Late Fees

Any service business has to decide whether or not to assess Late Fees to past due invoices. If you decide to do so, PestaRoo makes it easy and automatic.

How it Works

If Late Fees are activated, PestaRoo reviews each invoice once a day. Those invoices that have a balance due beyond the prescribed “Late Fee Days” will be assessed a late fee based on that invoice balance due and the “Late Fee Percentage”. This invoice is flagged as having received its late fee. Each invoice will be assessed only one automatically-generated late fee. To assess a late fee, a record is created in the Late Fees table. The Late Fee table (behind the scenes) allows us to print a data range report of late fees which may be required by your accountant. The late fee table records are accessible from Managers Access. An invoice can perceive any late fee in the late fee table. Conversely, if a late fee is deleted from the late fees table, then it immediately disappears from the invoice.

Setup

To turn on the late fee system, go to Home Page Preferences and at the lower left you’ll find three late fee related fields. Filling in these values makes the Late Fee system active. All three fields must have values:

Late Fee Days

Late Fee Percentage

Late Fee Message

The **Late Fee Days** is the number of days after the invoices posted date before the invoice is assessed a late fee. The **Late Fee Percentage** is a fraction like .02 (for 2%). The **Late Fee Message** appears at the bottom of every WO, Invoice, and Statement to warn the customer that a late fee of some % will be applied after YY days. The **Late Fee Message** is required in most states. An example follows:

“A one time Late Fee of 2% will be added to the balance due of any invoice 45 days after posting.”

Late Fee Report

From the date range report screen you can print a Late Fee report that summarizes all the late fees, the invoice customer and location, and their amounts.

Managers Access

From Manager’s Access you can get access to the actual Late Fee table. In this table you can delete or add or change a late fee(s). However, if you make any change here, you must also do a retype on the related invoice in order for it to reflect your change. Three buttons exist to assist you:

“Retype Invoice”

“Delete Late Fee and Retype Invoice”

“Delete Late Fee only”

Any change to a late fee record must be followed by clicking on the “Retype Invoice” button.

Remember, “retyping” the invoice updates the Balance Due and resets the Retype Balance Due.

Late Fees can only be deleted via one of the two delete buttons.

You may add a manual late fee from within Manager’s Access. See below.

Manual Late Fees

You may add a manual late fee. Indeed, you can create as many late fees as you choose for a single invoice. The automatic system, though, will only create one late fee, regardless of how late it is. The fields marked with a blue asterisk are required.