



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