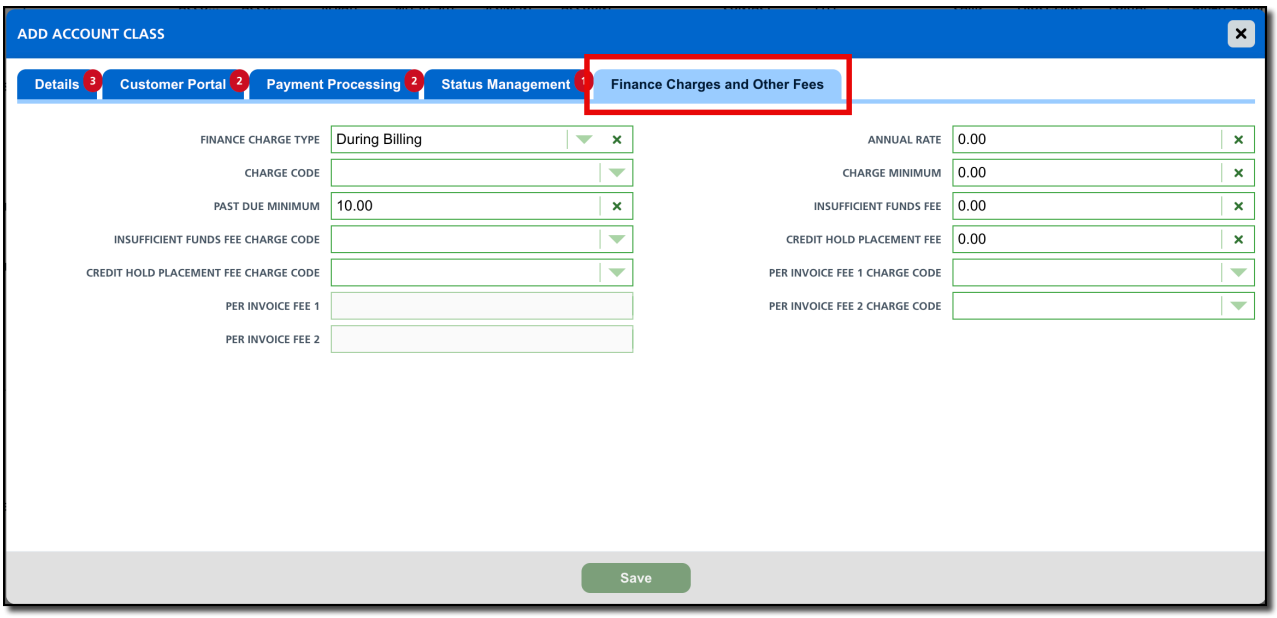
Finance Charges and Other Fees

Last Modified on 07/09/2026 12:49 pm PDT

Pathway: *Setup > Account > Account Class > Finance Charges and Other Fees*

This article explains how to configure finance charges and other fees, which can be applied to an account's invoice during billing. To allow flexibility across account classes, four charge options are available: One-Time Fee Per Invoice, Manual Flat Fee, During Billing, and None.



Charge Code Setup

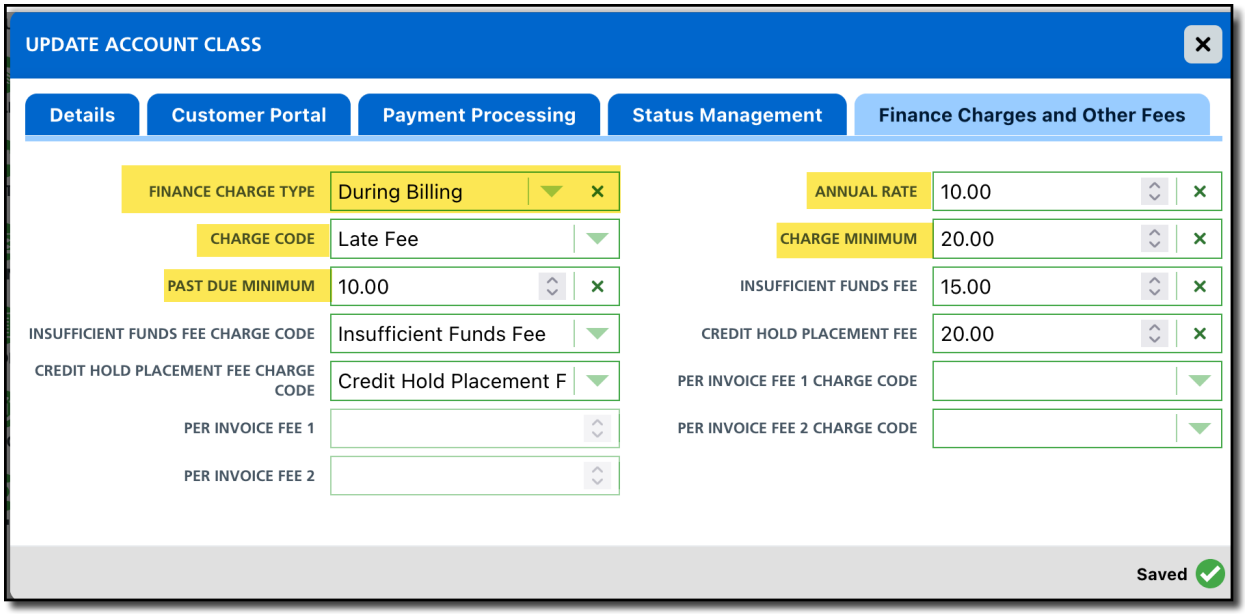
To apply a finance charge or or other fee, you must first create a charge code for billing. This code is used in billing and appears on invoices alongside the charge amount. Once created, the charge code can be applied in the Finance Charge and Other Fee setup within the Account Class. Depending on your policy, the same charge code may be used for all finance charge and other fees setup options.

For information about creating a charge code, review the Charge Code Setup article.

Finance Charge and Other Fees Setup

During Billing

With this option, when running a scheduled billing batch, the finance charge or late fee will be calculated during the billing process and included on the invoice.

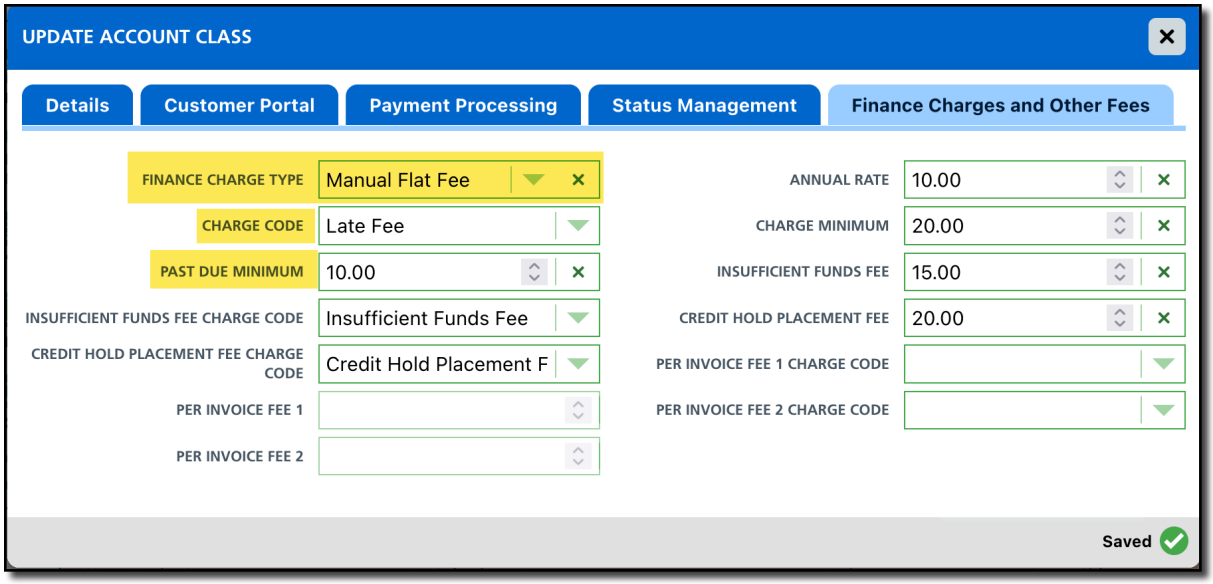


Setup:

1. Select "During Billing" from the **Finance Charge Type.**
2. Enter the **Annual Rate** that an account will be charged if a late fee applies. This rate is identified as a percentage of the past due amount.
3. Select the **Charge Code** that billing will use when applying a finance charge or late fee to an invoice.
4. Enter the **Charge Minimum**; this is the minimum dollar amount an account must be charged. If the calculated finance charge or late fee is less than the charge minimum, the charge minimum is applied.
5. Enter a **Past Due Minimum**; this is the minimum amount an account must be past due by in order for a finance charge or late fee to apply.

Manual Flat Fee

With this option, a manual flat fee is applied before billing. This finance charge option requires manual processing before billing in *Accounting > Calculate Manual Finance Charges and Late Fees*, and is further detailed in the 'Manual Flat Fee Process' section below.

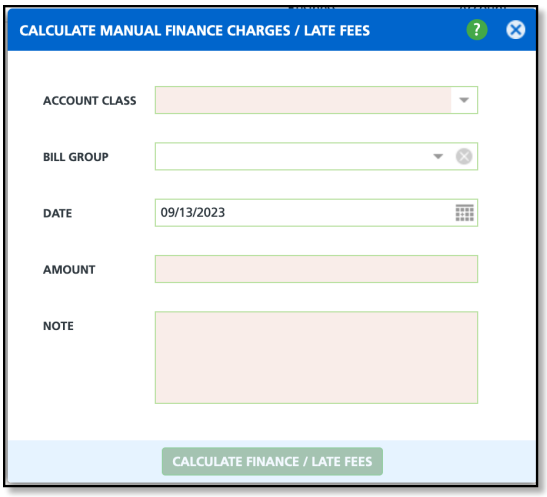


1. Select "Manual Flat Fee" from the **Finance Charge Type**.
2. Select the **Charge Code** that billing should use when applying finance charges and late fees to an invoice.
3. Enter a **Past Due Minimum**; this is the minimum amount an account must be past due by in order for a finance charge or late fee to apply.

Manual Flat Fee Process

To apply a flat fee manually, use the Calculate Manual Finance Charges Late Fees process. After running this process, a fee (amount) will be applied to every account that matches the Account Class and Bill Group selected. The note entered, will be displayed on the invoice.

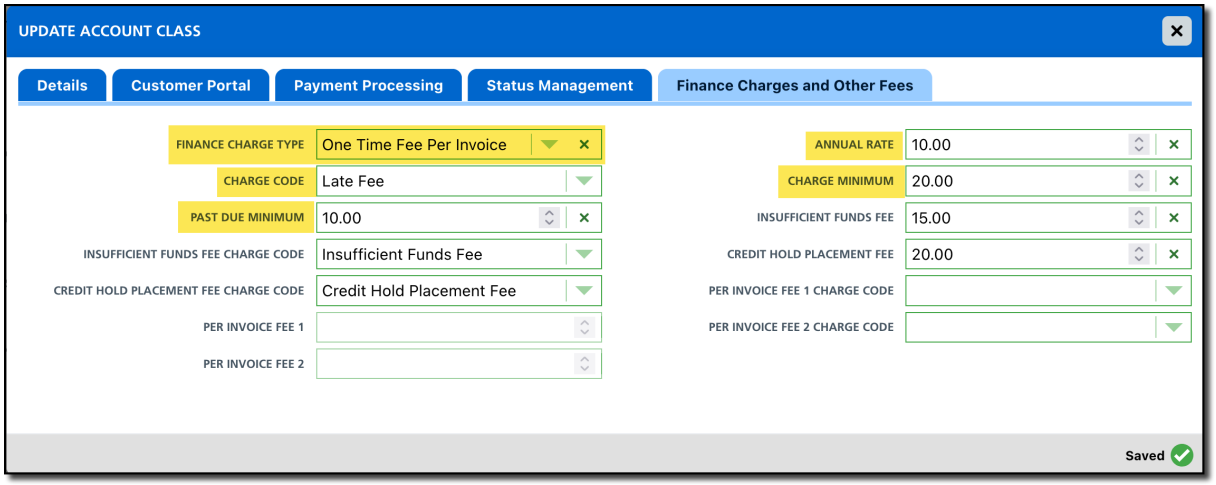
Pathway: *Accounting > Calculate Manual Finance Charges and Late Fees*



1. Open **Calculate Manual Finance Charges / Late Fees** in the Accounting Module
2. Select the **Account Class** the manual finance charge/late fee applies to.
3. Select the **Bill Group** to identify the specific accounts the finance charge or late fee applies to.
    - NOTE: This is important to select as not all accounts in the account class follow the same billing cycle.
4. Enter a **Date** the finance charge code was assessed.
5. Enter the **Amount** of the finance charge.
6. Add a **Note** that will be included on the invoice with the Finance Charge/Late Fee.
7. Select **Calculate Finance / Late Fees** button.
8. Follow your billing procedure and the manual finance charge/ late fee will be added to the invoices of past due accounts.

One Time Fee Per Invoice

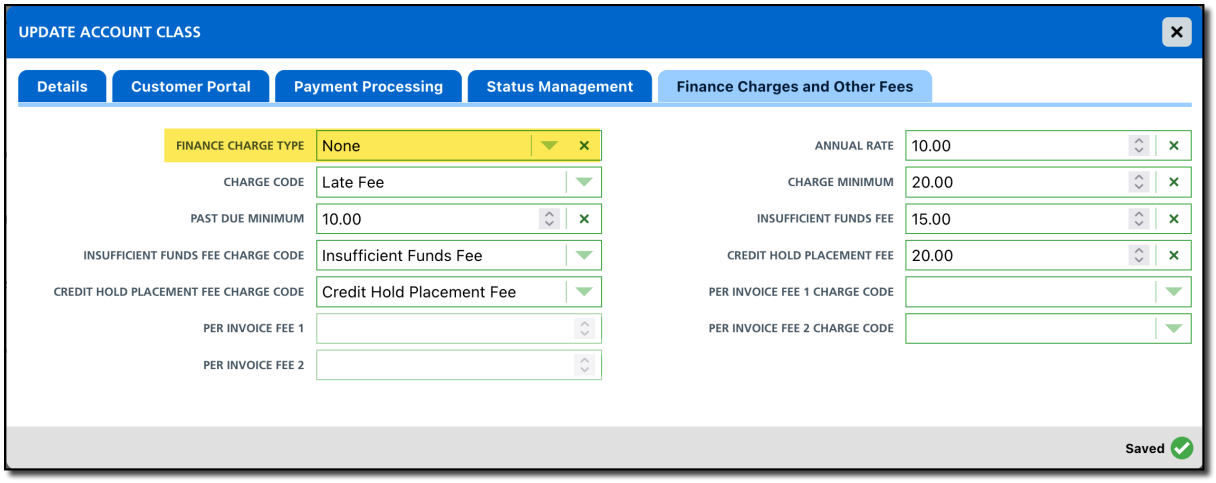
With this option, a finance charge is calculated only for scheduled batches and is applied to a single invoice. Once the charge has been invoiced, it is considered billed and will not be included on any future invoices.



1. Select "One Time Fee Per Invoice" from the **Finance Charge Type.**
2. Enter the **Rate** that will be applied on the invoice if a late fee applies. The rate for this finance charge type is a flat rate.
3. Select the **Charge Code** billing should use when applying late fees to invoices.
4. Enter the **Charge Minimum**; this is the minimum dollar amount an account must be charged. If the Rate is less than the charge minimum, the charge minimum is applied.
5. Enter a **Past Due Minimum**; this is the minimum amount an account must be past due by in order for a finance charge or late fee to apply.

None

With this option, a finance charges will not be applied and, therefore, will not be displayed on the invoice.



1. Select "None" from the **Finance Charge Type.**
2. Anything entered for Charge Code, Annual Rate, Charge Minimum, and Past Due Amount is no longer applicable.

Permissions

The following permissions are required to set up Finance Charges and Other Fees:

Permission ID	Permission Name
23	Setup \ Account
420	Calculate Manual Finance / Late Fees

Related Articles

Account Class Setup