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

S *** Invoice Payments Received - Accounting I	Data Locked ***
Customer ID Category	A/R Account Tax Group
340 Central Statio	n G & A 110110 DH-Cuyahoga County
Invoice # 683137 2, Jack	/1/2024 - 4/30/2024
Jack 32 North Chagrin Falls, OH 44023 Site Jack Address: Jack Chagrin Falls, OH 44023 Items \$90.00 RAD	Printing Preferences × Form: Bridgestone Standard • Printer: Microsoft Print to PDF • Paper Format Item Detail Statement Detail Late Fees Image: State State Item Datail Statement Detail Late Fees Image: State State Image: State State Statement Detail Late Fees Image: State State State Item Days Past Due 30 Item Days Past Due 30 Annual Interest Rate % 18.00 Minimum Charge \$ 3.88
	Do not show this again OK Cancel

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
		CustomerNumber	340
		Invoice Number	683137
		Invoice Date	2/1/2024
		PO Number	
		PAYMENTS APPLIED THRU	5/17/2024
		Job / Service Ticket #	
	CURR	ENTCHARGES	
	Description		Amount
Jack, 32 North, Cha	grin Falls, OH		
3.00	Radio/Cellular Backup	30.00	90.00
		Subtotal:	\$90.00
	Тах		6.98
	Payments/Credits Applied		(69.00)
		Invoice Balance Due:	\$27.98
	Late Fee		1.46
	IMPORT		