

# Adding Late Fee Schedules

Ubersmith can be configured to automatically charge clients late fees based on past due invoices. Once assessed, late fees are added as one time fee services to the client's account and will appear in their next generated invoice.

To configure clients for late fees, the parameters of when a late fee is to be assessed and what amount should be billed to the client for each. This is known as a 'Late Fee Schedule' and is defined in *Settings*.

When adding a late fee schedule there are two main settings:

**Days Overdue:** This defines how many days past due an invoice must be before the late fee schedule is assessed against it.

**Late Fee:** This defines how much the late fee should be assessed for. It can be set as either a straight dollar amount or as a percentage of the outstanding invoice.

Optionally a schedule can be set up as a recurring late fee where if the invoice remains outstanding Ubersmith will continue to assess late fees against it. To enable this feature check the 'Set Recurring Late Fee' box and set the following two values.

**Recur Interval Days:** This defines the number of days between late fee assessments.

**Recur Late Fee:** This defines what dollar value or percentage of the original invoice the recurring late fees should be assessed for.

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