

# 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

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Select Outlet

Main Bar ▾

Select Allowance

Complaints (Retail) ▾

Value (Retail inc VAT)

125

Allowance Date

2020-01-13

Allowance Reference

test

Declare

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

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