

## HOW TO PERFORM A PAYOUT AT THE POS

Last Updated: Tuesday, 12 October 2010

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### Summary

This article outlines how to perform a payout at the POS till. It also details how to find payout figures on the Z report, Batch Entry and Sales and Banking Summary report.

**NOTE:** It is important to note that performing a payout is simply a way to assist the till to balance at the end of the day; it is not a substitute for a Petty Cash system.

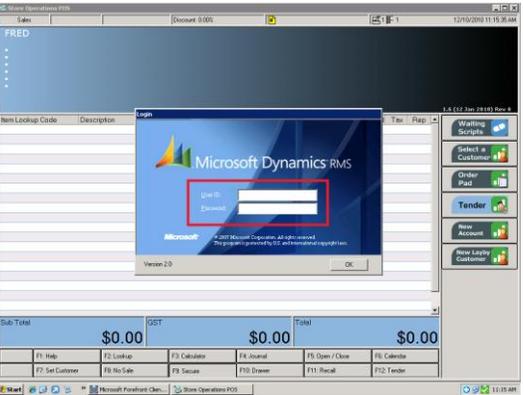
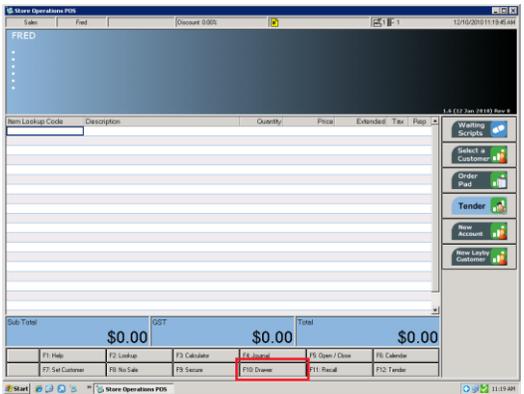
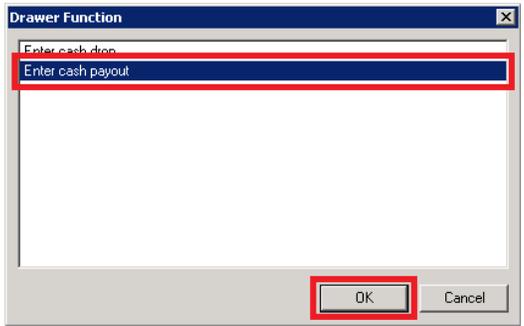
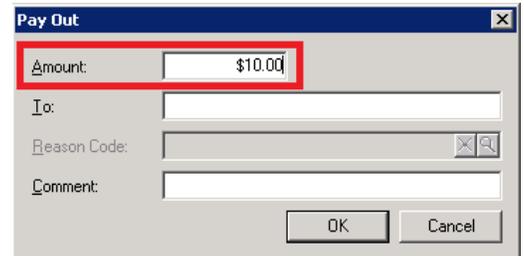
Payouts are not recommended to be used as a Petty Cash system at your store because;

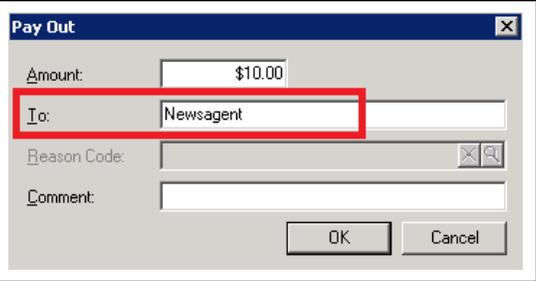
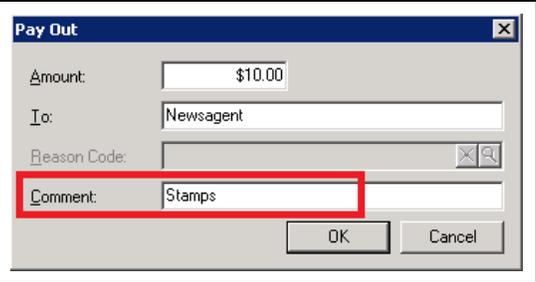
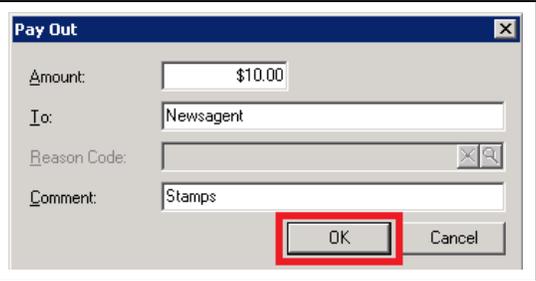
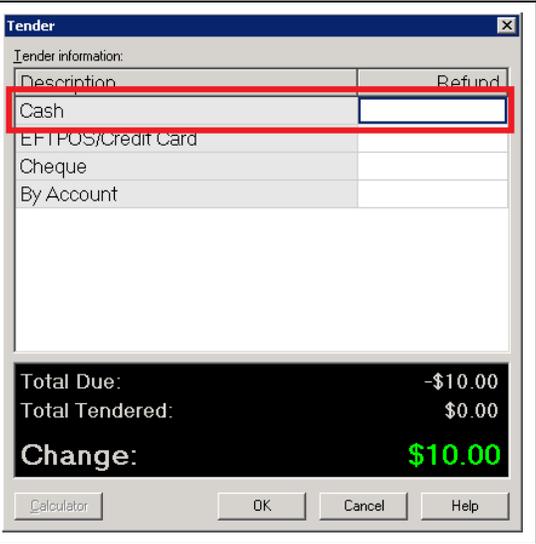
1. There are currently no reports in Fred Office which display the payout details (other than totals).
2. This method may not meet your tax requirement (due to not recording a GST status).

We recommend you speak with your accountant and/ or consult the [ATO website](#) for further information regarding requirements and how to set up a Petty Cash system.

## Details

### Perform Payout at POS till

1.	Login to the POS.	
2.	Press F10 or Drawer hotkey.	
3.	Press "Enter cash payout". Click "OK".	
4.	Enter the dollar amount of the payout. E.g. \$10.00.	

5.	Move the cursor the “To” field and type who the money is being paid to. E.g. Newsagent.	 <p>The screenshot shows a 'Pay Out' dialog box with the following fields: Amount: \$10.00, To: Newsagent (highlighted), Reason Code: (empty), Comment: (empty). Buttons for OK and Cancel are at the bottom.</p>										
6.	Move the cursor to the “Comment” field and type a comment indicating what the payout is regarding. E.g. Stamps.	 <p>The screenshot shows the 'Pay Out' dialog box with the 'Comment:' field highlighted and containing the text 'Stamps'. Other fields are the same as in the previous step.</p>										
7.	Click “OK”.	 <p>The screenshot shows the 'Pay Out' dialog box with the 'OK' button highlighted. The 'Comment:' field now contains 'Stamps'.</p>										
8.	Select the tender method, in this example Cash. Press “+” to finalise the payout.	 <p>The screenshot shows a 'Tender' dialog box with a table of tender options:</p> <table border="1" data-bbox="933 1008 1445 1176"> <thead> <tr> <th>Description</th> <th>Refund</th> </tr> </thead> <tbody> <tr> <td>Cash</td> <td></td> </tr> <tr> <td>EFT/POS/Credit Card</td> <td></td> </tr> <tr> <td>Cheque</td> <td></td> </tr> <tr> <td>By Account</td> <td></td> </tr> </tbody> </table> <p>At the bottom, a summary shows: Total Due: -\$10.00, Total Tendered: \$0.00, and Change: \$10.00. Buttons for Calculator, OK, Cancel, and Help are at the bottom.</p>	Description	Refund	Cash		EFT/POS/Credit Card		Cheque		By Account	
Description	Refund											
Cash												
EFT/POS/Credit Card												
Cheque												
By Account												

## Find Payout Figures on Z report, Batch Entry and Sales Banking Summary



### Z REPORT

Report Date 12/10/2010  
Report Time 11:45:25 AM

Register # 1  
Batch # 185  
Batch Status Closed  
Start Date 12/10/2010  
Start Time 11:34:28 AM  
Date 12/10/2010  
Time 11:45:25 AM

Opening Total \$0.00  
Sales \$400.43  
Returns \$0.00  
Tax \$9.99  
Shipping \$0.00  
Debit Surcharge \$0.00  
Cash Back Fee \$0.00  
Paid on Layaway \$0.00  
Paid to Account \$0.00  
Deposit Made \$0.00  
Total \$410.42

Paid Out \$10.00  
Dropped \$0.00  
Layaway Closed \$0.00  
Paid on Account \$30.25  
Deposit Redeemed \$0.00  
Closing Total \$0.00  
Round off Error -\$0.02  
Total \$40.23

Over / Short -\$370.19  
Total Tendered \$410.44  
Total Change \$0.00  
Discounts \$0.00  
Cost of Goods \$245.37  
Commission \$0.00  
Customer Count 12  
No Sales 0  
Aborted Trans 0

Tax Collected:  
GST \$9.99  
GST FREE \$0.00  
NO GST \$0.00

Cash \$0.00 (open)  
CreditCard/EFTP \$0.00 (open)  
Cheque \$0.00 (open)  
Plus Points Redee \$0.00 (open)  
EFT Manual ONL \$0.00 (open)

Cash \$905.65 (shi#)  
CreditCard/EFTP \$990.11 (shi#)  
Cheque \$0.00 (shi#)  
Plus Points Redee \$0.00 (shi#)  
EFT Manual ONL \$0.00 (shi#)

Cash \$0.00 (close)  
CreditCard/EFTP \$0.00 (close)  
Cheque \$0.00 (close)  
Plus Points Redee \$0.00 (close)  
EFT Manual ONL \$0.00 (close)

Cash -\$905.65 (short)  
CreditCard/EFTP -\$990.11 (short)  
Cheque \$0.00 (even)  
Plus Points Redee \$0.00 (even)

### Sales and Banking Summary

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FRED

12/10/2010

Summary data for batch(es) that closed on: 12/10/2010 - 12/10/2010  
Batch Number(s): 185 - 185

Total Tendered:	\$410.44	Opening Total:	\$0.00	Paid Out:	\$10.00
Total Change:	\$0.00	Sales:	\$400.43	Dropped:	\$0.00
Discounts:	\$0.00	Returns:	\$0.00	Layby Closed:	\$0.00
Cost of Goods:	\$245.37	Tax:	\$9.99	Charge On Account:	\$30.25
GovRec Est:	\$0.00	Paid On Layby:	\$0.00	Deposit Redeemed:	\$0.00
Customer Count:	12	Paid To Account:	\$0.00	Closing Total:	\$0.00
No Sales:	0	Deposit Made:	\$0.00		
Aborted Trans.:	0				
Total:		\$410.42	Total:		\$40.25
			Over / Short:		-\$370.17

### GST Analysis for Batch Number: 185 - 185

	Sales Ex GST	GST (Actual)	Total Sales	%Total Sales
NO GST	\$300.53	\$0.00	\$300.53	73%
GST	\$99.90	\$9.99	\$109.89	27%

### Keywords

Fred Office, POS, Petty Cash, Payout, Paid Out



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