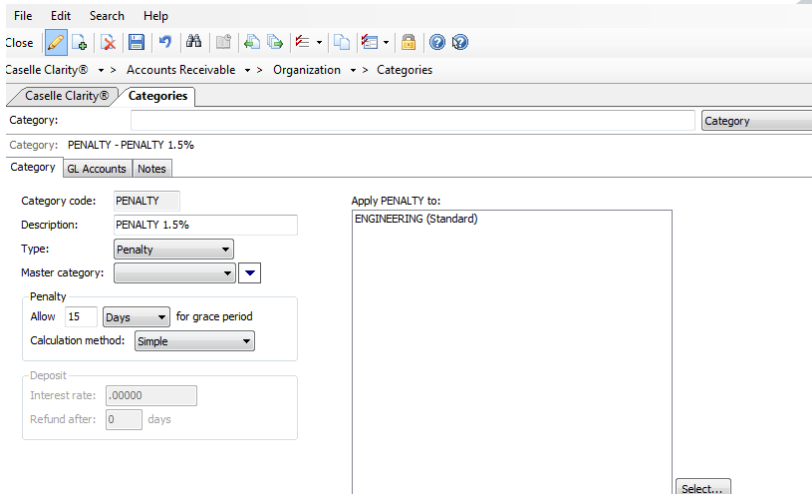


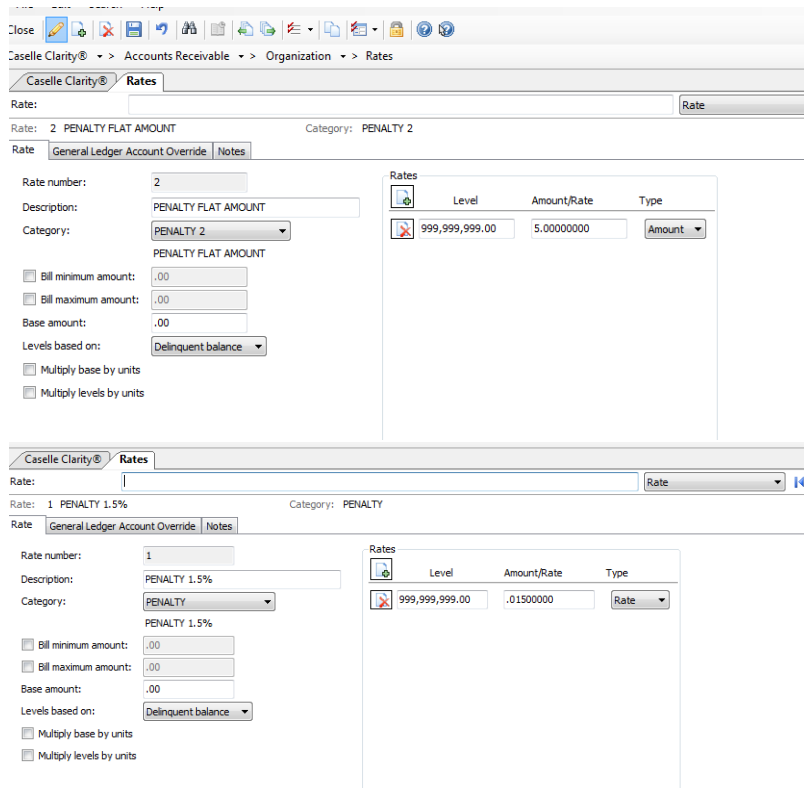
Accounts Receivable - Penalty

1. Create Category for Penalty. Add which categories are subject to the penalty (or Tax)



The screenshot shows the 'Categories' form in Caselle Clarity. The breadcrumb trail is 'Caselle Clarity® > Accounts Receivable > Organization > Categories'. The 'Category' field is 'PENALTY - PENALTY 1.5%'. The 'GL Accounts' tab is selected. The 'Category code' is 'PENALTY', 'Description' is 'PENALTY 1.5%', and 'Type' is 'Penalty'. The 'Master category' is set to a dropdown. The 'Penalty' section shows 'Allow' as '15 Days' for grace period and 'Calculation method' as 'Simple'. The 'Deposit' section shows 'Interest rate' as '.00000' and 'Refund after' as '0 days'. The 'Apply PENALTY to:' section shows 'ENGINEERING (Standard)' and a 'Select...' button.

2. Create Rate













The screenshot shows the 'Rates' form in Caselle Clarity. The breadcrumb trail is 'Caselle Clarity® > Accounts Receivable > Organization > Rates'. The 'Rate' field is '2 PENALTY FLAT AMOUNT' and the 'Category' is 'PENALTY 2'. The 'General Ledger Account Override' tab is selected. The 'Rate number' is '2', 'Description' is 'PENALTY FLAT AMOUNT', and 'Category' is 'PENALTY 2'. The 'PENALTY FLAT AMOUNT' section shows 'Bill minimum amount', 'Bill maximum amount', and 'Base amount' all as '.00'. 'Levels based on' is 'Delinquent balance'. The 'Rates' table shows one row with 'Level' as '999,999,999.00', 'Amount/Rate' as '5.00000000', and 'Type' as 'Amount'.

The second screenshot shows the 'Rates' form for 'Rate: 1 PENALTY 1.5%'. The 'Category' is 'PENALTY'. The 'General Ledger Account Override' tab is selected. The 'Rate number' is '1', 'Description' is 'PENALTY 1.5%', and 'Category' is 'PENALTY'. The 'PENALTY 1.5%' section shows 'Bill minimum amount', 'Bill maximum amount', and 'Base amount' all as '.00'. 'Levels based on' is 'Delinquent balance'. The 'Rates' table shows one row with 'Level' as '999,999,999.00', 'Amount/Rate' as '.01500000', and 'Type' as 'Rate'.

3. Calculate Penalty Billing


File Help


Close          


Caselle Clarity® > Accounts Receivable > Customers > Calculate Penalty Billings


Caselle Clarity® Calculate Penalty Billings

	Category	Description	Rate
<input checked="" type="checkbox"/>	PENALTY	PENALTY 1.5%	PENALTY 1.5%
<input checked="" type="checkbox"/>	PENALTY 2	PENALTY FLAT AMOUNT	PENALTY FLAT AMOUNT

Billing date: 

☐ Include unpaid invoices with a payment due date equal to 

☐ Include payments through: 

☐ Recalculate penalty for: 

Description:

Customer numbers:

Customer types:

☐ Print penalty invoices