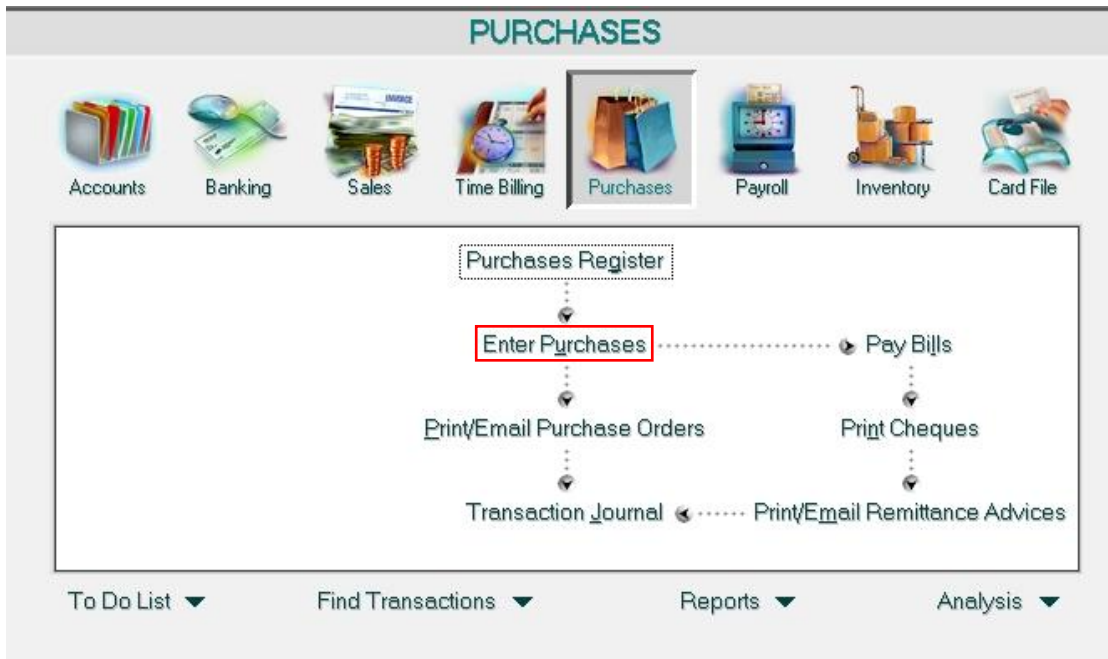


HOW TO RECORD BILL WITH AMOUNT FOR SETTLING FUTURE BILLS?

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



2. Select “Service” layout.



3. Select the appropriate supplier (eg. "SP Services Pte Ltd") as your supplier.
4. Key in the descriptions accordingly.

Select the correct Supplier

Key in the necessary descriptions

Please take note: For deposit, select account which is link to your deposit. For Monthly expense, select account which is link to your expense account.

Please take note: When keying in a deposit, key a negative sign with the amount.

Description	Acct#	Amount	Job	Tax
Deposit refund by SP Services	1-2140	(\$500.00)		N-T
Monthly expense to SP Services	1-2120	\$35,000.00		N-T

Subtotal: \$4,500.00
 Freight: \$0.00
 Tax: \$0.00
 Total Amount: \$4,500.00

Journal Memo: Purchase; SP Services Pte Ltd
 Paid Today: \$0.00
 Balance Due: \$4,500.00

Buttons: Save as Recurring, Use Recurring, Rate: SGD, Spell, Help F1, Print, Send To, Journal, Layout, Register, Recrd, Cancel

5. The double entries for this transaction will be,

Dr.	Expenses	\$5,000
Cr.	Deposit	\$500
Cr.	Accounts Payable	\$4500

6. Record the transaction.