## **How to deal with Other Payments out of the Till Account**

If you are paying money out of the Till for something that does not have vat on it you can put these through other payments.

If however the item you are purchasing has vat that you want to claim back then the invoice has to be entered in your Purchase Invoice section first and the payment will be put in using the Supplier Payment button.

Go to Sales and Retailer and select the Till Account you are paying the Other Payment out of.

Then select the Other Payments box.

Sales

Sales

Till: Till 1

31/05/2011

30/06/2011

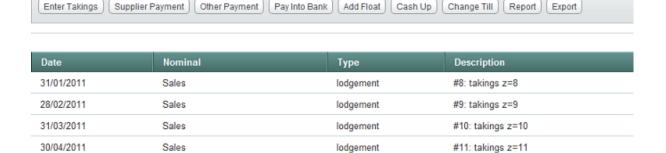
Brought Forward: 219.00

Total Daily Receipts: 706505.03 Transfers In: 490.00 Balance: 34

Payments: 250 Transfers Out:

#12: takings z=12

#13: takings z=13



lodgement

lodgement

Put in the amount of the cash payment and the Supplier, select the purchase nominal and then the date of payment and then select OK. If the Supplier is not in the dropdown option click the (+) button to add the new Supplier details

