



# What is Record Payment?

Recording a payment means entering the money received from a customer against an existing sales invoice.

👉 In MYOB, this step is very important because it:

- Reduces the customer's outstanding balance
- Marks the invoice as Paid or Partially Paid
- Updates bank or cash accounts automatically

# Why Recording Payment is Important ?

Recording payments in MYOB helps to:

- ✓ Track which customers have paid
- ✓ Avoid showing wrong outstanding balances
- ✓ Keep bank and cash records accurate
- ✓ Generate correct reports (Receivables, Bank, GST)

Without recording payment, invoices will remain unpaid in the system.



# Types of Payments You Can Record ?

In MYOB, customer payments can be recorded as:

- Cash
- Bank Transfer
- Cheque
- Online Payment

📌 The payment method selected decides which account is updated.

## Important Concept (Theory Tip) ?

- Recording payment does NOT create income again
- Income is already recorded when the invoice was created
- Payment only clears the outstanding amount



# Steps to Record Payment in MYOB ?

## **1 Open Myob**

Open your MYOB company file

## **2 Go to Sales**

Click on the Sales menu

## **3 Select Record Payment**

Choose Receive Payments / Receive Money

## **4 Choose Customer**

Choose Receive Payments / Receive Money

## **5 Select Invoice**

Tick the invoice(s) for which payment is received

## **6 Enter Payment Amount**

- Full amount → invoice will be marked Paid
- Partial amount → invoice remains Partially Paid

## **7 Select Payment Method**

- Bank
- Cash
- Cheque

## **8 Check Payment Date**

Ensure the date is correct (important for reports)

## **9 Record / Save Payment**

Click Record / Save