



Process

Documentation

Department:

Customer Support

Last Updated:

11/3/2025 10:48 AM

NAME OF PROCESS

Create Late Charges - Month End

Use Case / Objectives

This article will walk you through how to generate late charges for A/R invoices based on a specified aging date

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

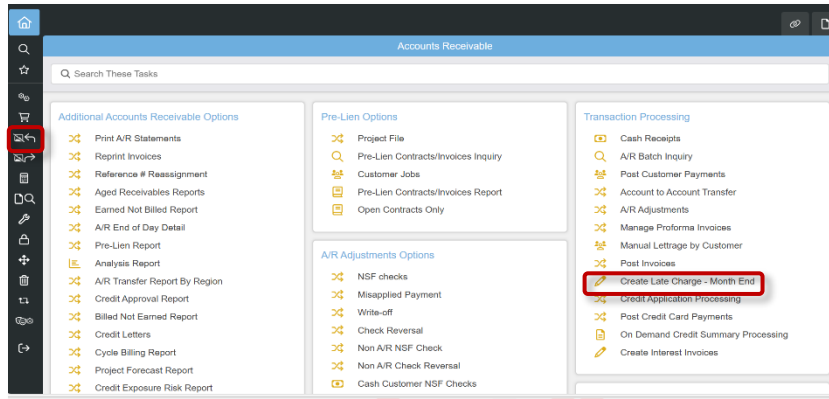
Menu options to access:

Main Menu => Transaction Processing => Accounts Receivable

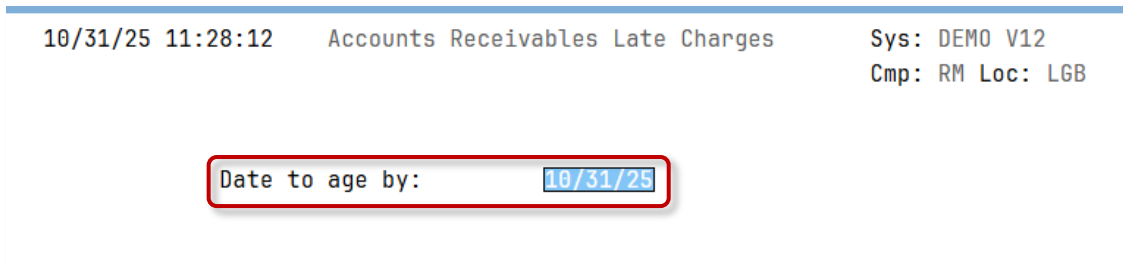
Create Late Charges - Month End

Process Steps

1. Log into the [RolePlay environment](#) using your credentials.
2. Click the **Accounts Receivable** menu icon.
3. Under **Transaction Processing**, click **Create Late Charge - Month End**.



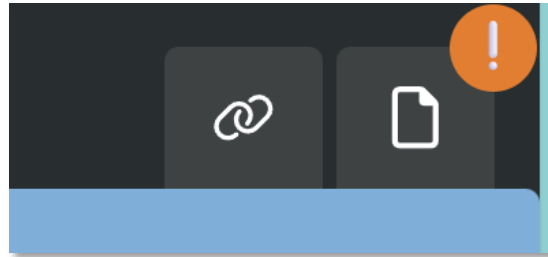
4. Type in the *Date to age by* field. **NOTE:** This date is the date for which the A/R invoices should be aged to determine if late charges should be generated.



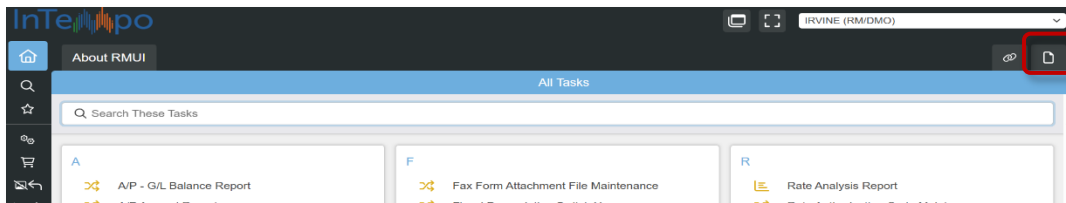
5. Press Enter. Then select which company or companies you want to run charges on by typing in the *Locations*.



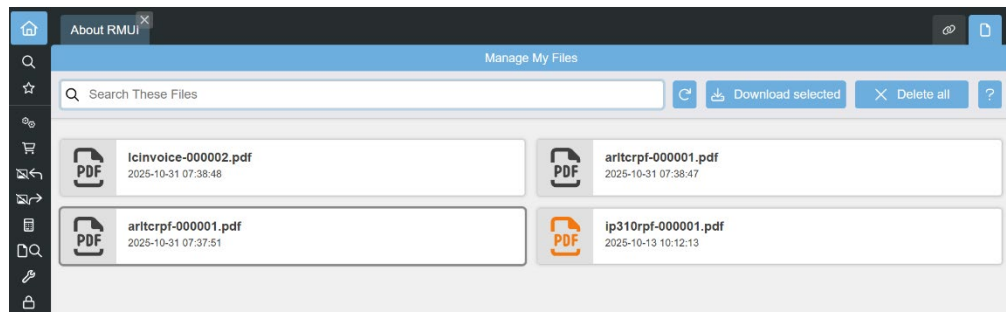
6. Press Enter.
 - a. The screen will gray out until it finishes running the late charges. It may take some time to run.
7. The report is complete when the **orange** indicator displays by your **Manage My Files** icon.



8. Click on the **Manage My Files** icon in the top right corner to view PDF.



9. Double click on the desired file or click on the **open** icon to view the report.



10. The **Sales Journal** report of the charges will open. **NOTE:** The screenshot below is only a **sample** of the report.

RUN DATE		SALES JOURNAL			PAGE NO.				
10/31/25					1				
Number	Customer Name	City	Loc	Invoice Number	Invoice Date	Inv Amount	Cur	OCR Number	
5	SERVICE UNLIMITED	MARTINEZ	DMO	9999999999-0020	10/31/25	134.82			
6	ABC COMPANY	CHINO HILLS	DMO	9999999999-0030	10/31/25	41,876.90			
6	ABC COMPANY	CHINO HILLS	DMO	9999999999-0031	10/31/25	6,898.62	Inv \$:	4829.04	EUR
7	C.D.O.T.	LONG BEACH	DMO	9999999999-0011	10/31/25	5.00			
11	CASE BUILDERS, INC.	DOLLAR RANCH	DMO	9999999999-0003	10/31/25	44.77			
15	PCL CONSTRUCTION SER	IRVINE	DMO	9999999999-0020	10/31/25	61.85			
19	IKEA	ANTWERPEN BELGUM	DMO	9999999999-0029	10/31/25	30.77			
19	IKEA	ANTWERPEN BELGUM	DMO	9999999999-0030	10/31/25	892.55	Inv \$:	624.79	EUR
35	ACE HARDWARE	LONG BEACH	DMO	9999999999-0019	10/31/25	149,499.97			
39	XYZ COMPANY	BENICIA	DMO	9999999999-0019	10/31/25	8,760.32			
41	DAY LANDSCAPERS	LONG BEACH	DMO	9999999999-0019	10/31/25	5.00			
66	Garrett Construction	ANAHEIM	DMO	9999999999-0002	10/31/25	4,729.88			
88	JTIAN CONSTRUCTION	ALAMEDA	DMO	9999999999-0008	10/31/25	3,515.81			
89	TURLOCK CONSTRUCTION	TURLOCK	DMO	9999999999-0006	10/31/25	559.92			
313	Mary Rock LLC.	IRVINE	DMO	9999999999-0007	10/31/25	383.79			
503	STILWAGNER CONSTRUCT	ALISO VIEJO	DMO	9999999999-0021	10/31/25	616.44	Inv \$:	431.51	EUR
505	STILWAGNER CONSTRUCT	IRVINE	DMO	9999999999-0027	10/31/25	6,088.57	Inv \$:	4262.01	EUR
505	STILWAGNER CONSTRUCT	IRVINE	DMO	9999999999-0028	10/31/25	7.97			
507	MARTY'S EQUIPMENT	IRVINE	DMO	9999999999-0002	10/31/25	50.81			
512	VAN NGUYEN CONSTRUCT	IRVINE	DMO	9999999999-0019	10/31/25	3,409.23			
513	STILWAGNER OTR SERVI	IRVINE	DMO	9999999999-0016	10/31/25	2,570.17			
515	ACME CORPORATION	IRVINE	DMO	9999999999-0011	10/31/25	432.16	Inv \$:	583.42	CAD
515	ACME CORPORATION	IRVINE	DMO	9999999999-0012	10/31/25	7,677.14			
516	R. W. SMITH	QUINDICK	DMO	9999999999-0012	10/31/25	5.00			
517	ENVIRONMENTAL SYSTEM	LAGUNA BEACH	DMO	9999999999-0018	10/31/25	15.30			
519	AVIEJO CONSTRUCTION	LAGUNA NIGUEL	DMO	9999999999-0024	10/31/25	2,867.16			
519	AVIEJO CONSTRUCTION	LAGUNA NIGUEL	DMO	9999999999-0025	10/31/25	1,961.58	Inv \$:	1373.11	EUR
520	NEWPORT BAY COMPANIE	CORONA DEL MAR	DMO	9999999999-0019	10/31/25	5.00			
521	NAM'S HOUSE OF RENT	GARDEN GROVE	DMO	9999999999-0019	10/31/25	3,037.39			
524	TEDDY RENTALS	GARDEN GROVE	DMO	9999999999-0023	10/31/25	23,783.98			
525	KENTARO CONSTRUCTION	ANTWERP	DMO	9999999999-0020	10/31/25	345.47	Inv \$:	241.83	EUR
526	1-2-3 CONSTRUCTION C	ORLANDO	DMO	9999999999-0020	10/31/25	24.42			
529	ATLAS CONSTRUCTION	KINGSTON	DMO	9999999999-0019	10/31/25	1,261.48			
531	GEO CONSTRUCTION	COLUMBUS	DMO	9999999999-0019	10/31/25	1,153.23			
533	EXCEL CONSTRUCTION	LONG BEACH	DMO	9999999999-0021	10/31/25	227.04			

11. You can also click on the Service Charge Invoice to view service charge details.

		9999999999-0019	
5			
SERVICE UNLIMITED			
65 CORONA AVENUE		10/31/25	
MARTINEZ	CA		
		510	932-6959
A SERVICE CHARGE OF	1.50%		134.82
HAS BEEN CALCULATED ON A			
PAST DUE AMOUNT OF	8,988.00		