

How to Get Late Fees to Print on Invoices

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If the late fee showing on a customer's account was created during statement generation, then it will not automatically show on invoice statements printed from the customer account.

To get a late fee to show on the invoice statement, follow these steps –

1. Pull up the customer's account
2. Double click on the invoice you wish to send to the customer
3. Click the Print Preview button in the top icon bar of SedonaOffice (a white paper with a magnifying glass in the corner)
4. Select the desired Form, likely Bridgestone Standard. Note that not all invoice forms show late fees; Bridgestone Standard does.
5. When the Printing Preferences window pops up, navigate to the Late Fees tab.
6. Check the box "Show Late Fees"
7. Check the box "Recalculate Late Fees"
8. Click OK

The screenshot displays the SedonaOffice software interface. At the top, a status bar reads "*** Invoice Payments Received - Accounting Data Locked ***". Below this, a header section contains fields for Customer ID (340), Category (Central Station G & A), A/R Account (110110), and Tax Group (OH-Cuyahoga County). The main area shows an invoice for "Jack" at "32 North Chagrin Falls, OH 44023", with invoice number 683137 and dates 2/1/2024 - 4/30/2024. A "Site Address" field also lists the same address. A table of items is partially visible, showing "RAD" with a value of \$90.00. Overlaid on the right is the "Printing Preferences" dialog box. The "Form" is set to "Bridgestone Standard" and the "Printer" is "Microsoft Print to PDF". The "Late Fees" tab is selected, showing checkboxes for "Show Late Fees" and "Recalculate Late Fees", both of which are checked. Below these are fields for "Minimum Days Past Due" (30), "As of" date (5/17/2024), "Minimum Invoice Balance" (\$1.00), "Annual Interest Rate" (%18.00), and "Minimum Charge" (\$3.88). At the bottom of the dialog are "OK" and "Cancel" buttons, and a checkbox for "Do not show this again".

1. If the invoice qualified for a late fee according to the criteria, then the late fee will display on the invoice preview as in the example below –

SedonaSecurity

999 Maple St
Northville, MI 48888
(999) 444-1111

Invoice

Customer	Jack
Customer Number	340
Invoice Number	683137
Invoice Date	2/1/2024
PO Number	
PAYMENTS APPLIED THRU	5/17/2024
Job / Service Ticket #	

CURRENT CHARGES

Description	Amount
<i>Jack, 32 North, Chagrin Falls, OH</i>	
3.00 Radio/Cellular Backup	30.00 90.00
	Subtotal: \$90.00
Tax	6.98
Payments/Credits Applied	(69.00)
	Invoice Balance Due: \$27.98
Late Fee	1.46

IMPORTANT MESSAGES