



# 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.