

## How to Handle a Payment/Refund from a Supplier.

### Step 1

Sales Daybook, Add a receipt for the amount, **do not enter a customer account.**



### Receipt Details

Debit A/C	222	Cash Received
Date	29/05/2009	
Period	5.09	
Number	1826	
Customer Ref	Supplier Refund	
Customer		*NON-ACCOUNT RECEIPT*
Currency	EUR	Euro
Notes	Notes	

Balance EUR	-0.33
Amount Recd	100.00
Unallocated	0.00
Discount	0.00
Rep Code	
Rate	1.00000000
EUR	100.00
EUR	100.00

Credit A/C	CC	Account	Amount
358		Suspense A/C	100.00
			100.00

Save

Cancel

### Step 2.

Do a purchases journal for a **negative amount** to suppliers account , nominal side to suspense account .

### Purchases Journal/Opening Balance Details

Date	29/05/2009	JOURNAL
Period	5.09	
Number	19	Supplier Ref
Supplier	0074	Eircom
Currency	EUR	Euro
Notes	Refund	

Amount	-100.00
Rate	1.00000000
EUR	-100.00
EUR	-100.00

Nom Code	CC	Account	Amount
358		Suspense A/C	-100.00
			-100.00

Save

Cancel

