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.

Till: **Till 1**

Brought Forward: **219.00**   Balance: 34

Total Daily Receipts: 706505.03   Payments: 25(
Transfers In: 490.00   Transfers Out:

| Enter Takings | Supplier Payment | Other Payment | Pay Into Bank | Add Float | Cash Up | Change Till | Report | Export |

Date	Nominal	Type	Description
31/01/2011	Sales	lodgement	#8: takings z=8
28/02/2011	Sales	lodgement	#9: takings z=9
31/03/2011	Sales	lodgement	#10: takings z=10
30/04/2011	Sales	lodgement	#11: takings z=11
31/05/2011	Sales	lodgement	#12: takings z=12
30/06/2011	Sales	lodgement	#13: takings z=13

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

Other Payment   ✖

Amount: *
100.00

Nominal: *
Office/Property:Postag   (+)

Supplier: *
An Post   (+)

Job:
Sample Retailer Comp;   (+)

Date: *
23/03/2012   📅

💡 **Miscellaneous Payouts**

Record other little payouts from the till here - such as milk for the staff's tea. However if there is VAT to be reclaimed, record it first in Purchases, and then use the Supplier Payment button to record it. We don't want you to miss out any VAT, no matter how small!

| Ok | Cancel |