



Advanced Late Payment Interest Calculator Users Guide

Instructions on using the Advanced Late Payment Interest Calculator to help you improve cash flow, claim what is rightfully yours under The Late Payment of Commercial Debts (Interest) Act and promote prompt payment from your customers.

www.payontime.co.uk Is the only website dedicated to the United Kingdoms late payment legislation. It provides useful and practical information as well as tools to help businesses get paid on time. It also has the biggest prompt payment supporter group in the UK with thousands of supporters from different business sectors.

To learn more visit:

<http://payontime.co.uk>

Registered With
UK©CS
The UK Copyright Service

Index

Page 2. [Disclaimer](#)

Page 3. [About the Advanced Late Payment Interest Calculator](#)

Features

Speed

Security

Page 4: [Why you should use this calculator](#)

Page 5: [Quick start users guide](#)

Page 5: The main menu

Page 6: Set up preferences

Page 7: Advanced calculator menu

Page 8: Client address book

Page 9: Calculate one debt

Page 10: Calculator results

Page 11: Generated template

Page 12: Calculation history

Page 13: [The debtors view](#)

Page 13: Debtor login

Page 14: Debtor claim view

Disclaimer

This calculator of late payment interest is a tool designed to be used as part of your toolkit of credit management control. It is an aid to support you in advising debtors that you are capable of making a claim against them for interest and compensation under the LATE PAYMENT OF COMMERCIAL DEBTS (INTEREST) ACT 1998. It should be remembered that the late payment legislation is designed as a deterrent against late payment. It should be used as part of standard business practices and credit management techniques

The calculations and claim letters available to you are designed to help you keep track of what you are owed and communicate with debtors. The provider of the calculator, Payontime, its associates, contractors, subsidiaries and any person or organisation associated with the website cannot be held responsible for any outcome whatsoever of your use of this application. Any information offered in the use of this application or advice in interpreting the legislation should be taken as a guide only and is in no way a substitute for your own familiarity with appropriate law and the workings and procedures of the legal system.

This software, its conception, design, and coding is registered with the UK copyright service. Any attempt to copy the Advanced Calculator or emulate the Advanced Late Payment Calculator will be dealt with under UK Law.

About the Advanced Late Payment Interest Calculator

Debt recovery is time consuming. Repeated phone calls and letters are often met with false promises of payment. The Advanced Late Payment Interest Calculator (ALPIC) has been developed to make managing claims under the Late payment of Commercial Interest act simple and easy by removing a lot of the administration time.

Some of the features are:

- Full breakdown of the calculation result.
- If the debt remains unpaid, interest is updated on a daily basis.
- Client details can be added or saved to an address book for easy recall.
- Calculation history allows you to view and edit previous calculations.
- Unpaid claims update interest on a daily basis. No need to recalculate.
- Add a discount if the debt is paid within a specified period.
- Partial payments can be allowed for and the claim details updated.
- Multiple claims to the same debtor can have compensation added individually or as a batch (This feature is to follow).
- Claim status can be as unpaid or paid.
- Claims can be backdated 6 years retrospectively for invoices that have been paid but were paid late.
- Send the debtor an email or print out with all necessary claim details filled in.
- Different claim letters details depending on the type of claim being made.
- Debtor can view the claim online updated with the latest interest owed.
- Debtor can choose the method of payment (Cheque or Bacs) and extra interest is added accordingly.
- The debt stays in history until paid in full allowing you to collect up to six years after invoicing or delivery of goods/services.

Speed

Calculating is fast. Once company and debtor details are set up and saved, you can create and send a claim in less than 30 seconds. The calculation can be printed or emailed and is automatically saved to history where you can review at a later date. No need to recalculate latest interest if you need to send a reminder to the debtor, just choose email or print and all information such as days late, interest owed and total owed are updated.

Security

All information is secure. As well as our ISP's security, the site is protected by anti hacking and anti virus software as well as an encrypted SSL connection for the claimant and debtor (you will see the secure connection padlock on your browser). The debtor can view the claim via a unique random 9 digit code

number produced for each calculation. No information will be shared by Payontime with any third party.

Why you should use this calculator

The calculator allows you to make a claim that automatically updates on a daily basis. Once done, there is no need to recalculate the debt each time the debtor needs reminding. It allows you work on current and future work but it puts you in control of actually doing something about collecting payment without spending a lot of time and money.

The debtor can view any claim online and see the amount owed to today's date. Seeing the interest accrue daily will spur the debtor to pay quickly.

Asking to be paid on time is not a crime and the advanced calculator will help make debtors aware of the legislation and their obligations to pay when payment is due. It does not take away your ability to negotiate different payment period times beyond the statutory 30 day period set by the legislation or to agree a different payment settlement. It DOES show that you understand being paid on time is key to growing your business and thus offering your clients a better service. That way, everybody benefits.

Doing something about getting paid on time can also be helpful if you ever need to take things further. Having evidence of claims created with the advanced calculator and received by the debtor can only help your cause.

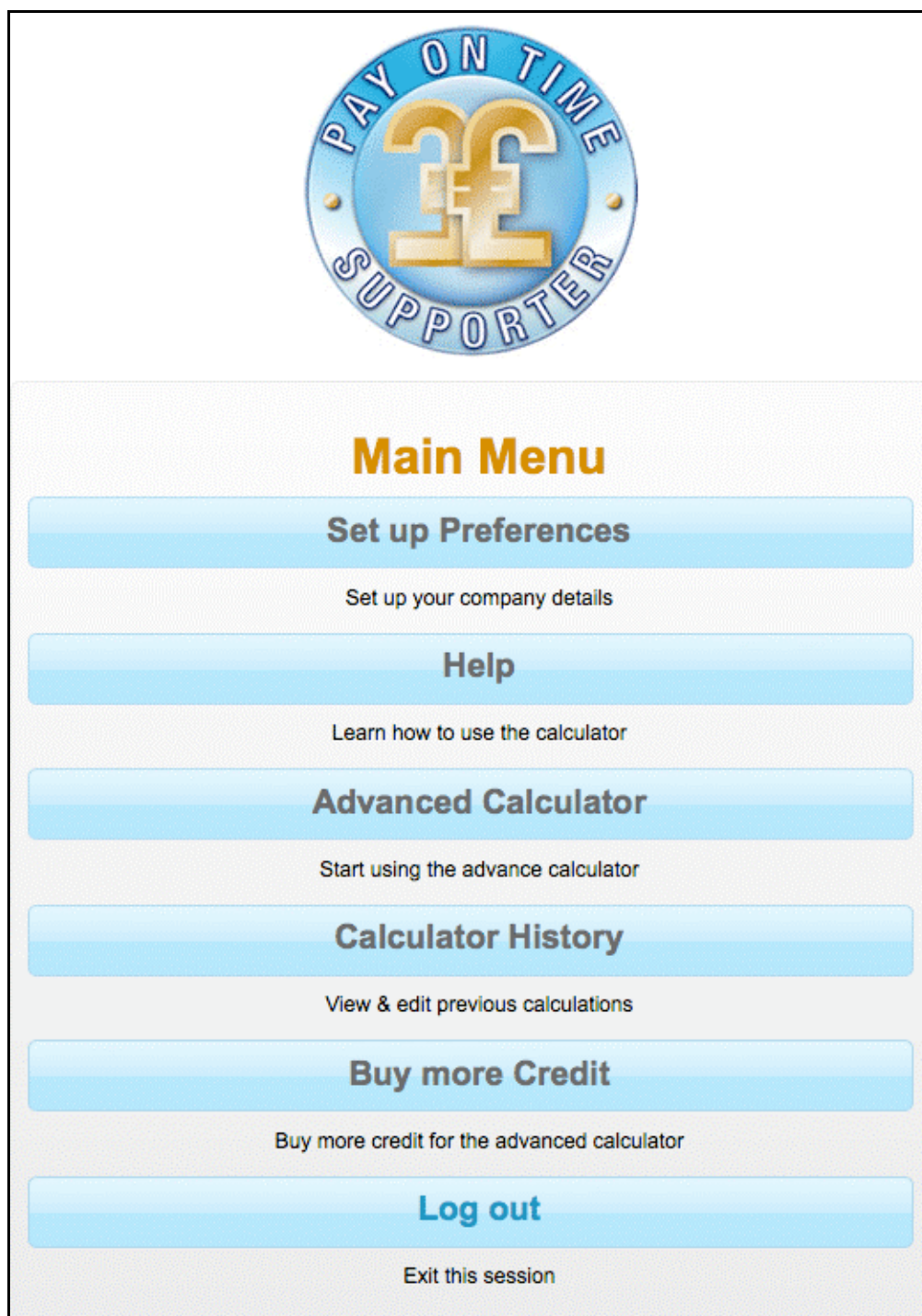
Becoming a signed up Pay on Time supporter AND using the calculator means that you are joining thousands of other businesses who are tired of being paid late and sending a message to late payers that there is no excuse. The more supporters work together, the less late payers can exploit unsuspecting suppliers.

Advanced Late Payment Interest Calculator

Quick Start Users Guide

We strongly advice that you make yourself familiar with your rights to claim interest and compensation by reading our [guide to the late payment legislation](#)

1. In the main menu click on **set up preferences**. Use the question marks for guidance.



The main menu.

Set Up Preferences

Enter the details of your company below. This information will be used when you make a claim for late payment interest and compensation

Smith and Sons Ltd ?

John Smith ?

Managing Director ?

Unit 28

Progress Industrial Estate

Progress Way

Wiltshire

Surrey

WR5 7TY

0207 193 4698

d.smith@smith-and-sons.com

Lloyds TSB ?

0123456

40-33-90

LOYDGB21151

GB20 LOYD 3091 7201 4412 66

? Upload company logo


Save



[Delete company logo](#)

The Preferences screen. Enter your company details here.

2. After setting up your company preferences, return to the **main menu** and click on **advanced calculator**, then **client address book**. Add a **new client** and click **use**. This will take you to the calculator with client details filled in.



Advanced calculator options

Calculate one debt
Choose this option if you are claiming on one debt

Client address book
Add client details to the address book for fast access.

Calculator History
View & edit previous calculations

Credit Available: 149
Amount of credit available

Buy More Credit
Buy more credit for the advanced calculator

[Main menu](#)

The advanced calculator menu



Client address book

Add new client

Acme Traders

Use

Edit

Delete

Cheesman Clark

Use

Edit

Delete

Dawsons Engineers

Use

Edit

Delete

Everall Pumps Ltd

Use

Edit

Delete

Mind Eye

Use

Edit

Delete

Parksons

Use

Edit

Delete

[Add new client](#)

[Main menu](#)

[Calculator options](#)

[Exit](#)

The address book screen

3. Enter purchase order and invoice details, then date the contract was formed and the date the debt became overdue. If the debt is unpaid, leave the date paid as today's date. Finally add the invoice total **including VAT**.

Calculate one debt

choose client from address book or add new

Cheesman Clark	?
Brian Cheesman	?
The Old Coal Yard	?
24 Purley Drive	
Address line 3 (Optional)	
Caterham	
Surrey	
CR3 8TY	
01883 343837	
b.Cheesman@cheesmans.co.uk	?

Client purchase order:	?
Invoice number:	?
Service or goods description (Optional):	

Date Contract formed	1	January	2011	?
Date Overdue	1	January	2011	?
Date Paid	11	May	2011	?
Amount owed	£	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	?

Calculate one debt screen

4. On the **calculator results** page, if you want to promote prompt payment, add a discount amount and a time limit to pay. Choose to either **save the calculation to history** to use at a later date, **save and email** or **save and print**.

Calculator results

Date calculation made: 11 May 2011
Client: Cheesman Clark
Client Reference 2387
Goods description: Goods and services
Our Invoice number: 9908
Date contract formed: 08/02/2011
Date overdue: 15/02/2011
Date paid: (unpaid)

Total invoice =	£896.54
Total days overdue: =	85 days
Interest rate used: =	8.5%
Daily interest rate: =	£0.2088
Total Interest owed =	£17.75
Compensation: =	£40.00
Total owed to date: =	£954.29
Apply discount for prompt payment	£ <input type="text" value="0.00"/> ?
Discount finish date =	<input type="text" value="11"/> <input type="text" value="May"/> <input type="text" value="2011"/> ?
Total with discount: =	£954.29

STATUS: UNPAID

[Save calculation to history](#)

[Save & Email calculation](#)

[Save & Print calculation](#)

[Main menu](#)
[Calculator options](#)
[Exit](#)

The calculator result

5. If you are going to email or print the calculation, review the auto generated claim and either print, email or copy the claim for pasting into your own template.

Email this calculation

Cheesman Clark
The Old Coal Yard
24 Purley Drive
Caterham
Surrey - CR3 8TY

Dear Brian Cheesman

Your reference number 2387

Balance Due as at 11/05/2011: £954.29 Comprising capital sum of £896.54 plus interest of £17.75 plus compensation for debt recovery costs of £40.00

Your payment for our invoice number 9908 for Goods and services is now 85 days overdue. No queries have been raised on your account, so the balance remaining is undisputed.

In accordance with the late payment legislation, our company charges debt recovery costs of £40.00 and interest on late payments of 8.5%. This means that interest will continue to accrue on the above invoice at a rate of £0.2088 a day. As of today's date, the outstanding interest stands at £17.75.

You can view the claim by visiting this web page (http://payontime.co.uk/index.php?option=com_lpc&view=claim) and entering this code 384102367. If you have any queries, please contact me immediately by telephone on 0207 888 9999

Yours sincerely

David J Tyler
Managing Director

[Main menu](#)
[Calculator options](#)
[Exit](#)

The auto generated claim for print or email. A copy is automatically sent to you.

6. Any calculation made is saved to **history**. When viewed, unpaid debts are updated to today's date. Click on **View** to send an updated reminder to the debtor. Click on **Edit** to make changes to the debt such as a part payment.




Calculation history

Date	Client	Inv. No.	Amount	Status		
11/5/11	Cheesman Clark	9908	£954.29	unpaid	EDIT VIEW	✘
30/4/11	Cheesman Clark	978	£1,093.05	unpaid	EDIT VIEW	✘
29/4/11	Acme Traders	66666	£85.83	unpaid	EDIT VIEW	✘
29/4/11	Acme Traders	66666	£85.83	unpaid	EDIT VIEW	✘
28/4/11	Acme Traders	1111	£1,463.91	unpaid	EDIT VIEW	✘
28/4/11	Cheesman Clark	6666	£485.73	paid	EDIT VIEW	✘
28/4/11	Acme Traders	9999	£1,093.06	unpaid	EDIT VIEW	✘

Calculation history shows the amounts owed to today's date.

The debtors view

7. Your debtor will receive a unique **reference number** with the claim where they can securely log in and review the claim.



Client login


Enter your company name as written in the claim you have received

Enter claim number as written in the claim you have received

[Login](#)

The debtor login screen

Your payment details will be displayed and they can choose a method of payment (BACS or Cheque) and the final total owed will be adjusted to suit. The debt will update **interest** and **total owed** each day until paid.



Smith and Sons Ltd. Claim 385110542

Today's date: 17 May 2011
Client: Cheesman Clark
Client Reference 2387
Goods description: Goods and services
Our Invoice number: 9908
Date contract formed: 08/02/2011
Date overdue: 15/02/2011
Date paid: (unpaid)

Total invoice =	£654.29
Total days overdue: =	91 days
Interest rate used: =	8.5%
Daily interest rate: =	£0.2088
Total Interest owed =	£13.87
Compensation: =	£40.00
Total owed to date: =	£708.16
Payment by bacs: + 2 days interest =	£708.58
Payment by cheque: + 5 days interest =	£709.21

[View creditor details](#)

[Pay by Bacs](#)

[Pay by Cheque](#)

[View historical claims](#)

The debtors view including payment options.