Spend Money window

Use the **Spend Money** window to record the payments you make for things such as petrol, office stationery, phone bills and donations. From AccountRight 2018.4 onward, you can attach documents to your spend money transactions.

If you need to pay a supplier invoice and other bills that you've recorded in the **Purchases** command centre, you'll need to use the Pay Bills function in the **Purchases** command centre (Not Basics).

Speed up data entry

Use bank feeds to bring your bank transactions into AccountRight. For recurring transactions, set up rules to automatically record these transactions.

To record money you spend

1. Go to the **Banking** command centre and click **Spend Money**. The **Spend Money** window appears.
2. Select how the payment is to be made.
   - If you are paying electronically—that is, if you will be generating an electronic payment file (ABA file for Australia) for this payment—click **Electronic Payment**.
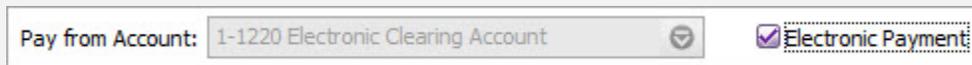
Pay from Account:	1-1220 Electronic Clearing Account	⊘	☑ Electronic Payment

   - If you are paying by some other means—such as by cash, cheque, credit card or internet banking—enter the account you are paying from in the **Pay from Account** field. Note that only a banking account (that is, a credit card or bank account) can be selected.
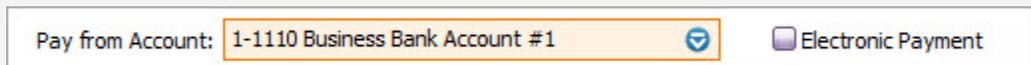
Pay from Account:	1-1110 Business Bank Account #1	⊘	☐ Electronic Payment

3. If the payment amounts you are entering are tax or GST inclusive, select the **Tax Inclusive** (Australia) or **GST Inclusive** (New Zealand) option.

   Don't select or deselect the **Tax Inclusive** (Australia) or **GST Inclusive** (New Zealand) option after you enter an amount in the **Amount** field.

4. Fill in the information in the cheque area of the window. Enter the payee card, cheque number (or other identification number), amount, memo, etc. If you are paying electronically, enter your own unique reference in the **Statement Text** field (Australia) or **Particulars**, **Code** and **Reference** fields (New Zealand), or accept the default. The text entered in this field will

appear on the payee's bank statement.

5. If you want to change the default payee address, enter the payee's address in the **Payee** field.

6. Allocate the payment to the appropriate account.

A	Enter the account you want to assign the payment to.
B	Type the allocation amount.
C	[Optional] Assign the payment to a job by entering the job code here.
D	[Optional] Type a memo to describe the payment.
E	The tax/GST code that is linked to the allocation account appears here automatically. You can change or delete it if necessary.

7. If your payment covers more than one account, repeat step 6. You would do this, for example, when paying for a purchase with a number of different types of purchases on it: postage, magazines, stationery, etc.

8. If you want to view or change the tax or GST amounts assigned to the payment, click the zoom arrow ( ) next to the **Tax** (Australia) or **GST** (New Zealand) field.

9. (Not Basics) If you want to assign the payment to a particular category, select a category from the **Category** list. For more information about categories, see Categories.

> Before you record this transaction, you can use the Recap Transaction feature to view the journal entries that will be created when the transaction is recorded. This is useful for confirming that the journal entries are posted to the correct accounts. To recap, choose **Recap Transaction** from the **Edit** menu.

Complete the payment

10. If you are paying by cheque and have already written a cheque, select the **Cheque Already Printed** option.

11. If you want to send remittance advice in a batch, select an option from the **Remittance Advice Delivery Status** list.

12. After you have recorded a number of payments, say, the day's payments, you can print or email remittance advices in a batch. For more information, see Sending forms in a batch.

13. If you want to preview the remittance advice or cheque for this transaction, click **Print** and then choose **Preview Cheque** or **Preview Remittance Advice**. Note that the transaction is recorded before it is displayed. If you want to print a cheque or remittance advice now, click **Print** and select the form type you want to print. Note that the payment is recorded before it is printed.

> If you want to store the payment as a recurring transaction click **Save as**

Recurring. In the **Recurring Schedule Information** window, enter the necessary information and click **OK**. For more information, see Recurring transactions.

14. (Optional, online company files only) To attach a related document to this spend money transaction, click **Attachments**. Learn more about attaching documents to spend money transactions.

15. Click **Record**.

Can't see the **Record** button? Your user role may only be allowing you to have read-only access to the **Spend Money** window. See Set up roles.

Spend money FAQs

Which accounts can I use to spend money from?

How do I delete a line from a Spend Money transaction?

What does Auto # mean in the Cheque No. field?

Why am I getting the error 'You have indicated that the transaction is to be paid electronically'?

How do I attach a file to a Spend Money transaction?

Can I create a Spend Money transaction from an In Tray document?

Related topics

Spending and receiving money

Attaching documents to spend money transactions

Paying bills

Enter a bill, quote or order

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sending invoices out missing middle information
Re: super funds
Re: Invoice a New Zealand Customer from Australia
Re: Accessing MYOB when internet down

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