

Adding an Allowance

To add an allowance, navigate to the allowance tab on the left-hand side of the page. Then select 'Declare Allowance' on the top right-hand side. From the produced box, select the outlet, allowance type and enter the value. This box also lets you enter a reference if you want to enter one. Then select 'Declare' This allowance has now been added.

Allowance Declaration ×

Select Outlet	Select Allowance
<input type="text" value="Main Bar"/>	<input type="text" value="Complaints (Retail)"/>
Value (Retail inc VAT)	Allowance Date
<input type="text" value="125"/>	<input type="text" value="2020-01-13"/>
Allowance Reference	
<input type="text" value="test"/>	
<input type="button" value="Declare"/>	

If it is a Cost Allowance, this should be entered excluding VAT. Retail allowances should include VAT.

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