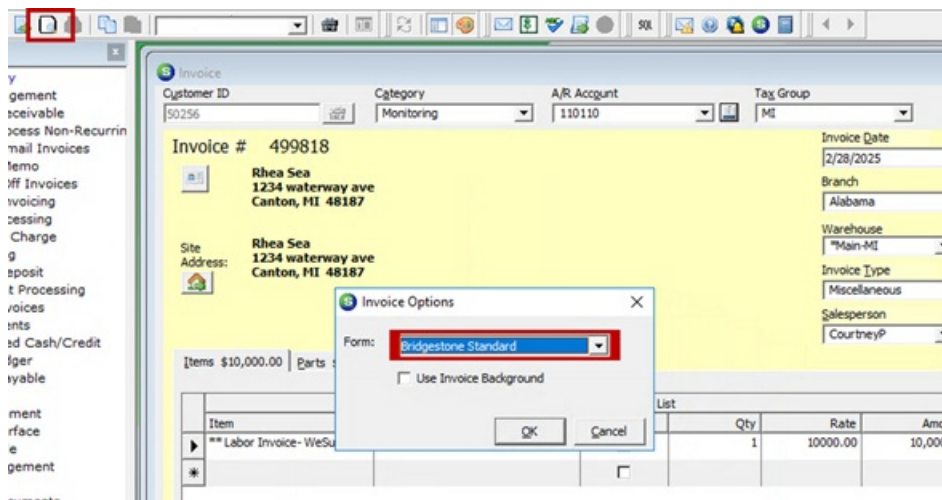


Adding an Invoice-Level Late Fee

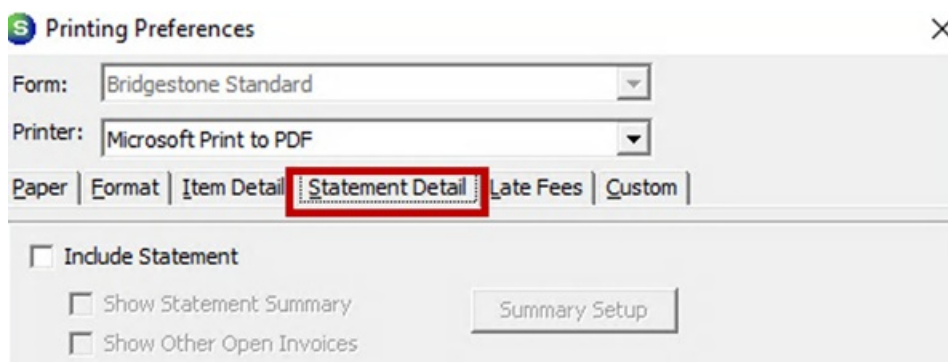
Last Modified on 11/21/2025 10:35 am EST

How to get late fees to calculate and display for a specific invoice -

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. Not all invoice forms give the option to show invoice level late fees, so make sure to select one that does. In this example Bridgestone Standard was used.



5. Since we are trying to print an invoice level late fee, we first have to make sure the statement level late fee option is off. To do this navigate to the Statement Details tab in the Printing Preferences window and make sure the Include Statement Option is NOT checked.



6. Next, navigate to the Late Fees tab and check the box for Show Late Fees AND the box for Recalculate Late Fees and click OK

Printing Preferences

Form: Bridgestone Standard

Printer: Microsoft Print to PDF

Paper | Format | Item Detail | Statement Detail | **Late Fees** | Custom

☒ Show Late Fees

☒ Recalculate Late Fees

Minimum Days Past Due 30

As of 11/19/2025

Minimum Invoice Balance \$ 1.00

Annual Interest Rate % 18.00

Minimum Charge \$ 10.00

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

Sedona Security 999 Maple St Suite 100-M Northville, MI 48888 (999) 444-1111		Invoice Customer Rhea Sea Customer Number 50256 Invoice Number 499818 Invoice Date 2/28/2025 PO Number PAYMENTS APPLIED THRU 11/19/2025 Job / Service Ticket #	
CURRENT CHARGES			
Description		Amount	
<i>Rhea Sea, 1234 waterway ave, Canton, MI</i>			
1.00	Install Labor Invoice- WeSuite	10,000.00	10,000.00
		Subtotal:	\$10,000.00
PST			0.00
GST (596)			0.00
Payments/Credits Applied			0.00
		Invoice Balance Due:	\$10,000.00
	Late Fee		1,301.92
IMPORTANT MESSAGES			