



## Paying Payroll Tax to Revenue in SortMyBooks

### Step 1: Set Up a Supplier

1. Navigate to **Purchases > Supplier > Add**.
2. You can either:
  - Set up a single supplier, **Revenue**, for all payments.
  - Create separate suppliers for different taxes, e.g., **Revenue Payroll** (the preferable way)
3. Change **Payee Type** to **Other**.
4. Select the **default nominal**:
  - **Payroll: PAYE/PRSI/USC** for payroll taxes.
  - **VAT** for VAT payments.
  - **Corporation Tax** for corporation tax payments

A screenshot of the 'Add Supplier' form in the SortMyBooks application. The form is displayed in a web browser window with 'Add' and 'Export' buttons at the top left and a search bar at the top right. Below the browser window is a table with columns: Name, Payee, National Currency, Total Due, Email, Telephone, Last Purchase, Total Purchases, Last Payment, and Total Payment. The 'Add' tab is selected, showing a form with the following fields: Name (filled with 'Revenue Payroll'), Post Code (empty), Payee (filled with 'Other'), Email (empty), Address Line1 (empty), Country (filled with 'Ireland'), Address Line2 (empty), National Currency (filled with 'Euro'), Address Line3 (empty), Default Nominal (filled with 'Payroll:PAYE/PRSI/USC'), City/Town (empty), and County (empty). A yellow box highlights the 'Default Nominal' field.

### Step 2: Record a Payment

1. Go to **Accounts > Miscellaneous Payments > Add**.
2. Enter the payment details.

### Step 3: Match Payments in Bank Statements

1. Upload your bank statement.
2. Go to **Accounts > Statement**.
3. Scroll to the **Revenue Payroll Tax** line.
4. Set aliases and select **Revenue Payroll**.

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Alias

Alias for "Revenue Payroll Tax"

**Client Name**

Aisling Software Ltd.

Group Employees

Kathleen

Lola

Revenue Payroll

Stanley

**Account Name**

Current Account

Credit Card

Ok Cancel

PAGE:1, LINE:4 10/01/2021

PAGE:1, LINE:5 10/01/2021

PAGE:1, LINE:6 11/01/2021

PAGE:1, LINE:7 16/01/2021

PAGE:1, LINE:8 16/01/2021

PAGE:1, LINE:9 17/01/2021 Curio Shoppe [set alias] Amount: 950.00 Balance: 8252

PAGE:1, LINE:10 17/01/2021 ATM [set alias] Amount: -150.00 Balance: 8102

5. If payroll taxes and VAT are deducted together, process them separately, as they have different nominals.
6. Click **Match**, choose **Revenue Payroll** (Payment on Account or Misc) and select **Type** (EFT, Direct Debit, etc.).
7. Click **OK**.

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Search your records...

- Refund

PAGE:1, LINE:5 2021-01-10 00:00:00 Revenue Payroll Tax -3500.00 total; **3500.00 not allocated yet**

Match to Existing Payment

Add new Payment to Purchase Invoice

⚠ No Records Found

⚠ No Records Found

Create new Transaction From

Payment on Account (or Misc)

Revenue Payroll

Other

Create New Bank Transfer To

Credit Card

liability

cc

0.000000000000

Ok Cancel

« Back

Supplier: \*

Revenue Payroll

+

Amount: \*

3500

Date: \*

10/01/2021

Nominal: \*

Payroll:PAYE/PRSI/USC

Type: \*

EFT

Job:

Payroll Journals Video

+

Slip No:

Note:

Revenue Payroll Tax

Invoice No:

Revenue Payroll Tax

Bank Account: \*

Current Account

+

Ok

Cancel

## Alternative Way in Case of Manual Reconciliation

1. Set up **Revenue Payroll** as a supplier and select **Payroll: PAYE/PRSI/USC** as the default nominal.
2. Go to **Accounts > Miscellaneous Payments > Add**.
3. Select **Revenue Payroll** as the payee and enter the payment details (date, type, bank account, amount).
4. Ensure the default nominal is correct.

Add

Pay Salary or Expenses

Export

Payee

Date

Type

Cheque No

Invoice No

Bank Account

Amount

Nominal

Job

Add

Payee: \*

Revenue Payroll

+

Amount: \*

0

Date: \*

12/11/2021

Nominal: \*

Payroll:PAYE/PRSI/USC

Type: \*

Job:

Payroll Journals Video

+

Cheque No:

Note:

Invoice No:

Bank Account: \*

+

This method takes longer but can be used if manual reconciliation is required.

**More in the video:** <https://www.youtube.com/watch?v=fziR3MToam4>