

Removing a Late Payment Charge from a Billed Statement

1. Go to Clients Screen. Select the client from whom you want to remove Late Payment Charge. Click the Zero button and save.
2. Go to Statements Screen to the Billed Statements tab. Search and select client. Click redraft. Select Stay Here. Go to Pending Redrafts and Rebill.
3. If you want to turn Late Payment Charge on again, go to Clients and enter the correct late payment charge and save.

End