REDOFFICE
MYOB Consultants
info@redoffice.co.nz
www.redoffice.co.nz

MYOB APPROVED | PARTNER OF THE YEAR 2009

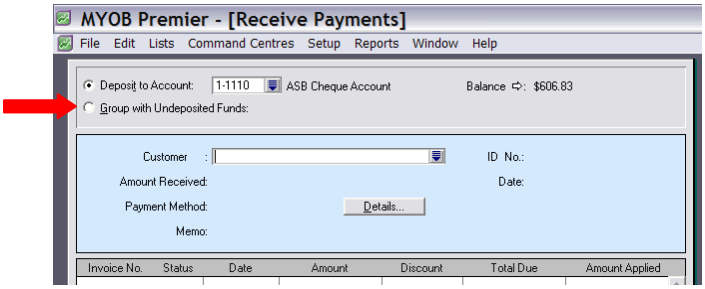
Red Office MYOB Procedure for recording payments received

Before recording a payment, you must first decide whether it is payment for an invoice you have issued.

- ☐ **If YES, record the payment through "Sales > Receive Payments"**
- ☐ **If NO, record the payment through "Banking > Receive Money"**

RECEIVE PAYMENTS - (I.E. RECORDING PAYMENTS AGAINST INVOICES)

1. Open MYOB.
2. From "Command Centre" choose "Sales" then "Receive Payments"
3. "Deposit to Account": select bank account this payment will be deposited to (e.g. ASB cheque a/c) or if part of a deposit made up of a number of payments (e.g. Eft-Pos), select "Group with Undeposited Funds"



4. Type or select the Customer's name
5. Enter the amount received.
6. Optional: Record payment method and additional details if desired.
7. Enter the date payment received.
8. Allocate the payment against outstanding invoices displayed
9. Click "Record"

RECEIVE MONEY – (IE RECORDING PAYMENTS WITHOUT INVOICES)

1. Open MYOB.
2. From "Command Centre" choose "Banking" then "Receive Money"
3. "Deposit to Account": insert bank account (e.g. ASB cheque a/c)
4. Check the GST Inclusive box – tick or clear as appropriate (if banking cash takings from the retail store, mark as GST Inclusive).
5. Enter the date of the deposit you are recording.
6. Enter amount.
7. Enter method e.g. Cash, EftPos etc
8. Enter any comments in the "Memo" field to help to identify the payment.
9. Enter the MYOB account code to allocate the amount. Deposits may be allocated across several different account codes by splitting the amounts.
10. Check GST coding is correct for each line.
11. Click "Record".