

# 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.

1. **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)**.

## Gross to Net

**Company** Great Gifts Payroll Training Video  
**Period** 5  
**Pay Date** 31 Jan 2013

Name	PPSN	Gross	PAYE	EE PRSI	USC	LPT	Non-Tax Adj	Deductions	Net
Stanley Smith	8587992S	4333.33	1065.17	173.33	246.54	0.00	220.00	0.00	3068.29
Lola Albright	7994817L	2666.67	228.33	106.67	129.88	0.00	0.00	150.00	2051.79
Kathleen Foley	3045946R	2250.00	289.42	90.00	100.71	0.00	0.00	0.00	1769.87
		<b>9250.00</b>	<b>1582.92</b>	<b>370.00</b>	<b>477.13</b>	<b>0.00</b>	<b>220.00</b>	<b>150.00</b>	<b>6889.95</b>

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

## Details

Add New Line (+)

Debit	Credit	Description	Asset Name	Asset Class	Job	Debit Amount	Credit Amount	Reconciled
Debit Nominal:	Credit Nominal:	Asset Name:	Asset Class:	Job:	Description:	Amount: *		
Travel and Subsistence				Payroll Journals Vi	Mileage & Subsistence	220		
								Save
Pension Control	EE Contribution				Payroll Journals Video	0.00	150.00	
PAYE/PRSI/USC	ER PRSI				Payroll Journals Video	0.00	528.54	
PAYE/PRSI/USC	USC				Payroll Journals Video	0.00	477.13	
PAYE/PRSI/USC	EE PRSI				Payroll Journals Video	0.00	370.00	
PAYE/PRSI/USC	PAYE				Payroll Journals Video	0.00	1,582.92	
Wages Control	Net Pay				Payroll Journals Video	0.00	6,889.95	
Employer's PRSI	ER PRSI				Payroll Journals Video	528.54	0.00	
Employee Payroll	Gross Pay				Payroll Journals Video	9,250.00	0.00	

**More details in the video:**

[Wages control-Mileage and Subsistence](#)