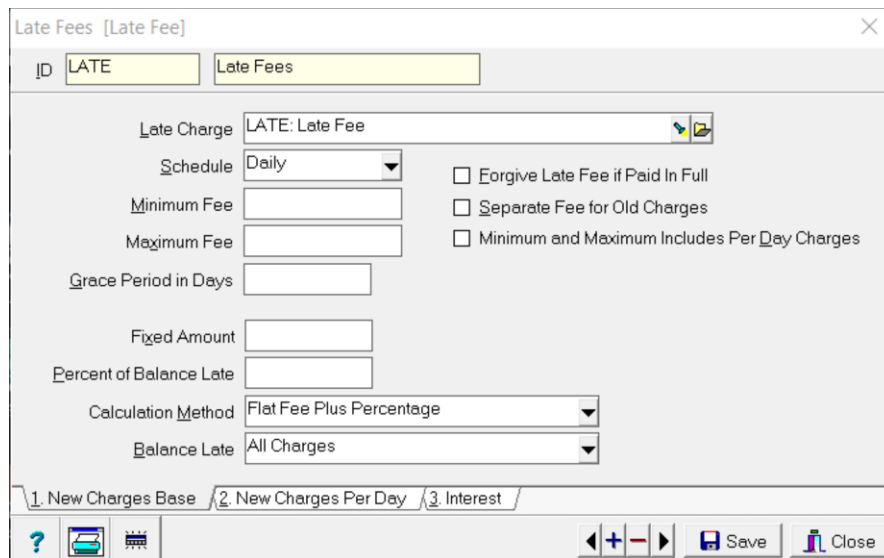


Overview

This document explains how to set up the late fee profile (below) and how to charge late fees (page 4).

Setup Late Fee Profile

The Late Fee Profile is under <<Setup, Late Fees>>. It defines the late fee structure. If you have only one late fee rate for all members then only one late fee profile is required and it is specified in the Association Profile. If there is more than one late fee rate then multiple late fee profiles would be created and assigned to the Member Profile.



Tab 1 - New Charges Base

- Late Charge - Select the Receivable account to use when posting the late charge.
- Schedule - Select the schedule from the drop-down list.
- Minimum Fee - Enter the minimum amount you wish to charge. If the calculated amount is less than this amount, no late fee will be charged.
- Maximum Fee - Enter the maximum amount you wish to charge. If the calculated amount is more than this amount, only the maximum fee amount will be charged.
- Grace Period in Days - This field defines the number of days after a charge is due that it is not considered late.

Checkboxes

- Forgive Late Fee if Paid in Full - This checkbox determines whether to charge a late fee for someone who has paid between the date he was late and the date you are doing late fee charges. For example, if a member is late as of the 6th of the month, paid on the 8th, and you are charging late fees on the 9th:
 - If the checkbox has an X - no late fee will be charged (late fee is forgiven)
 - If the checkbox has no X - a late fee will be charged
 - This means that all charges must be paid in full – unpaid charges = zero.
- Separate Fee for Old Charges - Marking this checkbox will display a third page tab, Old Charges where you can enter separate parameters for charging late fees on old charges. Old charges are charges that were posted before the date of the last late charge.
- Minimum and Maximum Includes Per Day Charges - The minimum and maximum entered on this page can include per day charges or those charges can be added on after the minimum and maximum are applied to the base late fee. If this checkbox is marked, it will include the per day charges in the total amount to which minimum and maximum are applied.
- Fixed Dollar Amount - Enter a dollar amount if the late fee is fixed rather than based on a percentage of the balance late.
- Percent of Balance Late - Enter the percentage to use when calculating the late fee. When defined as a percent, the late fee is calculated based on the Balance Late field under Late Fee Calculation Methods. Up to 4 decimal places are allowed.
- Calculation Method - Select the calculation method from the drop-down list.
 - Flat Fee plus Percentage - can be a flat fee, a percentage or a combination.
 - Greater of Flat or Percentage - whichever amount is greater, the flat fee or the amount calculated using the percentage.
 - Lesser of Flat or Percentage - whichever is less, the flat fee or the amount calculated using the percentage.
- Balance Late - This is the amount that will be used to calculate the late fee. Select from the drop-down list.
 - New Charges – those posted after the last late fee charged.
 - Old Charges – those posted prior to the last late fee charged.
 - All Charges

For example:

Due Date – 1
 Grace – 10 (Late on 12th)
 Fee – monthly dues - \$80

Want to charge \$8 if more than \$50 is owed, nothing if less than \$50 is owed

Late Fee Profile

Grace period – 10
 Minimum - \$8
 Maximum - \$8
 % Fee – 16%

Tab 2 – New Charges Per Day

- Late Charge - Select the Receivable account to use when posting the late charge.
- Schedule - Select the schedule from the drop-down list. The system will check the schedule and the ledger to see when the last late charge was posted before determining whether to charge a late fee.
- Minimum Fee - Enter the minimum amount you wish to charge. If the calculated amount is less than this amount, no late fee will be charged.
- Grace Period in Days - This field defines the number of days after a charge is due that it is not considered late.

Check Boxes

- Grace Period Before Charging Per Day Fee - Enter the grace period for per day fees.
- Per Day Amount - Enter the amount to charge for each day late.
- Days to Skip Between per Day Charges - Enter the number of days to skip between per day charges. For example, per day charges could be applied every other day or every third day.
- Maximum Times to Charge Per Day Amount - Enter the maximum number of per day charges to apply.

Tab 3 – Interest

It has a place to enter an interest charge code and interest percentage. The interest is charged to all outstanding amounts due through the AR, Scheduled Receivables function.

Charge Late Fees

1. Select <<AR, Scheduled Receivables>>
2. Click on the radio button for <Late Fees>.
3. The [Scheduled Through] date defaults to today's date. Change the [Scheduled Through] date to the day for determining late charges
4. Click the <Compile> button. A list of member late fee candidates will display.
5. You can review the candidates and make any changes necessary.
6. Print a report by clicking the <Report> button.
7. Click the <Post> button to record the charges. The member history for each member charged now reflects the amount charged as a late fee. You can view or edit these in <<AR, Member History>>.

Who gets charged a late fee?

Members who have unpaid charges that are subject to late fees and are beyond the grace period.

- Member must be assigned a LATE FEE PROFILE.
- There must be unpaid charges with charge codes marked [Subject to Late Fees]
- Member cannot have a second late fee charged within the late fee schedule time period
- Unit must have an active status

Note: A member will be considered a late fee candidate even if there is a prepayment of one charge and an unpaid charge for another charge.

How often can a late fee be charged?

It depends on the schedule.

- If the [Schedule] is monthly a fee cannot be automatically charged more than once every 30 days.
- If the [Schedule] is daily they can be automatically charged at any time as long as they meet the charge criteria.