

Delayed Payments & Extra Delayed Payments

Overview

The system automatically moves overdue installments between tabs based on grace periods configured in **Finance Settings**.

How the Flow Works

Payments tab

↓ (after Delay Payment Grace Period days)

Delayed Payments tab

↓ (after Extra Delay Payment Grace Period days)

Extra Delayed Payments tab

Delayed Payments

An installment moves from **Payments** to **Delayed Payments** when:

- Its due date has passed **AND**
- The number of days since the due date exceeds the **Delay Payment Grace Period** configured in Finance Settings.

Example: If grace period = 7 days and the installment was due on the 1st, it appears in Delayed Payments on the 8th.

Late Payment Penalty

If **Delay Payment Fees** is enabled in Finance Settings, a penalty percentage is automatically added to delayed installments:

- **Delay Payment Fees ON/OFF** — enables/disables automatic penalty calculation.
- **Delay Payment Fees Percentage %** — the penalty percentage calculated from the installment amount.

The penalty amount appears in the **Penalties** tab.

Delayed Payments Leads Search...

Payments Filters

PAYMENTS Search... EXPORT PRINT PDF

Total: 78,487,200.00
SELECT SORTING METHOD

#	Type	Amount	Client	Unit Details	Delivery Date	Pay Option	Cheque	Bank	Status & Note	Actions
	Reservation fees	46,374	amira youssef	Unit: C5 Building :14 Project : Installation Test	2026-06-21				<input type="text"/> <input type="text"/> <input type="button" value="UPDATE PAYMENT STATUS"/>	<input type="button" value="ATTACH"/>
	Monthly	11,515,499	saleh eimaily	Unit: D01 Building :A01 Project : Test.ADD	2026-06-15				<input type="text"/> <input type="text"/> <input type="button" value="UPDATE PAYMENT STATUS"/>	<input type="button" value="PAY"/> <input type="button" value="ATTACH"/>
	Reservation fees	100,000	kamal ali Mohamed	Unit: A3-4314 Building :43 Project : Installation Test	2026-06-13				<input type="text"/> <input type="text"/> <input type="button" value="UPDATE PAYMENT STATUS"/>	<input type="button" value="ATTACH"/>
	Annual	56,150,000	hassan ettounsy	Unit: A01-D01 Building :A01 Project : ko	2026-05-25				<input type="text"/> <input type="text"/> <input type="button" value="UPDATE PAYMENT STATUS"/>	<input type="button" value="PAY"/> <input type="button" value="ATTACH"/>

Extra Delayed Payments

An installment moves from **Delayed Payments** to **Extra Delayed Payments** when:

- The number of days since the due date also exceeds the **Extra Delay Payment Grace Period** configured in Finance Settings.

Payments Filters

PAYMENTS

Total : 86,709,048.00
SELECT SORTING METHOD

#	Type	Amount	Client	Unit Details	Delivery Date	Pay Option	Cheque	Bank	Status & Note	Actions
	Annual	13,586,400	kamal ali Mohamed	Unit : B03-3-403 Building : B3 Project : Elite Living	2026-01-19				<input type="text"/> <input type="text"/> <input type="text"/> UPDATE PAYMENT STATUS	<input type="button" value="PAY"/> <input type="button" value="ATTACH"/>
	Downpayment 2	3,396,600	kamal ali Mohamed	Unit : B03-3-403 Building : B3 Project : Elite Living	2025-12-19				<input type="text"/> <input type="text"/> <input type="text"/> UPDATE PAYMENT STATUS	<input type="button" value="PAY"/> <input type="button" value="ATTACH"/>
	Quarterly	312,000	zeinab dawood	Unit : G-13 Building :Ground Project : Profit Mall	2026-04-15				<input type="text"/> <input type="text"/> <input type="text"/> UPDATE PAYMENT STATUS	<input type="button" value="PAY"/> <input type="button" value="ATTACH"/>
	Quarterly	312,000	zeinab dawood	Unit : G-13 Building :Ground Project : Profit Mall	2026-01-15				<input type="text"/> <input type="text"/> <input type="text"/> UPDATE PAYMENT STATUS	<input type="button" value="PAY"/> <input type="button" value="ATTACH"/>

Both Tabs

Both tabs have the same interface and functionality as the main Payments tab:

- Same filters (Date, Project, Client, Paying Option, Payment Type, Payment State, Payment Status).
- Same PAY, ATTACH actions.
- Same receipt printing capability.

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