

Switching the Late Fee Method

Follow these steps to switch the late fee calculation method.

1. Click **AR**.



2. Click **Apply Charges**.

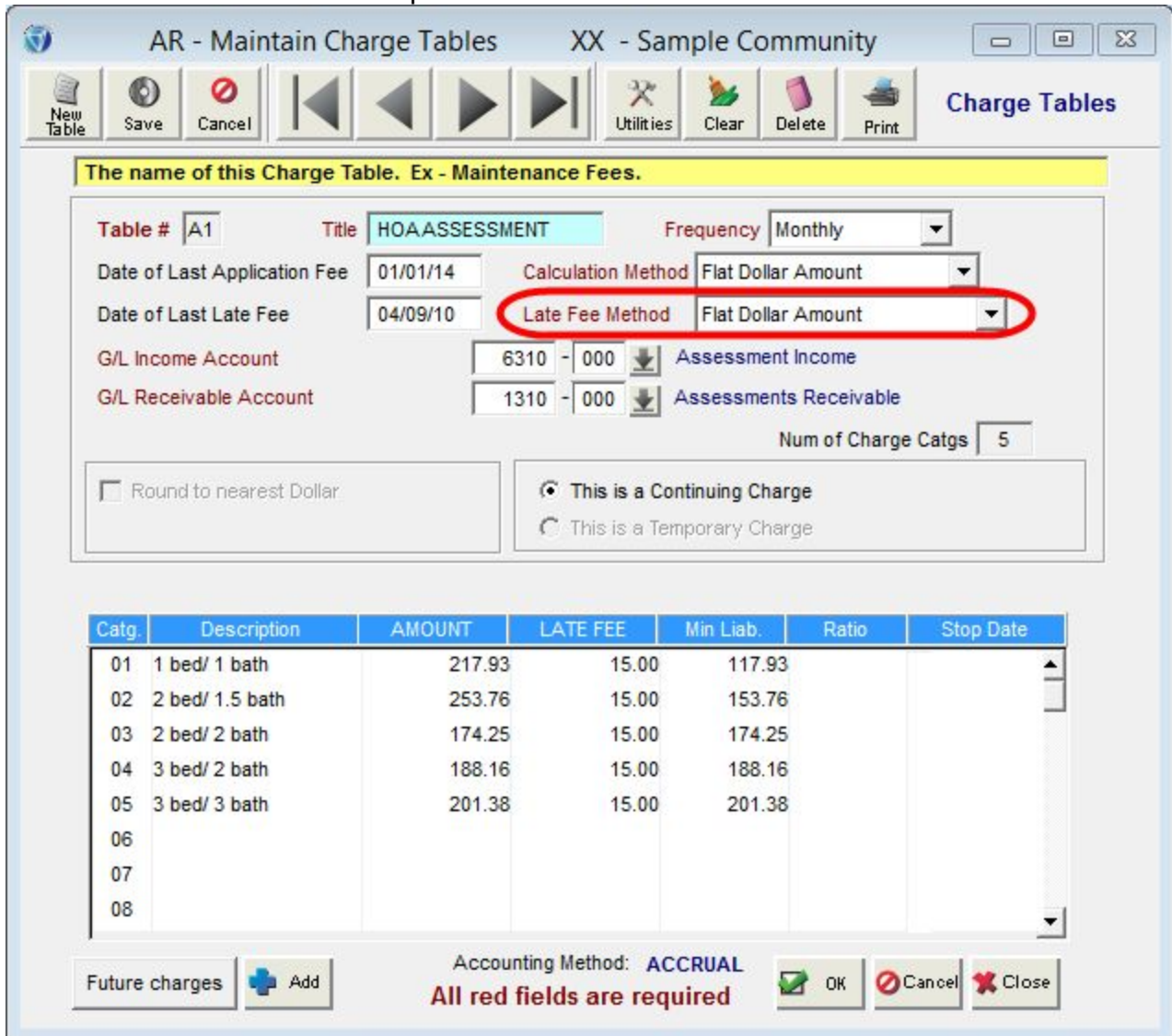


3. Click **Charge Tables**.



4. Select the **Charge Table** you wish to modify.

5. Click the **Late Fee Method** drop down box.



The screenshot shows the 'AR - Maintain Charge Tables' window for 'XX - Sample Community'. The window title is 'AR - Maintain Charge Tables' and 'XX - Sample Community'. The window contains a toolbar with buttons for 'New Table', 'Save', 'Cancel', navigation arrows, 'Utilities', 'Clear', 'Delete', and 'Print'. Below the toolbar is a yellow header bar with the text 'The name of this Charge Table. Ex - Maintenance Fees.'.

The main form area contains the following fields:

- Table #: A1
- Title: HOAASSESSMENT
- Frequency: Monthly
- Date of Last Application Fee: 01/01/14
- Calculation Method: Flat Dollar Amount
- Date of Last Late Fee: 04/09/10
- Late Fee Method: Flat Dollar Amount (highlighted in red)
- G/L Income Account: 6310 - 000 Assessment Income
- G/L Receivable Account: 1310 - 000 Assessments Receivable
- Num of Charge Catgs: 5
- Round to nearest Dollar
- This is a Continuing Charge
- This is a Temporary Charge

Below the form is a table with the following columns: Catg, Description, AMOUNT, LATE FEE, Min Liab., Ratio, Stop Date.

Catg	Description	AMOUNT	LATE FEE	Min Liab.	Ratio	Stop Date
01	1 bed/ 1 bath	217.93	15.00	117.93		
02	2 bed/ 1.5 bath	253.76	15.00	153.76		
03	2 bed/ 2 bath	174.25	15.00	174.25		
04	3 bed/ 2 bath	188.16	15.00	188.16		
05	3 bed/ 3 bath	201.38	15.00	201.38		
06						
07						
08						

At the bottom of the window, there is a 'Future charges' button with a plus icon and 'Add' text, and a status bar with 'Accounting Method: ACCRUAL', 'All red fields are required', and 'OK', 'Cancel', 'Close' buttons.

- Change the selection from **Flat Dollar Amount** to **Percentage of Unpaid Balance** (or vice versa).

Percentage of Unpaid Balance ▼
 Flat Dollar Amount
 Percentage of Unpaid Balance

- Tab through the category fields in the bottom half of the window to adjust the **Late Fee** as needed.

AR - Maintain Charge Tables XX - Sample Community

New Table Save Cancel Utilities Clear Delete Print **Charge Tables**

The Amount or Percent for the Late Fee on this Charge. Leave BLANK if no Late Fee.

Table # Title Frequency ▼
 Date of Last Application Fee Calculation Method ▼
 Date of Last Late Fee Late Fee Method ▼
 G/L Income Account ▼
 G/L Receivable Account ▼
 Num of Charge Catgs

Round to nearest Dollar This is a Continuing Charge
 This is a Temporary Charge

Catg.	Description	AMOUNT	LATE FEE(%)	Min Liab.	Ratio	Stop Date
01	1 bed/ 1 bath	217.93	1.50	117.93		
02	2 bed/ 1.5 bath	253.75	15.00	153.76		
03	2 bed/ 2 bath	174.25	15.00	174.25		
04	3 bed/ 2 bath	188.16	15.00	188.16		
05	3 bed/ 3 bath	201.38	15.00	201.38		
06						
07						
08						

Future charges Accounting Method: **ACCRUAL**

All red fields are required

- Click **OK**.
- Click **Close**.