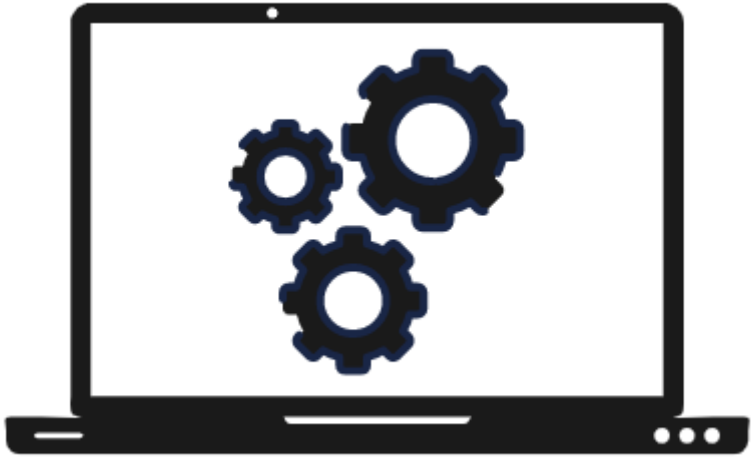
Late Fee Automation



Summary

1.0 Introduction 3
1.1 How to configure LATE FEE Rules 3

© EduWeb Group

1.0 Introduction

Odoo, an open-source ERP software, is a dynamic platform that facilitates accounting operations.

Odoo automates monotonous tasks that involve generating invoices, calculating fees, sending reminders about late fee charges, and updating records, thus, achieving a productive workflow with minimal effort.

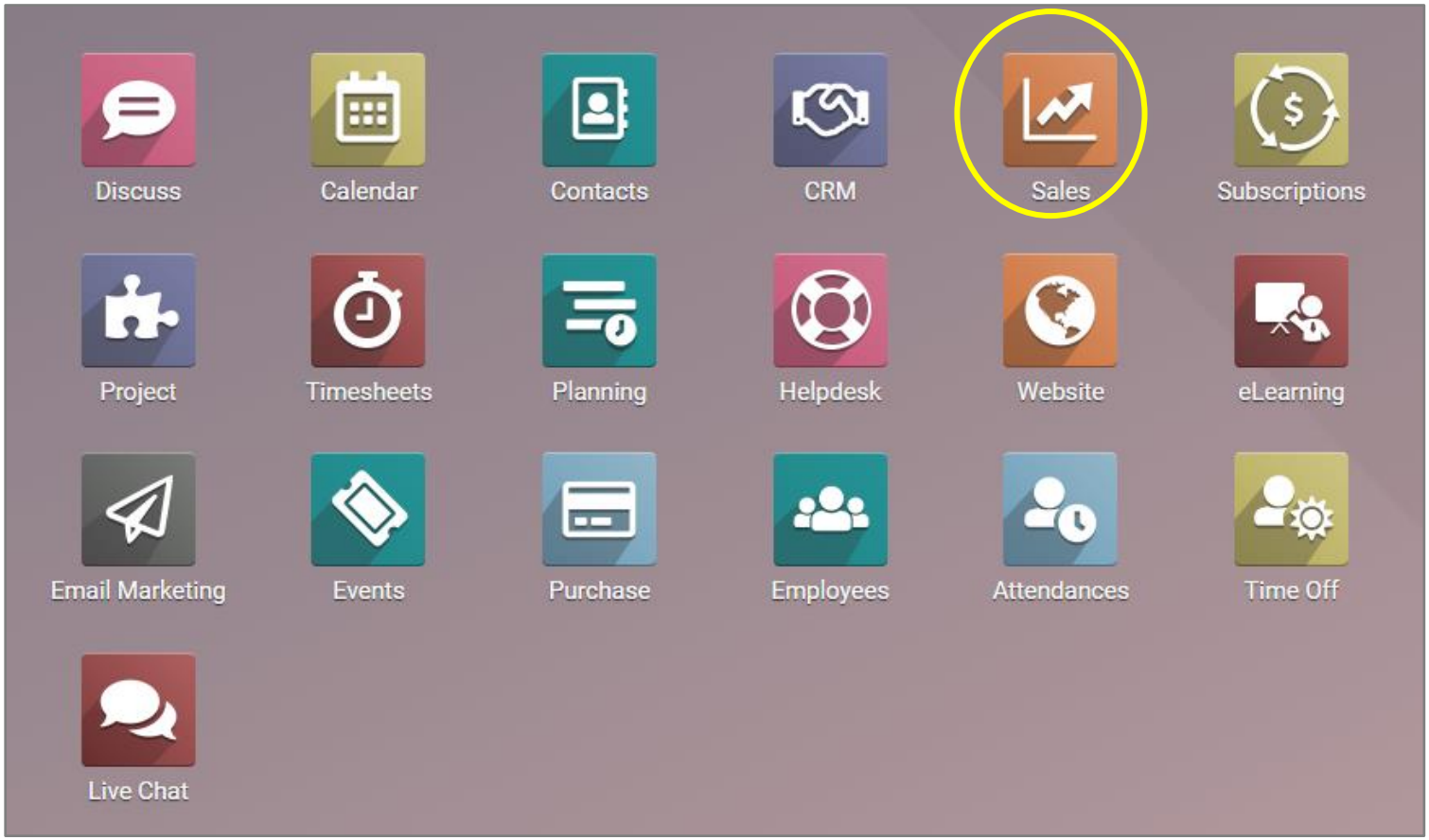
As sales are the lifeblood of the business, cashflows play an integral part to carry out its daily operations. In invoicing parlance, the payment term is set to encourage prompt payment. However, overdue invoices may still be encountered, thus a late fee is imposed.

This module covers the configuration of automating the late fees.

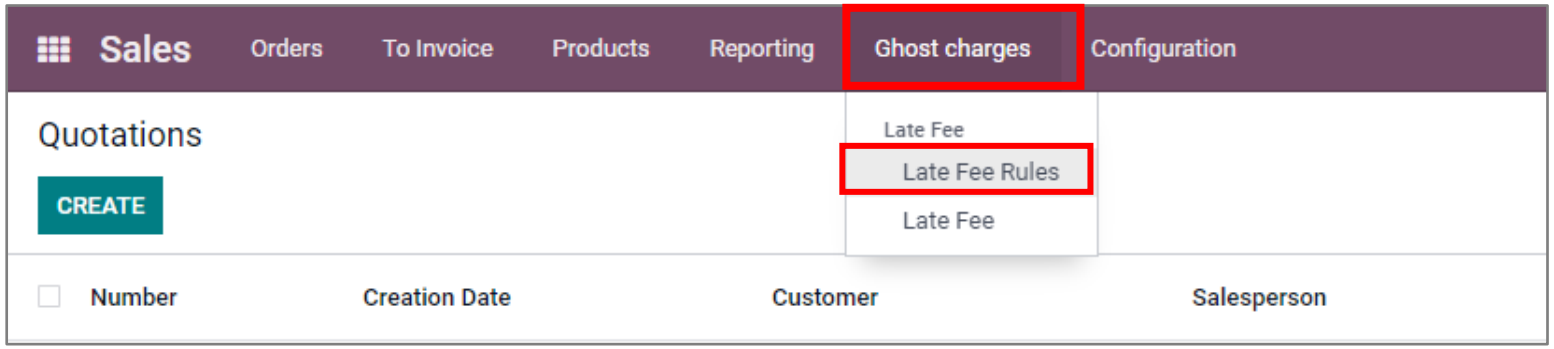
1.1 How to configure LATE FEE Rules

This is a step-by-step guide on how to set up Late Fee Rules in Odoo.

© EduWeb Group

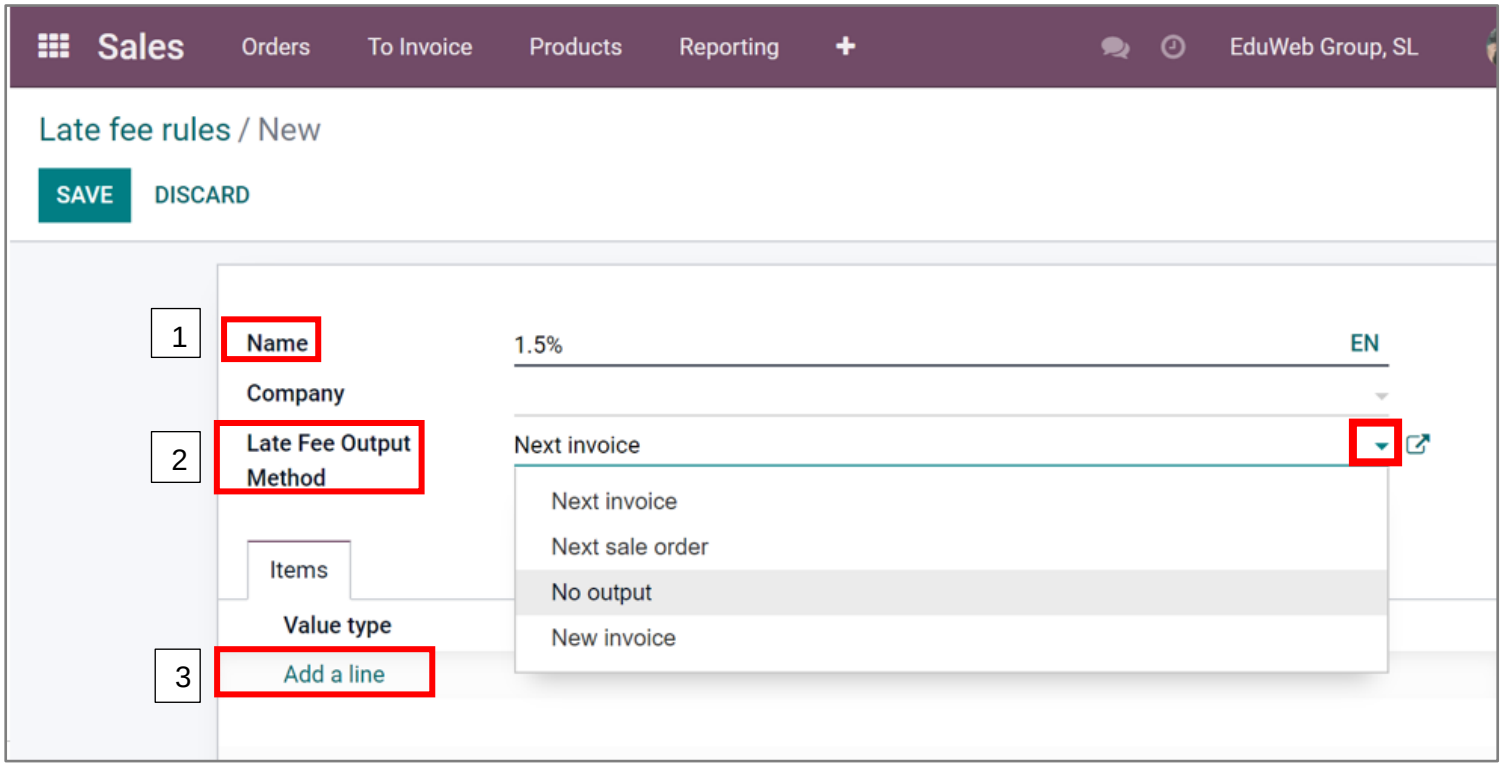


From the Odoo dashboard, go to Sales.



Click on ‘Ghost Charges’ then click on ‘Late Fee Rules’

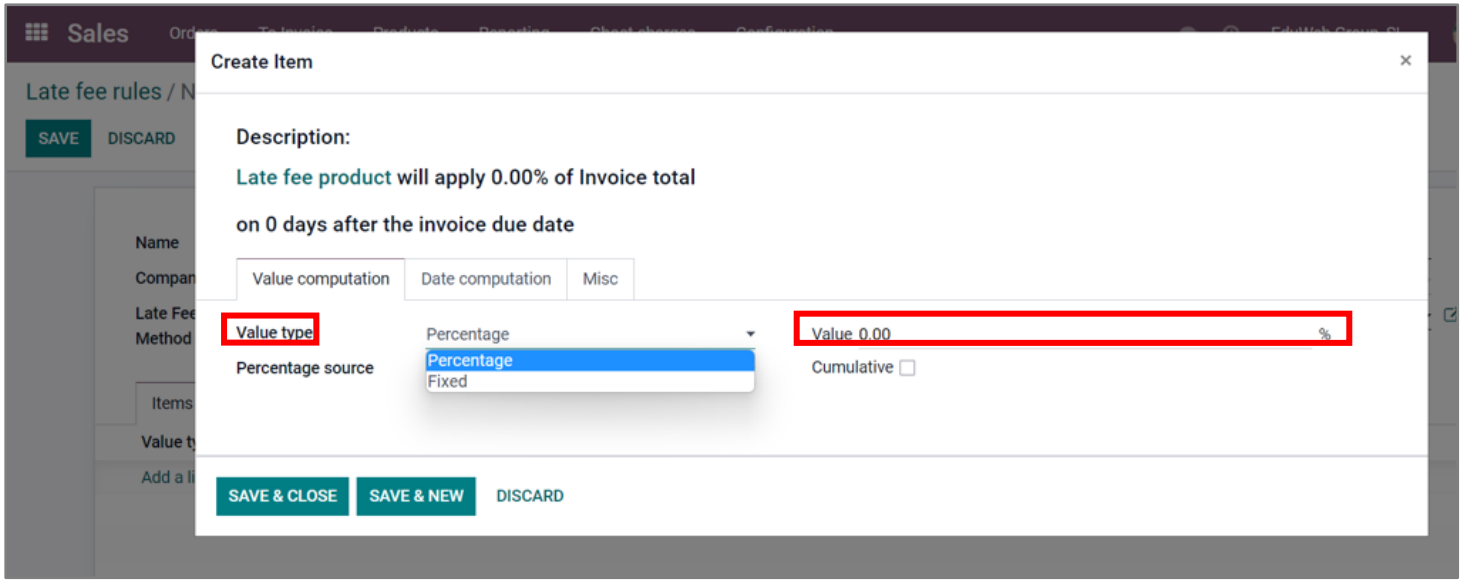
Click on ‘Create’.



Write the name of the Late Fee Rule. (1)

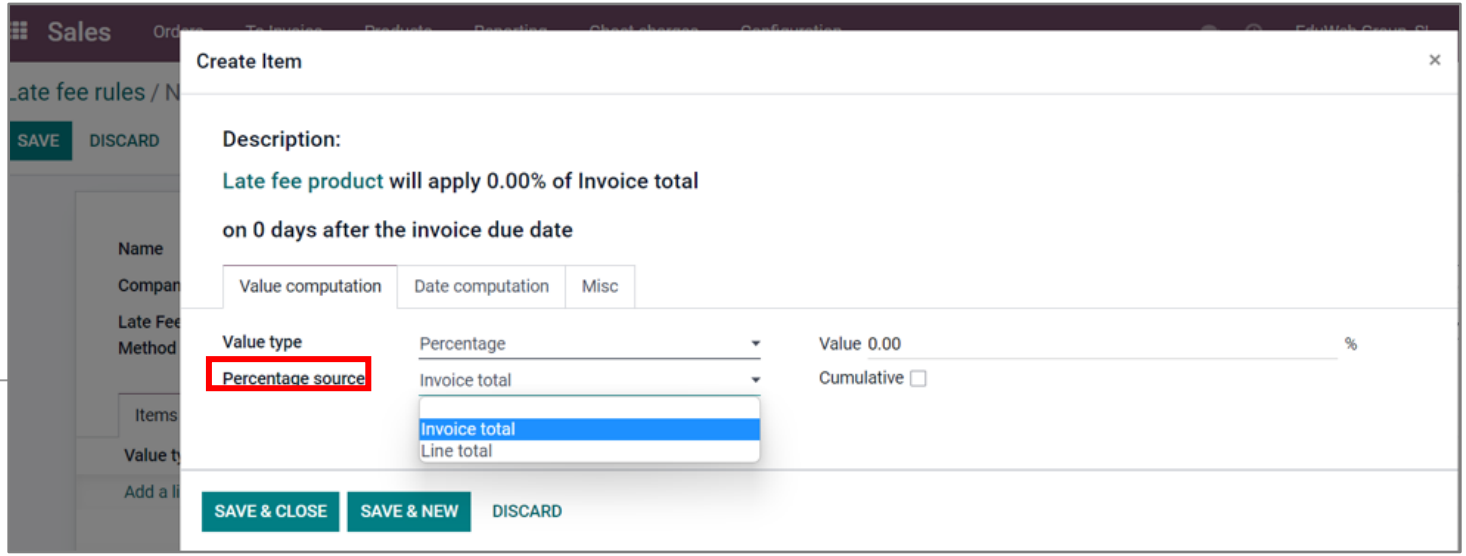
In the 'Late Fee Output Method', you can choose different options by clicking on the dropdown menu. (2)

Click on 'Add a line'. (3)

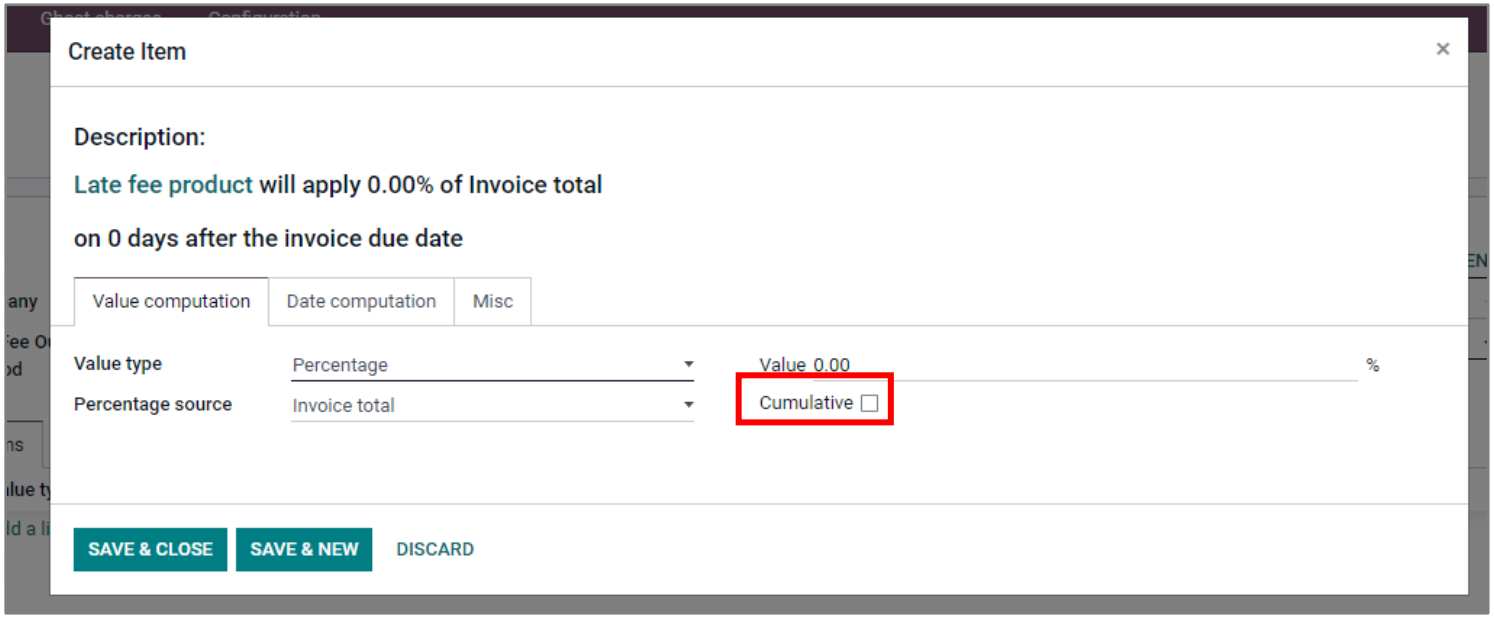


A new window will pop out.

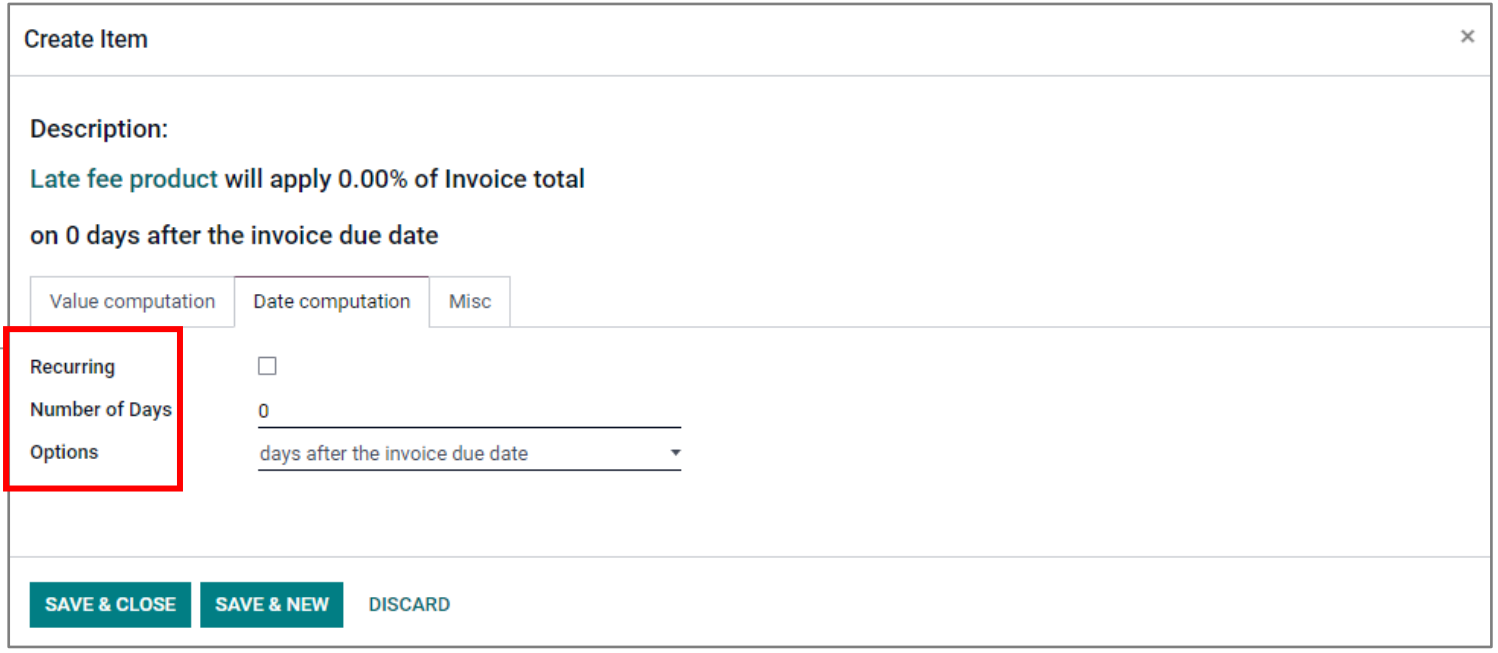
In 'Value type', click on the dropdown menu to choose either 'Percentage' or 'Fixed'. If the selected option is 'Percentage', then the value must be indicated.



In 'Percentage Source', click on the dropdown menu to choose either Invoice total or Line total.

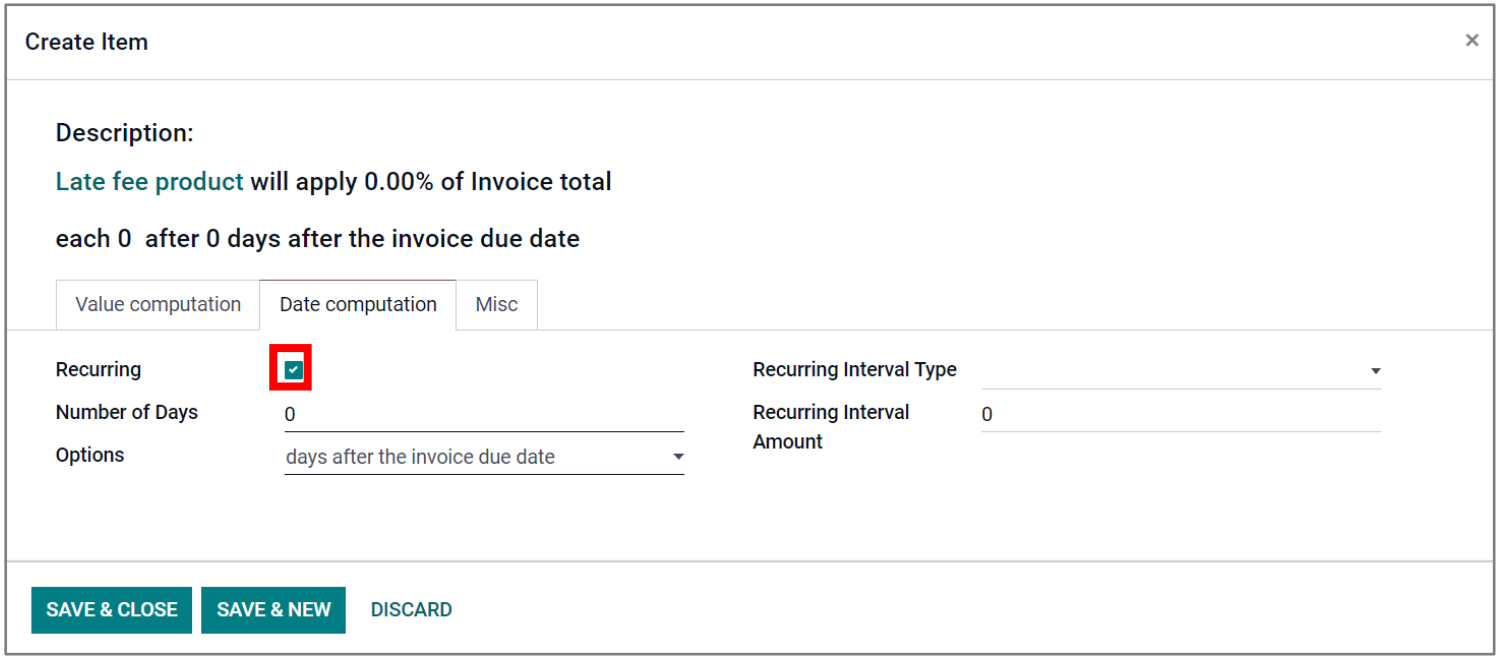


There is also an option to check the box if the late fee is cumulative or not.

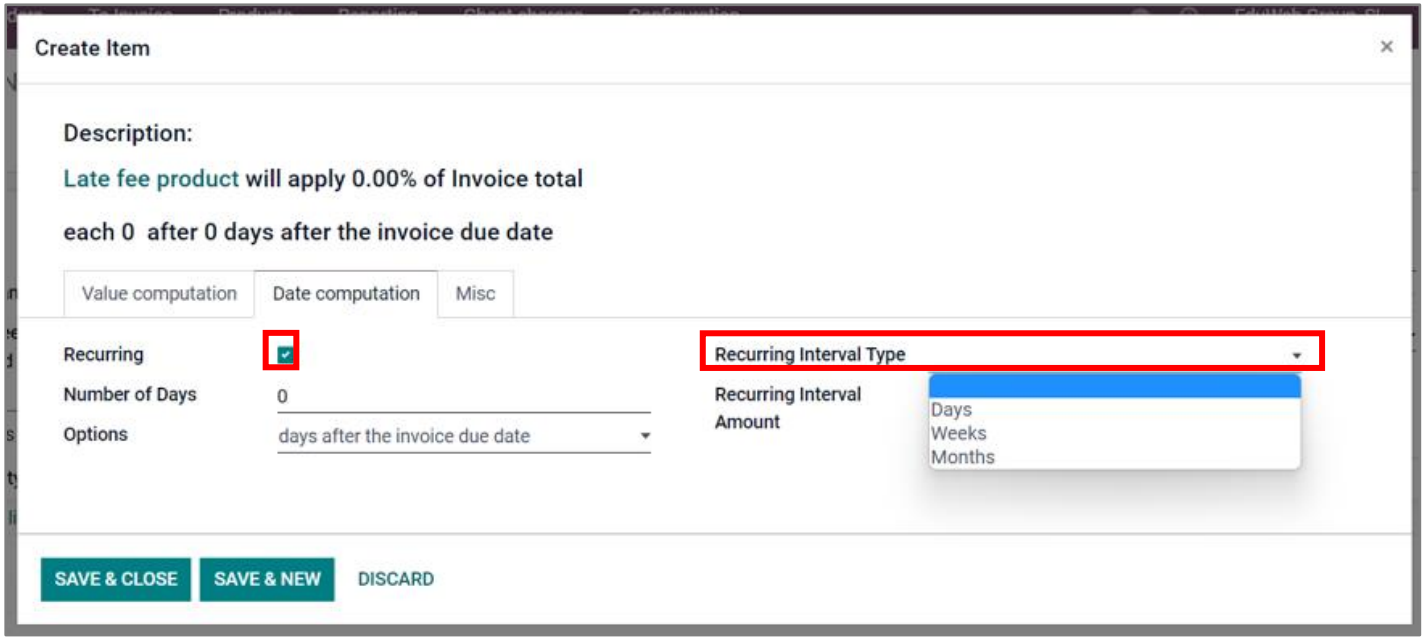


In Date computation, late fees are configured as to recurring, how many days it will recur and when it will recur.

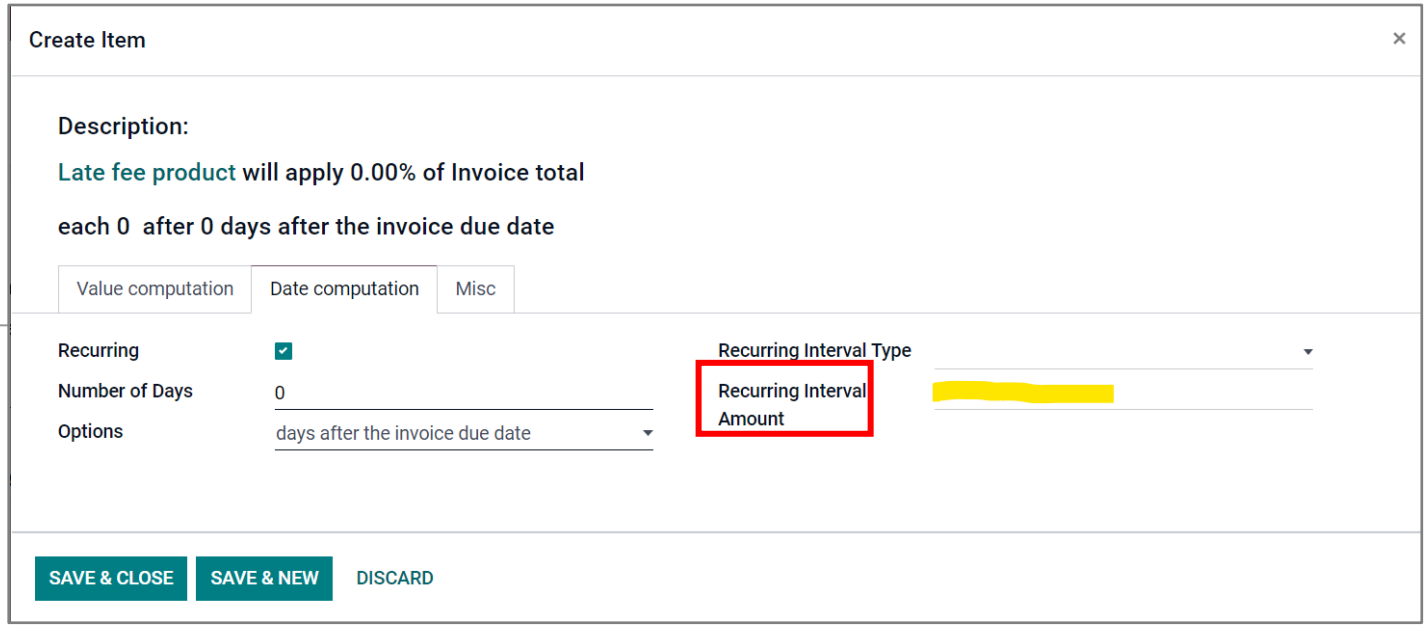
© EduWeb Group



When ‘Recurring’ box has been checked, it will show more options.

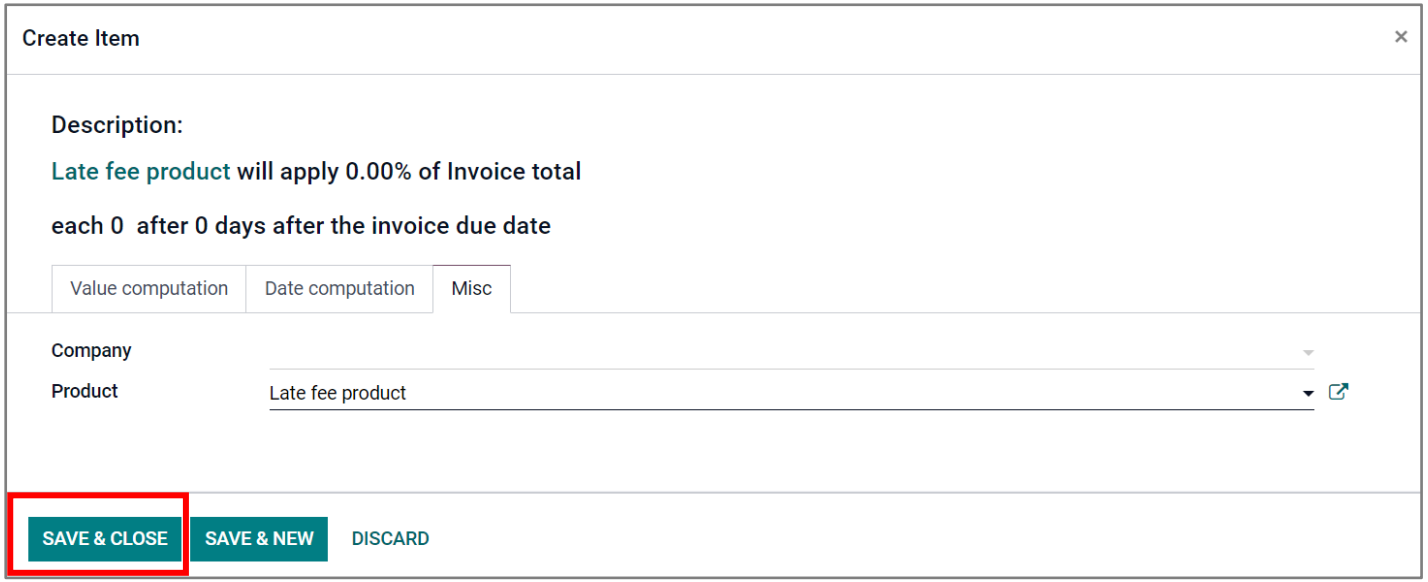


The 'Recurring Interval Type' can be configured as 'Days', 'Weeks' or 'Months' from the dropdown menu.

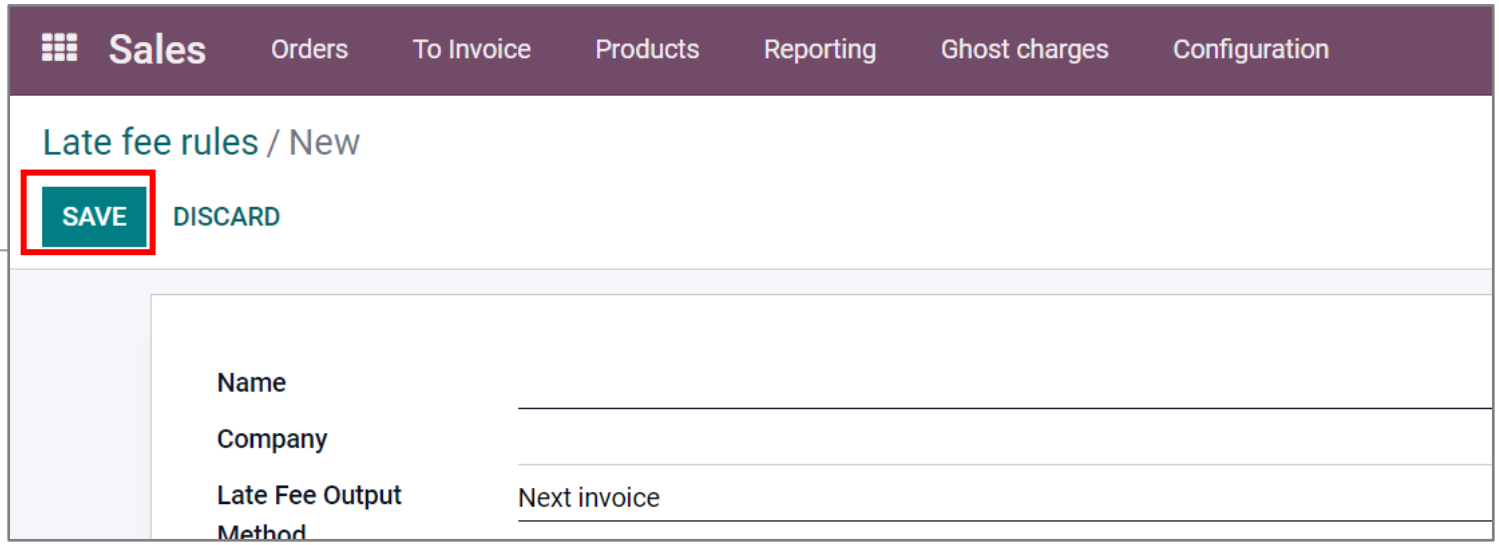


Type the 'Recurring Interval Amount'.

© EduWeb Group



You can also add other details in the 'Misc' tab, then click on 'Save & Close'.



Then click 'SAVE' to finish creating the late fee rules.

----------END----------

© EduWeb Group