

# Penalties

Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing [tech@bsasoftware.com](mailto:tech@bsasoftware.com).

Penalties can be easily set up, assigned to fees, and applied to delinquent invoices in just a few steps. This help doc outlines all three scenarios.

## Setting Up a Penalty

1. Go to Program Setup>Database Setup>Penalties.
2. Click the green Add button and select the Invoice Item Category.
3. Enter a Description (penalty name) and click Ok.
4. Select the Penalty Amount type:

| Percentage based example, using 5%, to be entered as 5.00000 | <table border="1"> <tr> <td>Original Fee</td> <td>\$230.00</td> </tr> <tr> <td>Percentage</td> <td>5%</td> </tr> <tr> <td>Penalty Amount</td> <td>\$11.50</td> </tr> <tr> <td><b>Total Amount Due (using rounding)</b></td> <td><b>\$242.00</b></td> </tr> </table>  | Original Fee | \$230.00    | Percentage         | 5%          | Penalty Amount          | \$11.50         | <b>Total Amount Due (using rounding)</b> | <b>\$242.00</b> |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
|--|--|--------------|-------------|--------------------|-------------|-------------------------|-----------------|--|-----------------|--------|---|----|----|------|---------|---|----|----|------|---------|---|---|--|--|--|--|--------------|----------|--------------------------|---------|-------------------------|-----------------|
| Original Fee   | \$230.00   |              |             |                    |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| Percentage   | 5%   |              |             |                    |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| Penalty Amount   | \$11.50  |              |             |                    |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| <b>Total Amount Due (using rounding)</b>                     | <b>\$242.00</b>  |              |             |                    |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| Flat Dollar Amount example                                   | <table border="1"> <tr> <td>Original Fee</td> <td>\$230.00</td> </tr> <tr> <td>Flat Dollar Amount</td> <td>\$10</td> </tr> <tr> <td><b>Total Amount Due</b></td> <td><b>\$240.00</b></td> </tr> </table>   | Original Fee | \$230.00    | Flat Dollar Amount | \$10        | <b>Total Amount Due</b> | <b>\$240.00</b> |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| Original Fee   | \$230.00   |              |             |                    |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| Flat Dollar Amount   | \$10   |              |             |                    |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| <b>Total Amount Due</b>                                      | <b>\$240.00</b>  |              |             |                    |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| Rate Table example   | <p>Click the Setup Rate Table button and set the rates up as percentages or flat amounts.</p> <div data-bbox="574 1213 1218 1648" style="border: 1px solid #ccc; padding: 5px;"> <p>Penalty Rate Table <span style="float: right;">✕</span></p> <p>Penalty Item: Engineering - Penalty</p> <p>Rate Table:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>From Days</th> <th>To Days</th> <th>Percentage</th> <th>Flat Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">30</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">\$5.00</td> <td style="text-align: center;">✕</td> </tr> <tr> <td style="text-align: center;">31</td> <td style="text-align: center;">60</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">\$10.00</td> <td style="text-align: center;">✕</td> </tr> <tr> <td style="text-align: center;">61</td> <td style="text-align: center;">90</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">\$15.00</td> <td style="text-align: center;">✕</td> </tr> <tr> <td colspan="5" style="text-align: center; background-color: #ffffcc;">&lt;double-click or begin typing here to add a new row.&gt;</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"><span style="border: 1px solid #0070c0; padding: 2px 5px;">Close</span></p> </div> <table border="1" style="margin-top: 10px;"> <tr> <td>Original Fee</td> <td>\$230.00</td> </tr> <tr> <td>Penalty Amount (65 days)</td> <td>\$15.00</td> </tr> <tr> <td><b>Total Amount Due</b></td> <td><b>\$245.00</b></td> </tr> </table> | From Days    | To Days     | Percentage         | Flat Amount |                         | 0               | 30                                       | 0.00            | \$5.00 | ✕ | 31 | 60 | 0.00 | \$10.00 | ✕ | 61 | 90 | 0.00 | \$15.00 | ✕ | <double-click or begin typing here to add a new row.> |  |  |  |  | Original Fee | \$230.00 | Penalty Amount (65 days) | \$15.00 | <b>Total Amount Due</b> | <b>\$245.00</b> |
| From Days  | To Days  | Percentage   | Flat Amount |                    |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| 0  | 30   | 0.00         | \$5.00      | ✕                  |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| 31   | 60   | 0.00         | \$10.00     | ✕                  |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| 61   | 90   | 0.00         | \$15.00     | ✕                  |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| <double-click or begin typing here to add a new row.>        |  |              |             |                    |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| Original Fee   | \$230.00   |              |             |                    |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| Penalty Amount (65 days)                                     | \$15.00  |              |             |                    |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |
| <b>Total Amount Due</b>                                      | <b>\$245.00</b>  |              |             |                    |             |                         |                 |  |                 |        |   |    |    |      |         |   |    |    |      |         |   |   |  |  |  |  |              |          |                          |         |                         |                 |

- If applicable, turn on the Penalty Invoice Item is Liable setting and enter the Transfer to Tax Code.
- Click the GL Settings tab and set up the distribution. Please feel free to contact Support for assistance.

**General Ledger Information**

[Setup the General Ledger Distribution for this item](#)

GL Distribution: Enforcement Fees

**Distribution Details:**

| Billing Debit GL Number (Receivable) | Billing Credit GL Number (Revenue) | Receiving Debit GL Number (Cash) | Receiving Credit GL Number (Receivable) | Percent |
|--------------------------------------|------------------------------------|----------------------------------|---|---------|
| 101-000-040.000                      | 101-000-650.000                    | 101-000-001.000                  | 101-000-040.000                         | 100.00  |

### Assigning a Penalty to a Fee Item

- Go to Program Setup>Database Setup>Fee Schedules and select the Record Type (permit, enforcement, etc.).
- Locate the fee to which you are assigning the penalty.
- Turn on the Fee is Penalizable setting.
- Click the [Setup the Penalty for This Item](#) command link and select the Penalty.

Fee Schedule Setup

Filter: Permit Type - General - Standard Item -

Basic Settings | Input Options | Output Options | GL Settings | Online Settings

**General Information**

Fee Description:   Inactive

Category: Standard Item

Escrow Fee [HELP](#)

Count Toward Minimum Fees

Show Only in Fee Groups

**Calculation Type**

Unit

**Amount Per Unit Cost**

160.0000000

**Insert Question**

Enter Number of Hours

**Transfer Settings**

Fee is Liable [HELP](#)

Transfer to Tax Code:  (optional)

Extra Transfer Field:  (optional)

**Tax/Penalty Settings**

Fee is Penalizable

[Setup the Penalty for this item](#)

Penalty Item: Engineering - Penalty

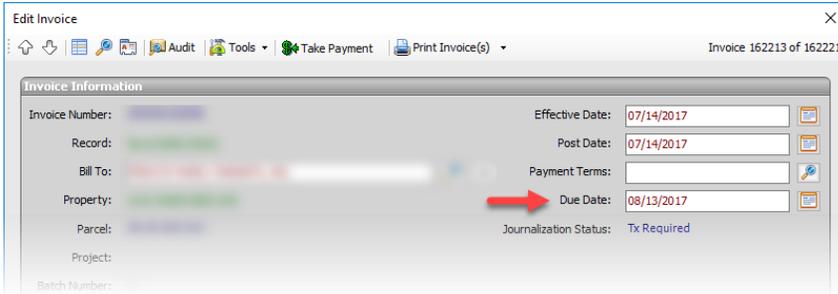
Taxes...

Discard Changes Close

- Click Close.

## Importance of Due Date on Invoices

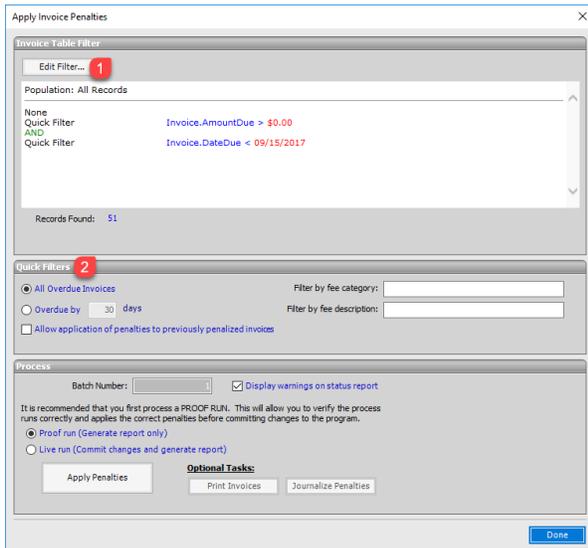
When you're adding an invoice with fee items subject to Penalties, pay close attention to the Due Date. Penalties are assessed using this date.



## Applying Penalties

A default filter is applied to find only those invoices with a balance due and a due date prior to "today's" date (the date you run the task). You may change this default filter. The penalty is added to the original invoice as a separate line item.

1. Go to Tasks>Apply Penalties. The task loads using the default filter of All Overdue Invoices. You may change the filter using the Edit Filter button (1) or the Quick Filters pane (2).



2. Batch Number is set automatically by the program.
3. Proof Run is the default selection. A proof run should always be done before a live run to ensure the data is correct. Click Apply Penalties, then click Yes to view a report. Penalties are not applied at this point.
4. Carefully review the report before you close it.
5. Click Ok to clear the Trial Mode prompt.
6. Provided everything is correct, select Live Run, then select Apply Penalties, then click Yes. Penalties are applied.
7. Optional. Click Print Invoices to print the penalty invoices and mail them to the Responsible Party.
8. Click Journalize Penalties. This is especially important for Enforcement fees, which are typically accrual-based. Penalty invoices need to be journalized in order for revenue to be credited and the appropriate receivable to be debited.