

# Entering Revenue

To enter Revenue, navigate to the 'Revenue' tab on the left-hand side. Then select 'Declare Revenue' in the top right-hand corner. Then, select the relevant outlet and enter the revenue amount. This can be entered including VAT or Excluding VAT. The other box will automatically calculate the VAT rate and populate with the value.

## Revenue Declaration

Select Outlet

Main Bar

Select Date

2020-01-13

Revenue Exc Vat

100

Revenue Inc Vat

120

Reference

test

Declare

Revision #1

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