

Paper Bill Fee

Last Modified on 11/01/2024 9:28 am PDT

This article details the setup to enable the Paper Bill Fee feature.

43243 Navusoft Waste 43243001

PO BOX 12345
HOUSTON, TX 77254-1158
(B) +1 555-555-4360
(O) +1 555-555-4360

Active

TERMS Due upon receipt
INVOICE DELIVERY Printed
PAPER BILL FEE \$ 4.95

DIVISION HOUSTON
ACCOUNT MGR House Acct non System - House Account (Sales)
CLASS COMMERCIAL
BILL GROUP HOU-COMMERCIAL ARREARS
ARREARS - MONTHLY Billed Thru Date Jan 31, 2024
NEXT INVOICE DATE Jul 05, 2024 BATCH-25874 (not started)
OLD ID PRLD-95
COLLECTION AGENT House Acct non System - House Account (Sales)
SOURCE null
REBATE PAYMENT Not Applicable

QA Waste Services - HOUSTON
PO BOX 260310-D
Dayton OH 45134

CUSTOMER NO	43243
INVOICE DATE	Jan 1, 2023
INVOICE NO	860419
DUE DATE	Jan 21, 2023

NAVUSOFT WASTE
PO BOX 541158,
HOUSTON TX 77254-1158

BALANCE FWD	\$ 874.21
PAYMENTS	\$ 869.26
CREDITS	\$ 0.00
CHARGES	\$ 874.21
BALANCE DUE	\$ 874.21

Site 43243001 - BRAZORIA PLACE MOBILE HOME PAR - 2201 ODAY RD					
Reference	DATE	DESCRIPTION	QTY	UNIT RATE	TOTAL
	12/01/22 - 12/31/22	8 Yard Trash Service	2.00	349.14	698.28
	01/01/23	Paper Bill Fee - Commercial	1.00	4.95	4.95
	01-01-23	Pearland Franchise Fee			104.74
		Taxes			66.24
		Site Total			807.97
		Invoice Total			874.21

Permissions

The following permissions are required:

Permission ID	Permission Name
5	View Account
6	View Site
22	Setup \ Accounting
118	Setup \ Services

Setup: Charge Codes

Pathway: Setup > Services > Charge Code

Create a charge code for each line of business where a paper bill fee may apply. Assign this charge code to the applicable Bill Group, and it will display on the relevant printed invoices. More information related to Charge Code Setup can be found here: [Charge Code Setup](#)

UPDATE CHARGE CODE	
Charge Code	Default for Work Types
CHARGE CODE	PAPER_COM
NAME	Paper Bill Fee - Commercial
DOT DESCRIPTION	Paper Bill Fee - Commercial
LINE OF BUSINESS	Commercial
EQUIPMENT TYPE	
MATERIAL TYPE	
RATE UOM	each
TAXABLE	No CLASS
GL ACCOUNT	Other Income
TEMPORARY SERVICE GL ACCOUNT	
TYPE	Service
WEIGHT CHARGE	No
ENABLE WASTE PROFILE	No
Accounts Payable Settings	
IS AP TRANSACTION	No
RATE INDEX	
THRESHOLD DIS. RATE	ENABLE THRESHOLD No
ACTIVE	Yes
ENABLE NO CHARGE QUANTITY	No
ENABLE NEGATIVE AMOUNT	No
ENABLE MAX. WEIGHT CHARGE	No UOM
ESTIMATED AVERAGE WEIGHT	
ENABLE MANUAL CHARGE	No
ENABLE MINIMUM	No
ENABLE VENDOR	No
ENABLE EST. CHARGE QUANTITY	No
PRICING MODEL	None
BILL ZERO AMOUNT CHARGE	No
DEFAULT QUANTITY	1.00
NavuNav Settings	
HIDE IN NAVUNAV	Yes
REQUIRE COLLECTION TEST	No
PRINT LABEL	No

Example of Paper Bill Fee Charge Code Setup - Setups may vary -

Setup: Bill Group

Pathway: Setup > Accounting > Bill Group

Paper bill fee settings are enabled at the Bill Group level, automatically applying the paper bill fee to accounts in the group when the account's 'Invoice By Email' setting is set to 'No.' In Bill Group Setup, the charge code selected in the **Paper Bill Fee Charge Code** field and the amount entered in the **Paper Bill Fee (Per Invoice)** field are displayed in the account section of the Customer Service screen.

UPDATE BILL GROUP
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✕

Settings

Notifications

ID	<input type="text" value="23"/>	INVOICE EMAIL FROM	<input type="text" value="ar@navusoft.com"/>
ACTIVE	<input type="text" value="Yes"/>	PRINT SEQUENCE	<input type="text" value="Invoice Number"/>
NAME	<input type="text" value="HOU-COMMERCIAL ARREARS"/>	INVOICE LOGO	<input type="text" value="Select Image"/> BROWSE...
DIVISION	<input type="text" value="HOUSTON"/>	UPLOADED INVOICE LOGO	View
TYPE	<input type="text" value="Arrears"/>	INVOICE LOGO 2	<input type="text" value="Select Image"/> BROWSE...
FREQUENCY	<input type="text" value="Monthly"/>	UPLOADED INVOICE LOGO 2	
INVOICE FORMAT	<input type="text" value="Format 3 B"/>	WORK ORDER HEADER TEXT	<input type="text" value="Reference"/>
BILLING EXPORT FORMAT	<input type="text" value="Frontier CPT"/>	SURCHARGE HEADER TEXT	<input type="text" value="Surcharge Fees"/>
CUSTOMER PORTAL URL	<input type="text" value="https://navuqa-customerportal.n"/>	FINANCE CHARGES TEXT	<input type="text" value="Finance Charges"/>
MESSAGE DUE IN PAST 1-30 DAYS	<input type="text" value="Message for invoices due 1-30 d"/>	BILLING AUTO PAY PROCESS DATE	<input type="text" value=""/>
MESSAGE DUE IN PAST 30-60 DAYS	<input type="text" value="Message for invoices due 31-60 c"/>	SCHEDULED AUTO PAY TIME	<input type="text" value="03 : 00 : 00 . 000 PM"/>
MESSAGE DUE IN PAST 61-90 DAYS	<input type="text" value="Message for invoices due 61-90 c"/>		Central Standard Time
MESSAGE DUE IN PAST 91 DAYS	<input type="text" value="Message for invoices due 91 + d"/>	PAPER BILL FEE CHARGE CODE	<input type="text" value="Paper Bill Fee - Commer"/>
CUSTOM 1	<input type="text" value="Custom Message 1"/>	PAPER BILL FEE (PER INVOICE)	<input type="text" value="4.95"/>
CUSTOM 2	<input type="text" value="Custom Message 2"/>	MINIMUM INVOICE AMOUNT TO BE NOTIFIED	<input type="text" value="0.00"/>
		MINIMUM ACCOUNT BALANCE TO BE NOTIFIED	<input type="text" value="0.00"/>

Example of Bill Group Setup - Setup may vary-

Exclude an Account from Paper Bill Fee

Pathway: *Load Account > Edit Account (right click within account section)*

To exclude an account from the paper bill fee, select the 'Exclude Paper Bill Fee' checkbox in the Edit Account popup editor within Customer Service screen.

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Right-click

Edit
View

CURRENT 0.00

HIGHLIGHTS
Account is significantly past due

ACTIVE SERVICES (1) Notes

QTY	SERVICE CODE
2	8 Yard Trash Service

CALENDAR November, 2024

SUN

OC

No

EDIT ACCOUNT

Account Settings

Billing

BILL GROUP HOU-COMMERCIAL ARREARS
Arrears - Monthly Billed Thru Date Jan 31, 2024 Next Invoice Date Jul 05, 2024 BATCH-25874 (not started)

INVOICE BY EMAIL No

TERM Due upon receipt

CREDIT LIMIT

BILL BY SITE AUTO STATUS UPDATE
APPLY FINANCE CHARGES
EXCLUDE FROM PAYMENT PROCESSING FEE
EXCLUDE FROM PAST DUE NOTIFICATION
HIDE WORK ORDER FORMAT RATE
INBOUND ORDER AUTO PRINT
EXCLUDE PAPER BILL FEE

AP
DEFAULT PAYMENT METHOD Not Applicable PAYEE NAME 1099

INSTRUCTIONS

WARNING ON OPEN

SAVE