Debts - AU

> See it in action with a free online course in MYOB Academy.
>
> In this course, we'll take you through the end-to-end process of tracking debts within Corporate Admin.

You can see exactly how much your clients' owe to ASIC, and when payment is due, from the **Debts** page.

To keep your **Debts** page up-to-date, we request and download an all companies debt report in the background of your software, every day.

For each client, you can view the type of fee incurred, the amount owing, the due date and if any payment reminders have been sent.

You'll see the following fee types:

- **Annual review fee** — the annual fee as per your client's annual company statement.
- **Late payment fee** — ASIC penalty for documents lodged or payments made after the due date.
- **Carried forward fee** — fees incurred from activities or lodgements outside of MYOB Practice. For example, paper forms or forms lodged from another software.

To download the ASIC invoice

> Not available for carried forward fees.

1. Select **All clients** on **My List** and click **Corporate admin**.
2. Click **Debts**. A list of all outstanding debts for clients appear.
3. Click the ellipses button for the client debt.
4. Choose **Download invoice**. The invoice and any relevant documentation save to your computer or device.

To send a reminder for payment

1. Select **All clients** on **My List** and click **Corporate admin**.
2. Click **Debts**. A list of all outstanding debts for clients appear.
3. Click the ellipses button for the client debt.
4. Choose **Send for payment**. The [Create task] page opens.
5. Fill in the task fields, then **Create task**. An email is sent to the users and collaborators you selected, letting them know that you've assigned them a task. You can view the task, resend, or mark it as complete from Tasks in MYOB Practice.