

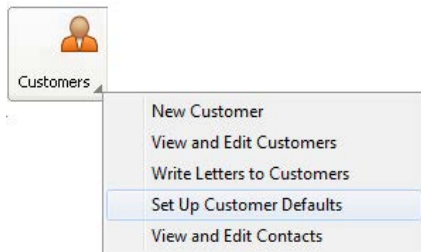
Applying Finance Charges

Available in All Versions of Sage 50 Accounting

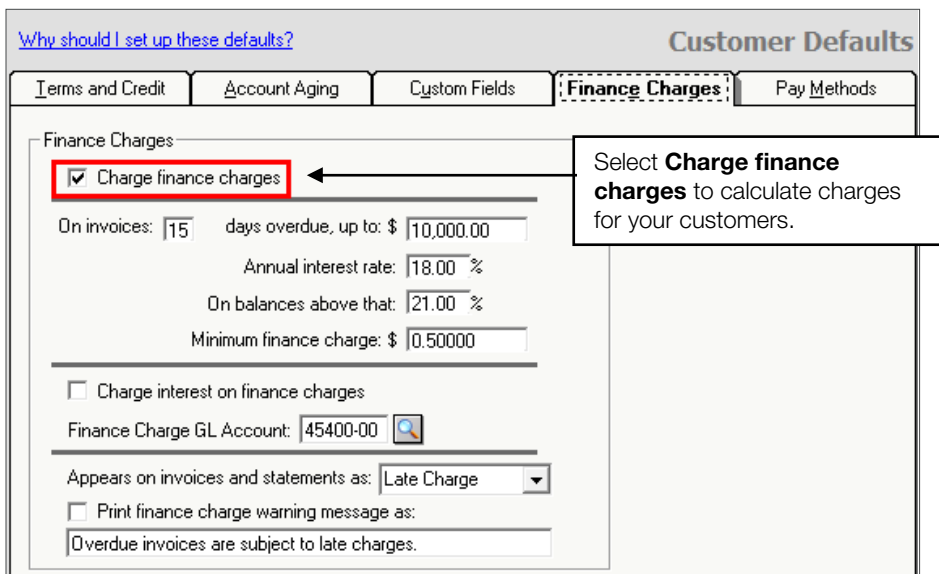
Quick Reference Guide

Where do I set up finance charges?

You can set up calculations for finance charges (also known as late fees or service charges) in the Customer Defaults window. Click the Customers & Sales Navigation Center and on the Customers & Sales tab, select Customers. Select Set Up Customer Defaults and then click the Finance Charges tab. Finance Charges are applied to customer invoices that are past due. These charges will appear on your customer statements.



When you set up finance charges, you can specify information such as **annual interest rate**, **minimum finance charge**, and if you want to **charge interest** on finance charges.



How do I apply finance charges to overdue invoices?

In the **Customer & Sales Navigation Center**, click Finance Charges.



Apply Finance Charges

If you select No to Apply Finance Charges, you can still print or display a report that lists the calculated finance charges without applying the charges to the customers' balance. If you select Yes, the program will apply the finance charges to the customers' balance, with or without a list of the finance charges.

Yes No

Yes No

Printer
 Screen
 Do not print report

Select Yes to apply the charges or No if you just want to view them.

The Finance Charges report displays the overdue invoices and the finance charge amount for each customer. After the charges are applied you will be unable to preview the same report again. Make sure to **print a copy for your records**.

Bellwether Garden Supply Finance charges August 31, 2018				
Customer	Name	Ref #		
ALDRED	Aldred Builders, Inc.	FC8Vg00001	4,556.91	2,837.18
	<u>Invoice#</u>	<u>Due Date</u>	<u>Balance Due</u>	
	10129	3/17/15	5,426.94	
	10332	4/3/15	129.97	
	PP500	3/15/15	-500.00	
	222	3/15/15	-500.00	

Finance charge amounts **appear on the Aged Receivables report** with a reference number that starts with the letter 'F.'

Did you know?

- **Some state regulations do not allow businesses to use the term “Finance Charge”** on customer statements when billing for past due balances. Only banks are allowed to use this term in these states. By default, finance charges appear as “Late Fees” on invoices and statements.
- If you do not want to set up finance charges for all of your customers, you can open a customer’s record, select the Payment & Credit tab, and uncheck Charge finance charges.

For more info, visit: Sage.com
or contact us at 866-996-7243