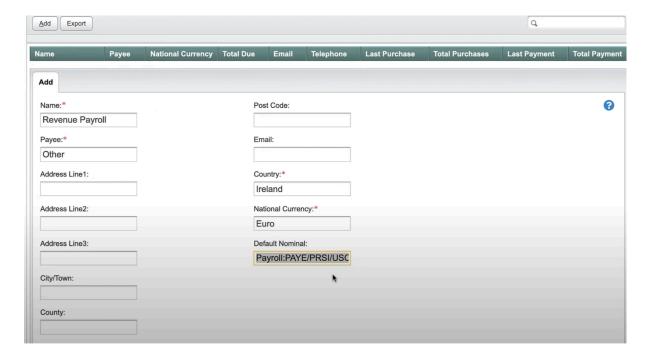# Paying Payroll Tax to Revenue in SortMyBooks

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.
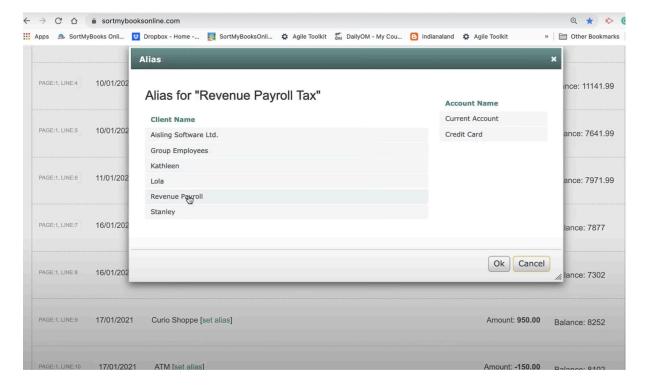   - **Corporation Tax** for corporation tax payments

Step 2: Record a Payment

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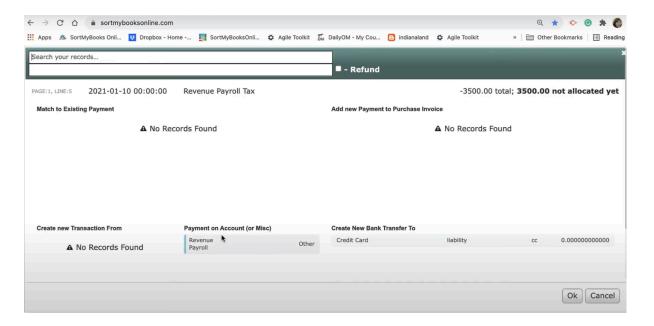2. Enter the payment details.

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.
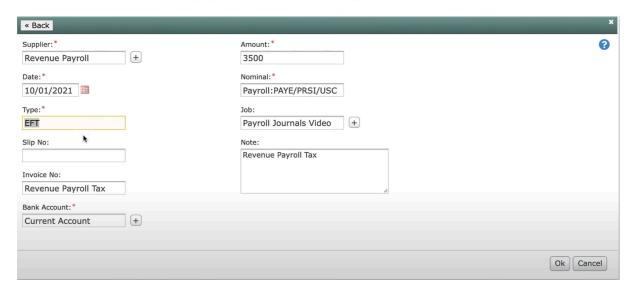4. Set aliases and select **Revenue Payroll**.

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.).
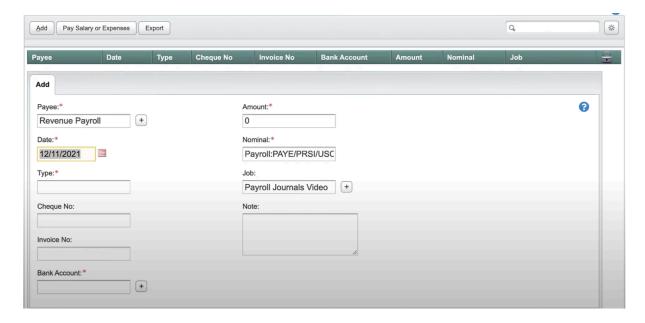7. Click **OK**.

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.

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

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