

# Paper Bill Fee

Last Modified on 05/02/2024 11:25 am EDT

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

The screenshot displays a software interface for 'QA Waste Services'. On the left, there are navigation icons and a sidebar with 'ACTIVE SERVICES (1)' showing '8 Yard Trash Service'. The main area shows account details for '43243 QA Waste Services' (Active) and '43243001 QA Waste Services' (1 of 1). Account information includes address (PO BOX 541158, Pearland, TX 77254-1158), division (Pearland), and account manager (House Account). Billing details show 'ArrearsMonthly Billed Thru Date Jan 01, 2023' and 'Next Invoice Date Jan 01, 2023 BATCH-25540 (in progress)'. A 'Paper Bill Fee \$4.95' is highlighted in yellow. Below this is a summary for 'Example Site' (Pearland TX 77584) with a table of charges and a total of \$188.71. A detailed table for 'Site 44990001 - Brazoria County MUD 03 STP - 3015 County Rd 89' lists work orders with dates, descriptions, quantities, unit rates, and totals, including a highlighted 'Paper Bill Fee' of 4.95.

| CURRENT | 1-30 | 31-60 | 61-90 | 91-120 | 120+ | TOTAL |
|---------|------|-------|-------|--------|------|-------|
| 0.00    |      |       |       |        |      |       |

|                     |              |
|---------------------|--------------|
| <b>CUSTOMER NO</b>  | 44990        |
| <b>INVOICE DATE</b> | Jan 1, 2023  |
| <b>INVOICE NO</b>   | 860251       |
| <b>DUE DATE</b>     | Jan 21, 2023 |

|                    |           |
|--------------------|-----------|
| <b>BALANCE FWD</b> | \$ 0.00   |
| <b>PAYMENTS</b>    | \$ 0.00   |
| <b>CREDITS</b>     | \$ 0.00   |
| <b>CHARGES</b>     | \$ 188.71 |
| <b>BALANCE DUE</b> | \$ 0.00   |

| WO ## | DATE              | DESCRIPTION            | QTY  | UNIT RATE | TOTAL  |
|-------|-------------------|------------------------|------|-----------|--------|
|       | 12-01-22-12-31-22 | 3 Yard Trash Service   | 1.00 | 132.41    | 132.41 |
|       | 12-01-22-12-31-22 | Enclosure              | 1.00 | 27.38     | 27.38  |
|       | 01-01-23          | Paper Bill Fee -       | 1.00 | 4.95      | 4.95   |
|       | 01-01-23          | Pearland Franchise Fee |      |           | 23.97  |
|       |                   | <b>Taxes</b>           |      |           | 0.00   |
|       |                   | <b>Site Total</b>      |      |           | 188.71 |
|       |                   | <b>Invoice Total</b>   |      |           | 188.71 |

## 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 the Paper Bill Fee option is available to. More information about Charge Codes can be found here: [Charge Code Setup](#)



UPDATE BILL GROUP
?
✕

Settings

Notifications

|  |   |  |
|--|---|--|
| <p>ID <input style="width: 80%;" type="text" value="23"/></p> <p>ACTIVE <input style="width: 80%;" type="text" value="Yes"/></p> <p>NAME <input style="width: 80%;" type="text" value="HOU-COMMERCIAL ARREARS"/></p> <p>DIVISION <input style="width: 80%;" type="text" value="HOUSTON"/></p> <p>TYPE <input style="width: 80%;" type="text" value="Arrears"/></p> <p>FREQUENCY <input style="width: 80%;" type="text" value="Monthly"/></p> <p>INVOICE FORMAT <input style="width: 80%;" type="text" value="Format 3 B"/></p> <p>BILLING EXPORT FORMAT <input style="width: 80%;" type="text" value="CPT"/></p> <p>ACCOUNT PORTAL URL <input style="width: 80%;" type="text" value="https://navuqa-customerportal.n"/></p> <p>INVOICE MESSAGE <input style="width: 80%;" type="text" value="This is the message at the billgroup....."/></p> <p>MESSAGE DUE IN PAST 1-30 DAYS <input style="width: 80%;" type="text" value="Message for invoices due 1-30 d"/></p> <p>MESSAGE DUE IN PAST 30-60 DAYS <input style="width: 80%;" type="text" value="Message for invoices due 31-60 d"/></p> <p>MESSAGE DUE IN PAST 61-90 DAYS <input style="width: 80%;" type="text" value="Message for invoices due 61-90 d"/></p> <p>MESSAGE DUE IN PAST 91 DAYS <input style="width: 80%;" type="text" value="Message for invoices due 91 + d"/></p> <p>CUSTOM 1 <input style="width: 80%;" type="text"/></p> | <p>INVOICE EMAIL FROM <input style="width: 80%;" type="text" value="billing@navusoft.com"/></p> <p>PRINT SEQUENCE <input style="width: 80%;" type="text" value="Invoice Number"/></p> <p>INVOICE LOGO <input style="width: 80%;" type="text" value="Select Image"/> <input style="background-color: #0070C0; color: white; padding: 2px 5px; border: none;" type="button" value="BROWSE..."/></p> <p>UPLOADED INVOICE LOGO <a href="#">View</a></p> <p>INVOICE LOGO 2 <input style="width: 80%;" type="text" value="Select Image"/> <input style="background-color: #0070C0; color: white; padding: 2px 5px; border: none;" type="button" value="BROWSE..."/></p> <p>UPLOADED INVOICE LOGO 2</p> <p>WORK ORDER HEADER TEXT <input style="width: 80%;" type="text" value="WO ##"/></p> <p>SURCHARGE HEADER TEXT <input style="width: 80%;" type="text" value="Surcharge Fees"/></p> <p>FINANCE CHARGES TEXT <input style="width: 80%;" type="text" value="Finance Charges"/></p> <p>BILLING AUTO PAY PROCESS DATE <input style="width: 80%;" type="text"/></p> <p>SCHEDULED AUTO PAY TIME <input style="width: 80%;" type="text" value="8:00 PM"/></p> <p style="text-align: right; font-size: 0.8em; color: #0070C0;">Central Standard Time</p> | <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"> <p>PAPER BILL FEE CHARGE CODE <input style="width: 80%;" type="text" value="Paper Bill Fee"/></p> <p>PAPER BILL FEE (PER INVOICE) <input style="width: 80%;" type="text" value="4.95"/></p> </div> <p>MIN AMOUNT TO BE PRINTED <input style="width: 80%;" type="text" value="0.00"/></p> <p>ONE INVOICE PER PO# <input style="width: 80%;" type="text" value="No"/></p> |
|--|---|--|

## Exclude an Account from Paper Bill Fee

Pathway: [Load Account](#) > [Edit Account](#) (right click within account section)

Accounts that would like to opt out of paper billing can be excluded by selecting the 'Exclude Paper Bill Fee' check box available in the *Edit Account* screen in customer service.

41898001 Navusoft - Demo

1 of 3

Post Oak Blvd  
Houston, TX 77057  
(O) +1 626-777-7777

HOUSTON  
Aliena Somers  
COMMERCIAL  
HOU-COMMERCIAL ARREARS

ACCESS Gate Code 1234  
NOTE Site Notes

INACTIVE

DIVISION CORPUS  
SERVICE REGION CORPUS OPEN MARKET  
SALES REP House Acct non System  
SOURCE Cold Call  
GENERATOR Not Applicable  
SURCHARGE GRP Fuel Surcharge - Commercial

TAX REGION CC CITY-NUECES COU-CC MTA-CC CRIME CON  
TAX EXEMPT No  
LEED REPORTABLE No

MONTHLY Billed Thru Date Dec 19, 2023  
DUE DATE Jan 31, 2024 BATCH-25689 (in progress) - Not included on...  
Cold Call

Payment Not Applicable

91-120 120+ TOTAL  
0.00 0.00 0.00

Auto Pay Not Enabled

Edit  
View

### EDIT ACCOUNT

Account Settings

Billing

BILL GROUP: HOU-COMMERCIAL ARREARS

Arrears - Monthly Billed Thru Date Dec 19, 2023 Next Invoice Date Jan 31, 2024 BATCH-25689 (in progress) Not included on batch

INVOICE BY EMAIL: No

INVOICE DETAIL LEVEL: Detail

TERM: Net 20

CREDIT LIMIT: 500

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