

# 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. Click **Program Setup>Database Setup>Penalties**.

2. Click .

3. Select the **Invoice Item Category**.

4. Enter the **Description** and click **Ok**.

5. Select the **Penalty Amount** type:

- o Example of Percentage Based, using 0.05:

Original Fee	\$230.00
Percentage	5%
Penalty Amount	\$11.50
<b>Total Amount Due (using rounding)</b>	<b>\$242.00</b>

- o Example of Flat Dollar Amount:

Original Fee	\$230.00
Flat Dollar Amount	\$10
<b>Total Amount Due</b>	<b>\$240.00</b>

- o Example of Rate Table (click Setup Rate Table... to set up the table [**1**]):

Penalty Rate Table

Penalty Item: Standard Item - Grass Late Fee

Rate Table:

From Days	To Days	Percentage	Flat Amount	
0	30	0.00	\$5.00	X
31	60	0.00	\$10.00	X
61	90	0.00	\$15.00	X

<double-click or begin typing here to add a new row.>

**1** Close

\*You can use either Percentage or Flat Amount.

Original Fee	\$230.00
Penalty Amount (65 days)	\$15.00
<b>Total Amount Due</b>	<b>\$245.00</b>

6. If applicable, check -  - **Penalty invoice item is lienable** and enter the **Transfer to Tax code**. This box must be checked in order for the penalty to be included in the Transfer to Tax utility.

Transfer to Tax Settings

Penalty Invoice Item is Lienable [HELP](#)

Transfer to Tax Code:  (optional)

It is recommended you coordinate with your Tax department to use the Specials Codes already configured in their Tax database. The Transfer to Tax wizard will add new codes to the Tax database if it does not detect a code already in use.

- Click the **GL Settings** tab and set up the distribution (please feel free to contact Tech 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

- Click **Program Setup > Database Setup > Fee Schedules**.
- Select the Record Type (permit, enforcement, etc.).
- Locate the fee to which you are assigning the penalty.
- Check -  - the **Fee is Penalizable** box.
- Click the [Setup the Penalty for this item](#) command link.
- Select the **Penalty**.

Fee Schedule Setup

Filter: Enforcement Setup - Standard Item - Grass Cutting Fee

Basic Settings | Input Options | Output Options | GL Settings

**General Information**

Fee Description: Grass Cutting Fee  Inactive

Category: Standard Item

Escrow Fee [HELP](#)

**Calculation Type**

Unit

**Amount Per Unit Cost**

25.0000000

**Insert Question**

**Transfer Settings**

Fee is Lienable [HELP](#)

Transfer to Tax Code: GCF12 (optional)

**Tax/Penalty Settings**

Fee is Penalizable

[Setup the Penalty for this item](#)

Penalty Item: Standard Item - Grass Late Fee

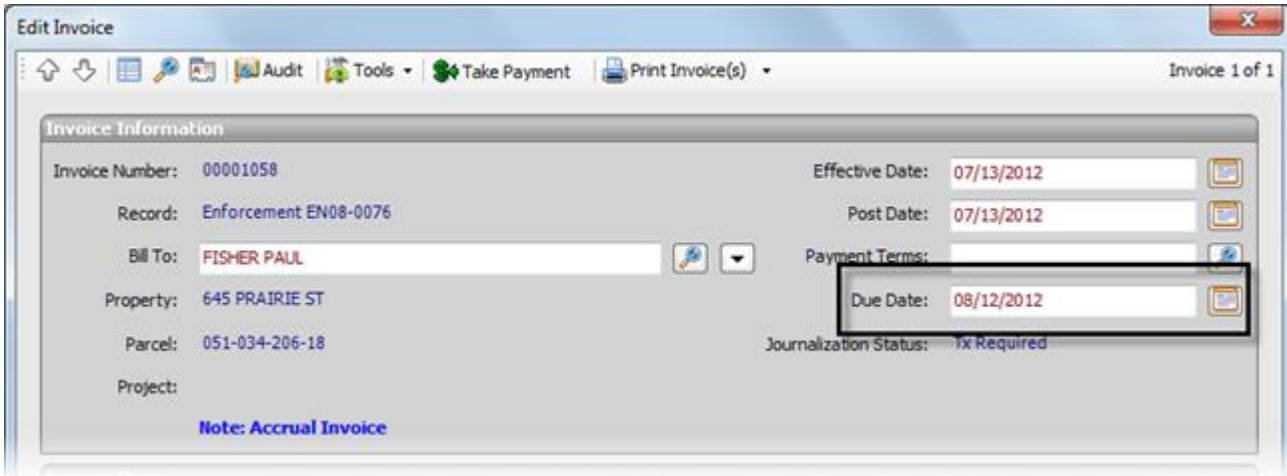
Taxes...

Discard Changes Close

- Click **Close**.

## Importance of Date Due 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

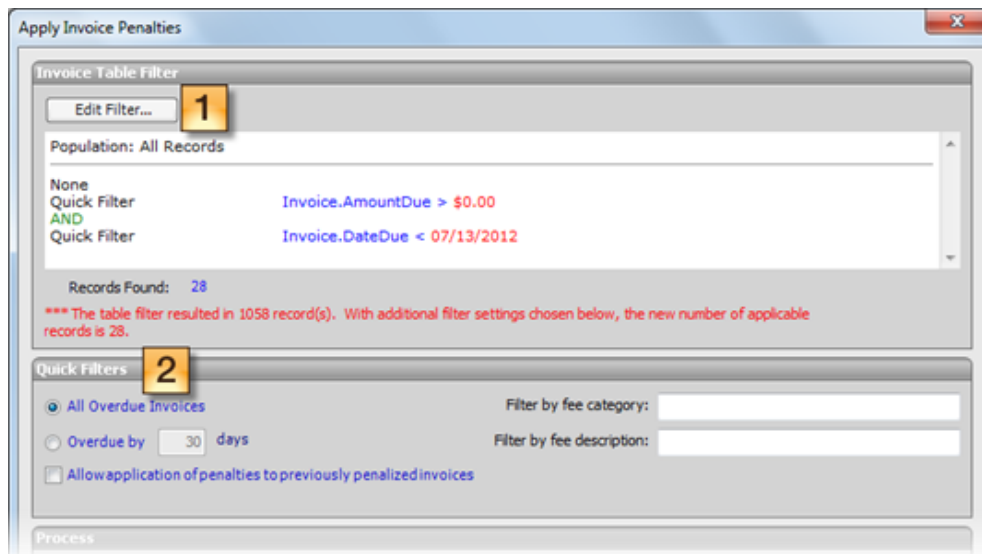
A default filter is applied to find only those invoices with a balance due and a due date prior to "today's" date (the date you run the task). You may change this default filter.

The penalty is added to the original invoice as a separate line item.

It is highly recommended you make a backup before proceeding with the instructions in this topic.

1. Click **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. If you wish to change the post date for the invoices on which the penalties are being applied, verify or enter the date in the **Update Invoice Post Date** field. If you wish to leave those invoices unchanged, remove any date from this field.
4. **Proof Run** is the default selection () and should always be done before applying penalties.
5. Click **Apply Penalties**, then **Yes Yes** to confirm/continue.  
Penalties are not applied at this point.
6. Carefully review the report and close it.
7. Click **Ok** to clear the Trial Mode prompt.
8. Provided everything is correct, click  **Live Run**, then **Apply Penalties**, then **Yes**.  
Penalties are applied.
9. (Optional) Click **Print Invoices** to print the penalty invoices and mail them to the Responsible Party.
10. (Recommended) 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.