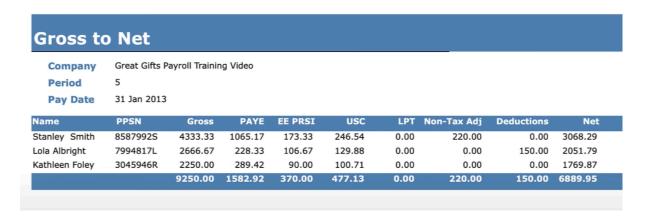


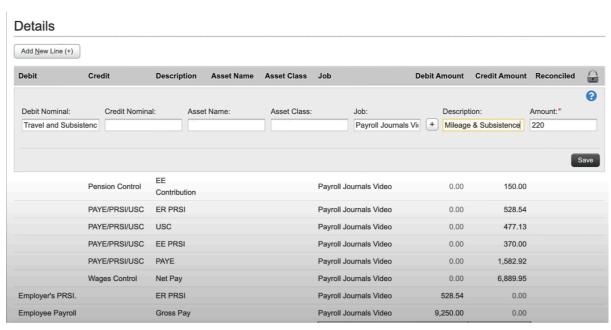
Wages Control - Mileage and Subsistence

If an employee was reimbursed for mileage and subsistence expenses, that amount has to be entered in a payroll journal.

- Log in to SortMyBooks.
- 2. Go to Accounts > Journals.
- 3. **Select** the Payroll Journal for the month when the expenses occurred.
- 4. In the Debit box:
- Select Travel and Subsistence (default nominal in Expenses).
- Enter the amount from the Gross to Net report (Non-Tax Adj).



- In the Description box, type Mileage & Subsistence.
- 5. Click Save.



More details in the video:

Wages control-Mileage and Subsistence