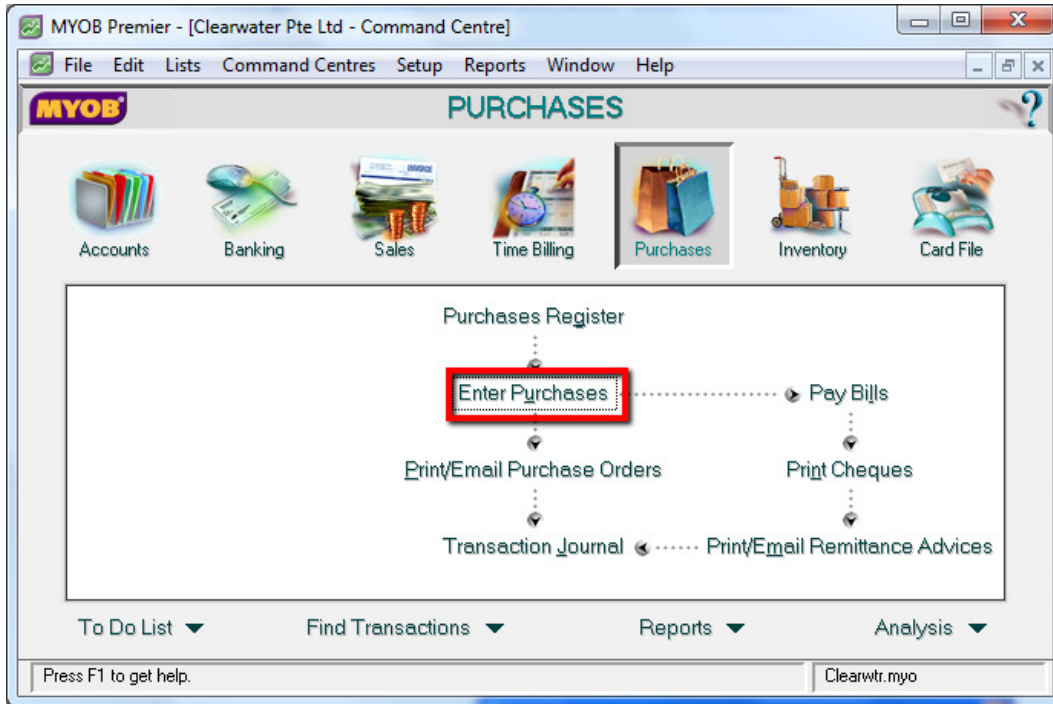
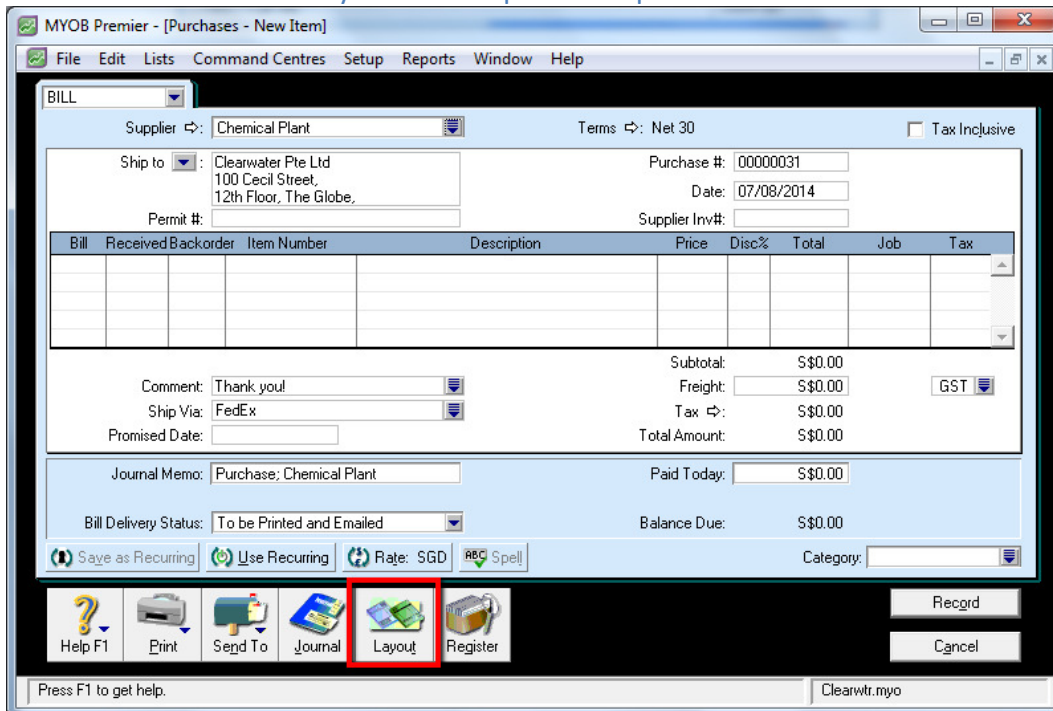


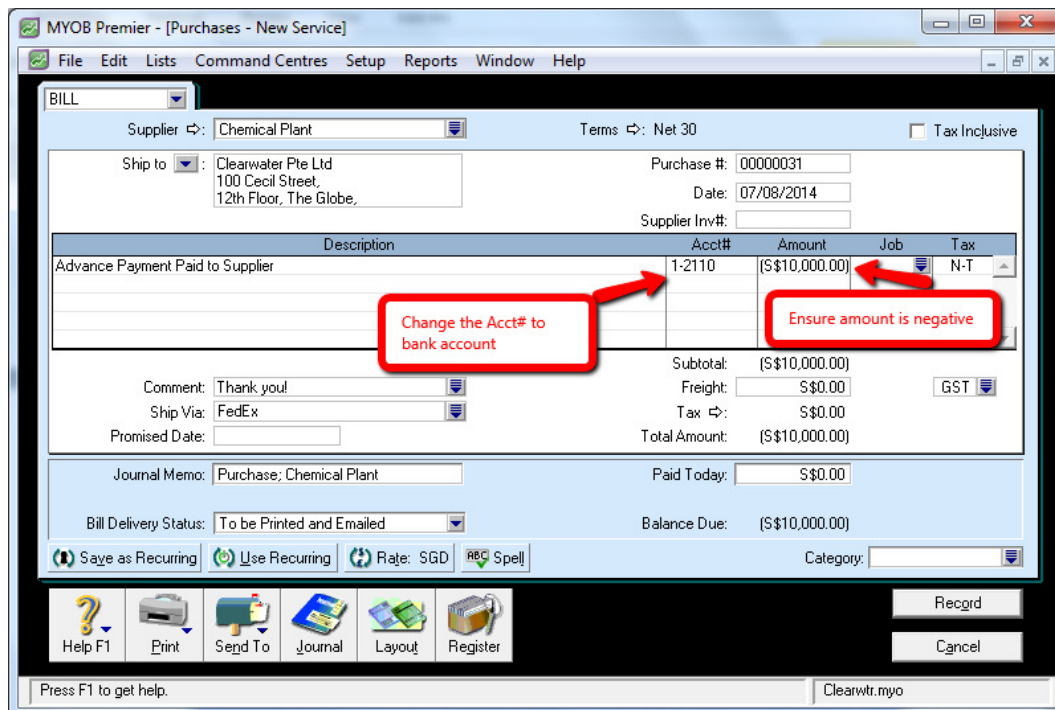
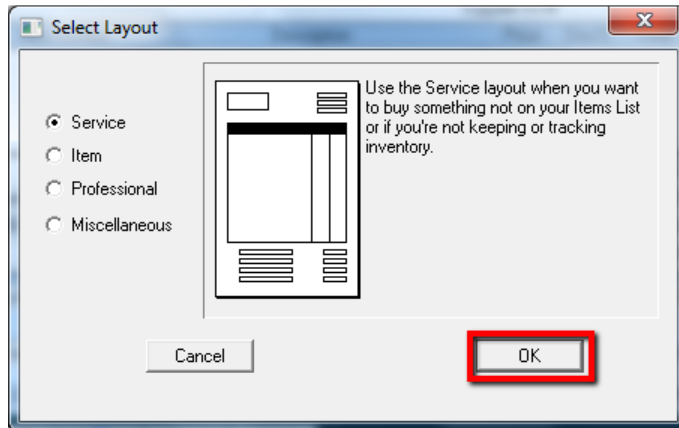
HOW TO RECORD ADVANCE PAYMENT/DEPOSIT PAID TO SUPPLIER?

1. First, go to Purchases Module and select “Enter Purchases”.

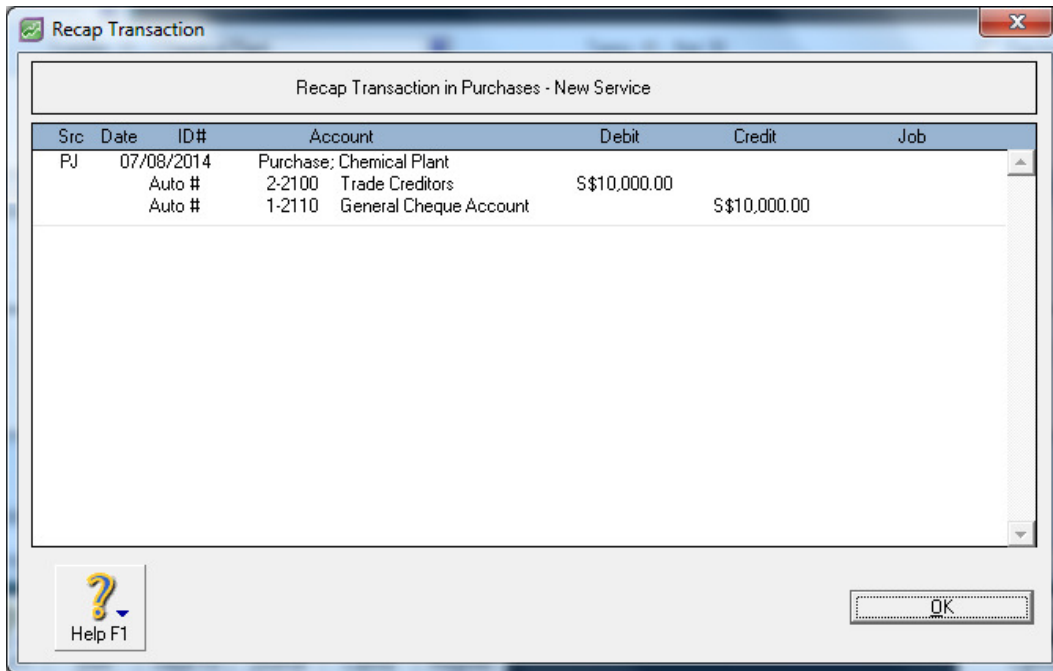


2. Select “Service” layout for this particular purchases.

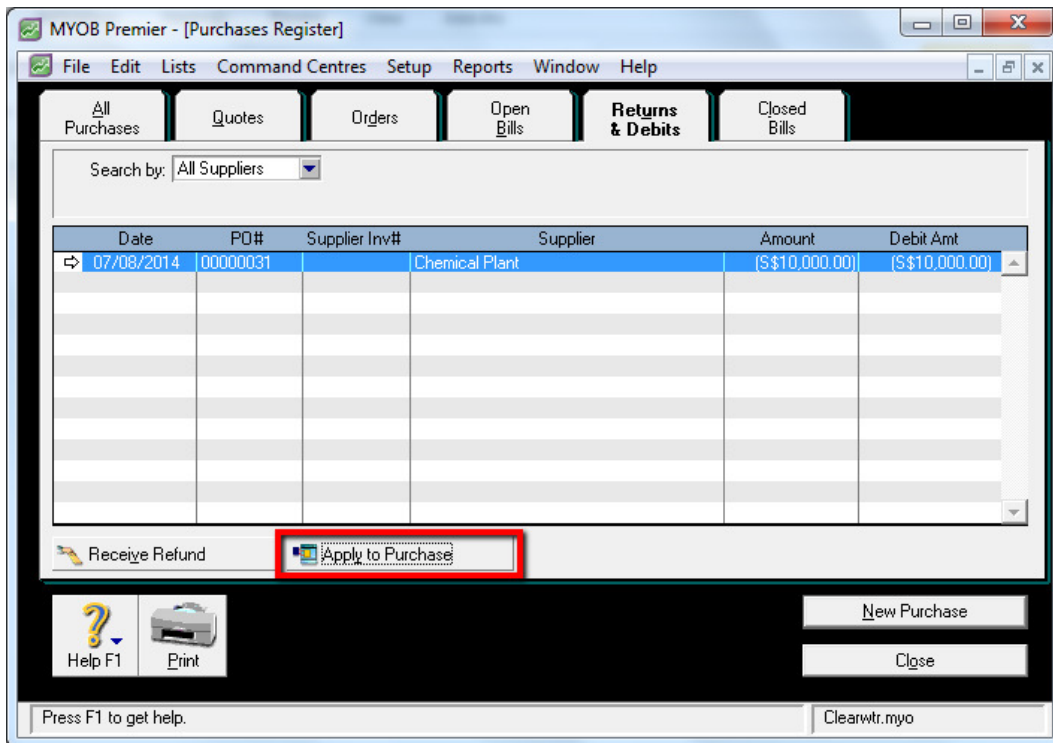




- Once you have selected the layout, enter necessary description and change the Acct# to the desired bank account (eg. OCBC S\$), also ensure the amount entered is negative (minus).
- Once the transaction is recorded, the double entry will be,



- To knock off the advance payment made, simply go to Purchases Module -> Purchases Register -> Returns & Debits, and select "Apply to Purchases". Or select "Receive Refund" if supplier is going to refund the deposit.





MYOB Premier - [Settle Returns & Debits]

File Edit Lists Command Centres Setup Reports Window Help

Supplier ⇨: Chemical Plant ID #: PJ000002
Debit Amount: S\$10,000.00 Date: 07/08/2014
Memo: Chemical Plant: Debit from 00000031

Supplier's #	Status	Date	Amount	Discount	Total Owed	Amount Applied
	⇨ Open	31/12/2007	S\$10,000.00		S\$10,000.00	
CP988787	⇨ Open	27/01/2014	S\$10,000.00		S\$10,000.00	S\$10,000.00

Include Closed Purchases

Total Applied: S\$10,000.00
Finance Charge: S\$0.00
Debit Amount: S\$10,000.00
Out of Balance: S\$0.00

Rate: SGD

Help F1 Journal

Recgrid
Cancel

Press F1 to get help. Clearwtr.myo