

## 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.

Add | Pay Salary or Expenses

Payee	Date	Type	Slip No	Invoice No	Bank Account	Amount	Nominal
<b>Add</b>							
Payee: *					Bank Account: *		
Bank +					Bank Account +		
Date: *					Amount: *		
01/12/2011					50.00		
Type: *					Nominal: *		
EFT					es:Bank Service Charges		
Slip No:					Job:		
					Text Republic +		
Invoice No:					Note:		
							OK Cancel
Geraldine	23/11/2011	EFT		wages	Test Rec account	0.00	Employee Payroll

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.