a specific number of days, enter the number of days in the "Days" column and select a Document type but do not enter a fee in the "Fee" column.

Datamatic VIEW			X
Courtesy Pa	y Setup		🔓 🖨
Bus. Days	Fee	Document	
		(none)	~
			Save

## Figure 1

**Bus. Days** - Enter the number of business days overdrawn for a share draft suffix to be charged the Courtesy Pay fee and/or have a notice generated.

**Fee** - Enter the fee amount to be charged, if applicable.

**Document** - Select the Document (notice) to be printed and mailed to the member. (See [Main Ribbon > System Settings > Pages and Documents] to design one or more notices to be used for the courtesy pay fees.)

Select Save to save the changes made.

To print the notices for the Courtesy Pay fees (or Courtesy Pay notices only) generated with End of Day processing, select [Main Ribbon > Operations > Notices > Print Courtesy Pay Notices].

Example of Courtesy Pay Fee report.

🛓 📙   Search			🔷 Go				
03/13/2013				Cour	tesy Pay Fe	es	PAGE 1
Support Credit	Union	( 1)	03-	-13-2013	thru 03-13-	2013	REPORT NO. CR284-01
					Business		
Account	Name		Bal	lance	Days OD	Charge	
626-2-70	OSCAR P	SINGLETON		\$33.20-	2	2.00	
1333-4-71	Andi	Mc Coy	4	\$317.10-	3	0.00	
8547-2-70	DOUGLAS A	JOHNSON		\$55.59-	1	1.00	
36116-2-70	JOANNE S	MCDONALD	4	\$110.48-	1	1.00	
58621-4-70	Rachel	Gates	4	\$487.66-	2	2.00	
60562-6-70	Auntie	Emm	2	\$124.32-	1	1.00	
254888-1-70	Doug	June	4	\$307.54-	1	1.00	
621581-8-72	Annie	Oakley		\$64.43-	3	0.00	
Total Accourt	nts charged:	8	1	Cotal fee	s charged:	8.00	



This report will be generated with End of Day processing regardless of whether or not a fee is assessed for remaining overdrawn. This fee is charged for any member that has signed up for Courtesy Pay and the account becomes negative for any reason then stays negative for the specified number of days.

The general ledger offset for Courtesy Pay Fees charged is the Overdraft Fees Payable GL. This is setup under [Main Ribbon > System Settings > Payable and Suspense Account Setup > General tab > Overdraft Fees]. The description of the fee on the history and member statements is **"CPAY Overdrawn Fee"**.

The Courtesy Pay Negative Fee, if assessed by the credit union, will not reject. The fee will only show on the Courtesy Pay Fee report and give the reason for not being posted. The system will only post the fee for accounts that are in an open status and unlocked.

👌 🔚   Search		Go					
2/30/2013		Courtes					AGE 1
upport Credit Union	( 1)	12-30-2013 thr	u 12-30	-2013		REPORT NO.	CR284-01
		Bu	siness				
Account Name			ys OD	Charge			
6672-0-70 Linda	Reisland		5		* Account Locked		
Total Accounts charged:		Total fees o	harged:	0.00			

Figure 3

(v7.1)

## Additional Information

This is what the system looks for when to include suffixes on this report:

- $\Rightarrow$  Actual balance must be negative not the available balance.
- ⇒ Courtesy Pay field for member must be set to yes.
- Date Overdrawn field (on suffix) must be at least one day in the past. In other words, if the Date Overdrawn field is 3-7-xxxx, with End of Day processing on 3-7-xxxx, a courtesy pay fee will not be assessed. If the suffix is still overdrawn on 3-8-xxxx when End of Day is processed, the fee will be assessed, if setup to charge a fee for 1 day.
- **\*\*Note:** See the **Draft Accounts** chapter in the Member Services Manual for more information on Courtesy Pay.