

Statement Rules

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In AlarmBill, a statement is a past-due notice. This section will help you manage statements and late fees.

Editing Statement Rules

Statement Rules

Save

Options:

- Charge Late Fee**
 - Annual Interest Rate:** 18.00 %
 - Late Fee Item Code:** Installation Fee
- Include Unapplied Cash and Credits**

Setup:

- Min Balance:** \$10.00
- Min Days:** 0
- Min Late Days:** 30
- Min Late Fee Amount:** \$5.00

Message Options:

- Opt One Days:** 30 (0 - 30 Days)
Opt One Message: We appreciate your business.
- Opt Two Days:** 60 (31 - 60 Days)
Option Two Message: Your account is past due, please pay or call us to make payment arrangements.
- Opt Three Days:** 90 (61 - 90 Days)
Opt Three Message: Your account is past due, please pay to avoid discontinuation of service.
- Opt Four Message:** Your account is delinquent, payment is required to avoid discontinuation of service.
- Memo:** This is where the memo would go

Options

Edit the fields in the "Options" section.

Charge Late Fee/Annual Interest Rate

Select the checkbox if you want to charge your customers a late fee or annual interest rate (specify what percentage).

Late Fee Item Code

Use the drop-down box to choose a late fee item code. To create late fee item codes, go to the "Items" list within the Setup Table.

Include Unapplied Cash and Credits

Select the checkbox to account for any open credits or unapplied payments.

Setup

Edit the fields in the "Setup" section.

Min Balance

The minimum balance a customer must have in order to trigger a statement.

Min Days

The minimum number of days an invoice must be past due in order to trigger a statement.

Min Late Days

The minimum number of days an invoice must be past due in order to trigger a late fee.

Min Late Fee

The minimum late fee amount that will be charged to a customer.

Message Options

These messages will appear on each statement sent to customers based on the number of days past due. You can edit each of the messages as needed.

Save

Click "Save" in the upper right corner to update.