

**1. Receive payment and click on amount applied:**

Total Applied:	\$1,928.00
Finance Charge:	\$150.00
Total Received:	\$2,078.00
Out of Balance:	\$150.00

**2. I click on record and I get this message:**

Information myob

Please specify an account for late charges

**3. I click on "ok" and I get this message:**

Terms ? Help for this window

Asset Account for Tracking Receivables:  1-1800 Accounts Receivable

Bank Account for Customer Receipts:  1-1101 CBA General Account

I charge freight on sales

Income Account for Freight:

I track deposits collected from customers

Liability Account for Customer Deposits:

I give discounts for early payment

Expense or Cost of Sales Account for Discounts:

I charge late fees and surcharges

Income Account for Late Charges and Surcharges:

**I would like to create a credit note for this customer and I apply it in the next invoice.**