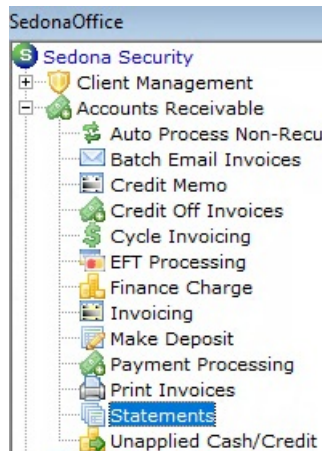


Adding a Statement Level Late Fee

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

How to get Late Fees to show on statements and in the statement detail section of an invoice –

1. Navigate to Accounts Receivable – Statements



2. Enter your statement criteria and make sure to check the box for 'Recalculate and Show Late Fees'

The screenshot displays the 'Statements' window in the SedonaOffice application. The window has two tabs: 'Select Customers' and 'Statement List'. The 'Statement List' tab is active. The 'Last Statement Date' section shows 'Customers who have not received a statement as of: 11/19/2025'. The 'Create Statements For' section has radio buttons for 'All Customers', 'All Non Zero Customers', and 'AR Balance' (which is selected). Below these are fields for 'Minimum Balance' (5.00) and 'Minimum Days Past Due' (1). There are also checkboxes for 'Credit (negative) balances only', 'Separate Statement By Billing Address', 'Hide Inactive Branches', and 'Filter for Emailing'. The 'Print Options' section includes fields for 'Date of Statement' (11/19/2025), 'Statement Due Date' (11/29/2025), and 'Sort By' (Customer Number). There are also checkboxes for 'Show Open Credits' and 'Hide the Due Date'. A table shows message templates for different days past due: 31-60, 61-90, and Over 90. At the bottom, the 'Recalculate and Show Late Fees' checkbox is checked and highlighted with a red rectangular box. Below this are fields for 'Minimum Days Past Due' (30), 'As of' (11/19/2025), 'Minimum Invoice Balance' (\$1.00), 'Annual Interest Rate' (%18), and 'Minimum Charge' (\$10.00).

3. Go to the second Statement List tab and refresh the list

4. The system will recalculate the late fees. If you wish to print statement you may continue the statement process, otherwise you can close the statements window.

Statements

Select Customers **Statement List**

Customer #	Name	Postal	Current	1-30	31-60	61-90	91-120	Over 12.
001	My Master	43302	0.00	439.93	0.00	0.00	0.00	0.0
0010042	Doyle, Edith	44110	0.00	0.00	0.00	0.00	0.00	10,010.4
0020900	Customer, Leading Z...	48170	0.00	0.00	0.00	0.00	0.00	118.7
10001	Small, Henry	44022	0.00	0.00	0.00	0.00	0.00	41,492.5
10003	S.H. Smith Company ...	48201	0.00	0.00	0.00	0.00	0.00	15,032.4
10006	Roberts, Johnny	44022	0.00	0.00	0.00	0.00	0.00	11,664.1
10007	Owens, Earl	44022	0.00	0.00	0.00	0.00	0.00	8,773.6
10008	Lawson, Mitchell	48170	0.00	0.00	0.00	0.00	0.00	2,127.2
10009	Glenn, Hunter	4670	0.00	0.00	0.00	0.00	0.00	4,778.7
10011	Warner, Katie	44022	0.00	0.00	0.00	0.00	0.00	616.0
10012	Novi Transitional Lear...	48375	0.00	0.00	0.00	0.00	0.00	7,279.1
10013	Infinity Music Hall & C...	48901	0.00	0.00	0.00	0.00	0.00	1,681.6
10016	Pita Communications Llc	44105	0.00	0.00	0.00	0.00	0.00	1,718.0
10017	Crt - Asian Family Ser...	48201	0.00	0.00	0.00	0.00	0.00	64.5
Calculating Late Fee			0.00	0.00	16.14	0.00	1,075.73	12,564.1
Calculating Late Fee for customer 109 of 19106			0.00	0.00	0.00	0.00	0.00	703.4
0% completed			0.00	0.00	0.00	0.00	0.00	16.6
			0.00	0.00	0.00	0.00	0.00	708.0
			0.00	0.00	0.00	0.00	0.00	18,926.6
			0.00	35.72	0.00	159.23	2,382.62	10,615.6
			0.00	0.00	0.00	0.00	0.00	6,974.7
10024-10	Hoffman Auto Group ...	48188	0.00	0.00	0.00	0.00	0.00	11,082.5
10024-2	Hoffman Auto Group	48188	0.00	0.00	0.00	0.00	0.00	260.0
10024-21	Testing Version 52	48187	0.00	0.00	0.00	0.00	0.00	2,717.3
10024-33	Tiffany Aucoin- Mast...	70816	0.00	0.00	0.00	0.00	0.00	8,661.7
10024-33-1	Scarlett Aucoin Prima...	70816	0.00	0.00	0.00	20.00	0.00	1,158.4
10024-33-2	John Aucoin	70816	0.00	0.00	0.00	18.00	0.00	1,200.0
10024-33-3	Lindsey Aucoin	70816	0.00	0.00	10.00	0.00	250.00	0.0
1002436	Kelley Ainsworth	70816	0.00	0.00	0.00	10.00	0.00	69.0
10024-39	Hoffman Auto Servic...	36618	0.00	0.00	0.00	0.00	0.00	427.4
10026	Cow Parade Holdings ...	44110	0.00	0.00	0.00	0.00	0.00	1,320.1
10027	Womens Center Of	48901	0.00	0.00	0.00	0.00	0.00	213.5
10028	Daniel R. Kaufman Cpa	48901	0.00	0.00	0.00	0.00	0.00	2,002.6
10029	St.Isaac Joques Church	48188	0.00	0.00	0.00	0.00	0.00	1,895.2

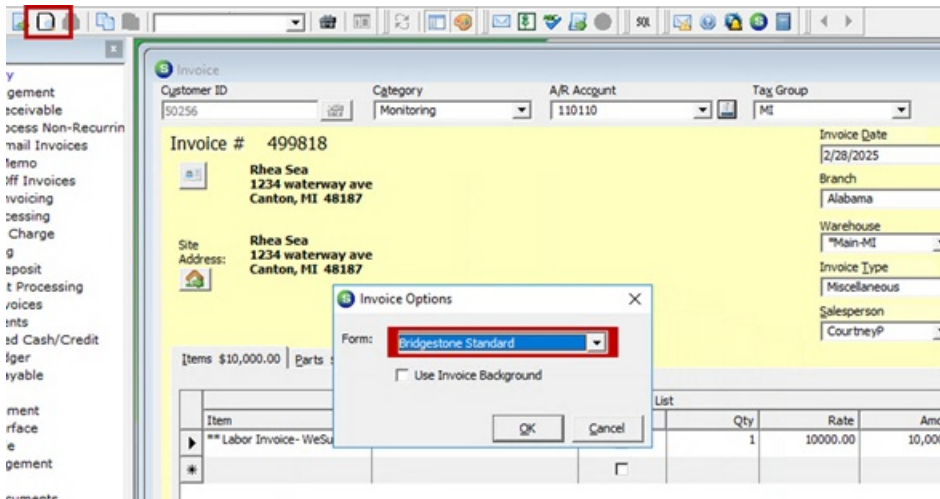
Refresh List Print List Create Statements BFIS Export Preview Statements

5. Pull up the customer's account

6. Double-click on the invoice you wish to send to the customer

7. Click the Print Preview button in the top icon bar of SedonaOffice

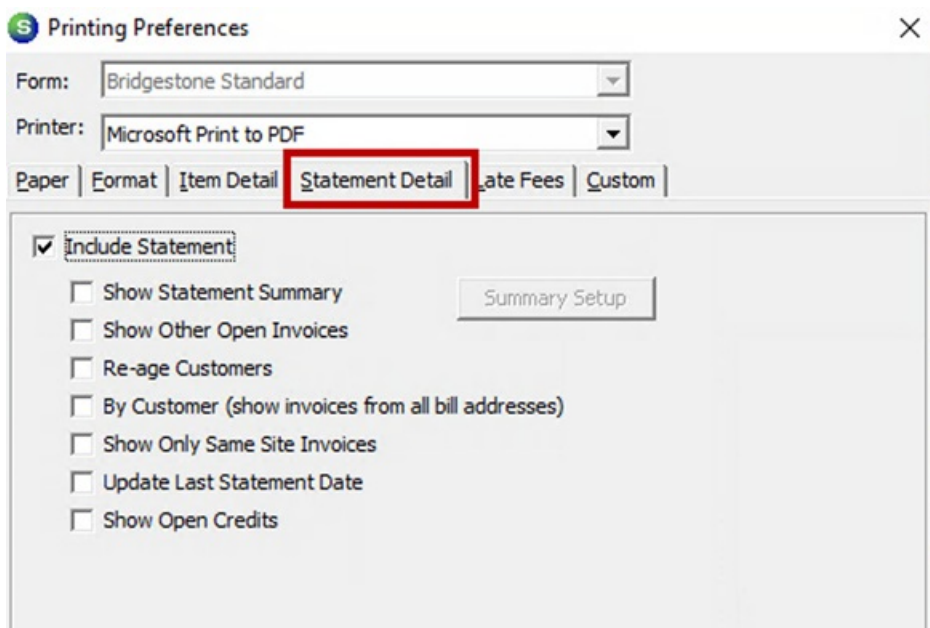
8. Not all invoice forms give the option to show statement level late fees, so make sure to select one that does. In this example Bridgestone Standard was used.



9. If you have chosen an invoice form with the statement detail option then you will be able to navigate to the Statement Detail tab in the Printing Preferences window.

10. Check the box to Include Statement.

11. Check the box to Show Statement Summary, and any other boxes as needed.



12. Navigate to the Late Fees tab

13. Check the box "Show Late Fees". Do NOT select the box to recalculate late fees.

Printing Preferences

Form:

Printer:

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

☒ Show Late Fees

☐ Recalculate Late Fees

Minimum Days Past Due

As of

13. Click OK and your invoice will print with the statement detail, including the statement level late fee.

Sedona Security

999 Maple St
Suite 100-M
Northville, MI 48888
(999) 444-1111

Invoice/Statement

Customer Rhea Sea
Customer Number 50256
Invoice Number 499817
Invoice Date 1/1/2025
PO Number
PAYMENTS APPLIED THRU 11/18/2025
Job / Service Ticket #

CURRENT CHARGES

Description	Amount
<i>Rhea Sea, 1234 waterway ave, Canton, MI</i>	
1.00 Install Labor Invoice- WeSuite	1,000.00
	1,000.00
	Subtotal: \$1,000.00
PST	0.00
GST (596)	0.00
Payments/Credits Applied	0.00
	Invoice Balance Due: \$1,000.00

OTHER OPEN INVOICES

Date	Invoice #	Description	Amount	Balance Due
<i>Rhea Sea, 1234 waterway ave, Canton, MI</i>				
2/28/2025	499818	boo	10,000.00	10,000.00
		Late Charge		1,455.29
				Other Open Invoices Balance Due: \$11,455.29

IMPORTANT MESSAGES

Testing 3/13/2015	What	Here	About
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1-31	31-60	61-90	Over 90	LATE FEES	AST DUE TOTAL	TOTAL DUE
0.00	0.00	0.00	11,000.00	1,455.29	11,000.00	12,455.29

Registration Code: B00288

Page 1

Please detach and return this portion with your payment to ensure proper credit.



REMITTANCE INFORMATION

Customer Number 50256