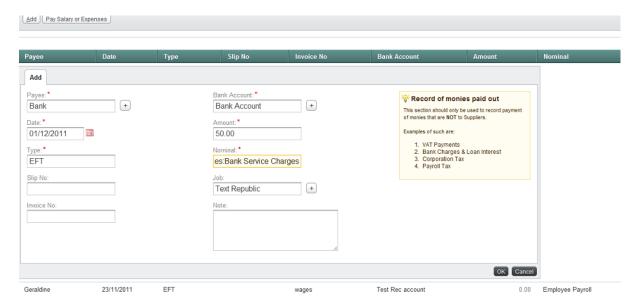
## **How to Add a Miscellaneous Payment.**

Miscellaneous payments would be used for items that you do not have a purchase invoice for.

i.e. Bank charges, Insurance, Wages or Salary.

Go to Accounts and Misc payments, click the add button.



Select the name of who you are paying, If they are not already in the system click the + button next to the payee box to add them.

Fill in the rest of the payment details selecting the bank account you are paying from, this could be credit card, business account or owners funds.

Select the nominal to allocate the payment to.