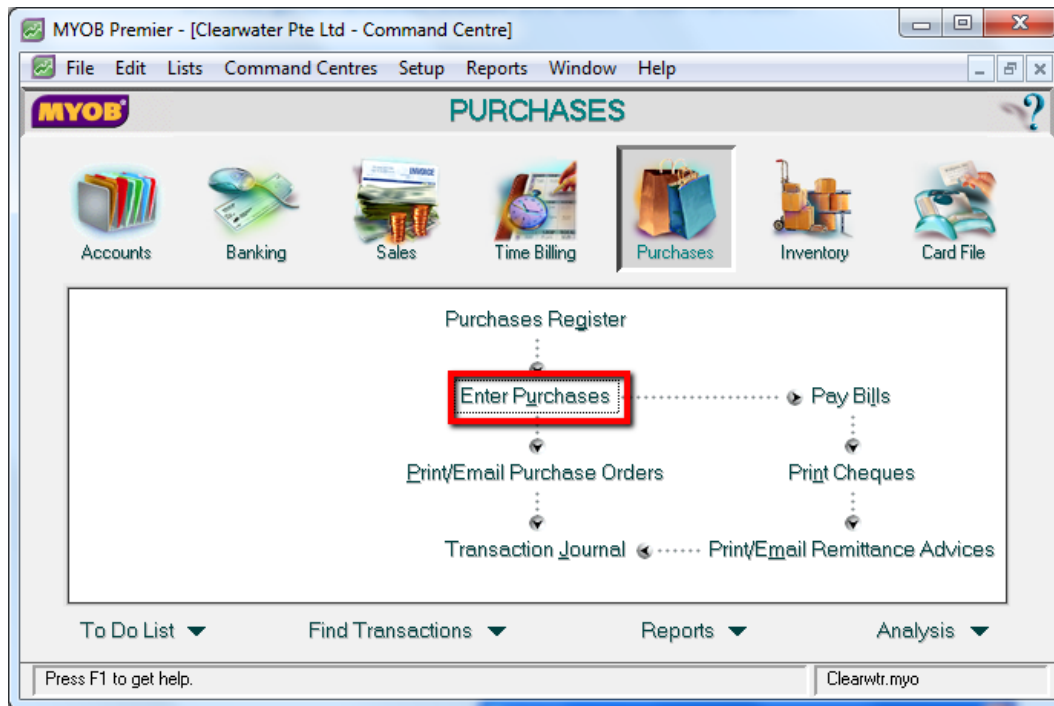


HOW TO RECORD ADVANCE PAYMENT/DEPOSIT PAID TO SUPPLIER?

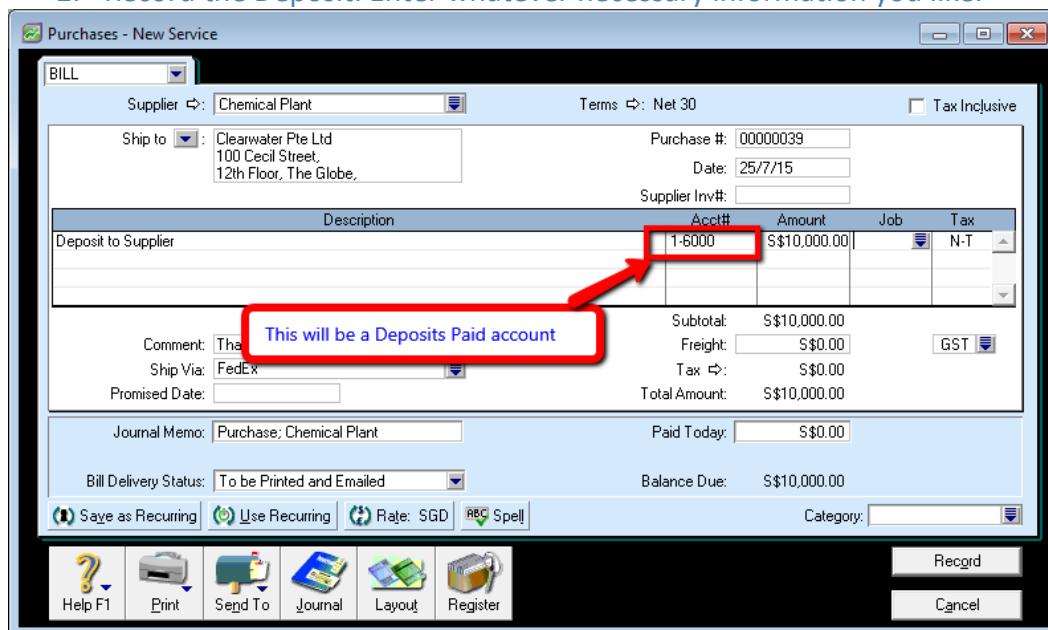
There are 2 methods which we can use:

Method 1

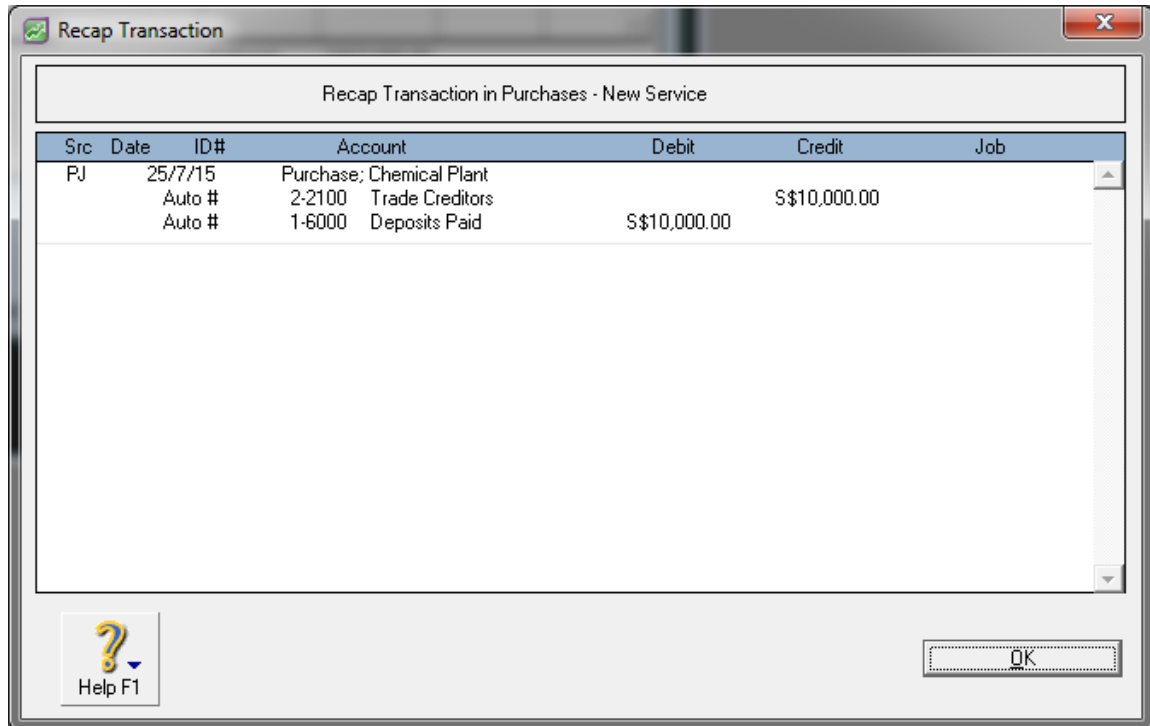
1. First, go to Purchases Module and select "Enter Purchases".



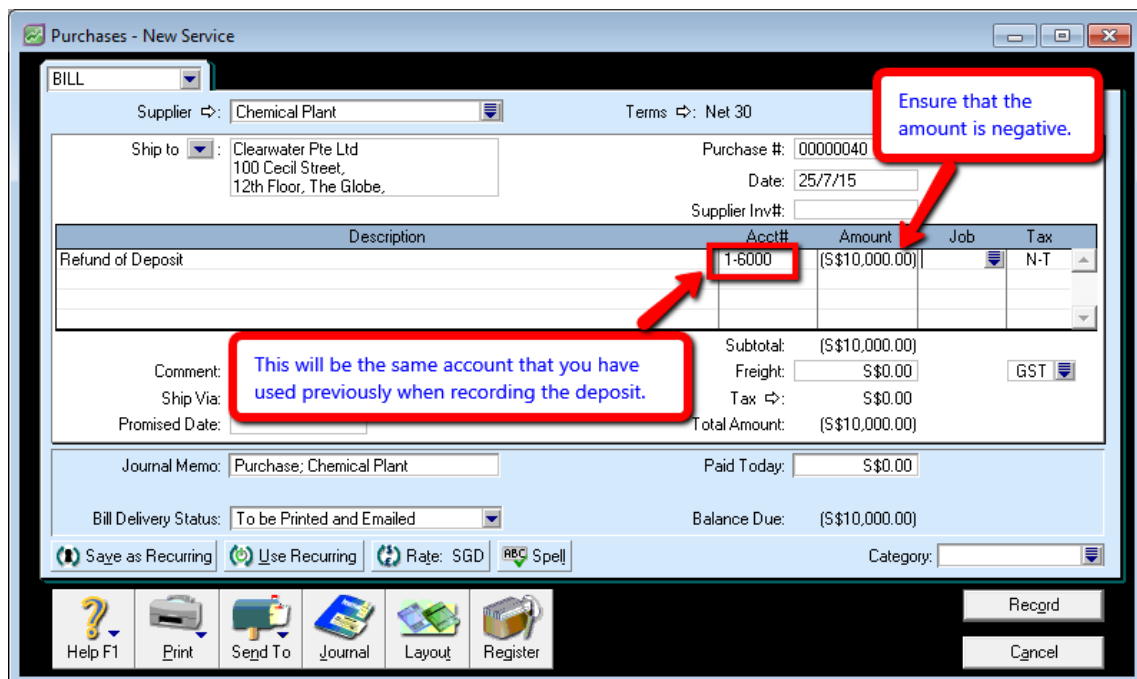
2. Record the Deposit. Enter whatever necessary information you like.



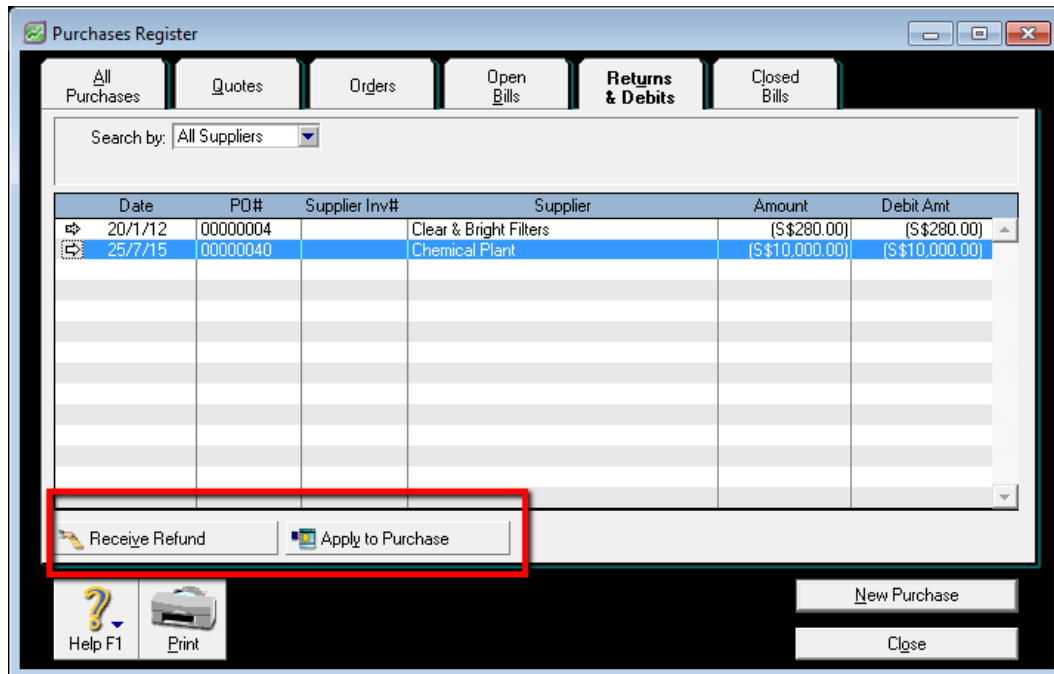
This will be the double-entry.



3. Go to Purchases → Pay Bills to make payment for the deposit.
4. Subsequently, when supplier returns the deposit, you can record as such.

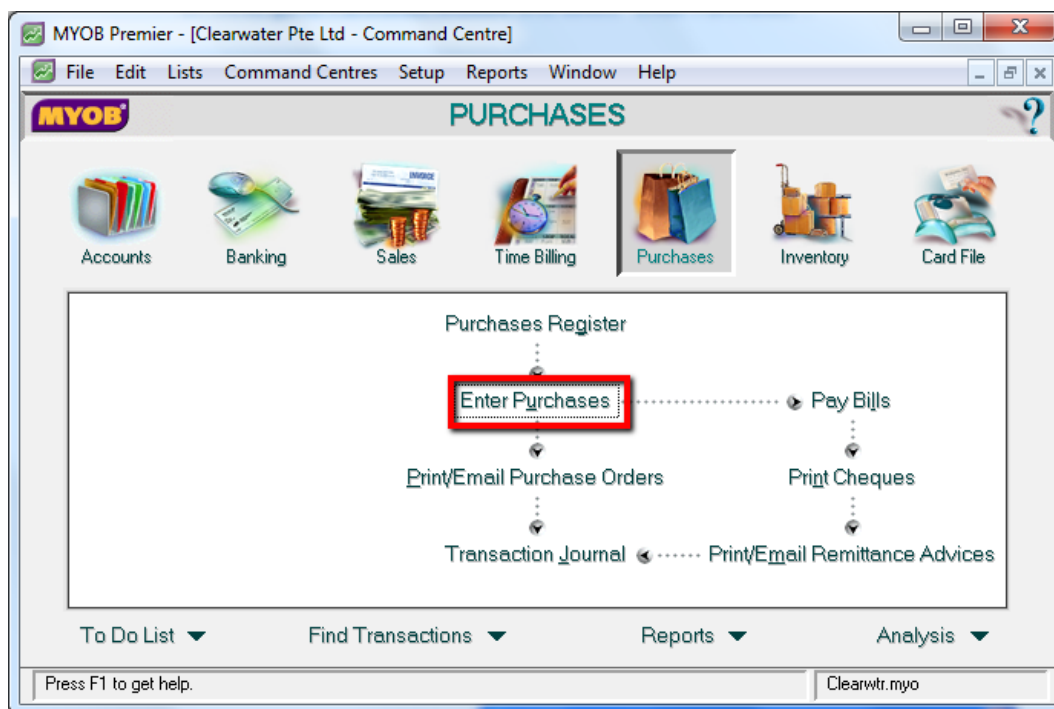


- Go to Purchases → Purchases Register → Returns & Debits tab to settle. You might either receive a refund from supplier or offset against outstanding Bills from supplier.

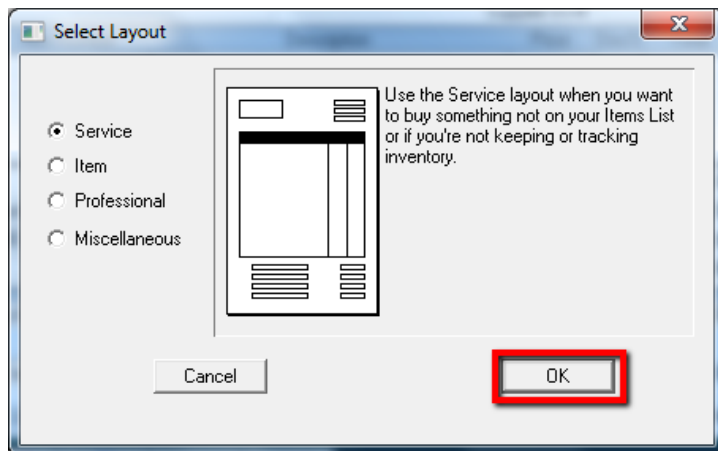
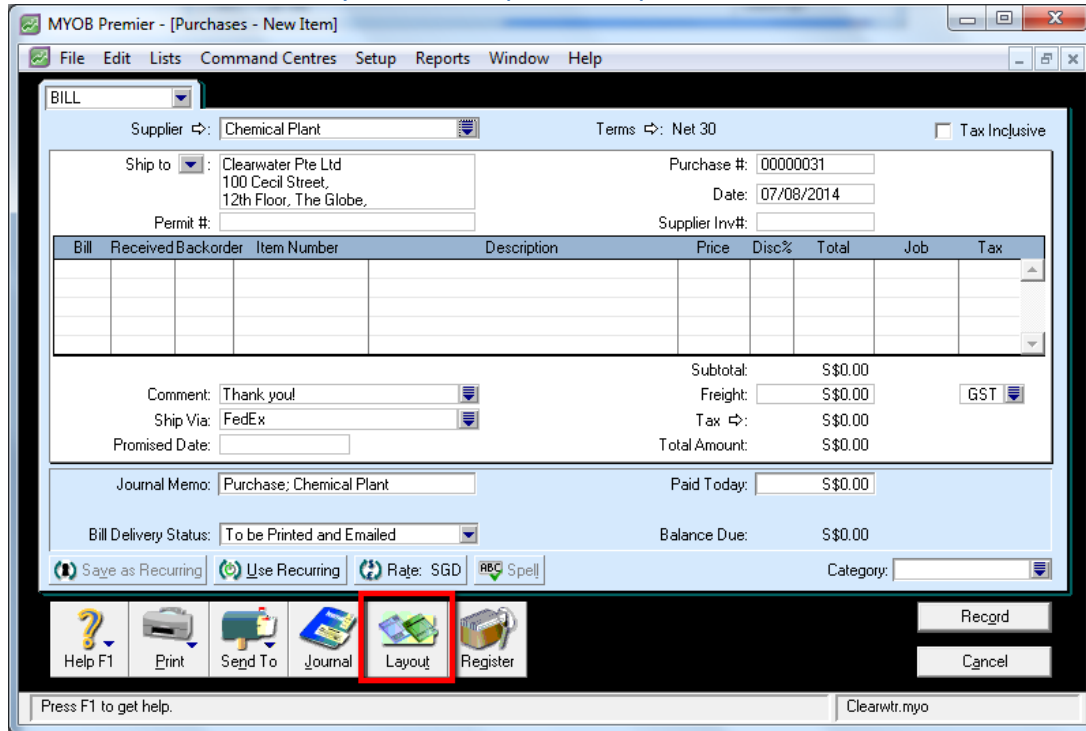


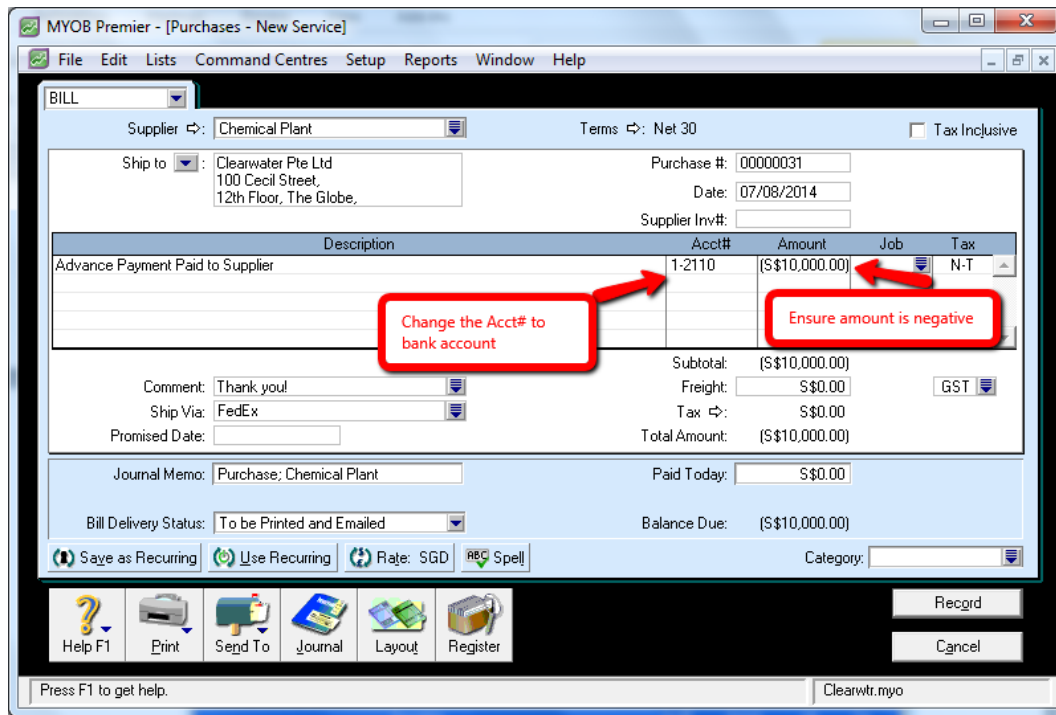
Method 2

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

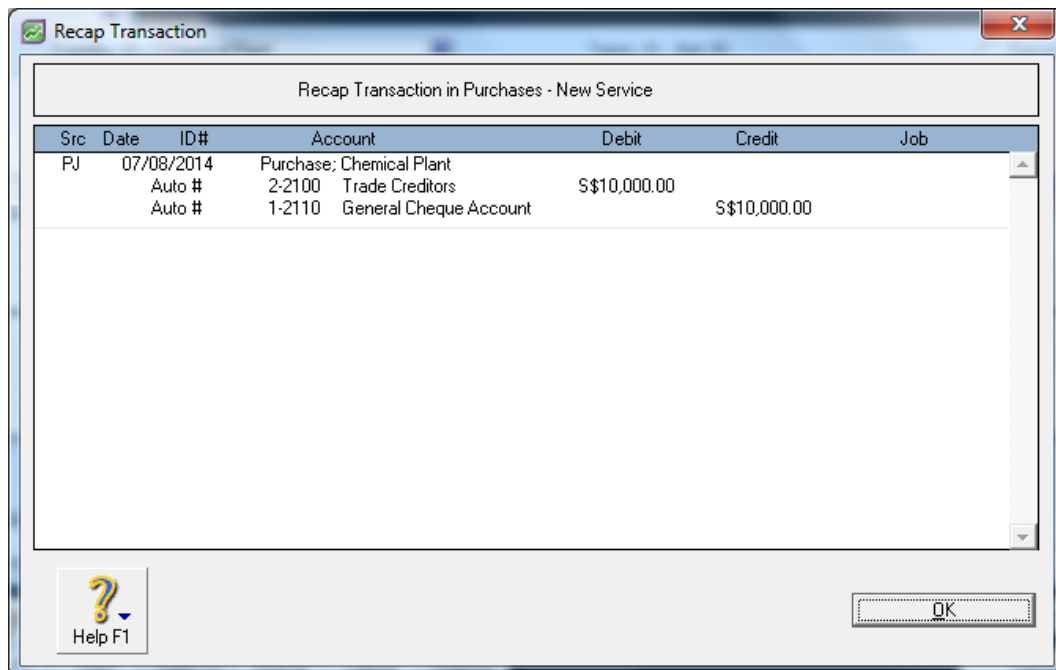


2. Select "Service" layout for this particular purchases.





3. 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).
4. 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.

