

How do I turn off late fees?

You can easily disable Late Fees by unchecking “Assign late charges in statement” checkbox in Accounts Receivable > Administration Maintenance.

Then when you are ready to start charging Late Fees again it’s a simple re-checking of that checkbox.

- **Assign late charges in statement checkbox.** If there is a ✓ in this checkbox, late charges will be assessed when you run the **Statement Forms** process. Without a ✓, you will need to run **Late Charge Assessment** (which is available in the **Posting** menu only if there is no ✓ in this checkbox).

Refer to *Chapter 18: Statements and Late Charges* to learn about this feature and determine whether your organization should use this option, based on your business practices.

Section	Field	Value
School	Name	Your School
	Address Line 1	201 Boston Post Road West
	Address Line 2	
	Address Line 3	Mailborough, MA 01752-4805
Control Information	Fiscal Year Ending	2007
	Month	October
	Last Batch I.D.	000424
Late Charges	Tuition Pot.	0.0000
	Incidental Pot.	1.0000
	Minimum Access Amt.	0.00
	Minimum Overdue Amt.	200.00
	Maximum Access Amt.	9999.00
	Access by accounts over	30 Days
Charges Codes	Late Charge	LATE
	Payment	PyMT
	Enroll Dep.	DEP
	Prepaid Chg.	MISC
	Enroll Deposit	DEP2
	Other	
G/L Account Numbers	Cash	110110001
	Sales Tax	120116200
	Late Chg.: Tuition	140111409
	Late Chg.: Incid.	140111409
	Enrolment Dep.	120111401
	Debit Accounts	120110403
Enroll Dep.: Other	120111401	
Misc. Percents	State Sales Tax	0.05
	Tuition Refund Ins.	0.00
Checking Acct.	Number	110110001
	Accounts	
Link Bill Schedules With Students		<input type="checkbox"/>

Figure 3-2. Administration Maintenance, Accounts Receivable.