

HOW TO RECORD GST PAYMENT?

1. Go to the Banking Module and select 'Spend Money'.



2. 'Spend Money' window will open.
3. Key in the date. This refers to the date GST payment is made.
4. If you have created IRAS as a card, select it.
 Otherwise, just input an appropriate memo into the 'Memo' field if you prefer not to have a card for IRAS.
5. Enter the amount of GST to be paid in the 'Amount' field. Eg. S\$1,353.68



MYOB SUPPORT NOTES

6. In the 'Acct #' column, select 'GST Collected'. Input the amount that you have paid for GST, eg. S\$3,150.00. Note that the 'Tax' should be 'N-T'.
7. In the next line, select 'GST Paid' in the 'Acct #' column. Once you click at the 'Amount' field, the amount will be automatically calculated. The 'Tax' should also be 'N-T'.
8. Ensure that your 'Account' in which you are using to pay from and the 'Cheque No.' is correct.

Account: 1-2110 DBS S\$ Balance: S\$11,553.32 Tax

Card: IRAS Cheque No.: 8
Payee: IRAS Date: 17/11/2013
Amount: S\$1,353.68

One Thousand Three Hundred Fifty-Three Singapore Dollars and Sixty-Eight Cents Only
Memo: IRAS Kacang Putih Pte Ltd

Acct #	Name	Amount	Job	Memo	Tax
2-2310	GST Collected	S\$3,150.00			N-T
2-2330	GST Paid	(S\$1,796.32)			N-T

Total Allocated: S\$1,353.68
Tax: S\$0.00
Total Paid: S\$1,353.68
Balance: S\$0.00

Recurring Currency: SGD

Buttons: Help F1, Print, Journal, Register, OK, Cancel

9. Click 'Record' to save the entry.