



What is a Purchase Bill?

A purchase bill is a document received from a supplier for goods or services you have purchased on credit.

👉 Recording a purchase bill in MYOB helps you:

- Track how much you owe to suppliers
- Record expenses correctly
- Claim GST input credits
- Maintain accurate accounts

Why Recording Purchase Bill is Important ?

Recording purchase bills in MYOB allows you to:

- ✓ Track supplier outstanding balances
- ✓ Avoid missing or duplicate expenses
- ✓ Generate accurate profit & loss reports
- ✓ Claim correct GST in BAS / GST reports

If purchase bills are not recorded, expenses may be understated and reports will be incorrect.



Difference Between Purchase Bill & Expense ?

- Purchase Bill → Used when payment is not made immediately
- Expense / Spend Money → Used when payment is made immediately



Choose the correct option to avoid accounting errors.



GST on Purchase Bills ?

- GST paid on purchases is called Input Tax Credit
- MYOB calculates GST automatically based on:
- Selected tax code
- Expense or item setup
- ⚠ Selecting the wrong GST code may lead to incorrect tax reporting.



Steps to Record a Purchase Bill in MYOB

1 Open Myob

Open your MYOB company file

2 Go to Purchase

From the main menu, click Purchases.

3 Go to Bill

Click on Bill button

4 Create Bill

Click on Create bill button

5 Choose Supplier

Select an existing supplier or add a new one.

6 Select Bill Type

- Item Bill (for inventory purchases)
- Service Bill (for expenses or services)

7 Enter Bill Details

- Items or expense accounts
- Quantity and amount

8 Apply GST / Tax Code

Ensure the correct GST tax code is selected.

9 Check Bill Date & Due Date

Verify dates carefully (important for reports).

10 Save Bill

Click Save to record the purchase bill.