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.

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.

Figure 2

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.

Figure 3

Additional Information

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

⇨ 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.