



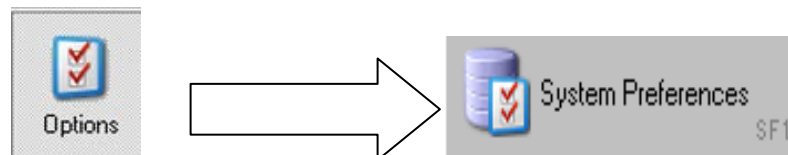
# How to Charge a “Returned Check” Fee

In Retail Pro v8 and v9

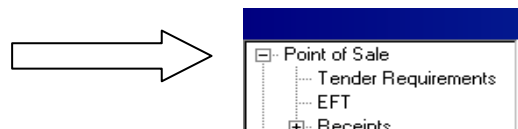
August, 2012

The following steps will outline how to set up a fee for a returned check in Retail Pro v8 and v9. This fee will serve as a way to report on any bounced checks returned by the bank. When a customer comes back after the check is returned by the bank, this fee can be implemented on a new receipt to charge them for the fee imposed by the bank. Fees are reportable which means a record of those customers who have bounced a check in the past is available at any time.

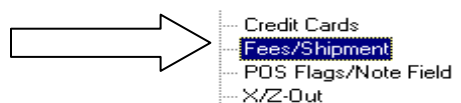
1. We will start with how to configure the fee in version 8. From any workstation at the MAIN location, at the default screen in RPRO select **OPTIONS** and then **SYSTEM PREFERENCES**.



2. When the system preferences page appears, select **POINT OF SALE** in the upper left.



3. Then, select **FEES/SHIPMENT**.



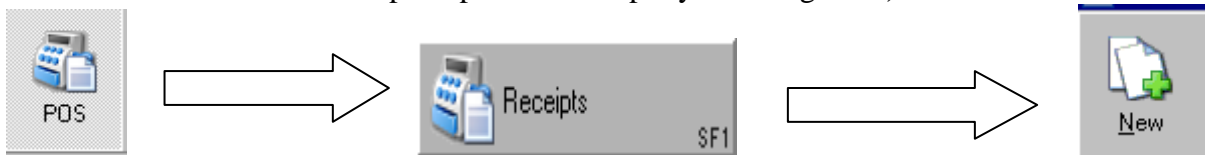
In the window that appears, you can define the **FEE NAME** of the fee being created. In this case, we are defining the field as NSF or “non-sufficient funds.” The fee can be named anything, but the field is limited to six characters. This will be the name of the fee type when the receipt is tendered.

	Name	Tax%	Tax Incl.	Class	Req.Cust.
Fee1	NSF	0.00	<input type="checkbox"/>	0	<input type="checkbox"/>
Fee2		0.00	<input type="checkbox"/>	0	<input type="checkbox"/>
Fee3		0.00	<input type="checkbox"/>	0	<input type="checkbox"/>
Fee4		0.00	<input type="checkbox"/>	0	<input type="checkbox"/>
Fee5		0.00	<input type="checkbox"/>	0	<input type="checkbox"/>
Fee6		0.00	<input type="checkbox"/>	0	<input type="checkbox"/>
Fee7		0.00	<input type="checkbox"/>	0	<input type="checkbox"/>
Fee8		0.00	<input type="checkbox"/>	0	<input type="checkbox"/>
Shipping	Shipping	0.00	<input type="checkbox"/>	0	<input type="checkbox"/>

The **Req. Cust.** field will prompt the user to add a customer to any receipt made with a fee type added. This is a useful tool because there will be a record of the customer on any NSF fee receipt created. This will give an accurate count of the customers that have had bad checks in the past when running a report on the fee. This option is a good idea for this fee because you want to know which customers are bouncing checks.

	Name	Tax%	Tax Incl.	Class	Req.Cust.
Fee1	NSF	0.00	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>
Fee2		0.00	<input type="checkbox"/>	0	<input type="checkbox"/>
Fee3		0.00	<input type="checkbox"/>	0	<input type="checkbox"/>
Fee4		0.00	<input type="checkbox"/>	0	<input type="checkbox"/>
Fee5		0.00	<input type="checkbox"/>	0	<input type="checkbox"/>
Fee6		0.00	<input type="checkbox"/>	0	<input type="checkbox"/>

- After filling in all the necessary fields, select **SAVE**. Now we can complete a transaction for a “returned check” fee. Open up a new receipt by selecting **POS**, then **RECEIPTS** then **NEW**.



5. Then, input the amount of the fee into the Fee area. Ie: 30.00 for a \$30 fee.

The screenshot shows a software interface with a 'Comments' section containing two empty text boxes labeled 'Comment 1' and 'Comment 2'. To the right, there is a summary table with the following data:

SubTotal	0.00	
Disc %	0.0000	0.00
Tax %	0.0000	0.00
<b>Total</b>	<b>0.00</b>	

Below the comments, there is a 'Fee' input field containing the value '30.00' and a 'Fee Type' dropdown menu. A white arrow points from the 'Total' field to the 'Fee' field.

6. After defining the fee amount, the system will prompt you for a fee type automatically. Select the fee type “NSF” that was set up in System Preferences.

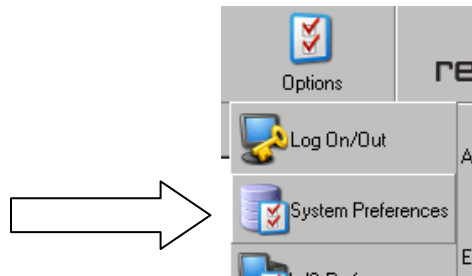
The screenshot shows a 'Select' dialog box with two buttons: 'NSF' and 'Cancel'. The dialog box is overlaid on the software interface. In the background, a table with columns 'Size', 'Qty', 'Disc %', 'Rcpt P\$', and 'Ext P\$' is visible. Below the dialog box, there is a summary table with the following data:

Tax %	0.0000	0.00
<b>Total</b>	<b>0.00</b>	

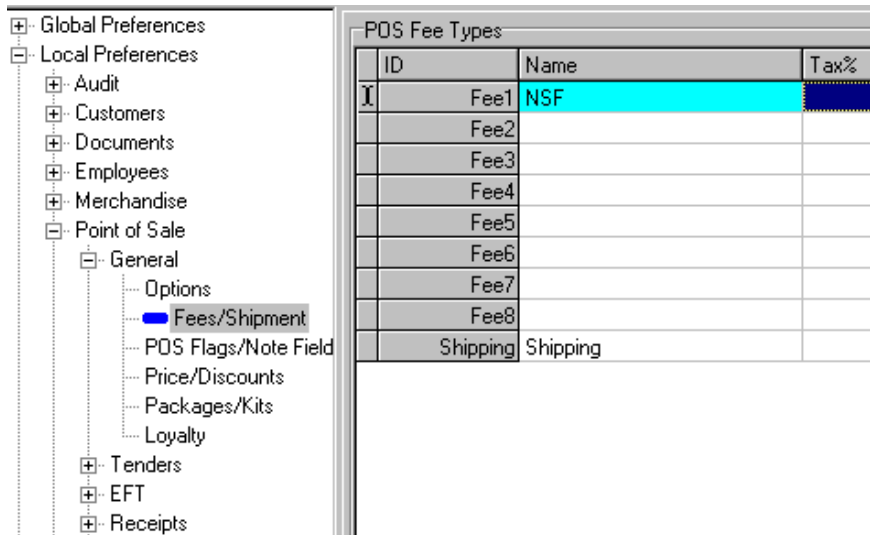
7. Now, press the tender button and select the way in which the customer is paying for the fee and you're done with creating and processing a “returned check” fee.

Now, let's look at how to add a "returned check" fee in Retail Pro Version 9.

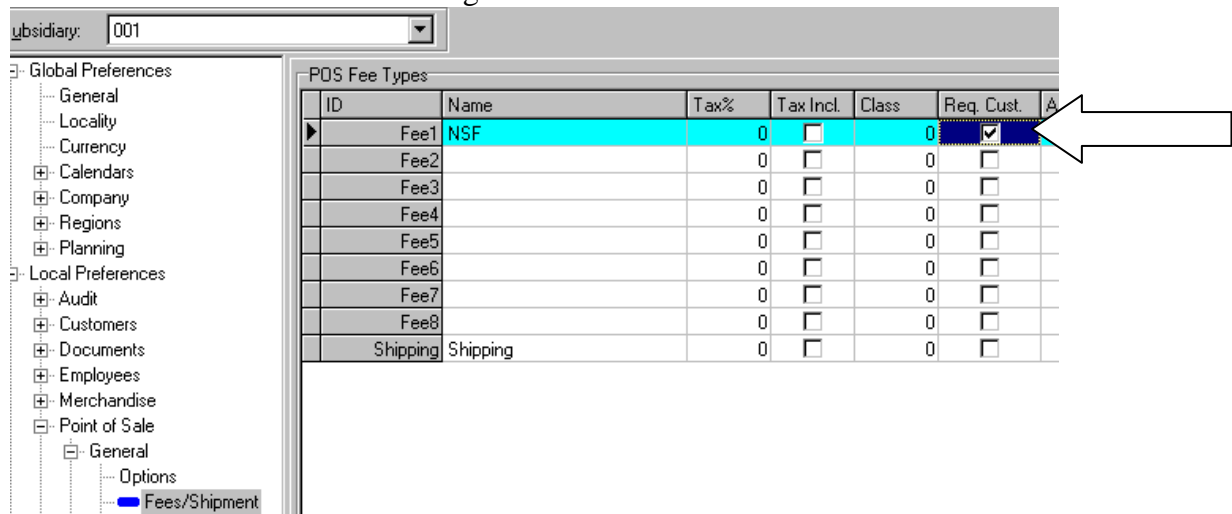
1. First, let's define the fee type in the preferences much the same way as in v8. Select **OPTIONS**, then **SYSTEM PREFERENCES**.



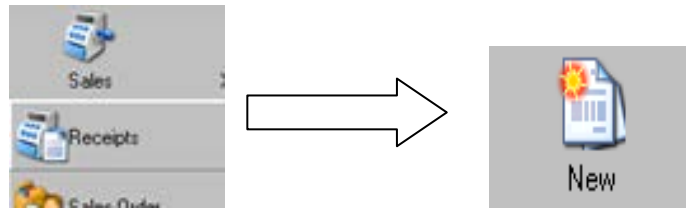
2. Once in the **SYSTEM PREFERENCES** module select **LOCAL PREFERENCES**, then **POINT OF SALE**, then **GENERAL**, then **FEES/SHIPMENT**. This is where we name the fee type, in this case NSF or "non-sufficient funds."



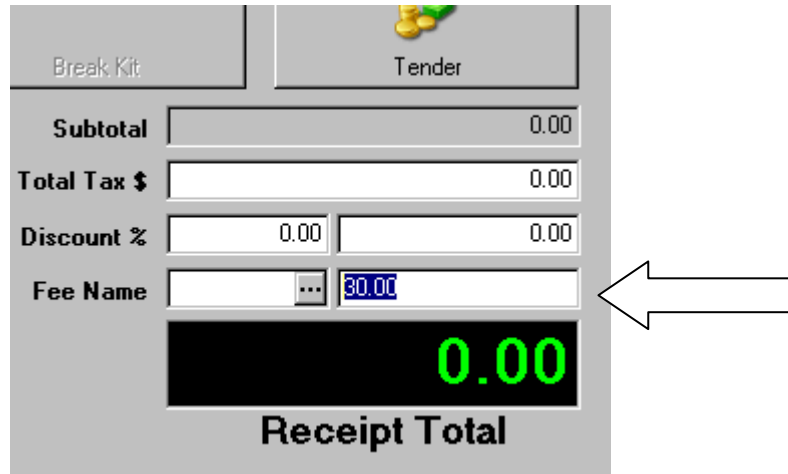
The **Req. Cust.** field will prompt the user to add a customer to any receipt made with a fee type added. This is a useful tool because there will be a record of the customer on any NSF fee receipt created. This will give an accurate count of the customers that have had bad checks in the past when running a report on the fee. This option is a good idea for this fee because you want to know which customers are bouncing checks.



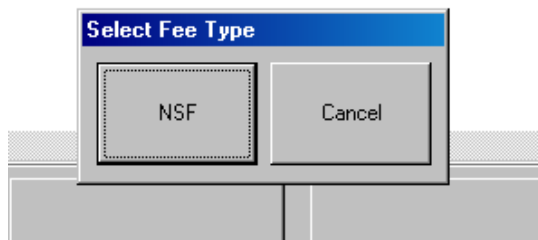
3. After filling in all the necessary fields, select **SAVE**. Now we can complete a transaction for a “returned check” fee. Let’s open up a new receipt by selecting **SALES**, then **RECEIPTS**, then **NEW**.



4. Then, input the amount of the fee into the Fee area. Ie: 30.00 for a \$30 fee.



5. After defining the fee amount, the system will prompt you for a fee type automatically. Select the fee type “**NSF**” that was set up in System Preferences.



6. Now, press the tender button and select the way in which the customer is paying for the fee and you’re done with creating and processing a “returned check” fee.