

Details on How to setup Late Fee and Fee Schedule for Past Due Invoices

1. How to setup a Late Fee

a. Go to Administrator Tools and click on Add Late Fee Tier

The screenshot shows the 'Administrator Tools' menu on the left, with 'Late Fee Tier Manager' highlighted. A red arrow points from this menu item to the 'Add Late Fee Tier >' link in the breadcrumb navigation of the 'Late Fee Tiers' page. The page lists five existing tiers: Bleckley Flat, Bleckley Interval Fee, Fix Late Fee, Food Renewal, and Late Fee Per Period.

b. Enter a the initial information

- i. Tier Name - name of late fee for reference
- ii. Description – additional information about the late fee
- iii. County – county the late fee belongs to. NOTE: this creates an association for reference later for specific county fees in the Fee Schedule Manager.

The screenshot shows the 'Update Late Fee Tier' form. It includes a search bar, a breadcrumb trail, and a legend indicating that red asterisks denote required fields. The form fields are: 'Tier Name' (required) with the value 'Bleckley Interval Fee', 'Description' with the value 'Late fee that will be incurred at different intervals.', and 'County' (required) with a dropdown menu set to 'Bleckley'.

c. Determine the logic for how the late fee will be setup. There are two ways to setup a late fee. “Period Based” and a “One Time Late Fee”

i. **Period Based Fee** – This means that after the invoice is due, you can determine various intervals at which you may apply different late fee amounts. Example for flat fee: If an invoice is due, you might charge \$30. If an invoice is 30 days past the invoice due date, you might charge \$60, and if an invoice is 60 days past the invoice due date, you might charge \$90.

1. To setup a Period based late fee tier:

- a. Set **Per Period Late** to “YES”
- b. Determine length of **Span in the number of days**, starting from the due date on the invoice. If you want late fee to start on the due date, then set the **From** to “0” and **To** for the days leading up to and before the next interval period starts. *(In the example this would be “30”)*

Per Period Late:

Span: from to days

Amount/Fee:

Type:

c. For **Amount/Fee** enter the fee amount or percent to be added to the invoice at the interval specified.

d. Enter the **Type**:

- i. “Percent” – Late fee charged would be a percent of the associated fee as determined in the Amount/Fee field when the late fee is added to the invoice/fee. *(Example: 20=20%)*
- ii. “Flat-Rate”– this is the amount to be charged when the late fee added to the invoice/fee line item. *(Example: 20=\$20)*

e. Click to add the late fee.

f. Repeat steps a through e until all intervals you need are added.

g. Click Submit.

If you need the late fee to be additive, as in go from 10% for 0 to 30 days and add another 10% for 30 to 60 days, then you must make each tier the additive amount. (0-30=10%, 31-60=20%, or 0-30=\$25, 31-60=\$50)

This is because the system overwrites the previously applied late fee with the new late fee each time the B.I.G. is run for past due invoices.

If you need the percentage added to be based on the total fees accumulated over time, such as 10% per period late, you will need the tiers to reflect the accumulated percentage: 0-30=10%, 31-60=22%, 61-90=33%.

Please check with your District Administrator to see which method to apply.

Late Fee Tiers [keyword] Search

Late Fee Tiers > Late Fee Tiers Home > Update Late Fee Tier >

For Period Based Late Fees

(*) Red denotes required fields.

* Tier Name: Bleckley Interval Fee

Description: Late fee that will be incurred at different intervals.

County: Bleckley

Per Period Late: Yes

Span: from 60 to 90 days

Amount/Fee: 90

Type: Flat-Rate

Add

Per Period Late	From	To	Amount/Fee	Type		
Yes	0	29	30.00	Flat-Rate	✓	✗
Yes	30	59	60.00	Flat-Rate	✓	✗
Yes	60	90	90.00	Flat-Rate	✓	✗

Save as Draft Submit

Submit to save the late fee.

Enter general information about the late fee and which County the late fee belongs to.

1) Set Period to YES
 2) Enter the interval when the late fee will be charged in Days, starting from the Due date.
 3) Enter Fee Amount/Percentage of the late fee to be charged.
 4) Select Type if late fee is based on a Flat late fee or percentage of the associated parent fee.
 5) Click Add.

In this example Late Fee will be added:
 1) On and within 30 days from invoice due date.
 2) 30 days from invoice due date
 3) 60 days from invoice due date.

ii. **One Time Late Fee** – this is a late fee that is charged only one time

1. To setup a One Time Late Fee:

- a. Set **Per Period Late** to “NO”
- b. For **Amount/Fee** enter the fee amount or percent to be added to the invoice at the interval specified.
- c. Enter the **Type**:
 - i. “Percent” – Late fee charged would be a percent of the associated fee as determined in the Amount/Fee field when the late fee is added to the invoice/fee. (Example: 20=20%)
 - ii. “Flat-Rate” – this is the amount to be charged when the late fee added to the invoice/fee line item. (Example: 20=\$20)
- d. Click **Add** to add the late fee.
- e. **NOTE:** **Add** only need to enter in ONE LATE FEE. If you need to enter in more than one late fee, then switch to a Period Based Fee. (See c. i. 1. above)
- f. Click Submit.

(*) Red denotes required fields.

One Time Based Late Fees

* Tier Name:
 Description:
 County:

Enter general information about the late fee and which County the late fee belongs to.

Per Period Late:
 Amount/Fee:
 Type:

Per Period Late	From	To	Amount/Fee	Type
No			50.00	Flat-Rate

- 1) Set Period to NO
- 2) Enter Fee Amount/Percentage of the late fee to be charged.
- 3) Select Type if late fee is based on a Flat late fee or percentage of the associated parent fee.
- 4) Click Add.



Submit to save the late fee

NOTE: You only need to enter in One Late Fee. If you need to enter more than one, then switch to Period Based Fee

2. Associate Late Fee to a Parent Fee Type record

- a. Go to Fee Schedule Manager
- b. Open an existing County fee record you wish to associate the Late Fee Tier to.
- c. Find the **Late Fee Tier** field and select the late fee you want to associate.
- d. Click Submit to save the record.

Note: only fees that will be applied by the Bulk Invoice Generator should have late fee tiers assigned as this is the only way these are applied to invoices.

Fee Schedule Manager

Fee Schedule Manager > Fees Home > Update Fee >

Red denotes required fields.

Status: Active

County: Bleckley

Program: Food

Fee Type: Annual Insp. for Est. on Public Water

Code: (if applicable)

Fee: \$ 200.00

Notes:

Late Fee Tier: Bleckley Flat

Save as Draft Submit

3. Late Fee Tier Task

- a. A late fee tier task will run nightly to update the fees for invoices that become overdue. *(This task for preparing invoices for adding late fees does not happen nightly on the Staging server. Contact Tim Callahan if you need to test late fees on Staging.)*

4. Invoices with Late Fees Added

- a. If an invoice is due and has a late fee added, the late fee will be added as an Adjustment to the Fee line item and show on the invoices as “Late Fee”.
- b. If a late fee associated to a Fee is Period Based, then the Adjustment will be updated accordingly based on the Amount during the specified interval when the late fee task is run to determine that the next interval has arrived.

NOTE: In a period based late fee, the next interval amount is not added to the previous adjustment amount from the previous late fee interval. Instead it will be overwritten with the sum of all late fees.

Financial Transaction Manager

Transactions Home | Update Transaction

View In

Bulk Invoice Generator

Use the form below to generate invoices based on criteria selected.

:New Invoices :Past Due Invoices

County:

Facility Type:

Invoice #: **186960**

Invoice Date:

Date Due:

Status:

Paid By

Name:

Address:

City:

State:

Zipcode:

Phone: () - ext.

Fee Information

Group:

Fee:

Quantity:

Description	Fee	Adj.	Paid	Total			
Annual Insp. for Est. on Non EPD Water	\$400.00	\$30.00	\$0.00	\$430.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="\$"/>
Annual Insp. for Est. on Public Water	\$200.00	\$50.00	\$0.00	\$250.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="\$"/>

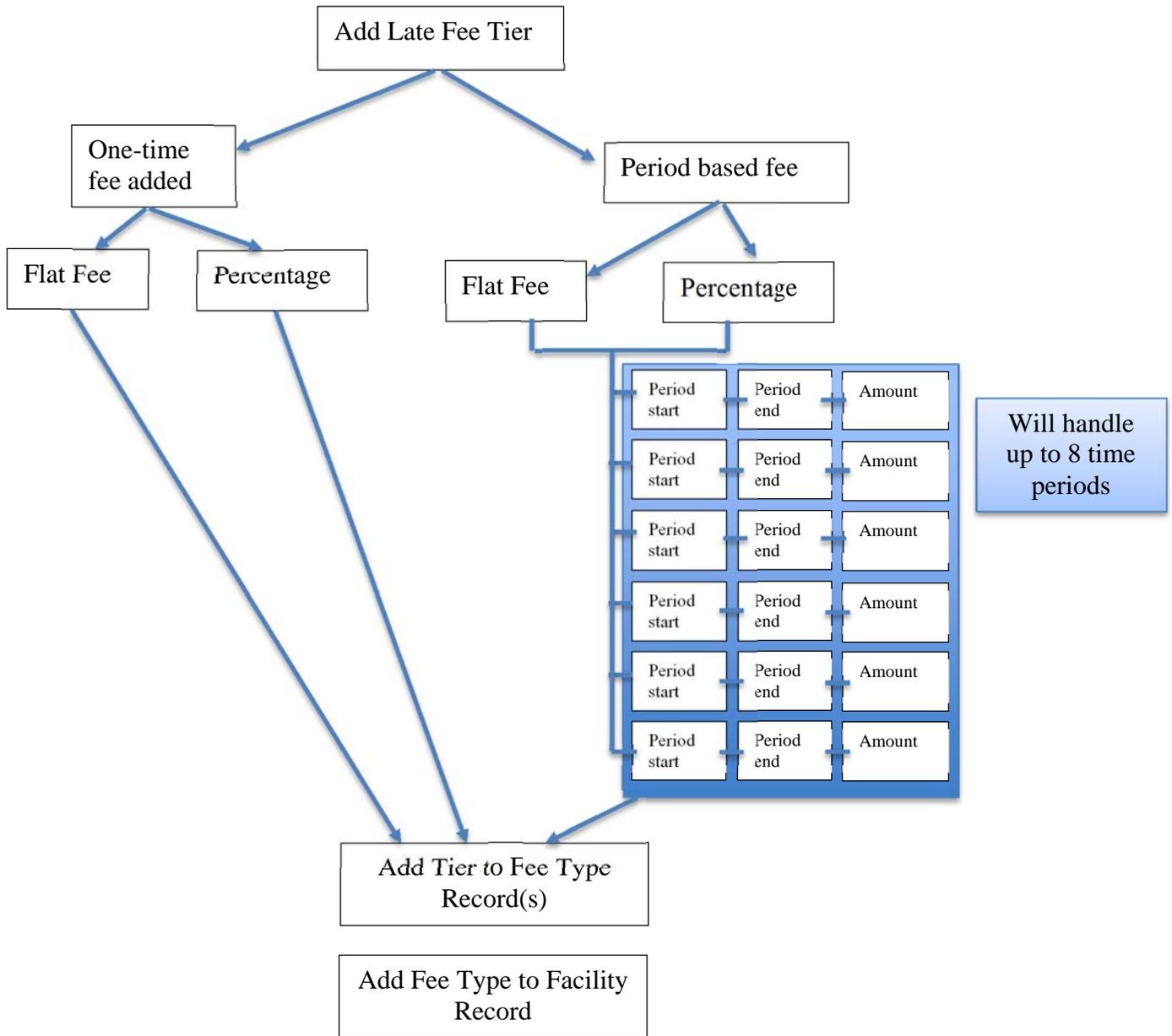
- 1) Select Past Due
- 2) Select County
- 3) Select Facility Type
- 4) Click Print Invoices to generate the batch.

Late fees are added as adjustments to the Fee Parent when the late fees are issued.

5. Generating Overdue Bulk Invoices

- Go to Bulk Invoice Generator
- Select **Past Due Invoice**
- Select **County** to run the invoices for
- Select **Facility Type** to run the invoices for
- Click to generate the batch.
- NOTE: Only invoices that have been previously generated through the original bulk process can be generated as Past Due Invoices using the Bulk Invoice Generator tool.**

Abbreviated View of Late Fee Setup and Use



1. Run the Bulk Invoice Generator (B.I.G.) to create initial invoice with original fee.
2. In late period (after Due Date) run Past Due bills in B.I.G. to add late fee
 - a. If one-time added fee, then late fee will add to past due invoices just once.
 - b. If period fee, the fee amount assigned to the period in which the invoice is late will be added once for each period that the Past Due invoices are run.

Note: Past due bills must be run within each of the set time periods for each of the late fees to be added.