How to Add Late Fees and Correct Booth Rent Records

Booth Rental Manager · https://haircutnow.com/docs/how-to-add-late-fees-and-correct-booth-rent-records/

Owners and authorized managers can add manual late fees and correct accounting records.

Add a late fee

1. Open the renter's **Manage → Late fee**.
2. Enter a positive fee amount and the date.
3. Add a note explaining the fee, if helpful.
4. Select **Add late fee**.
5. Check the updated balance and ledger.

Late fees are entered manually. The system does not automatically calculate a fee because rent is overdue. The entry is labeled Late fee and appears in the balance and statements.

Correct a charge, payment, or late fee

1. Find the entry in **Recent ledger**.
2. Select **Edit**.
3. Enter the **Correct amount**.
4. Enter a **Reason for correction**.
5. Select **Save correction**.

The original entry remains in the audit history and a linked replacement records the correction.

Correct the overall balance

Use **Manage → Balance** when the current balance itself needs reconciliation.

Choose **Paid up - $0**, **Renter owes**, or **Renter has a credit**. Enter the correct total balance, correction date, and required reason, then select **Correct balance**.

Enter the desired final balance, not the amount of the difference. The system records an adjustment.

Payment or adjustment?

When money was received, record a payment. A balance adjustment is a correction, not proof of a cash receipt.

Review the resulting ledger and balance after saving so the renter’s account reflects the intended change.