

## Non-Refundable Deposit :

**Option A :** If you need extra document to prove something like Proforma invoice then may refer below step :

The screenshot shows the 'Sales Order' window in SQL Financial Accounting Enterprise Edition. The window title is 'SQL Financial Accounting Enterprise Edition - Testing Company (2012) - [Sales Order]'. The menu bar includes File, Edit, View, GL, Customer, Supplier, Sales, Purchase, Stock, Production, GST, Inquiry, Tools, Window, and Help. The main area is divided into several sections:

- Customer:** 300-A0002 (highlighted with 'Step 1'). Address: ALPHA & BETA COMPUTER, 838 JALAN WORLD, 40485 RAWANG, SELANGOR DE.
- Description:** Sales Order.
- Table:** A table with columns: Item Code, Description, Qty, UOM, U/Price, Sub Total, Tax, Tax Inclusive, Tax Amount, Sub Total (Tax). One row is visible: ANT, ANTENNA, 5.00, UNIT, 100.00, 500.00, SR, 30.00, 530.00. (Highlighted with 'Step 2').
- Summary:** Local Net Total: 530.00, Net Total: 530.00. (Highlighted with 'Step 3').
- Deposit Received:** A section at the bottom with fields: Deposit into: 310-001, Chq No: MBB 12345, Payment Project: ----, Bank Charges: 0.00, Doc No: OR-00059, Amount: 500.00.

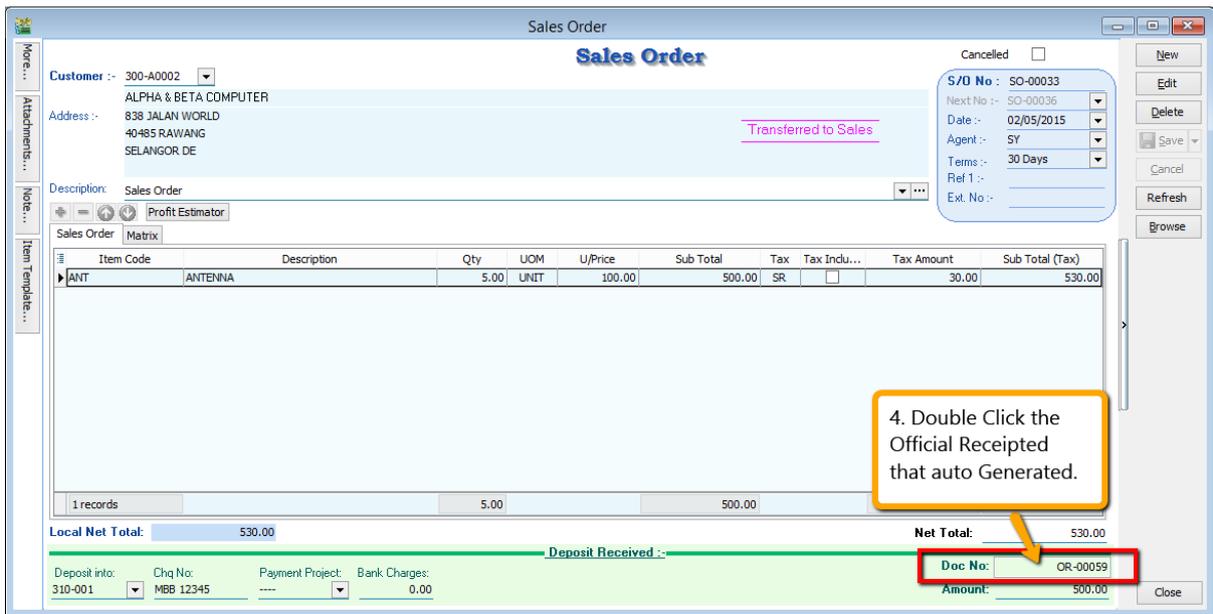
1. Key-in Non-refundable deposit under *Sales* - - > *Sales Order*
2. Select *Customer Code* as usual then key-in info of the item that you sell over to the customer.
3. Look at the bottom part of the sales order (as per highlighted as picture above is the deposit received from customer.

The close-up shows the 'Deposit Received' section with the following fields:

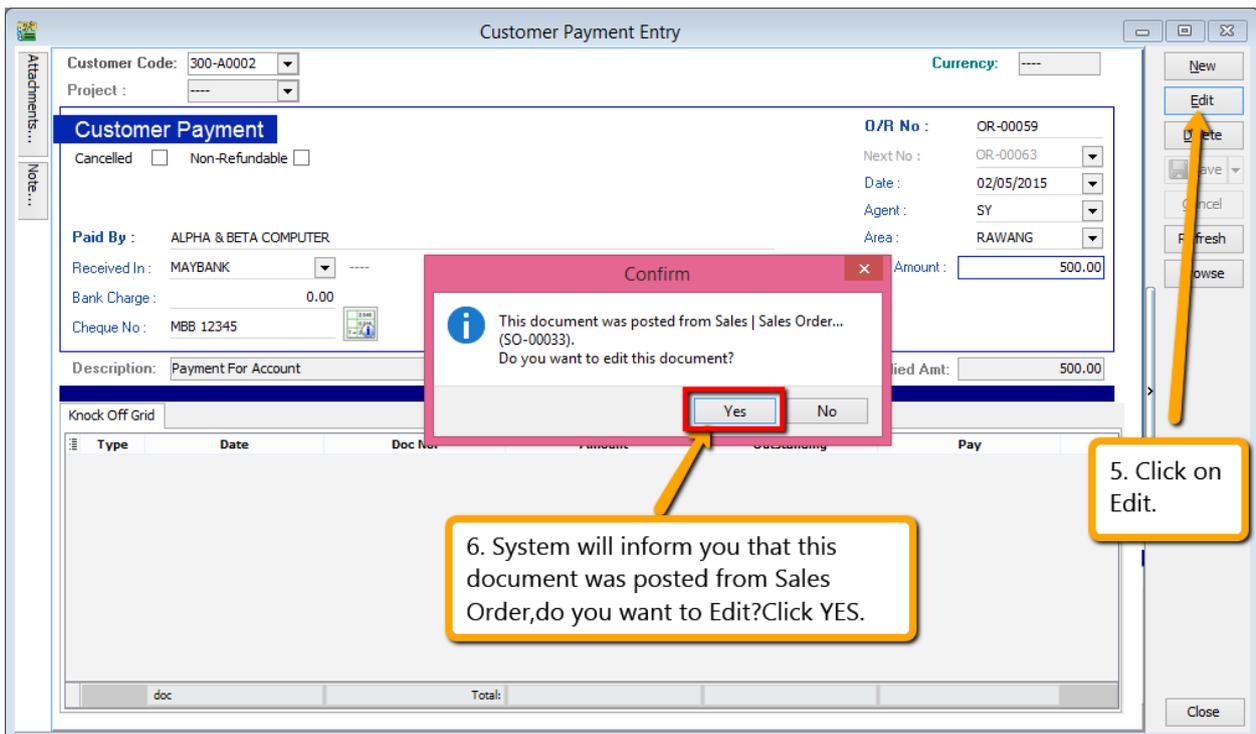
- Deposit into: 310-001
- Chq No: MBB 12345
- Payment Project: ----
- Bank Charges: 0.00
- Doc No: OR-00059
- Amount: 500.00

An orange box labeled 'Step 3.1' is positioned over the Amount field.

-3.1 Update all the info accordingly like Deposit into what payment method, if paid by cheque what is the cheque number, bank charges and etc. By the way the amount of the customer paid *for deposit is inclusive with GST*, eg : if you key-in RM 500 then system will automatic capture the  $RM\ 500 * 6\% = RM\ 30$  for output tax.



4. Double click on the Official Receipt that auto generate from the system.



5. System will auto access into customer payment, then you just have to click on EDIT.

6. Once you click on Edit then system will prompt you reminder that " This document was posted from Sales | Sales Order ( SO-xxxxx). Do you want to edit this document ?" You just have to click on YES.

Customer Payment Entry

Customer Code: 300-A0002 Project: Currency: ----

**Customer Payment**

Cancelled  **Non-Refundable**

**Paid By :** ALPHA & BETA COMPUTER

Received In: MAYBANK Bank Charge: 0.00

Cheque No: MBB 12345

**O/R No :** OR-00059

Next No: OR-00063 Date: 02/05/2015 Agent: SY Area: RAWANG Paid Amount: 500.00

Description: Payment For Account Unapplied Amt: 500.00

**Knock-off Invoices / Debit Notes**

Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	20/02/2011	IV-00004	9,380.00	3,083.00	0.00	
IV	18/12/2011	IV-00010	2.50	2.50	0.00	
DN	12/02/2014	DN-00006	2,000.00	2,000.00	0.00	
IV	12/02/2014	IV-00100	508.40	508.40	0.00	
IV	18/01/2015	IV-00103	1,000.00	500.00	0.00	
IV	10/03/2015	1000006	10.00	10.00	0.00	
IV	01/05/2015	IV-05/15001	1,585.30	1,585.30	0.00	
IV	01/08/2015	IV-08/15001	530.00	530.00	0.00	
8 doc			<b>Total:</b>	15,016.20	8,219.20	0.00

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

7. Please tick / check on the option of non-refundable.

8. Save

- Kindly tick / check on the option of Non- Refundable.
- Save the Customer Payment.
- Once you need *raise the invoice to the customer*, may transfer from sales order after that go Customer Payment look for the Sales Order's Official Receipt Number EDIT and Knock-off the invoice

**Option B :** If you don't need any document as prove then you may follow below step :

Customer Code: 300-A0002 Currency: ----  
Project: ----

**Customer Payment**

Cancelled  Non-Refundable  2. Tick / check on the option of Non-Refundable.

O/R No : OR-00063  
Next No : OR-00064 1  
Date : 03/04/2015  
Agent : SY  
Area : RAWANG  
Paid Amount : 530.00

Paid By : ALPHA & BETA COMPUTER  
Received In : MAYBANK  
Bank Charge : 0.00  
Cheque No : MBB 12345

Description: Payment For Account Unapplied Amt: 530.00

**Knock-off Invoices / Debit Notes**

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	20/02/2011	IV-00004	9,380.00	3,083.00	0.00
IV	18/12/2011	IV-00010	2.50	2.50	0.00
DN	12/02/2014	DN-00006	2,000.00	2,000.00	0.00
IV	12/02/2014	IV-00100	508.40	508.40	0.00
8 doc			Total:	15,016.20	6,219.20

1. Click New.

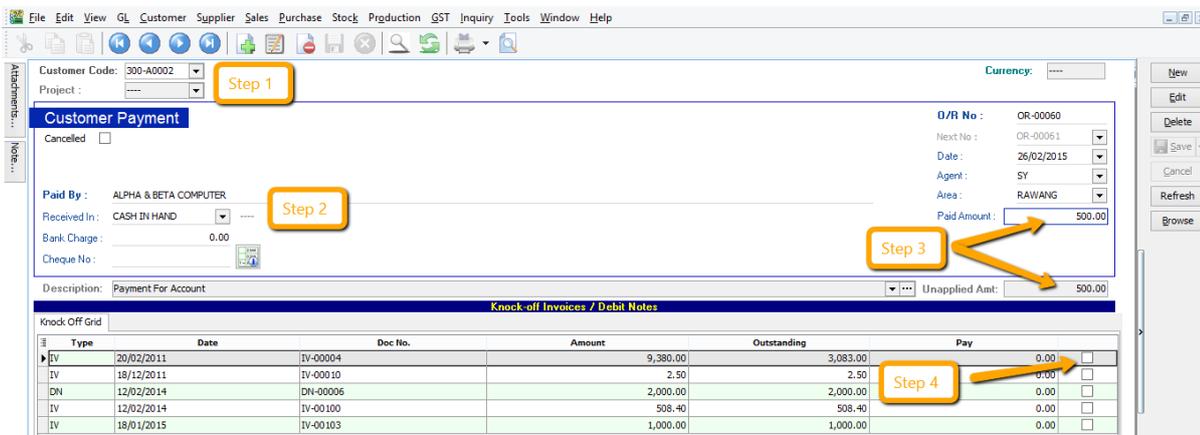
Step 1 : Select Customer → Customer Payment → Click on NEW to create new Customer Payment.

Step 2 : Ticked / Checked on the option of Non-Refundable.

Step 3 : Update all the info of the payment that you received from Customer and Save.

Step 4 : Once you have raise the invoice to the customer, then go Customer Payment look for the same Official Receipt Number EDIT and Knock-off the invoice.

# Refundable Deposit :



1. Key-in Refundable Deposit under *Customer* - - > *Customer Payment*.
2. Select *Customer Code* and *update all the payment info like received in what bank, bank charges and cheque number*.
3. For the paid amount, you just have to key-in how much that customer paid and the figure will show under *unapplied amount due to without knock-off any invoice*. As you can see in *Customer Payment* there is not *GST* involve.
4. If you have raise invoice just come back to the *Customer Payment*, look for the same *Official Receipt Number* EDIT and knock off the invoice.