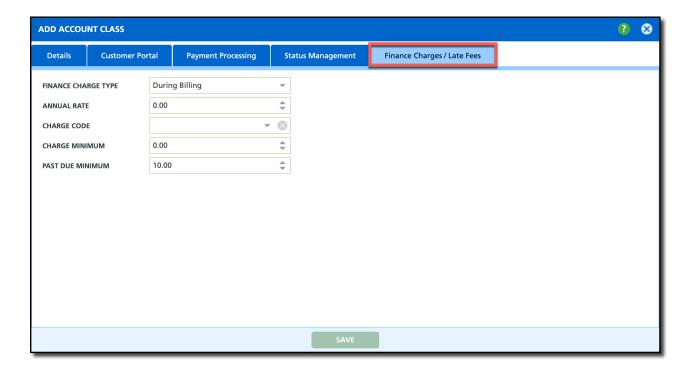
Late Fee Setup

Last Modified on 04/30/2024 11:02 am EDT

Pathway: Setup > Account > Account Class

The following article outlines the process of configuring late fees that can be applied either to an account's invoice or during billing. To provide flexibility among account classes on how late fees are applied, there are three late fee options: One Time Fee Per Invoice, Manual Flat Fee, and During Billing.



Permissions

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

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

Charge Code Setup

To apply a Late Fee, you must first create a "Late Fee" charge code. This code will be utilized in billing and is displayed on invoices with the charge amount. Once the charge code is created, you can incorporate it into the Late Fee setup within the Account Class. It's important to note that the same charge code can be applied to all late fee setup options.

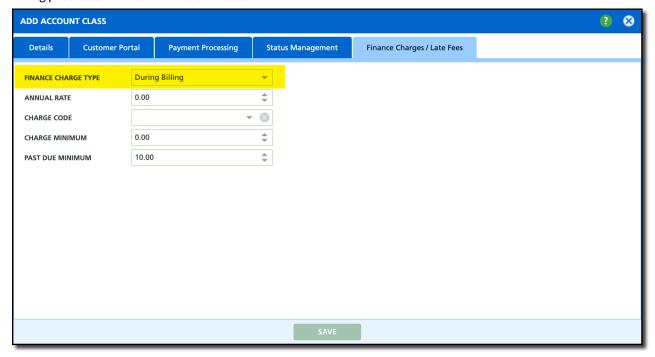
For information about creating a charge code, review the Charge Code Setup article.

Late Fee Types and 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.

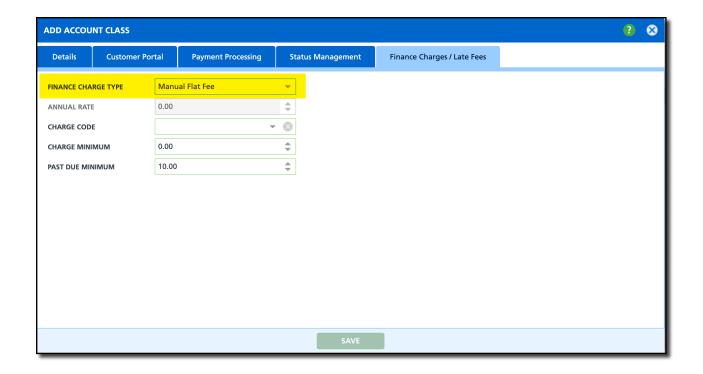


Setup:

- 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 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

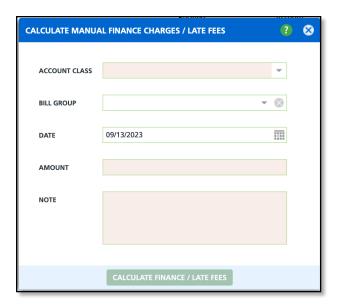
With this option, a manual flat fee is applied before billing. This finance charge/late fee option requires manual processing before billing in *Accounting > Calculate Manual Finance Charges and Late Fees*, and is further detailed in the 'Manual Flat Fee Process' section below.



- 1. Select "Manual Flat Fee" from the **Finance Charge Type**.
- 2. Select the Charge Code 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

Pathway: Accounting > Calculate Manual Finance Charges and Late Fees

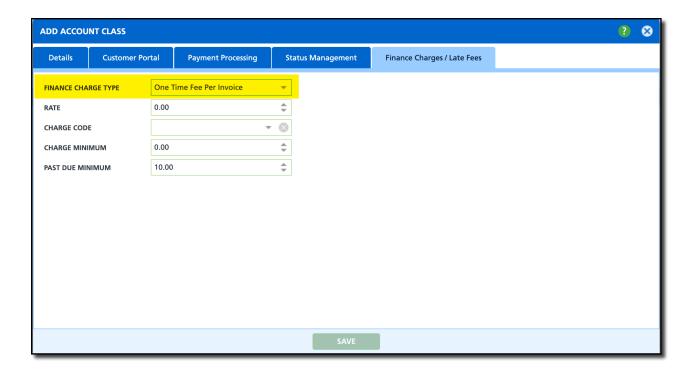


- 1. Open Calculate Manual Finance Charges / Late Fees in the Accounting Module
- 2. Select the Account Class the manual finance charge/late fee applies to.
- 3. Select the **Bill Group** to identify the specific accounts the finance charge or late fee applies to.
 - NOTE: This is important to select 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. 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 or late fee will be applied one time per invoice and is only calculated for Scheduled Batches.



- 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.